

### THE CORPORATION OF THE TOWN OF COBOURG

### REGULAR COUNCIL AGENDA

Tuesday, November 12, 2019 at 6:00 PM Council Chambers, Victoria Hall, Cobourg

A Regular Council Meeting of the Cobourg Municipal Council will be held on Tuesday, November 12, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

- I <u>CALL TO ORDER</u>
- 1. Mayor Henderson to present and introduce the 2019 'Student Mayor for a Day' contest winner who will in turn call the meeting to order.
- II MOMENT OF REFLECTION
- III ADDITIONS TO THE AGENDA
- IV DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST
- V ADOPTION OF MINUTES OF THE PREVIOUS MEETING
- 1. Adoption of the Regular Council Minutes held on October 21, 2019. 8 16

Action Recommended: THAT Council adopt the Minutes of the Regular Council Meeting held on October 21, 2019.

- VI <u>COBOURG MAYOR FOR THE DAY</u>
- 1. Presentation from the 'Student Mayor for a Day' contest winner Rowan Tardik, 17 19 to present his reasons for submitting his application and suggestions to make the Town of Cobourg a better place to live.
- Motion to officially announce Rowan Tardik, Grade 5 Student from C.R 20 Gummow Public School, as the Town of Cobourg's 2019 'Student Mayor for a Day' contest winner.
- 3. By-law 084-2019, being a by-law to authorize a temporary additional name of 21 Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik.

<u>Action Recommended:</u> THAT Council adopt by-law 084-2019, being a by-law to authorize a temporary additional name of Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik.

- 4. Recess to excuse the '2019 Student Mayor for a Day' from the remainder of the meeting.
- VII PRESENTATIONS
- VIII <u>DELEGATIONS</u>
- IX DELEGATION ACTIONS

#### X <u>REPORTS</u>

#### **General Government Services**

1. Committee of the Whole meeting notes held on November 4, 2019. 22 - 30

<u>Action Recommended:</u> THAT Council receive the notes of the Committee of the Whole meeting held on November 4, 2019 for information purposes.

2. Ganaraska Region Conservation Authority (GRCA), 2020 Preliminary Budget. 31 - 62

<u>Action Recommended:</u> THAT Council receive the Ganaraska Region Conservation Authority (GRCA) 2020 Preliminary Budget for information purposes.

3. Memo from the Municipal Clerk/Manager of Legislative Services regarding the 63 - 67 2020 Town of Cobourg Municipal Council Meeting Schedule.

<u>Action Recommended:</u> That Council approve the 2020 Cobourg Municipal Council Meeting Schedule.

#### Planning and Development Services

 Notice of a Public Meeting concerning a proposed amendment to the 68-69 Comprehensive Zoning By-law (85-2003) submitted by Aly Premji, Trinity Development Group Inc., on behalf of Northumberland Shopping Centre Inc., for a 9.92 ha land parcel, known municipally as 1111 Elgin Street West -Northumberland Mall.

<u>Action Recommended:</u> THAT Council receive the Notice of a Public Meeting on November 25, 2019, to be held at 5:00 p.m. for information purposes.

2. Memo from the Senior Planner - Development and Notice of Hearing of the 70 Committee of Adjustment for File No. A-07-19, 600 Daintry Crescent, Cobourg, 109 regarding a minor variance from Habitat for Humanity Northumberland.

<u>Action Recommended:</u> THAT Council receive the Report and Notice for information purposes.

#### Parks and Recreation Services

1. Memo from the Secretary of the Parks and Recreation Advisory Committee, 110 regarding a recommendation to increase the amount spent on Tree Planting within the Town of Cobourg.

<u>Action Recommended:</u> THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes; and

FURTHER THAT Council forward the recommendation to the Parks Department for consideration during the 2020 Budget deliberations.

XI <u>MOTIONS</u>

#### General Government Services

1. Motion from the Committee of the Whole, regarding Valentine's Day 111 Promotions for the Town of Cobourg Civil Marriage Ceremony Services.

#### Public Works Services

- 1. Motion from the Committee of the Whole, regarding the purchasing and 112 installation of bicycle racks in the Town of Cobourg.
- 2. Motion from the Committee of the Whole, regarding the awarding of the 2019 113 Wheel Loader Tender (CO-19-22 PWD).

#### XII <u>BY-LAWS</u>

#### General Government Services

1. By-law 085-2019, being a by-law to authorize the Transfer of Title to Certain 114 Lands by the Corporation of the Town of Cobourg for the Property Located at 116 232 University Avenue West, Cobourg.

<u>Action Recommended:</u> THAT Council adopt by-law 085-2019, being a by-law to authorize the Transfer of Title to Certain Lands by the Corporation of the Town of Cobourg for the Property Located at 232 University Avenue West, Cobourg.

2. By-law 086-2019, being a by-law to authorize the execution of an easement 117 agreement with ALRE Properties Inc. and the Corporation of the Town of 124 Cobourg.

<u>Action Recommended:</u> THAT Council adopt by-law 086-2019, being a by-law to authorize the Mayor and Municipal Clerk to execute an easement agreement with ALRE Properties Inc. and the Corporation of the Town of Cobourg.

Planning and Development Services

1. By-law 088-2019, being a by-law to amend the Zoning By-law (085-2003) 125 (lands generally west of Home Depot, known municipally as part of the 127 DePalma Lands).

<u>Action Recommended:</u> THAT Council adopt By-law 088-2019, being a by-law to amend the Zoning By-law (085-2003) (lands generally west of Home Depot, known municipally as part of the DePalma Lands).

#### **General Government Services**

- 1. THAT the following By-laws be passed:
  - 1. By-law 084-2019 being a by-law to authorize a temporary additional name of Second Street in recognition of 'Student Mayor for a Day' contest winner Rowan Tardik;
  - 2. By-law 085-2019, being a by-law to authorize the Transfer of Title to Certain Lands by the Corporation of The Town of Cobourg for the Property Located at 232 University Avenue West, Cobourg;
  - 3. By-law 086-2019, being a by-law to authorize the execution of an easement agreement with ALRE Properties Inc. and the Corporation of the Town of Cobourg; and
  - 4. By-law 088-2019, being a by-law to amend the Zoning By-law (085-2003) (lands generally west of Home Depot, known municipally as part of the DePalma Lands).

<u>Action Recommended:</u> THAT leave be granted to introduce by-laws 084-2019 to 086-2019 and 088-2019 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.

XIII <u>PETITIONS</u>

#### XIV <u>COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)</u>

- 1. Transportation Advisory Committee September 26, 2019;
  - Parks and Recreation Advisory Committee Oct 1 & 10, 2019;
  - Sustainability & Climate Change Advisory Committee Oct 2, 2019;
  - Cobourg Heritage Advisory Committee Oct 2, 2019;
  - DBIA Board of Management October 3 & 17, 2019; and
  - Planning and Development Advisory Committee Oct 8, 2019.

#### XV <u>CORRESPONDENCE</u>

1. Brittney Wielgos, Water Inspector with the Ministry of the Environment, 166 -Conservation and Parks, regarding Cobourg Drinking Water System and 195 Drinking Water Inspection Report (Public Works).

128 165 <u>Action Recommended:</u> THAT Council receive the correspondence for information purposes.

2. Marshal Davis, President of the Lions Club of Cobourg, regarding the 196 discontinuation of financial support for the Santa Claus Parades in Cobourg (Arts, Culture and Tourism).

<u>Action Recommended:</u> THAT Council receive the correspondence for information purposes.

3. Media Release from the Haliburton, Kawartha Pine Ridge District Health Unit 197 (HKPR), regarding edible cannabis products (Protection Services).

<u>Action Recommended:</u> THAT Council receive the correspondence for information purposes.

#### XVI NOTICE OF MOTION

1. Councillor Adam Bureau, Coordinator of Arts Culture and Tourism Services, 198 regarding the October Opioid Round Table Report to Council and 234 recommended action for moving towards a Coordinated Community Response.

<u>Action Recommended:</u> THAT Council refer the Motion to the November 25, 2019 Committee of the Whole Meeting.

#### XVII COUNCIL/COORDINATOR ANNOUNCEMENTS

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

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

#### XVIII UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. (Originally due October 15, 2019)	04-01-19	Public Works	Extended: Nov 25, 2019

Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events. <b>(Originally due</b>	06-24-19	Chief Administrative Officer	Extended: Nov 25, 2019
November 4, 2019)			
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Nov 4, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	Nov 25, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	Feb 9, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting		Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.			

#### XIX <u>CLOSED SESSION</u>

1. THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act, 2001, regarding:

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

A potential sale of Municipal Property, regarding Lucas Point Industrial Park Lands.

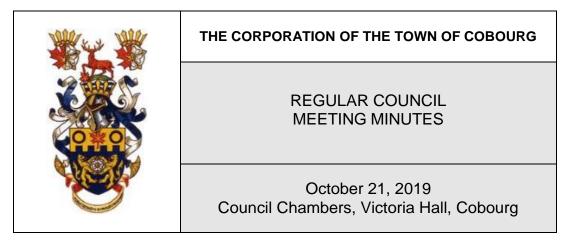
#### XX CLOSED SESSION ACTION ITEM

#### XXI <u>CONFIRMATORY BY-LAW</u>

1. By-law 087-2019, being a by-law to confirm the proceedings of the Council 235 Meeting of November 12 2019. 236

<u>Action Recommended:</u> THAT leave be granted to introduce By-law 087-2019 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 November 12, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

#### XXII ADJOURNMENT



A Regular meeting of the Cobourg Municipal Council was held this evening 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/Interim Chief Administrative Officer Dean Hustwick, Director of Community Services Laurie Wills, Director of Public Works Brent Larmer, Municipal Clerk/Manager of Legislative Services Rob Franklin, Manager of Planning Services

#### CALL TO ORDER

The Meeting was called to order by Mayor Henderson (6:00 P.M.).

#### ADDITIONS TO THE AGENDA

- 1. Delegation from Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision; and
- 2. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT the matters be added to the Agenda. 407-19

Carried

#### DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

No disclosure of pecuniary interest were declared by members of Council.

#### ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Regular Council Minutes held on September 30, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt the Minutes of the Regular Council Meeting held on September 30, 2019.

408-19

Carried

#### PRESENTATIONS

#### DELEGATIONS

Trish Baird and Lynda Kay, Community Care Northumberland - Ed's House, regarding an update on construction timelines for Ed's House and ongoing fundraising initiatives.

T. Baird and L. Kay attended the meeting to present information on Ed's House, including their construction timelines and ongoing fundraising initiatives. After a question and answer period, T. Baird and L. Kay were excused from the meeting (6:12 P.M.).

Keith Oliver, Cobourg Resident, regarding the Grant Application - Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream.

K. Oliver attended the meeting to discuss the Community Service's Grant Application - Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream. After a question and answer period, K. Oliver was excused from the meeting (6:30 P.M.).

Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision.

K. Burt attended the meeting to discuss the revised 2019 Sidewalk Priority Plan. After a question and answer period, K. Burt was excused from the meeting (6:39 P.M.).

#### **DELEGATION ACTIONS**

#### REPORTS

#### **General Government Services**

Committee of the Whole meeting notes and Committee of the Whole Special meeting notes held on October 15, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the notes of the Committee of the Whole and Committee of the Whole Special Meetings held on October 15, 2019 for information purposes. 409-19 Carried

#### **Planning and Development Services**

Memo from the Secretary of the Heritage Advisory Committee, regarding a Heritage Permit Application for a two storey rear addition and covered porch for property located at 22-24 University Avenue West (Meaghan MacDonald on behalf of Habitat for Humanity Northumberland).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, subject to finalization of details with planning and heritage staff. 410-19

#### Carried

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval for 440-448 Elgin Street West (Henry Chiu Architect Limited on behalf of Heli Homes Inc.).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the report for information and refer the Site Plan Application to the Planning Department for a Report.

411-19

Carried

Notice of a Public Meeting concerning a proposed amendment to the Comprehensive Zoning By-law (85-2003), submitted by Weston Consulting on behalf of DePalma Developments Limited, for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands.

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley THAT Council receive the Notice of a Public Meeting on November 4, 2019, to be held at 5:00 p.m. for information purposes.

412-19

Carried

#### MOTIONS

#### **General Government Services**

Motion from the Special Committee of the Whole, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Special Meeting on October 15, 2019, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT effective January 1, 2020, the terms of the promissory note in the amount of \$7,000,000 be amended as follows:

- 1. The interest rate be adjusted from 7.25% to 3.72% per annum and this rate remain fixed until each approved Cost of Service (COS) rate application, at which time it will be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.
- 2. In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements.

413-19

#### Carried

Motion from the Committee of the Whole, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Corporation to accept the recommendation of the Town's Insurance Broker and renew the Comprehensive Insurance Program with Frank Cowan Company for the October 1, 2019 to October 1, 2020 policy year in the amount of \$568,840 which includes all applicable taxes.

414-19

#### Carried

Motion from the Committee of the Whole, regarding the 2020 Advisory Committee Work Plans.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed 2020 Work Plans from Advisory Committees, as provided in Appendix 'A'. 415-19 Carried

#### Planning and Development Services

Motion from the Committee of the Whole, regarding Heritage Permit HP-2019-059 for property located at 300 George Street (Adrian Pepper).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on October 15, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-059, submitted by Adrian Pepper;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-059 to permit the replacement of an existing rear skylight, the replacement of a portion of the asphalt shingles on the east (rear) portion of the roof, the installation of eleven (11) new windows, and the construction of a new two storey deck and entry door at 300 George Street, Cobourg, subject to the finalization of details with planning and heritage staff. 416-19

Motion from the Regular Council Meeting, regarding Heritage Permit HP-2019-063 for property located at 22-24 University Avenue West (Meaghan MacDonald on behalf of Habitat for Humanity Northumberland).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Regular Council Meeting on October 21, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-063, submitted by Meaghan MacDonald on behalf of Habitat for Humanity Northumberland;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, Cobourg, subject to the finalization of details with planning and heritage staff.

417-19

418-19

#### Carried

Motion from the Committee of the Whole, regarding the 50% reduction in applicable Building Permit, Planning Application, and Parkland Fees and Development Charges for 22-24 University Avenue West, Habitat for Humanity Northumberland.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland;

NOW THEREFORE BE IT RESOLVED THAT Council grant Habitat For Humanity Northumberland a 50% reduction in applicable Building Permit, Planning Application, and Parkland fees and Development Charges for the subject development in the amount of \$21,555.00, with a pre-commitment of \$21,555.00 being made to the 2020 Municipal Budget.

#### Carried

#### Public Works Services

Motion from the Committee of the Whole, regarding the Sidewalk Priority Plan – 2019 Revision.

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Public Works and a Motion of support from the Transportation Advisory Committee, regarding the Sidewalk Priority Plan – 2019 Revision;

NOW THEREFORE BE IT RESOLVED THAT Council approve the revised 2019 Sidewalk Priority Plan as provided in Appendix 'A'. 419-19 Carried

#### Parks and Recreation Services

Motion from the Committee of the Whole, regarding the Waterfront Plan - Design and Engineering for the East Pier.

Moved by Councillor Emily Chorley, Seconded by Mayor John Henderson WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan -Design and Engineering for the East Pier and Campground - Consultation Report;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

- 1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
- 2. Essential East Pier enhancements that include:
  - a. Seating/lookouts;
  - b. Pedestrian walkways;
  - c. Electrical upgrades and pedestrian lighting;
  - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);
  - e. Perimeter railings;
- 3. Optional East Pier enhancements (to be costed separately) that include:
  - a. Charter boat and deep water docking;
  - b. Food concession;
  - c. Pedestrian access to the lighthouse;

AND FURTHER THAT the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

AND FURTHER THAT the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process. 420-19

#### Carried

Motion from the Committee of the Whole, regarding the Waterfront Plan - Design and Engineering for the Campground.

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan -Design and Engineering for the East Pier and Campground - Consultation Report;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

- 1. Essential Campground improvements:
  - a. Service upgrades (water, sanitary and electrical);
  - b. Service building upgrades and potential new joint service buildings;
  - c. Registration system upgrades;
  - d. Increase rates and revise policies;
  - e. Review/improve the configuration of campground sites;

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- 2. Optional Campground improvements (to be costed separately):
  - a. General landscape improvements;
  - b. Extend/expand the use of the campground (for greater all-season use);
  - c. Provide multi-use trail connection around campground perimeter;

AND FURTHER THAT the \$30,000 allocated to Campground Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings of the Campground improvements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering.

AND FURTHER THAT the estimated construction/implementation costs of essential Campground improvements be reflected through the 2020 Budget. 421-19

#### Carried

Motion from the Committee of the Whole, regarding the Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square).

Moved by Councillor Emily Chorley, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding Grant Application -Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square);

NOW THEREFORE BE IT RESOLVED THAT Council support the submission by Staff of two (2) applications to the Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream, for funding assistance for the following two (2) projects that will need to be completed by March 2028:

- 1. Repairs and enhancements to Cobourg's Harbour, including East Pier, for a total project cost of approximately \$10.6 million with the municipal share being approximately \$2.8 million (subject to further review and refinement); and
- 2. Development costs for Victoria Square for a total project cost of approximately \$1.65 million with the municipal share being approximately \$0.45 million.

AND FURTHER THAT the estimated costs be submitted through the 2020 Budget process.

Carried

#### Arts Culture and Tourism Services

422-19

Motion from the Committee of the Whole, regarding the Town of Cobourg Cultural Master Plan.

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Town of Cobourg Draft Cultural Master Plan:

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Town of Cobourg Cultural Master Plan, as provided in Appendix 'A'; and

FURHTER THAT Council direct Municipal Staff to evaluate the Cultural Master Plan for implementation and to bring forward to Council for its consideration at the appropriate time any recommendations that require new resources or funding. 423-19 Carried

#### **BY-LAWS**

#### **General Government Services**

By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt by-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

424-19

#### Carried

#### Planning and Development Services

By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Mason Homes).

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council adopt by-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Mason Homes). 425-19

#### Carried

By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg).

426-19

#### Carried

By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie). 427-19

#### Carried

#### **Protection Services**

By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program.

Moved by Councillor Aaron Burchat, Seconded by Councillor Adam Bureau THAT Council adopt by-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program. 428-19

#### Carried

#### By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags.

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council adopt by-law 081-2019, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags. 429-19

Carried

#### **General Government Services**

THAT the following By-law(s) be passed:

- 1. By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Mason Homes);
- 2. By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg):

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- By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie);
   By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement
- to assist in the administering of the Town of Cobourg Dog Tag Licensing Program;
- 5. By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg Dog Tags; and
- 6. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce by-laws 077-2019 to 081-2019 and 083-2019, and to dispense with the readings 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.

Carried

#### **PETITIONS**

430-19

#### **CORRESPONDENCE**

Joan Greaves, Chair of the Board of Management of the Cobourg Downtown Business Improvement Area, regarding the implementation of a one (1) hour grace period for parking during the month of December (Protection Services).

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council authorize a one (1) hour grace period for paid parking at metered and permitted parking spaces in the Town of Cobourg as requested by the Cobourg Downtown Business Improvement Area Board (DBIA) starting on December 1, 2019 until December 31, 2019 similar to the approved parking grace period approved by Council in 2016, 2017 and 2018.

431-19

Carried

#### COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

- DBIA Board of Management Sep 5, 2019;
- Parks and Recreation Advisory Committee Sep 10, 2019;
- Planning and Development Advisory Committee Sep 17, 2019; and
- Accessibility Advisory Committee Sep 18 & 25, 2019.

#### NOTICE OF MOTION

#### COUNCIL/COORDINATOR ANNOUNCEMENTS

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

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

#### UNFINISHED BUSINESS

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Oct 15, 2019
Staff Report reviewing the impacts of the Traffic Study for Lower Division	04-01-19	Public Works	Extended: Nov 25, 2019

**Regular Council Meeting Minutes** 

Street/Esplanade Area.			
(Originally due October 15, 2019)			
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	Nov 4, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Nov 4, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	Nov 25, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina.	09-03-19	Community Services	Apr 30, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1- 2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

#### **CLOSED SESSION**

#### **CLOSED SESSION ACTION ITEM**

#### **CONFIRMATORY BY-LAW**

## By-law 082-2019, being a by-law to confirm the proceedings of the Council Meeting of October 21, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley THAT leave be granted to introduce By-law 082-2019 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 October 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. 432-19

#### Carried

#### **ADJOURNMENT**

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (7:57 P.M.). 433-19 Carried

Municipal Clerk	
-----------------	--

Mayor

#### Toni Galea

From:	communications@cobourg.ca
Sent:	Wednesday, October 9, 2019 7:51 PM
То:	Toni Galea
Subject:	Mayor for the Day Application Completed for Mayor for a Day
Attachments:	RowanTardikMayorForADay.pdf; 2019-10-09-002.pdf

Hello,

Please note the following response to Mayor for a Day has been submitted at Wednesday October 9th 2019 7:50 PM

- First Name
   Rowan
- Last Name
   Tardik
- Address
- School C.R. Gummow Public School
- What grade are you in? 5
- Phone Number
- Email
- Emergency Contact Name
- Emergency Contact Phone Number
- Each participant is required to provide a letter of support from their home room teacher, Vice-Principal or Principal. Please attach the signed letter here.

1. RowanTardikMayorForADay.pdf [38.6 KB]

How would you like to answer the application questions?
 Online Application Form

×.

#### Why would you like to be Mayor for the Day?

Just to clarify, I will NOT cancel school'. I would like to share my opinions and to see how the government would generally work on a daily basis.

 What concerns (list up to a maximum of three) do you have about our community and what changes would you like to make to address these concerns if you were Mayor?

I am a little bit concerned about the population of homeless people - I want to know why they seem to be increasing and how we can help them find homes of their own.

Highlight one youth program related to one of the following areas: arts, culture, athletics, non-profit, environmental or civic, that is important to you; and how you have benefited from this program?
 Generally, I love to play tennis. I play with my dad and sometimes friends. I enjoy using the local tennis courts. I also like using some of the equipment at the YMCA.

[This is an automated email notification -- please do not respond]

From: Edsby Subject: Edsby Message From Ms. Megan MacDonald Date: October 9, 2019 at 6:48 PM To: Undisclosed recipients: ;



Edsby Message From Ms. Megan MacDonald:

Hi Catherine,

It's wonderful that Rowan is applying to be Mayor for a Day! Here is a short blurb for him:

To whom it may concern,

In the short time that Rowan has been in my class, I have learned that he is mature beyond his years. For example, he has shown an interest in the upcoming federal election and the various party platforms. He also pursues a variety of interests, from playing tennis to building Lego. I think Rowan would truly enjoy learning about the "ins and outs" of municipal government as Mayor for a Day. He is a great candidate for this contest!

Sincerely, Megan MacDonald C.R. Gummow Public School

Click here to view/reply to this message in Edsby.

## To Log in to Edsby

Your Edsby server address is: kpr.edsby.com

You will need this address to log in to your Edsby account on the web or in the Edsby mobile app.

This E-mail was autogenerated by the Edsby system for Kawartha Pine



Moved By	Resolution No.:
Last Name Printed	
Seconded By	Council Date:
Last Name Printed	November 12, 2019

**WHEREAS** the Mayor for the Day Program is an initiative that encourages young people to think about public service and future community leadership; and

**WHEREAS** the Mayor invited Cobourg students in grades seven (7) through ten (10) to submit ideas on how to make our community a better place to live, with the focus of increasing student interest and awareness in local government activities; and

**WHEREAS** at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request for the Mayor for the Day Program to consider an application from a grade five (5) student from C.R Gummow;

**NOW THEREFORE BE IT RESOLVED THAT** Council appoint Rowan Tardik, Grade 5 Student from C.R Gummow Public School, as the Town of Cobourg's 2019 'Student Mayor for a Day' on November 12, 2019 to represent the Town of Cobourg; and

**FURTHER THAT** Mayor Henderson attend the student's classroom to explain and answer questions regarding local municipal government and provide pizza to Rowan's classmates during the visit as part of the 'Student Mayor for a Day' contest award.



THE CORPORATION OF THE TOWN OF COBOURG

### **BY-LAW NUMBER 084-2019**

#### A BY-LAW TO AUTHORIZE A TEMPORARY ADDITIONAL NAMING OF A HIGHWAY IN THE TOWN OF COBOURG. (SECOND STREET) (ROWAN WAY)

WHEREAS pursuant to Section 11 of the Municipal Act, 2001, S.O. 2001, c.25 provides that municipalities may pass by-laws respecting highways, including parking and traffic on highways;

AND WHEREAS pursuant to Section 61 (1) of the Municipal Act, 2001, as amended provides that a municipality may, at any reasonable time, enter upon land lying along a highway to install and maintain a sign setting out the name of a highway;

AND WHEREAS Council, selected a local student as 'Mayor for a Day' and that part of the contest included the opportunity to rename Second Street to a name of their own choosing and sanctioned by the Mayor for one week from Tuesday November 12, 2019 to Tuesday November 19, 2019;

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

- 1. THAT Second Street be additionally named and posted to 'Rowan Way' as part of the Mayor for the Day Contest from Monday, November 12, 2019 to Monday, November 19, 2019.
- 2. THAT the street sign will be installed below the existing Second Street sign to avoid any traffic directional or potential emergency issues.
- 3. THAT this By-law be automatically repealed on November 19, 2019.

READ finally passed in Open Council this 12<sup>th</sup> day of October, 2019.

MAYOR

MUNICIPAL CLERK



#### THE CORPORATION OF THE TOWN OF COBOURG

#### COMMITTEE OF THE WHOLE MEETING REPORT

Monday, November 4, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening 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/Interim Chief Administrative Officer Dean Hustwick, Director of Community Services Laurie Wills, Director of Public Works Brent Larmer, Municipal Clerk/Manager of Legislative Services Rob Franklin, Manager of Planning Services

#### CALL TO ORDER

The Meeting was called to order by Mayor John Henderson (6:00 P.M.).

#### AGENDA ADDITIONS

- 1. Delegation, David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg;
- 2. Delegation, Leslie Murray and Mark Galonski, YMCA Northumberland, requesting a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application;
- 3. Delegation, Robert Rennie and Gary Kirton, regarding the growth of Pickleball in the Town of Cobourg;
- 4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request for the Mayor for the Day Program;

#### Committee of the Whole Meeting Report

- 5. Response to a Public Meeting held on November 4, 2019 regarding a proposed Zoning By-law Amendment for DePalma Lands;
- 6. Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019 Wheel Loader Tender (CO-19-22 PWD); and
- 7. Closed Session item pursuant to section 239(1)(i) of the *Municipal Act, 2001*.

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

#### DISCLOSURE OF PECUNIARY INTEREST

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

#### PRESENTATIONS

#### DELEGATIONS

<u>Richard Pope and Margret Bain, Willow Beach Field Naturalists, regarding a Natural</u> <u>Heritage Waterfront Park.</u>

R. Pope and M. Bain attended the meeting on behalf of Willow Beach Field Naturalist to discuss the proposed Natural Heritage Waterfront Park. After a question and answer period, R. Pope and M. Bain were excused from the meeting (6:26 P.M.)

David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg.

D. Sheffield attended the meeting to discuss the Green Wood Coalition's strategy for enhanced outreach initiatives. After a question and answer period, D. Sheffield was excused from the meeting (6:43 P.M.).

Leslie Murray and Mark Galonski, YMCA Northumberland, requesting a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application.

L. Murray and M. Galonski attended the meeting to discuss their request for a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application. After a question and answer period, L. Murray and M. Galonski were excused from the Meeting (6:55 P.M.).

Robert Rennie and Gary Kirton, regarding the growth of Pickleball in the Town of Cobourg.

R. Rennie and G. Kirton attended the meeting to discuss the growth of Pickleball in the Town of Cobourg. After a question and answer period, R. Rennie and G. Kirton were excused from the meeting (7:10 P.M.).

#### DELEGATION ACTIONS

<u>Richard Pope and Margret Bain, Willow Beach Field Naturalists, regarding a Natural</u> <u>Heritage Waterfront Park.</u>

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the delegation from Richard Pope and Margaret Bain, Willow Beach Field Naturalists, for information purposes; and

FURTHER THAT Council endorse the concept of a natural heritage waterfront park in the proposed area of the west harbour, headland, and west beach; and

FURTHER THAT Council proceed in considering the creation of a waterfront park, and that during this process, no changes or development activity may take place in the proposed area without Council's consent; and

FURTHER THAT Council instruct the Parks & Recreation Advisory Committee to provide recommendations to Council, drafted in collaboration with Staff and in consultation with the Ganaraska Region Conservation Authority (GRCA), regarding:

- appropriate park boundaries;
- permitted and prohibited activities within the park;
- accommodation of key user groups in the proposed area;
- the method and estimated cost of establishing the park;
- a timeline of the steps needed to establish the park; and

FURTHER THAT the recommendations be provided to Council for consideration by August 1, 2020.

#### Referred

#### Motion to Refer:

Moved by Councillor Adam Bureau, THAT Council refer the matter to the February 9, 2020 Committee of the Whole Meeting to be accompanied with a Staff Report.

#### Carried

David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the delegation from David Sheffield, Green Wood Coalition, regarding their strategy for enhanced outreach initiatives in Cobourg for information purposes;

AND FURTHER THAT funding for an appropriate space in the downtown core for a once a week drop in location to include \$500 to \$1000 a month for program costs in addition to the space be forwarded to Council for the 2020 budget.

Carried

#### Committee of the Whole Meeting Report

Leslie Murray and Mark Galonski, YMCA Northumberland, requesting a letter of support for the YMCA Northumberland's Investing in Canada Infrastructure Program Application.

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Leslie Murray, YMCA Northumberland, for information purposes; and

FURTHER THAT Council provide a letter of support for the YMCA Northumberland's application to the Investing in Canada Infrastructure Program, as requested; and

FURTHER THAT Council provide a financial commitment of support for the construction of a new YMCA aquatics facility in Cobourg in the amount of \$100,000 per year for five years beginning in 2021 (for a total commitment of \$500,000) *only* if the YMCA Northumberland's funding application to the Investing in Canada Infrastructure Program is successful.

#### Divided

#### Motion to Divide:

Moved by Councillor Nicole Beatty, THAT Council divide the motion into two (2) motions to be dealt with separately by Council.

#### Carried

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Leslie Murray, YMCA Northumberland, for information purposes; and

FURTHER THAT Council provide a letter of support, to be supplied prior to November 8, 2019, for the YMCA Northumberland's application to the Investing in Canada Infrastructure Program, as requested.

#### Carried

Moved by Councillor Emily Chorley, THAT Council provide a financial commitment of support for the construction of a new YMCA aquatics facility in Cobourg in the amount of \$100,000 per year for five years beginning in 2021 (for a total commitment of \$500,000) *only* if the YMCA Northumberland's funding application to the Investing in Canada Infrastructure Program is successful.

#### Defeated

## Robert Rennie and Gary Kirton, regarding the growth of Pickleball in the Town of Cobourg.

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Robert Rennie and Gary Kirgon, regarding the growth of pickleball in the Town of Cobourg, for information purposes; and

FURTHER THAT the repair of the tennis courts at Peter Delanty Park, including new line painting to create multi-use (tennis and pickleball) courts, be considered during the 2020 Budget deliberations.

Carried

#### GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

<u>Memo from the Municipal Clerk/Manager of Legislative Services, regarding a</u> <u>Municipal Land Title Transfer - 232 University Avenue West, Cobourg.</u>

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

FURTHER THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to transfer Part 11, 39R-849 to Suzanne Marie Jibb, property owner at 232 University Avenue, West, Cobourg.

#### Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding a transfer and granting of an easement agreement with 62 King Street West, Cobourg (Bank of Montreal).

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an agreement with BMO Bank of Montreal Branch, and the Town of Cobourg for an easement agreement to be registered on title from Covert Street over Parts 2, 3, 5, 6, 8, 10, 11 12 and 13 on Plan 39R-242 into the rear portion of the property known as 62 King Street West, Cobourg.

#### Carried

Memo from the Licensing Officer, regarding Valentine's Day Promotion for the Town of Cobourg Civil Marriage Ceremony Services.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the reduction of fees for civil marriage ceremonies from \$300 to \$140 for ceremonies occurring on Friday, February 14, 2020 (Valentine's Day); and

FURTHER THAT Council authorize the Legislative Services Department to waive the fee for one (1) civil marriage ceremony on February 14, 2020, following a Social Media giveaway executed by the Communications Department.

Carried

<u>Memo from the Municipal Clerk/Manager of Legislative Services, regarding an</u> exemption request for the Mayor for the Day Program.

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

FURTHER THAT Council accept and approve the application submitted from Rowan Tardik, Grade 5 Student, from C.R Gummow for the Mayor for the Day Program and permit an exemption to the requirements of Grade 7 to Grade 12 Student Eligibility; and

FURTHER THAT the Mayor for the Day Program be held on November 12, 2019; and

FURTHER THAT Council direct Staff to maintain the Mayor for the Day Program webpage on cobourg.ca and allow for the receipt of applications yearly for the 2020 Mayor for the Day Program.

Carried

#### PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Response to a Public Meeting held on November 4, 2019 regarding a proposed Zoning By-law Amendment for DePalma Lands.

Moved by Councillor Nicole Beatty, THAT Council endorse the comments of the Planning Department, acknowledge the Motion of support from the Planning and Development Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law (85-2003) for the property known municipally as part of the DePalma Lands for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands to permit a 5,060 m2, four (4) storey hotel use on the Subject Lands.

Carried

#### PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

<u>Memo from the Secretary of the Transportation Advisory Committee, regarding the</u> <u>purchasing and installation of bicycle racks in the Town of Cobourg.</u>

Moved by Councillor Brian Darling, THAT Council endorse the comments of the Transportation Advisory Committee and purchase ten (10) bicycle racks from the 2019 active transportation capital budget item at the cost of \$791.00 + HST per item, totalling \$8338.30, to be installed by Public Works at a billable amount of \$500.00, making a final total of \$9483.30; and

FURTHER THAT Council authorize the bicycle racks be procured over the winter to be installed in the spring of 2020, at locations of:

- Farmer's Market (2 racks, totalling 10 hangers);
- Coverdale Tennis Club;
- Post Office (Queen Street);
- Cobourg Beach (east and west promenade);
- Soccer Fields at CCC and Donegan Park; and
- Legion Fields.

Carried

<u>Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019</u> Wheel Loader Tender (CO-19-22 PWD).

Moved by Councillor Brian Darling, THAT Council approve the awarding of the 2019 Demo Wheel Loader tender to Strongco Limited Partnership in the amount of \$172,000.00, plus non-refundable HST for a total of \$175,027.20 to be funded from the approved Public Works 2019 Capital Budget (CO-19-22 PWD).

Carried

#### PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the proposal of a Natural Heritage Waterfront Park.

Moved by Councillor Emily Chorley, THAT Council receive the Memo for information purposes.

Carried

Memo from the Deputy Director of Community Services, regarding the Adult Fitness Park and Equipment for the Town of Cobourg.

Moved by Councillor Emily Chorley, THAT Council receive the Report for information purposes; and

FURTHER THAT Council consider outdoor fitness equipment during the 2020 Budget deliberations, as previously directed.

Carried

#### **PROTECTION SERVICES**

Chair, Councillor Burchat - Protection Services Coordinator

Memo from the Secretary of the Accessibility Advisory Committee, regarding the Elgin at Courthouse Road Transit Stop.

#### **Committee of the Whole Meeting Report**

Moved by Councillor Aaron Burchat, THAT Council endorse the comments of the Accessibility Advisory Committee to improve the Elgin at Courthouse Road Transit Stop to be accessible.

Carried

#### 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.

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Oct 15, 2019
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Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	Nov 4, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Nov 4, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators.	02-19-19	Legislative Department	Nov 25, 2019
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Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1- 2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	

#### **Committee of the Whole Meeting Report**

#### NOVEMBER 4, 2019

Traditional Statement to b	Land e read at		ledgment Meeting	05-13-19	Legislative Department	
Revisions to Recognition Government S	o the Policy ervices.	Long from	Service General	09-23-19	Human Resources	

#### 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)(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization:
  - 1. Advancements coming on the policing/V13 accelerator.

The Committee of the Whole reconvened in Open Session at 9:43 P.M.

Carried

#### ADJOURNMENT

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (9:45 P.M).

Carried

Municipal Clerk

Ganaraska CONSERVATION Ganaraska Region Conservation Authority 2216 County Road 28 Port Hope, ON LIA 3V8

> Phone: 905-885-8173 Fax: 905-885-9824 www.grca.on.ca

MEMBER OF CONSERVATION ONTARIO

September 20, 2019

Mr. Ian D. Davey Interim Chief Administrative Officer Town of Cobourg 55 King Street West Cobourg, ON K9A 2M2

Dear Mr. Davey:

At the September 19, 2019 Board of Directors meeting of the Ganaraska Region Conservation Authority (GRCA), the members received the 2020 Preliminary Budget for information. The members requested that the budget be forwarded to the watershed municipalities for their consideration of the 2020 levy included in the budget.

The proposed 2020 general levy for your municipality is \$248,100.14 which includes an adjustment in the 2019 current value assessment for the municipality by the Ministry of Municipal Affairs and Housing (MMAH) which results in a decrease of your levy from 2019.

It should be noted that the preliminary budget contains a proposed capital projects for 2020. Capital projects for your municipality include Watershed Monitoring (\$5,000). Conservation Authority staff will continue working with the municipal staff on the projects.

A copy of the 2020 Preliminary budget has been enclosed for review by your council over the next 2 months. It is important that your municipality's comments be received prior to the November Board of Directors meeting which is scheduled for November 21, 2019, as the decision is binding once the vote is taken and the levy is proposed.

The Board trusts the enclosed information will be acceptable to your council and looks forward to a continued partnership with your municipality. Should you have any questions please contact the undersigned.

Yours truly,

Linda J. Laliberte, CPA, CGA CAO/Secretary-Treasurer

Encl.



# **2020 Preliminary Budget**



September 2019

#### GANARASKA REGION CONSERVATION AUTHORITY

#### 2020 Preliminary Budget

Presented to the Board of Directors September 19, 2019

#### Page Page Introduction Watershed Stewardship Membership Structure **Fisheries Services** 1 13 **Mission Statement** Clean Water-Healthy Land 2 13 Partner Projects 13 2020 Preliminary Budget 2020 Budget Presentation Format 3 **Conservation Land Management** Passive Recreation **Budget Summary** 15 4 Ganaraska Forest Centre 15 Watershed Management Ganaraska Forest 16 Watershed Studies 6 Resource Inventory and **Corporate Services** Environmental Monitoring Corporate/Finance Management 6 18 Flood Protection Services 7 Office Services 18 **GIS Services & Remote Sensing Corporate Communications** 9 18 **Environmental Advisory Services** Municipal/Public Plan Input & Review 11 Levy 19 Development Plan Input 11 Watershed Ecology 11 Reserves and Operating Surplus/Deficit 20



# INTRODUCTION

1



The objects of an Authority are to establish and undertake, in the area over which it has jurisdiction, a program designed to further the conservation, restoration, development and management of natural resources other than gas, oil, coal and minerals.

#### Ganaraska Region Conservation Authority Established 1946

#### Watershed Municipalities

Municipality of Clarington Township of Hamilton Town of Cobourg Township of Alnwick/Haldimand Township of Cavan Monaghan Municipality of Port Hope City of Kawartha Lakes

The watershed covers an area of 361 square miles and has a population of 75,267.

#### 2019/2020 Board of Directors

Municipality of Port Hope – Jeff Lees\* Township of Hamilton – Mark Lovshin\*\* Township of Alnwick/Haldimand – Greg Booth Township of Cavan Monaghan – Tim Belch Municipality of Clarington – Joe Neal Municipality of Clarington – Margaret Zwart Town of Cobourg – Nicole Beatty Town of Cobourg – Brian Darling Municipality of Port Hope – Vicki Mink City of Kawartha Lakes – Tracy Richardson \* denotes Chair \*\* denotes Vice Chair

The Full Authority usually meets the 3rd Thursday of every month or at the call of the Chair.

The Ganaraska Region Conservation Authority's Shared Vision:

"Clean water healthy land for healthy communities."

Our Shared Values: To Explore is to Value Knowledge To Learn is to Value Collaboration To Lead is to Value Excellence To Evolve is to Value Innovation

The Ganaraska Region Conservation Authority's mission is to enhance and conserve across the Ganaraska Region Watershed by serving, educating, informing and engaging.

Ganaraska Region Conservation Authority 2019/2020 Committees

Ganaraska Forest Recreational Users Committee

Jay Sherwin, Dave Grant, Mike Stiell, Anthony Wood, Randy Cunningham, Tom Hamblin, Brian Sheppard, Anne Vavra, Ulla Jensen, Graham McGregor, Larry Melynchuck, Mark Cousins, Carolyn Richards, Garry Niece and Joe Neal (Board Member Representative)

## 2020 PRELIMINARY BUDGET

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#### 2020 PRELIMINARY BUDGET PRESENTATION FORMAT

All columns in the budget are the budgeted figures with the exception of the column headed as the 2019 Year to Date, which are the totals as of July 2019. The 2019 Other Funds shown are budget figures and may have been adjusted and as a result may be reflected by decreases in the 2019 Year to Date totals. For example, if "Other Funds" budgeted are not expected to be realized then the spending in those areas will probably be decreased where possible to compensate for lack of revenue. In cases where the funding received for a capital project was not spent, it has been carried forward as deferred revenue.

#### PROGRAM AREAS

#### Watershed Management and Health Monitoring

 Costs are those required to develop the framework and management strategy to provide a rational approach to natural systems protection, restoration and use

Environmental Advisory Services

 Costs associated with providing environmental review of development proposals submitted by municipalities, general public and developers

#### Watershed Stewardship

Costs associated with providing service and/or assistance to watershed residents and municipalities on sound
 environmental practices that will enhance, restore or protect properties

#### **Conservation Land Management**

 Costs associated with land or buildings either owned or managed by the Authority and may have active programming on conservation lands

#### **Corporate Services**

Costs associated with the management and program delivery

#### SOURCES OF FUNDING

Provincial Grant - The Ministry allocates funding to flood forecasting and warning

<u>Municipal</u> - General Levy - shared by member municipalities for all program areas for which all municipalities benefit equally. The general levy includes a base levy of \$14,941.70 and a capital Asset Management levy of \$150,088.00

<u>Other Funds</u> - includes water management fees, forest centre revenues, winter trails and forest memberships, timber management, as well as capital levies for completion of projects in the watershed municipalities.

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2019-09-06

#### Ganaraska Region Conservation Authority 2020 Preliminary Budget

	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds
PROGRAM AREAS:									i.
Watershed Management & Health Monitoring	1,260,253	526,097	51,863	166,137	1,042,253	939,555	51,863	177,637	710,055
Environmental Advisory Services	218,934	171,871	0	101,934	117,000	223,634	o	106,634	117,000
Watershed Stewardship	435,615	197,010	0	14,200	421,415	435,615	0	14,200	421,415
Conservation Land Management	1,429,880	902,402	0	152,530	1,277,350	1,378,792	0	166,317	1,212,475
Corporate Services	757,575	473,361	0	698,675	58,900	712,325	0	697,025	15,300
TOTAL BUDGET	4,102,257	2,270,742	51,863	1,133,476	2,916,918	3,689,921	51,863	1,161,813	2,476,245

# WATERSHED MANAGEMENT

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#### WATERSHED MANAGEMENT AND HEALTH MONITORING

Watershed management and health monitoring program costs are those required to develop the framework and management strategy to provide a rational approach to natural systems protection, restoration and use. Flood protection services fall within this department, which include costs associated with providing watershed residents with an effective and efficient system that will reduce their exposure to the threat of flood damage and loss of life.

<u>Watershed Plans & Strategies</u> – Projects undertaken by the Conservation Authority to provide a broad understanding of ecosystem function and status and to make recommendations for appropriate environmental resource management, land use change, land management change, or redevelopment and restoration, on a watershed basis.

<u>Resource Inventory and Environmental Monitoring</u> – The groundwater program, funded by the Region of Durham, Municipality of Port Hope and the Township of Hamilton is also reflected under this area. The Municipality of Clarington, with Port Hope, Cobourg and Hamilton are funding watershed monitoring.

#### Flood Protection Services

<u>Flood Forecasting and Warning</u> – Procedures, undertaken by the Conservation Authority, required to reduce the risk of loss and property damage due to flooding through the forecasting of flood events and issuing of flood warnings, alerts and advisories to prepare those who must respond to the flood event. This is currently funded about 35% by the province and 65% by general levy.

<u>Flood/Erosion Control Structures</u> – Preventative maintenance to the flood and erosion control structures throughout the watershed.

<u>Floodplain Regulations</u> – Includes costs associated with implementing the fill and floodplain regulations required ensuring the integrity of the watershed floodplain management system.

<u>Natural Heritage Mapping</u> - A natural heritage mapping for the watershed is continuing using funds from the Municipality of Clarington.

GIS Services & Remote Sensing

Port Hope/Northumberland and Other CA's GIS Partnership - GRCA staff continue with these partnerships.

				2020 Prelimin	ary Budget					2019-09-06
	2019 Budget	2019 Year to	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
		Date								
WATERSHED MANAGEMENT AND HEALTH MONITORING:										
WATERSHED PLANS & STRATEGIES										
Climate Change Strategy										
Wages & Benefits	55,000	5,149				48,000				
Expenses	5,000	173				7,000				Deferred 15,000
TOTAL	60,000	5,322	0	0	60,000	55,000	0	0	55,000	30,000 Durham; 10,000 Port Hop
Watershed Report Card Update										
Wages & Benefits	16,500	507				10,000				
Expenses	1,500	0				5,000				
TOTAL	18,000	507	0	0	18,000	15,000	0	0	15,000	15,000 Durham
Watershed Plan Update - Climate Chg										
Wages & Benefits	35,000	2,848								
Expenses	5,000	0								
TOTAL	40,000	2,848	0	0	40,000					
Partner Flood Mapping - KRCA										
Wages and Benefits	128,200	59,828				128,200				
Expenses	1,800	170				1,800				
TOTAL	130,000	59,999	0	0	130,000	130,000	0	0	130,000	KRCA
RESOURCE INVENTORY & ENVIRONMENTAL MONITORING										
Resource Management										
Wages & Benefits	2,000	0				8,000				
Expenses	0	0				0				
TOTAL	2,000	0	0	2,000	0	8,000	0	8,000	0	
Lake Ontario Shoreline (NDMP)										
Wages & Benefits	6,000	1,438				5,000				Deferred 10,000
Professional Services	64,200	63,472				5,000				Deletted 10,000
TOTAL	70,200	64,911	0	0	70,200	10,000	0	0	10,000	
TOTAL	70,200	04,911	U	0	70,200	10,000	U	U	10,000	
Groundwater										
Wages & Benefits	67,523	32,512				63,023				
Materials, Expenses, Training	6,500	2,630				11,000				34,423 Durham
		159				500				5,000 Deferred
	500									
Materials, Expenses, Training Motor Pool Capital Asset Replacement	500 900	900				900				18,000 Port Hope; 18,000 Hamilt

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2019-09-06

	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
Watershed Monitoring Wages & Benefits Expenses, Training, Consulting Equipment (Auto System, Meters)	52,300 16,500 500	22,808 7,906			69,500	43,300 24,500			69,500	12,000 Hamilton; 15,000 Port Hope
Equipment (Auto System, Meters) Equipment Repairs Motor Pool	500 1,500 3,200	0 92 681			5,000	500 1,500			5,000	5,000 Cobourg; 37,500 Durham; 5,000 MOECC MWNS
Capital Asset Replacement TOTAL		<u>11,525</u> 43,012	0	11,025	74,500	3,200 11,525 84,525	0	10,025		MOECC Reimburse
TOTAL	00,020	45,012	U	11,025	74,500	04,525	0	10,025	74,500	
Water Quality Sampling (PWQMN)										
Wages & Benefits	3,500	3,535				3,500				
Expenses	100	0				100				
TOTAL	3,600	3,535	0	3,600	0	3,600	0	3,600	0	
Low Water Response										
Wages & Benefits	3,500	0				3,500				
Expenses	500	0				500				
TOTAL	4,000	0	0	0	4,000	4,000	0	0	4,000	LWR Team - MNR
FLOOD PROTECTION SERVICES										
Flood Forecasting & Warning										
Wages & Benefits	77,200	31,462				82,700				
Training and Development	2,000	224				2,000				
Motor Pool	5,000	2,552				5,000				
Gauge and Station Maintenance	900	30				900				
Computer services	500	282				500				
Equipment, manual, model, network	6,500	3,985				6,500				
Office services	9,000	3,878				9,000				
Capital Asset Replacement	8,850	8,850				8,850				
TOTAL	109,950	51,263	40,000	69,950	0	115,450	40,000	75,450	0	
Flood Control Structures										
Wages & Benefits	4,700	3,727				4,700				
Taxes	15,500	1,575				15,500				
Insurance, Expenses	1,000	1,000				1,000				
Capital Asset Replacement	3,500	3,500				3,500				
TOTAL	24,700	9,801	11,863	12,837	0	24,700	11,863	12,837	0	
Erosion Control Structures										
Wages & Benefits	1,000	0				1,000				
Materials, Expenses	0	0				0				
Capital Asset Replacement	2,000	2,000				2,000				
TOTAL	3,000	2,000	0	3,000	0	3,000	0	3,000	0	

	2019	2019	2019	2019	2019 Other	2020	2020	2020	2020 Other	
	Budget	Year to Date	Grant	Levy	Funds	Budget	Grant	Levy	Funds	
Floodplain Regulations		Date								
Wages & Benefits	75,920	46,241				75,920				
Training and Development	500	666				500				
Motor Pool	1,700	635				1,700				
Materials and Supplies	2,000	164			30,000	2,000			30,000	Permit fees
Legal expenses	5,000	0				6,000				
Capital Asset Replacement	1,117	1,117				1,117				
TOTAL	86,237	48,823	0	56,237	30,000	87,237	0	57,237	30,000	
Dam Safety										
Wages & Benefits	0	0				0				
Expenses	4,000	0				4,000				
Capital Asset Replacement	7,488	7,488				7,488				
TOTAL	11,488	7,488	0	7,488	4,000	11,488	0	7,488	4,000	Deferred
	11,400	7,400	U	7,400	4,000	11,400	U	7,400	4,000	Deletted
Natural Heritage Mapping										
Wages & Benefits	33,000	7,150				35,000				
Materials, Expenses	1,000	1,191				1,000				Deferred 5,000
TOTAL	34,000	8,341	0	0	34,000	36,000	0	0	36,000	Durham 31,000
Natural Hazard Mapping										
- Clarington Floodline Update										
Wages & Benefits	15,232	560				10,232				
Expenses	10,202					5,000				
TOTAL	15,232	560	0	0	15,232	15,232	0	0	15,232	15,232 Durham
	10,202				10,202	10,202	,	Ū	10,202	10,202 Duman
Foster Creek Flood Reduction Program										·
Wages & Benefits	24,500	6,660								
Expenses	500	0								
TOTAL	25,000	6,660	0	0	25,000					
National Disaster Midigation Program										
- Otonabee - Curtis & Meade										
Wages & Benefits	40,800	16,992								
Expenses		0								
TOTAL	40,800	16,992	0	0	40,800					
National Disaster Midigation Program										
- Otonabee - Other (Lakefield, Norwood)										
Wages & Benefits	91,878	1,374			91,878	10,000			10,000	10,000 deferred
- Otonabee - Lake South 18/North 19										
Wages & Benefits	26,820	46,714			26,820					
- Haliburton		211-02-02								
Wages & Benefits	52,900	334			52,900	52,900			52,900	40,000 Haliburton
TOTAL	171,598	48,422	0	0	171,598	62,900	0	0	62,900	12,900 Deferred Haliburton

2019-09-06

2019 2019 2019 2019 2019 Other 2020 2020 2020 2020 Other Budget Year to Grant Levy Funds Budget Grant Levy Funds Date GIS SERVICES & REMOTE SENSING Port Hope GIS Partnership Wages & Benefits 21,100 21,016 21,600 Expenses 3,000 885 2,500 Capital Asset Replacement 900 900 900 TOTAL 25,000 22,801 25,000 0 0 25,000 0 0 25,000 Port Hope GIS SERVICES - Other CA's & Partners Wages & Benefits 25,000 15,471 27,500 Expenses 2,500 663 2,500 TOTAL 27,500 16,134 0 0 27,500 30,000 0 ORCA 0 30,000 Northumberland GIS Wages & Benefits 61,000 36,017 24,000 Expenses 12,000 60 4,000 Hamilton 20,000 TOTAL 36,077 73,000 0 0 73,000 28,000 0 28,000 0 Northumberland 8,000 Peterborough DEM Wages & Benefits 5,000 0 5,000 Expenses 4,000 185 0 4,000 Peterborough County TOTAL 9,000 185 9,000 0 0 9,000 0 0 9,000 Peterborough City DEM Wages & Beneftis 9,000 0 9,000 Peterborough City TOTAL 9,000 0 0 0 9,000 9,000 0 0 9,000 SOURCE PROTECTION PLANNING Source Protection Planning - TCC Wages & Benefits 94,600 33,096 93,000 Materials, Expenses & Training 9,400 1,120 2,000 TOTAL 104,000 34,215 0 0 104,000 95,000 0 95,000 0 Deferred 20,000, TCC 75,000 Source Protection Municipal Implementation Hamilton Township RMO Wages & Beneftis 2,000 0 2,000 2,000 2,000 Hamilton TOTAL 2,000 0 0 2,000 2,000 0 0 2,000 0 TOTAL WATER MANAGEMENT

526,097

51,863

166,137

1,042,253

939,555

51,863

177,637

710,055

1,260,253

& HEALTH MONITORING

2019-09-06



## ENVIRONMENTAL ADVISORY SERVICES

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#### ENVIRONMENTAL ADVISORY SERVICES

The environmental advisory services program costs are those associated with providing environmental review of development proposals submitted by municipalities, general public and developers. General levy and plan review fees for stormwater management fund this service area.

<u>Municipal/Public Plan Input & Review</u> – Includes municipal/public official plan review, comprehensive zoning bylaws, secondary plan review and general planning studies.

<u>Development Plan Input & Review</u> – Includes development driven review of plans of subdivision and condos, official plan amendments, land division review, site plans and zoning bylaws and variances. Ganaraska Region Conservation Authority also provides engineering services to neighbouring conservation authorities on a fee for service basis.

Watershed Ecology – Includes the ecological program of the Authority.

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2019-09-06

	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
ENVIRONMENTAL ADVISORY SERVICES:										
MUNICIPAL/PUBLIC PLAN INPUT & REVIEW										
Wages & Benefits	62,100	21,392				62,500			1	
Training and Development	500	0				500				
Motor Pool	700	252				700				
Materials & Supplies	500	578				500				
Consulting	100	0				100				
Legal Expenses	1,000	0				1,000				
Capital Asset Replacement	1,567	1,567			and the second second	1,567				
TOTAL	66,467	23,789	0	66,467	0	66,867	0	66,867	0	
DEVELOPMENT PLAN REVIEW										
Wages & Benefits	87,800	113,909			66,000	92,100			66,000	Fees
Training and Development	500	223			5,000	500			5,000	Deferre
Motor Pool	1,100	1,372			0,000	1,100			0,000	Deletter
Materials & Supplies	1,000	1,966				1,000				
ORCA Shared Planning	0	979				0				
KRCA Peer Review	0	0				0	Carrier 1			
Legal Expenses	6,000	808				6,000				
Liability Insurance	8,500	8,100				8,500				
Capital Asset Replacement	1,567	1,567				1,567				
TOTAL	106,467	128,924	0	35,467	71,000	110,767	0	39,767	71,000	
WATERSHED ECOLOGY										
Wages & Benefits	43,000	15,906				34,000				
Expenses, Training	2,000	2,353				11,000				
Motor Pool	100	2,355				100				
Capital Asset Replacement	900	900				900				
TOTAL	46,000	19,158	0	0	46,000	46,000	0	0	46,000	Durham
i o me	40,000	19,130	U	0	40,000	40,000	0	0	40,000	Durnam
TOTAL ENVIRONMENTAL										
ADVISORY SERVICE	218,934	171,871	0	101,934	117,000	223,634	0	106,634	117,000	

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## WATERSHED STEWARDSHIP

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#### WATERSHED STEWARDSHIP

The watershed stewardship program costs are those associated with providing and/or assistance to watershed residents on sound environmental practices that will enhance, restore or protect their properties.

#### Land Stewardship

<u>Clean Water-Healthy Land</u> - The Clean Water-Healthy Land program is a stewardship program funded by Durham Region, Trees Ontario, Oak Ridges Moraine Foundation and landowners. For Durham Region landowners, this program is subsidized by the Region of Durham. This program is also offered by the Municipality of Port Hope, the Town of Cobourg through Lakefront Utilities Commission (LUI) and the Township of Hamilton for the landowners, within the municipalities in partnership with the Conservation Authority.

Partner Projects includes the partnership with the Greater Golden Horseshoe Conservation Authorities Coalition. (GGH CAC)

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2019-09-06

÷	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
WATERSHED STEWARDSHIP:										
LAND STEWARDSHIP										
Fisheries Review	9,700	1,030				9,700				
Fish Trap	17,200	16,302			16,200	17,200			16,200	DFO
Expenses	100	0			10,200	100			10,200	510
Motor Pool	500	289				500				
Capital Asset Replacement	400	400				400				
TOTAL	27,900	18,021	0	11,700	16,200	27,900	0	11,700	16,200	
Clean Water - Healthy Land										
Tree Plant										
Wages & Benefits	26,100	12,758				26,100				
Contractor	18,800	19,524				18,800				
Motor Pool	500	242				500				
Materials & Supplies (incl Forest Ontario)	75,800	76,415				75,800				
Capital Asset Replacement	500	500			19,000	500			19,000	Deferred
	121,700	109,439	0	0	121,700	121,700	0	0	121,700	102,700 tree plant
Financial Assistance Program										
Landowner Program Projects	130,139	17,570				130,139				
Kawartha Farm Stewardship Collaborative	0	0				0				CWHL
Program Admin/Expenses	6,000	8,188		Sec. 19		6,000				76,139 Deferred
	136,139	25,758	0	0	136,139	136,139	0	0	136,139	20,000 Durham; 20,000 Port Hope
TOTAL	257,839	135,197	0	0	257,839	257,839	0	0	257,839	0 LUSI 20,000 Hamilton
OPG Fish Access										
Wages & Benefits	25,000	2,480				25,000				
Expenses & Consulting	98,686	38,673			and the second se	98,686			S	
TOTAL	123,686	41,153	0	0	123,686	123,686	0	0	123,686	Deferred 63686, OPG 60,000
Partner Projects										
OPG Projects	11,990	0			11,990	11,990			11,990	
Enbridge	9,200	2,639			9,200	9,200			9,200	Deferred Enbridge
MNR Partner Project	-,	0			0,200	0,200			0,200	Deletted Eliblidge
GGH CAC	5,000	0			2,500	5,000			2,500	2,500 Durham
TOTAL	26,190	2,639	0	2,500	23,690	26,190	0	2,500	23,690	2,000 Bullan
TOTAL WATERSHED STEWARDSHIP	435,615	197,010	0	14,200	421,415	435,615	0	14,200	421,415	



# CONSERVATION LAND MANAGEMENT

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#### CONSERVATION LAND MANAGEMENT

This program area includes all expenses associated with land or buildings either owned or managed by the Authority. This area is divided into passive recreation and programmed recreation.

<u>Passive Recreation</u> – The costs associated with lands and buildings that do not have active programming. The expenses included are the costs for owning or managing the land.

<u>Programmed Recreation</u> – The direct costs associated with delivering active programming on Conservation Authority lands. This includes the Ganaraska Forest Centre and the Ganaraska Forest.

<u>Ganaraska Forest Centre</u> - For over thirty-nine years, the Ganaraska Region Conservation Authority has provided a unique outdoor education experience to elementary and secondary students at the Ganaraska Forest Centre. The outdoor education facility offers both day use and residential education programming. Such programs offered are: map reading, orienteering, forest studies and stream and pond study. As well, the facility is rented out to Scouts and Girl Guides for weekend use. It is the intent that the Centre will operate on a "cost recovery" basis in the future and its source of income is a user fee schedule with general levy funding only a portion of the public programs. The OFAH/GFC Conservation Dinner program provides some revenues to the program for equipment requirements. The Forest Centre continues to be a popular venue for weddings which has also resulted in an increase in revenue.

<u>Ganaraska Forest</u> – On April 1<sup>st</sup>, 1997, the Conservation Authority took back management of the Ganaraska Forest from the Ministry of Natural Resources. Revenue from the forest comes from the sale of timber and membership fees. For 2020, the revenue from timber contracts are estimated at \$225,000.00. The membership revenue expected is \$308,000.00. The partnership with Treetop Trekking continues and revenues are estimated at \$48,000.00.

										2019
	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
CONSERVATION LAND MANAGEMENT:										
PASSIVE RECREATION										
Wages & Benefits	88,721	45,699			8,850	87,368			8,850	Employment Program
Staff Expenses, Training	500	45,555			0,000	500			0,000	Employment Program
Maintenance of C.A.'s										
Equipment Fuel & Repairs	6,000 2,200	2,498 52				5,000				
Motor Pool	6,000	4,683				1,800				
Taxes						6,000				
	14,000	4,921				14,000				
Insurance	8,400	7,267				8,400				
Signage	3,000	543				2,000			10.000	
Capital Asset Replacement	34,367	34,367			19,500	32,367			17,500	
TOTAL	163,188	100,029	0	134,838	28,350	157,435	0	131,085	26,350	
PROGRAMMED RECREATION:										
Ganaraska Forest Centre										
Wages & Benefits	450,000	272,172			345,000	422,000			295,000	GFC Bookings
Training and Development	1,800	1,783				1,000				
Books, Equipment (inc.donations)	11,600	5,615			9,500	4,000			16,000	Road Less Travelled
Office Services (Stationary, Copier)	1,700	1,183			29,500	1,400			27,500	<b>Conservation Dinner</b>
Building Maintenance	57,200	62,420			12,750	55,200			12,750	Cabin Rental
Hydro	35,000	18,574			52,000	35,000			45,000	Nature Nuts Camps
Propane	23,000	14,954			1,800	23,000			3,000	Ski, Snowshoes
Postage	400	32			3,500	300			3,500	OPG
Telephone	1,600	7,069			1,500	1,400			1,000	TTT
Internet Charges	1,500	1,629			2,500	1,500			2,500	Solar Generation
Motor Pool	1,100	1,364			110,000	1,100			114,000	Wedding
Credit Card Services	4,000	2,351			6,000	3,500			1,800	Internet charge Out
Advertising & Publications	1,300	570			2,000	800			2,000	Donations
Staff Expense	100	147			8,850	100			8,850	CSJ
Waste Disposal	2,000	1,842			800	2,000			2,000	Production, Other
Security	4,800	1,131				4,100				and the second second second
Kitchen Equipment	1,000	1,005				1,000				
Food/Catering	61,000	39,348				50,000				
Public Programs	500	689				500				
Insurance	12,600	12,323				12,600				
Nature Camp Supplies & Expenses	7,000	8,795				5,500				
Taxes	3,000	2,830				3,000				
Capital Asset Replacement	65,688	65,688			25,050	102,138			61,500	

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2019 2019 2019 2019 2019 Other 2020 Other 2020 2020 2020 Budget Year to Grant Levy Funds Budget Grant Levy Funds Date Ganaraska Forest & Trall Head Centre Wages & Benefits 340,620 163,322 302,000 327,860 308,000 Memberships Training and Development 600 1,648 600 1,650 Equipment Purchase 1,650 0 Equipment Maintenance 3,750 2,026 48,000 2,750 48,000 Treetop Trekking Motor Pool 7,500 8,333 7,500 Road Maintenance & Tree Maintenance 10,000 4,000 6,000 0 4,000 Ganaraska Snowmobile Club Pay Duty/Volunteer Program 10,000 1,540 10,000 Advertising 400 0 3,000 400 Tree Marking/Paint 16,000 305 250,000 4,000 225,000 Forest Contracts 2,300 1,310 2,300 Telephone Hydro & Propane 8,600 2,036 8.600 Supplies & General Expenses & Postage 5,500 12,144 5,500 **Building Repairs & Maintenance** 8,000 2,456 8,000 7,000 35,000 32,741 Taxes 35,000 8,300 2,026 22,000 8,300 Insurance Signage/Maps/Brochures 4,100 228 2,800 Special Events 0 0 0 Garbage Disposal 2,400 1,874 2,400 Office Services 1.800 721 1,800 3,660 **Credit Card Services** 1,491 3,660 Membership & Remote Site Expenses 12,000 8,033 12,000 36,624 Capital Asset Replacement 36,624 1,250 40,099 4,725 TOTAL 518,804 278,859 -119,446 638,250 490,219 -99,506 589,725 0 0 TOTAL PROGRAMMED RECREATION 1,266,692 802,373 0 17,692 1,249,000 1,221,357 35,232 0 1,186,125 TOTAL CONSERVATION LAND MGMT 1,429,880 902,402 0 152,530 1,277,350 1,378,792 0 166,317 1,212,475

2019-09-06

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## **CORPORATE SERVICES**

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#### CORPORATE SERVICES

This budget area is composed of the wages and benefits of staff of the Conservation Authority, whose main function is to provide coordination, support and services to all programs rather than specific programs. All expenses associated with the Board of Directors are directed to this area. As well, expenses associated with the operations of the administration building.

Specific items include:

<u>Corporate/Finance Management</u> - includes all administrative and financial staff wages, benefits and expenses, general membership expenses as well as corporate expenses for the Conservation Authority, which includes the levy to Conservation Ontario.

<u>Office Services</u> – includes all wages and benefits for IT staff as well as expenses, supplies, equipment, computer services, maintenance and utilities for the main administrative building for the various program areas.

<u>Corporate Communications</u> – includes wages and benefits for staff working on communication projects as well as community and public relations expenses, website maintenance as well as any information costs. All publications, advertising and Authority staff uniforms are included in this program area.

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2019-09-06

	2019 Budget	2019 Year to Date	2019 Grant	2019 Levy	2019 Other Funds	2020 Budget	2020 Grant	2020 Levy	2020 Other Funds	
CORPORATE SERVICES:		Dutt								
CORPORATE/FINANCE MANAGEMENT										
Salaries, Wages & Benefits	332,500	182,894				333,150				
Workers Compensation (incl consultant)	57,780	27,960				57,780				
Staff Expenses, training	3,900	0				3,900				
Members Allowance & Expenses	8,000	4,343				8,000				
Chair/Vice Chair Honorarium & Expenses	4,000	557				4,000				
CAO's Expenses	6,200	3,912				6,200				
Conservation Ontario Levy	25,400	23,820				25,200				
Legal Fees	5,000	3,683				5,000				
Audit Fees	5,000	263				5,000				
Insurance	9,500	0				9,500				
General Expenses	900	900			2,000	900			2,000	Donation
TOTAL	458,180	248,332	0	456,180	2,000	458,630	0	456,630	2,000	Donation
OFFICE SERVICES										
Wages & benefits - IT & temp support	2,000	2,118				2,000				
Office & computer equipment & support	8,800	11,273				8,800				
Xerox & P/B Leasing, Internet	8,700	8,328				8,700				
Payroll/Credit Card Services	4,500	4,271				4,500				
IMSystem	10,000	10,000				10,000				
MSystem - Wages	12,000	22,000				12,000				
Postage	3,000	834				3,000				
Stationary & Supplies	5,900	5,902				5,900				
Telephone	4,200	3,322				4,200				
Light, Heat & Hydro	25,000	20,634				25,000				
Taxes	4,000	3,700				4,000				
Office Maintenance	67,000	34,545			8,000	59,000				
Health & Safety	2,300	4,596			0,000	2,300				
General-courier, meetings, subscriptions	4,500	3,359				4,000				
Capital Asset Replacement	82,495	53,595			48,900	46,895			13,300	
TOTAL	244,395	188,477	0	187,495	56,900	200,295	0	186,995	13,300	
CORPORATE COMMUNICATIONS										
Wages & Benefits	47,500	33,631				46,500				
Publications & Advertising	3,100	1,605				3,100				
Special Events & Marketing	2,000	839				1,800				
Uniforms	2,000	76				1,600				
Capital Asset Replacement	400	400				400				
TOTAL	55,000	36,551	0	55,000	0	53,400	0	53,400	0	
TOTAL CORPORATE SERVICES	757,575	473,361	0	698,675	58,900	712,325	0	697,025	15,300	
TOTAL OPERATING BUDGET	4,102,257	2,270,742	51,863	1,133,476	2,916,918	3,689,921	51,863	1,161,813	2,476,245	

# LEVY

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#### GANARASKA REGION CONSERVATION AUTHORITY

#### 2020 GENERAL LEVY

	2019 Levy	2020 Proposed Levy (with CVA adj)
Municipality of Clarington	541,645.99	567,945.78
Town of Cobourg	248,902.89	248,100.14
Municipality of Port Hope	195,868.01	197,560.25
Township of Alnwick/Haldimand	12,649.55	12,908.24
Township of Hamilton	127,133.96	127,874.06
Township of Cavan Monaghan	4,166.97	4,255.10
City of Kawartha Lakes	3,107.38	3,107.38

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## **RESERVES and OPERATING SURPLUS**

#### **RESERVES and OPERATING SURPLUS**

The Ganaraska Region Conservation Authority has two reserves.

#### Capital Asset Replacement Reserve

The Ganaraska Region Conservation Authority developed a Capital Asset Replacement plan in 2016. The goal of every capital asset management plan is to define the use of assets in order to streamline productivity and delivery with minimal loss of capital. This reserve will replace the equipment reserve that had been previously established in 1992 and does not include any grant dollars. This reserve is allocated to major maintenance and replacement of the Ganaraska Region Conservation Authority's capital assets. This reserve is an essential part of GRCA's ongoing fiscal responsibility framework, as it guides the purchase, maintenance, and disposal of every asset GRCA needs in order to conduct business.

#### Forest Purchase Reserve

This reserve was established in 2001 with a \$10,000.00 donation by the Township of Cavan Monaghan to be used for costs associated with a land purchase within the Peterborough County jurisdiction.

#### **Operating Surplus/Deficit**

The Ganaraska Region Conservation Authority's operating surplus is attributable to the change in recording tangible capital assets at cost in accordance with the recent change in Public Sector Accounting Board (PSAB) rules.



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

## M E M O R A N D U M

то:	Members of Council & Municipal Staff
FROM:	Brent Larmer, Municipal Clerk/Manager of Legislative Services Department
SUBJECT:	2020 Municipal Council Meeting Schedule
DATE:	October 28, 2019

The following list of dates is the Schedule for the 2020 Town of Cobourg Committee of the Whole and Regular Council Meetings. All meetings will be held at 6:00 p.m. in Council Chambers, Victoria Hall. Public meetings will now be scheduled at 5:00 p.m. as required.

All open public meetings of Council held in the Council Chambers will be videotaped by the Town of Cobourg and will be made available on the town's website and YouTube both live and archived for a duration of three (3) months.

<b>2020 Town of Cobourg Meeting Schedule</b> 6:00 p.m. – Council Chambers, Victoria Hall							
Committee of the Whole	Regular Council						
Monday January 6,	Monday, January 13						
Monday, January 27	Monday, February 3						
Tuesday, February 18 (Family Day Feb 17)	Monday, February 24						
Monday, March 9	Monday, March 16						
Monday, March 30	Monday April 6						
Monday, April 20	Monday, April 27						
Monday, May 11	Tuesday May 19 (Victoria Day May 18)						
Monday, June 1	Monday, June 8						
Monday, June 22	Monday, June 29						
Summer Meeting S	start Time 4:00 P.M.						
Monday July 20	Monday, July 27						
Monday, August 24	Monday, August 31						
Monday, September 14	Monday, September 21						
Monday, October 5	Tuesday October 13 (Thanksgiving Oct 12)						
Monday, October 26	Monday, November 2						
Monday November 16	Monday, November 23						
Monday, December 7	Monday, December 14						



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

#### Public Meeting Dates (Scheduled if Necessary):

Monday January 20, 2020 Monday February 10, 2020 Monday March 2, 2020 Monday March 23, 2020 Tuesday April 14, 2020 Monday May 4, 2020 Monday May 25, 2020 Monday June 15, 2020 Monday September 28, 2020 Tuesday October 19, 2020 Monday November 9, 2020

Monday November 30, 2020

Monday December 21, 2020



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

	January								
SUN	MON	TUES	WED	THURS	FRI	SAT			
			<b>1</b> Holiday	2	3	4			
5	6 CofW	7	8	9 Budget Session	10 Budget Session	11			
12	13 Council	14	15	16	17	18			
19	20 Public Meeting	21	22	23	24	25			
26	27 CofW	28	29	30	31				

	February								
SUN	MON	TUES	WED	THURS	FRI	SAT			
						1			
2	3 Council	4	5	6	7	8			
9	10 Public Meeting	11	12	13	14	15			
16	17 Holiday	<b>18</b> CofW	19	20	21	22			
23	24 Council	25	26	27	28	29			

	March								
SUN	MON	TUES	WED	THURS	FRI	SAT			
1	2 Public Meeting	3	4	5	6	7			
8	9 CofW	10	11	12	13	14			
15	16 Council	17	18	19	20	21			
22	23 Public Meeting	24	25	26	27	28			
29	30 CofW	31							

	April								
SUN	MON	TUES	WED	THURS	FRI	SAT			
			1	2	3	4			
5	6 Council	7	8	9	10	11			
12	13 Holiday	14 Public Meeting	15	16	17	18			
19	<b>20</b> CofW	21	22	23	24	25			
26	27 Council	28	29	30					

	Мау									
SUN	MON	TUES	WED	THURS	FRI	SAT				
					1	2				
3	<b>4</b> Public Meeting	5	6	7	8	9				
10	11 CofW	12	13	14	15	16				
17	18 Holiday	19 Council	20	21	22	23				
24	25 Public Meeting	26	27	28	29	30				
31										

	June								
SUN	MON	TUES	WED	THURS	FRI	SAT			
	1 <sub>CofW</sub>	2	3	4	5	6			
7	8 Council	9	10	11	12	13			
14	15 Public Meeting	16	17	18	19	20			
21	<b>22</b> CofW	23	24	25	26	27			
28	29 Council	30							



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

	July								
SUN	MON	TUES	WED	THURS	FRI	SAT			
			<b>1</b> Holiday	2	3	4			
5	6	7	8	9	10	11			
12	13	14	15	16	17	18			
19	20 CofW	21	22	23	24	25			
26	27 Council	28	29	30	31				

	August								
SUN	MON	TUES	WED	THURS	FRI	SAT			
						1			
2	<b>3</b> Holiday	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
	AMO								
23	<b>24</b> <sub>CofW</sub>	25	26	27	28	29			
30	31 Council								

	September									
SUN	MON	MON TUES WED THURS FRI SAT								
		1	2	3	4	5				
6	<b>7</b> Holiday	8	9	10	11	12				
13	<b>14</b> <sub>CofW</sub>	15	16	17	18	19				
20	21 Council	22	23	24	25	26				
27	28 Public Meeting	29	30							

October						
SUN	MON	TUES	WED	THURS	FRI	SAT
				1	2	3
4	5 <sub>CofW</sub>	6	7	8	9	10
11	12 Holiday	13 Council	14	15	16	17
18	19 Public Meeting	20	21	22	23	24
25	26 <sub>CofW</sub>	27	28	29	30	31

November						
SUN	MON	TUES	WED	THURS	FRI	SAT
1	2 Council	3	4	5	6	7
8	9 Public Meeting	10	11	12	13	14
15	16 <sub>CofW</sub>	17 Budget Meeting	18	19 Budget Meeting	20	21
22	23 Council	24 Budget Meeting	25	26 Budget Meeting	27	28
29	30 Public Meeting	31	32			

December						
SUN	MON	TUES	WED	THURS	FRI	SAT
		1	2	3	4	5
6	7 CofW	8	9	10	11	12
13	14 Council	15	16	17	18	19
20	21 Public Meeting	22	23	24 Holiday	25 Holiday	26 Holiday
27	28 Holiday	29	30	31		



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

#### LEGEND:

Committee of the Whole – Council Chambers - 6:00 P.M Regular Council Meeting – Council Chambers – 6:00 P.M. Public Meeting Date – Planning or Other (If necessary) Council Chambers – 5:00 P.M. Special Council Budget Session – Council Chambers 10:00 A.M to 5:00 P.M. Divsional Budget Presentations Meetings - Council Chambers – 3:00 P.M. Weekends and Statutory Holidays – Offices Closed



#### 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 Aly Premji, Trinity Development Group Inc., on behalf of Northumberland Shopping Centre Inc. 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 <u>Monday, November 25<sup>th</sup>, 2019 at 5:00 p.m.</u> in the 3<sup>rd</sup> Floor Council Chambers, at 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 a 9.92 ha land parcel, known municipally as 1111 Elgin Street West – Northumberland Mall (refer to the Key Map on reverse) to permit a new 929 m<sup>2</sup>, freestanding multi-unit commercial building consisting of six (6) units and a drive through facility towards the front of the Subject Lands in the existing parking area (north of Dollarama). Specifically, the application proposes to changes to the following: lot frontage definition, permitted uses, lot coverage, and parking and loading standards. The application also proposes to replace the existing Zoning Schedule B-7 for the property to reflect the proposed building location, driveway locations, and encompass existing freestanding buildings and Northumberland Mall. The Subject Lands are designated "Shopping Node Area" in the Cobourg Official Plan (2017) and zoned "Shopping Centre Commercial Exception 1 (SC-1) Zone," "Shopping Centre Commercial Exception 2 (SC-2) Zone," and "Shopping Centre Commercial Exception 3 (SC-3) Zone" in the Comprehensive Zoning By-law No. 85-2003. The area of the Subject Lands where the new building is proposed is located within the SC-1 Zone.

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 (<u>blarmer@cobourg.ca</u>), 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.

ADDITIONAL INFORMATION which will enable the public to understand the proposed Zoning Bylaw Amendment is available for inspection upon request in the Town's Planning Department at Victoria Hall under **File Number Z-07-19** during regular office hours by contacting Adriane Miller, Administrative Assistant, at (905) 372-1005 or <u>amiller@cobourg.ca</u>, or by visiting the Planning Applications webpage on the municipal website (<u>https://www.cobourg.ca/en/business-and-development/Planning-</u><u>Applications.aspx</u>).

#### DATED AT THE TOWN OF COBOURG THIS 3RD DAY OF OCTOBER, 2019.

Glenn McGlashon, 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



<b>O≵O</b>	THE CORPORATION OF THE TOWN OF COBOURG				
COBOURG	STAFF REPORT				
TO:	Committee of Adjustment				
FROM: TITLE:	Desta McAdam Senior Planner - Development				
DATE OF MEETING:	November 12, 2019.				
TITLE / SUBJECT:	Application for Minor Variance: 600 Daintry Crescent, Cobourg (Habitat for Humanity Northumberland)				
REPORT DATE:	November 7, 2019	File #: A-07/19			

#### 1.0 <u>STRATEGIC PLAN</u> N/A

#### 2.0 RECOMMENDATION

The following actions are recommended:

**THAT** the decision to consider the requested minor variances to reduce the minimum required front yard from the established building line of 8.85 m to 6.48 m, a variance of 2.37 m, and to remove Special Use Regulations included in Section 9.2.1.3 (Permitted Buildings and Structures), and Section 9.2.1.4 (Regulations for Permitted Uses in the R3-1 Zone) i) and ii) of Zoning By-law #85-2003, be deferred until formal comments have been received by CN Rail.

### 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 600 Daintry Crescent is a municipally owned residential lot of record, 8.55 m in frontage, and 824.5 m<sup>2</sup> in lot area (hereinafter referred to as the "Subject Property"). See **Schedule** "**A**" Key Map.

The development of the Subject Property was previously considered as part of the original Daintry Crescent subdivision development in the 1980's. The Subject Property was included in an area of lands described as the "South Side of Daintry Crescent (hereinafter referred to as the "Overall Lands"). Although the whole of the Overall Lands was planned to be developed with 36 single detached residential dwelling units on freehold lots, the lots were flagged for special design consideration due to their proximity to the existing Canadian Pacific (CP) and Canadian National (CN) Railway lines.

The development concept for the Overall Lands included thirty-six dwelling units on freehold lots, similar to the observed residential land use pattern on the rest of Daintry Crescent. However, the concept for these lands was very site-specific and included a solid rear wall linking the dwellings. The wall was to be at least 9.1 m in height, and was intended to attenuate noise impacts, in accordance with the standards of the time. Due to the special design requirements, the Overall Lands, including the Subject Property, were zoned to only permit this development concept. See **Schedule "B**" R3-1 Zone Regulations. The site plan for the thirty-six dwellings was included as a "Schedule B-1" in the zoning for the Overall Lands in order to illustrate the Special Use Regulations described in Section 9.2.1 of the Zoning By-law. See Figure 1 below:

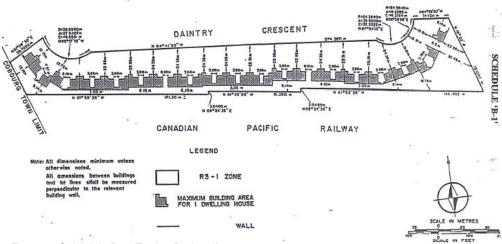


Figure 1: Schedule B-1, Zoning By-law #85-2003

The remainder of the Daintry Crescent subdivision was constructed for conventional single detached dwellings, however, the thirty-six dwelling unit concept, as shown in Figure 1, was never fulfilled. The Overall Lands remain vacant, and a municipal servicing easement runs between the Subject Property and the remaining lands to the southwest.

A number of years ago, the Town of Cobourg acquired the Overall Lands, including the Subject Property, from the original developer as part of a failed tax sale. Since this acquisition, the zoning of the Overall Lands has not changed, and the use of the lands has remained as vacant, municipally-owned open space. The dwelling lot at the far east end of the Overall Lands, known as 600 Daintry Crescent (the Subject Property), is an independent lot of record and can be conveyed independently from the remainder of the lands.

The Town of Cobourg has been approached by Habitat for Humanity Northumberland to purchase the Subject Property to relocate a single storey residential dwelling to the site. See **Schedule "C"** Site Plan and **Schedule "D"** Building Photographs. The Town of Cobourg has conditionally agreed to the sale of the Subject Property to Habitat for Humanity, however, the vacant lot has still has the original 1980's-era site specific Zone regulations pertaining to the previous development proposal, which will need to be modified in order to permit the proposed single storey residential dwelling on the subject property.

Additionally, the proposed location of the dwelling will not meet the established building line setback of 8.85 m, the average setback of the three existing residential properties on the same side of D'Arcy Street, immediately north in

accordance with the standard residential Zone requirements applicable to the area.

Accordingly, the applicant is seeking the following variances for the Subject Property:

- To reduce the minimum required front yard from the established building line of 8.85 m to 6.48 m, a variance of 2.37 m.
- To remove the following Special Use Regulations of the R3-1 Zone within Section 9.2.1 of Zoning By-law #85-2003:
  - Section 9.2.1.3 (*Permitted Buildings and Structures*) which only permits thirty-six (36) single detached dwellings and accessory buildings and structures for the permitted uses to permit the construction of a single dwelling unit on one lot;
  - Section 9.2.1.4 (Regulations for Permitted Uses in the R3-1 Zone) Subsection i) which permits the tallest portion of a dwelling to be no less than 9.1 m to permit a single storey dwelling; and
  - Section 9.2.1.4 (*Regulations for Permitted Uses in the R3-1 Zone*) Subsection ii) which requires the construction of a solid, continuous wall no less than the highest point of the permitted thirty-six dwellings, to permit the construction of a single detached dwelling with a 2.4 m high local sound barrier constructed in the proposed rear yard up to a 0.0 m setback from the north side lot line.

## 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: Growth Plan for the Greater Golden Horseshoe

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 Places to Grow Act 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;
- 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.

With respect to matters of provincial interest, the proposal will provide an affordable home ownership opportunity on lands within the urban serviced area of the municipality, already zoned for the desired low density residential land use. The proposal reflects a highly efficient use of existing infrastructure resources, as the proposal will re-locate an existing single storey dwelling from Northumberland County lands onto the existing lot of record, which is already pre-serviced.

The main consideration with respect to this section is ensuring that the proposed new residential development concept for the Subject Property does not trigger a public safety concern.

In pre-consultation with the applicant, planning staff determined that noise and vibration feasibility studies completed by qualified engineer(s) would be required to consider a new development proposal for the subject property. The applicant has requested to locate the proposed residential dwelling unit approximately 79 m from the centre of the Canadian Pacific Railway line, and approximately 111 m from the centre of the Canadian National Railway line. No berm is present between the subject property and the existing railway lines.

The applicant submitted two studies in support of the application, including an Environmental Noise Assessment (herein after referred to as the "Noise Study") and Railway Vibration Study (herein after referred to as the "Vibration Study"). In general, the Noise Study conclusions support a building permit for the proposed residential dwelling. Furthermore, the Noise Study provided a number of recommendations for noise control measures to be undertaken during the construction of the proposed building to ensure acceptable indoor and outdoor living standards are created and maintained. For outdoor amenity area, the Noise Study recommended that a 2.4 m high local sound barrier be constructed within the rear yard of the subject property in accordance with Figure 2 below.

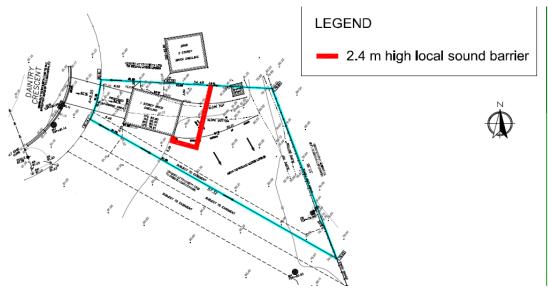


Figure 2: Sound Barrier Location Site Plan

To meet indoor noise guideline limits, recommendations for the installation of central air conditioning, brick veneer exterior wall or masonry equivalent construction meeting an STC rating of 54, and window construction meeting the minimum non-acoustical requirements stated in the Ontario Building Code were provided.

In addition, the Noise Study recommended that warning clauses be included in agreements of Offers of Purchase and Sale and lease/rental agreements to make occupants aware of the potential noise situation. The complete Noise Study is included in **Schedule "E"** of this report.

The Vibration Study concluded that no vibration mitigation measures were required for the proposed dwelling. The Executive Summary and Conclusion sections of the Vibration Study are attached in **Schedule "F."** 

Since the submission of the formal application, CP and CN have been formally notified of the Committee of Adjustment Hearing in accordance with the requirements of the Planning Act. The municipal contacts for CP and CN Rail were also forwarded copies of the Noise Study and Vibration Study via email. At the time of publication of this Report, CP Rail provided comment that they have no objection to the proposal, and request that all the noise abatement requirements, including warning clauses, addressed in the Environmental Noise Assessment prepared by Valcoustics Canada Inc. be included as conditions of approval. CN Rail has responded to the Planning Department's Notice of application, and have communicated that they have arranged to have the studies peerreviewed by a third party, however, comments respecting the application would not be available until the week of November 25<sup>th</sup>, 2019.

Finally, the subject property is located on lands regulated by the Ganaraska Region Conservation Authority. In support of the application, the applicant has provided a valid Development Permit from the GRCA approving the proposed development as shown in the Site Plan attached as **Schedule "C"** to this report. Based on the receipt of this Development Permit, the Municipality is satisfied that the proposal will not create a public safety concern with respect to the property's positioning within a floodplain.

In summary, although the application has received a positive response from the Conservation Authority, in the form of an approved Development Permit, and no objection from CP Rail, CN Rail has confirmed an intent to provide comment on the proposal, but cannot provide comments in time for consideration by the scheduled Hearing. Understanding that comments are still expected from CN Rail, it would be premature to provide a formal planning opinion on the proposal with respect to matters of provincial interest. Formal planning opinion will be reserved until feedback is received from CN Rail.

# 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 lands are 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 considers the development of an affordable residential dwelling within the built boundary area of the municipality. It is my opinion that this proposal does not trigger the policies of the Northumberland County Official Plan.

# 3. Official Plan

The subject property is designated Stable Residential Area in the approved Town of Cobourg Official Plan (2017). The Residential Area designation refers to low density residential areas where any intensification will be modest and incremental, primarily occurring through changes such as development of vacant infill lots and accessory apartments. Applications for new development in such areas shall be evaluated based on their ability to generally maintain the structure and character of the immediate surrounding area. The Stable Residential Area designation provides a number of policies including:

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

*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;

*iii)* respects the relationship between the rear wall of buildings and rear yard open spaces;

*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.

v) conforms with density provisions of Section 3.4.3.3;

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

*xiii)* does not hamper or prevent the orderly development of adjacent properties; *xiv)* garages are designed so that they are not the dominant feature in the streetscape.

The application is to permit a single storey single detached dwelling on a residential lot of record, within the existing Daintry Crescent subdivision. Generally, the land use policies of the Stable Residential Area designation area are not triggered by this application, as the lot has always been planned to accommodate low density residential development, in the form of a single detached dwelling, and the proposed siting of the single detached dwelling mostly conforms with the general zone regulations applicable to the existing residential properties along Daintry Crescent.

Although the proposed dwelling is positioned closer to the Daintry Crescent streetline than the abutting property to the north, which is significantly setback from the street, it does not appear that the proposed single storey building would create a privacy or shadowing concern for this property, nor would it significantly impact the streetscape. The proposed dwelling is only one storey in height, and due to the triangular, pie, shape of the subject property, the side wall of the proposed dwelling is spatially buffered from the front wall of the residence by a considerable distance of approximately 4.88 m (16 ft).

When observing the general streetscape context of Daintry Crescent, front yard setbacks around 6.0 -7.0 m are most common, with a few exceptions. Specifically, one exception being the property immediately north of the subject property, setback at 13.27 m from the front lot line. It is my opinion that the proposed front yard of 6.48 m for the new dwelling would resemble an appropriate setback when considering the general nature of the Daintry Crescent streetscape, and the average setback of properties along Daintry Crescent, beyond those used in the established building line calculation. See **Schedule "G"** Area Photos.

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 Residential Buildings provides a general outline of principles for residential design. These principles speak to creating strong public face with attractive and animated building frontages that incorporate large windows and front porches, and also ensuring creative, high quality and diverse design that is context sensitive. 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.

The proposal considers the policies of the Design Guidelines by maintaining residential yard setbacks that are appropriate for both the residential building lot, and the surrounding neighbourhood. It is evident that the proposed variance for a reduction to the established building line requirement was triggered by the abnormally large front yard setback of the residential property immediately north of the subject property. When considering the overall streetscape on Daintry Crescent, it does not appear that the proposed variance would create a visual anomaly in the neighbourhood, or have any negative impact on the neighbouring property to the north.

Based on the above discussion, and information received to date, the proposed development appears to generally maintain the policies of the Stable Residential Area designation, including the Urban and Landscape Design Guidelines, however, formal planning opinion will be reserved until a comprehensive review can be completed, with consideration given to any forthcoming comments from CN Rail.

## 4. Zoning By-law

The Subject Property is located in a Residential 3 Exception 1 (R3-1) Zone. As mentioned in previous sections of this report, the R3-1 Zone ties the development of the Subject Property to specific design concept illustrated in Figure 1 of this report. The complete R3-1 Zone Regulations are included in **Schedule "B"** R3-1 Zone Regulations.

With respect to the proposal to remove the Special Use Regulations in Section 9.2.1.3 and Section 9.2.1.4 Subsections i) and ii), it is understood that the Special Use Regulations applicable to the subject property tie its development to a dated development concept from the 1980's that is no longer intended to be implemented.

The proposal provides a new development concept for the Subject Property, and Noise and Vibration studies have been completed in support of the proposal. The Noise Study demonstrates that the new development can be built to meet current indoor and outdoor noise standards, in accordance with the recommendations provided. In accordance with the recommendations of the Noise Study, a new, 2.4 m high local sound barrier will provide noise attenuation for the property, and will, to my understanding, replace the previous requirement for a significantly sized solid rear wall. Upon receipt of the application, the proposal and supporting studies were sent to CP and CN Railways for review and comment. CP Rail has since communicated to planning staff that a review of the proposal has been undertaken and that they have no objections to the proposal, however, CN Rail has advised that they are reviewing the proposal and study documentation and that their comments will not be available before the meeting date.

In my opinion, the intent of the Special Use Regulations applicable to the subject property is to ensure appropriate regulations are in place account for the property's proximity to CP and CN Rail mainlines, and ensure that any future residential development over the subject property does not create a land use conflict with the adjacent railway corridor. Although CP Rail has provided no objections to the application, it is understood that CN Rail is exercising their right to review on the application, and that comments regarding the new proposal are expected, but are not yet available. Based on this understanding, it is premature to determine whether the proposed removal of the majority of the Special Use Regulations applicable to the Subject Property is appropriate and maintains the intent of the Zoning By-law with regard to this matter.

With respect the request to reduce the required front yard for the Subject Property, the R3-1 Zone requires a minimum front yard equal to the established building line or if not applicable, 6.0 m (20 ft). In this case, the minimum front yard is reflected by the established building line, calculated using the three closest residential properties, on the same side of the street. For this proposal, three properties north of the subject property, on the east side of Daintry Crescent were used. The front yard setbacks of the closest three lots were observed as follows:

596 Daintry Crescent: 13.27 m 592 Daintry Crescent: 6.32 m 588 Daintry Crescent: 6.96 m

(13.27 + 6.32 + 6.96) / 3 = 8.85 m (established building line)

In many cases, the use of the established building line as the front yard setback requirement is a useful tool in ensuring that the streetscape is composed of a playful articulation of front yard setbacks, while ensuring that a general consistency among front yard setbacks is maintained over time. In this scenario, the established building line setback is applied less efficiently due to the inclusion of what I would describe as the anomalous front yard setback of 596 Daintry Crescent in the calculation. As mentioned in the Official Plan policy discussion, the observed average setback in the broader Daintry Crescent subdivision context reflects a more conventional, 6.0 m – 7.0 m front yard setback. It appears that the residential dwelling at 596 Daintry Crescent is setback much deeper from the front lot line than the average residential dwelling in the neighbourhood, which may have been an attempt to better integrate with the original development concept contemplated for the Overall Property in the 1980's. See **Schedule "G"** Area Photos.

The proposed front yard setback for the subject property is 6.48 m at its closest point. If the proposed dwelling was pushed further back from the lot line to accommodate the deeper setback of 596 Daintry Crescent, the dwelling would be situated within closer proximity to the CP & CN Railway lines to the south, potentially increasing impact. While it does not seem ideal to locate the proposed dwelling at closer proximity to the railway lines to the south, the proposed location of the single storey dwelling at 600 Daintry Crescent at 6.48 m from the property line (at its closest point) would not appear to negatively impact the use of the property at 596 Daintry Crescent or the streetscape in general.

In this case, it is my opinion that positioning the proposed dwelling on the lot to reflect the observed average front yard setback of the neighbourhood, as proposed, is most ideal.

Given the above discussion, it is my opinion that the proposal to reduce the required front yard for the property is minor, and maintains the general intent of the Zoning Bylaw with regard to front yard setbacks. However, for the reasons described above, it is premature to provide an opinion regarding the proposal to remove the majority of the Special Use Regulations applicable to the subject property. Formal planning opinion with respect to the Zoning By-law will be reserved until feedback is received from CN Rail.

# 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.

The proposed variances relate mostly to the removal provisions relating to a previous, dated development concept from the subject property. The removal of these dated provisions will enable the applicant to re-locate an existing single storey, detached dwelling to the subject property. The new proposed development is supported by the Noise and Vibration studies submitted with the application, and has received a no objection response from CP Rail. However, CN Rail has initiated a third party review of the studies supporting the proposal, and do intend to provide comment.

Based on the above discussion, a formal opinion relating to whether the application is minor and desirable for the subject property will be reserved until feedback is received from Railway(s).

As of the writing of this Report, the following Agency comments have been received:

**Canadian Pacific Railway:** *CP has reviewed the application, and CP will not be objecting. We request that all the noise abatement requirements, including warning clauses, addressed in the Environmental Noise Assessment prepared by Valcoustics Canada Inc. be included as conditions of approval.* 

**Canadian National Railway:** Thank you for circulating CN rail on this application. I have sent the noise and vibration reports for third party review and expect to have comments to you the week of November 25th. I [CN Rail] will reserve comment until I have the review of the noise study.

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 the minor variance. The applicant submitted the required \$1400.00 application fee and deposit.

# 7.0 CONCLUSION

The Planning Department understands that CN Rail is conducting a formal review of the proposal, and has stated its intention to provide formal comment on the application. At this time, it is premature to provide an official planning opinion in advance of receiving formal feedback from CN Rail, as their comments inform the comprehensive planning review of the proposal. It is recommended that any decisions relating to this application be deferred, and that a new Hearing to consider the application be scheduled for a later date in December, 2019. At which time, it is expected that the Planning Department will be receipt of formal feedback from CN Railway, and the comprehensive planning review will be complete. The public shall be re-notified of the new meeting in accordance with the notice requirements of Section 45 (5) of the Planning Act, R.S.O. 1990, c.P. 13, as amended.

## 8.0 POLICIES AFFECTING THE PROPOSAL

The policies affecting this application relate to the policies of the Provincial Policy Statement, and Cobourg Official Plan, particularly the Stable Residential Area policies.

## 9.0 COMMUNICATION RESULTS

The following actions are recommended:

**THAT** the decision to consider the requested minor variances to reduce the minimum required front yard from the established building line of 8.85 m to 6.48 m, a variance of 2.37 m, and to remove Special Use Regulations included in Section 9.2.1.3 (Permitted Buildings and Structures), and Section 9.2.1.4 (Regulations for Permitted Uses in the R3-1 Zone) i) and ii) of Zoning By-law #85-2003, be deferred until a formal response has been submitted by CN Rail.

Approved by:

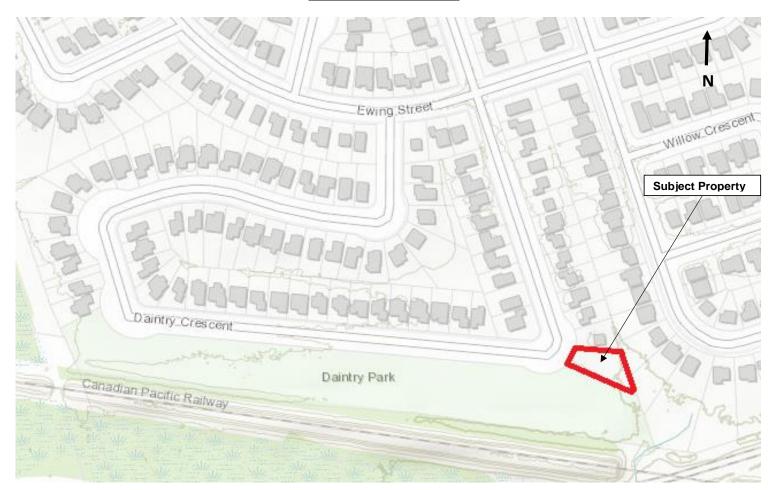
Jesta M adam

Desta McAdam, MCIP, RPP Senior Planner – Development

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



Schedule "A" Key Map



### Schedule "B" R3-1 Zone Regulations

#### Town of Cobourg Zoning By-law No. #85-2003

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- ii) Where any lands zoned (R3)are within 500 m (1,640 ft) of a railway yard property line, such lands shall be considered to be within an area of potential influence. Any new development/redevelopment of lands within this area of potential influence for residential or other sensitive land uses, will require a noise and vibration study. If it can be demonstrated that the development/redevelopment can satisfy Provincial Standards or Guidelines for noise and vibration then the development/redevelopment may proceed, subject to implementing any mitigation measures and setbacks required to satisfy the aforementioned Provincial Standards or Guidelines; and
- iii) The appropriate railway will be notified of any new residential development or other sensitive land uses within the 500 m area of potential influence abutting a railway yard property line.

#### 9.2 SPECIAL USE REGULATIONS

The regulations contained in subsection 9.1, General Use Regulations, shall apply to the special use area or areas defined below; except as otherwise specifically provided in the special use regulations in this subsection 9.2:

#### 9.2.1 Residential 3 Exception 1 (R3-1) - South Side, Daintry Crescent

#### 9.2.1.1 Defined Area

R3-1 as shown on Schedule "A", Map 1 and further shown on Schedule 'B-1' to this By-law.

#### 9.2.1.2 Permitted Uses

The uses permitted in Section 9.1.1 and 9.1.2., with the exception of public uses, group home uses and day nursery uses.

#### 9.2.1.3 Permitted Buildings and Structures

Notwithstanding the provisions of Section 9.1.3, the only permitted buildings and structures in the R3-1 Zone shall be:

- i) 36 single-detached dwellings;
- ii) accessory buildings and structures for the permitted uses.

### 9.2.1.4 Regulations for the Uses Permitted in the R3-1 Zone

Notwithstanding the provisions of Section 9.1 the uses in the R3-1 Zone shall be developed in accordance with Schedule 'B-1' and the following regulations:

#### i) Building Heights:

The tallest portion of each dwelling shall be no greater than 10.6 m (35 ft.) and no less than 9.1 m (30 ft.) above the average elevation of the finished surface of the ground at the front of the dwelling.

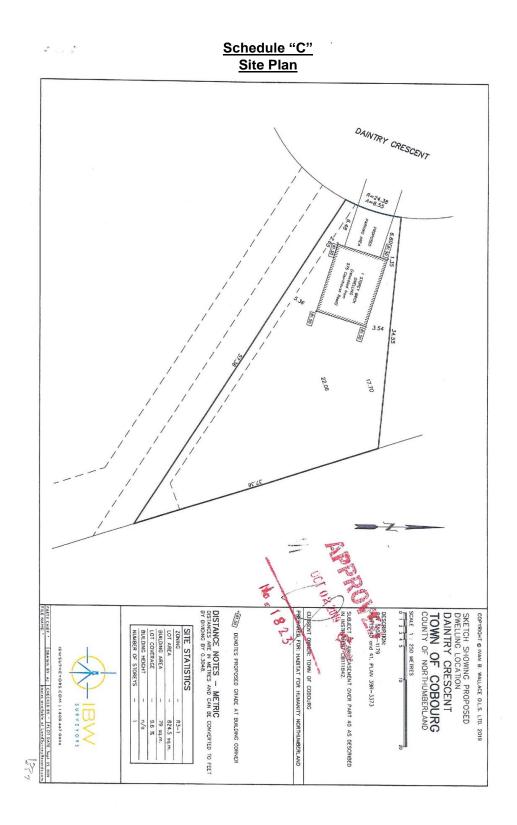
#### ii) Special Provision:

A solid wall, consisting of the rear wall of the dwellings and extensions thereof, shall be constructed in a manner such that the wall has a continuous height equal to the highest point of the dwellings and, once completed, forms an unbroken barrier from the most easterly dwelling to the most westerly dwelling in the R3-1 Zone.

Notwithstanding the generality of the foregoing, a doorway shall be provided through the wall on each lot to permit pedestrian access to the rear yard of each lot and three unobstructed openings, having minimum widths as shown on Schedule 'B-1', shall be through the wall to permit emergency vehicular access to the rear yards.

#### iii) Setback from Railway:

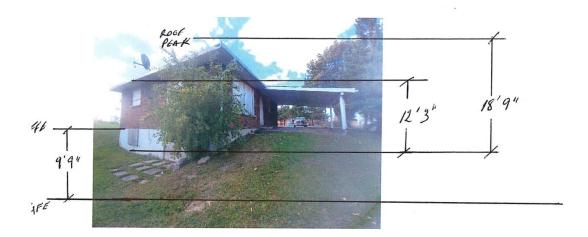
R3-1 Zone shall be exempt from Section 9.1.20.



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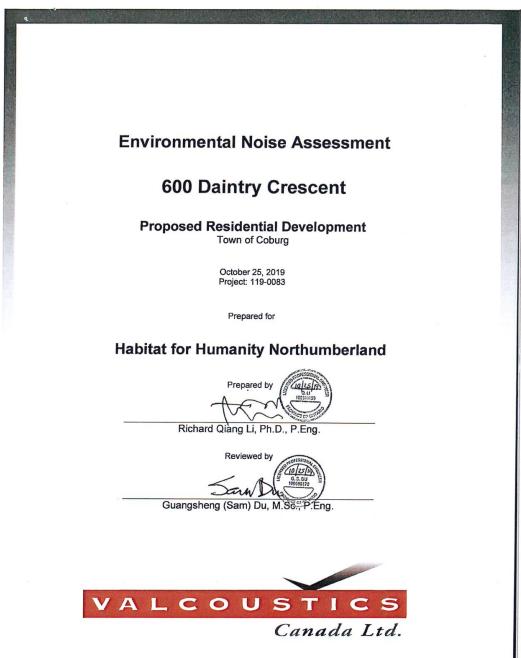
# Schedule "D" Building Photographs

Habitat for Humanity Northumberland - Daintry Crescent House





Schedule "E" Noise Study



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600 Daintry Road, Cobourg - Noise

# Version History

Version #	Date	Comments
1.0	October 25, 2019	Issued to Client

30 Wertheim Court, Unit 25, Richmond Hill Ontario L4B 1B9

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600 Daintry Cres, Cobourg - Noise

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600 Daintry Cres, Cobourg - Noise

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# **Environmental Noise Assessment**

# 600 Daintry Crescent

# **Proposed Residential Development**

Town of Coburg

#### EXECUTIVE SUMMARY

Valcoustics Canada Ltd. (VCL) was retained to prepare an Environmental Noise Assessment to support the transfer of lot ownership. The proposed development will consist of a one-storey single detached residential dwelling on a vacant lot at 600 Daintry Crescent in the Town of Coburg.

The significant noise source in the vicinity with potential for impact on the proposed development will be rail traffic on the Canadian Pacific Railway (CPR) Belleville Subdivision and the Canadian National Railway (CN) Kingston Subdivision.

To meet the applicable transportation noise guideline limits, the proposed residential dwelling requires:

- · central air conditioning for noise control purpose;
- brick veneer exterior wall or masonry equivalent construction meeting an STC rating of 54;
- window construction meeting the minimum non-acoustical requirements stated in the Ontario Building Code (OBC); and
- a minimum 2.4 m high local sound barrier for the outdoor amenity area.

#### 1.0 INTRODUCTION

VCL was retained to prepare an Environmental Noise Assessment to support the transfer of lot ownership in the Town of Coburg.

The predicted sound levels and noise mitigation measures needed for the proposed development to comply with the noise guidelines of the Ministry of the Environment, Conservation and Parks (MECP) and the Town of Coburg are outlined herein.

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#### 1.1 THE SITE AND SURROUNDING AREA

The proposed development is located at 600 Daintry Crescent in the Town of Cobourg and consists of a one-storey single-detached dwelling. The site is bounded by:

- existing residential housing to the north and east;
- vacant land, with CN Kingston Subdivision and CPR Belleville Subdivision beyond, to the south; and
- Daintry Crescent, with existing residential housing beyond, to the west.

A Key Plan is included as Figure 1.

This report is based on the site plan/grading plan prepared by Ivan B. Wallace O.L.S. Ltd., plotted October 17, 2019, and floor plan provided by Habitat for Humanity Northcumberland, received October 14, 2019. The site plan is included as Figure 2.

#### 2.0 NOISE SOURCES

#### 2.1 TRANSPORTATION NOISE SOURCES

The main noise source with potential for impact on the proposed development will be rail traffic on the CN Kingston Subdivision and the CPR Belleville Subdivision, which are both classified as principal main lines. Traffic volumes on the surrounding roadways are anticipated to be minor and therefore no significant noise impact is expected on the proposed development.

The rail traffic data is summarized in Table 1 and shown in Appendix A.

Rail traffic data applicable to the year 2019 for the CN Kingston Subdivision was obtained from CN. Rail traffic on this corridor consists of freight, way freight and passenger trains. Rail traffic data applicable to the year 2019 for the CPR Belleville Subdivision was obtained from CPR. Rail traffic on this corridor consists of freight trains. Both the CN and CPR rail traffic data was escalated to the year 2029, the ten-year planning horizon, using a growth rate of 2.5%, compounded annually. This growth rate is recommended by railways for preparing environmental noise studies.

The CPR line has no grade crossings in vicinity of the subject site. CN indicated that anti-whistling bylaws are in effect at the crossings in the immediate vicinity of the subject site. Thus, whistle noise is not included in determination of the outdoor daytime sound levels.

The rail traffic data is summarized in Table 1 and shown in Appendix A.

#### 2.2 STATIONARY NOISE SOURCE

Based on observations during the site visit on August 26, 2019, there is no stationary noise source (e.g., industrial/commercial development, etc.) in the vicinity of the subject site. Thus, these sources have not been considered further in this assessment.

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600 Daintry Cres, Cobourg – Noise Page 3

#### 3.0 ENVIRONMENTAL NOISE GUIDELINES

#### 3.1 MECP PUBLICATION NPC-300

The applicable noise guidelines for new residential development are those in MECP Publication NPC-300, "Environmental Noise Guideline, Stationary and Transportation Sources - Approval and Planning".

The environmental noise guidelines of the MECP, as provided in Publication NPC-300, are discussed briefly below and summarized in Appendix B.

#### 3.1.1 Transportation Noise Sources

#### 3.1.1.1 Architectural Elements

In the daytime, the indoor criterion for road/rail noise is  $L_{eq Day}^{(1)}$  of 45/40 dBA for sensitive spaces such as living/dining rooms, dens and bedrooms. At night, the indoor criterion for road/rail noise is  $L_{eq Night}^{(2)}$  of 45/40 dBA for sensitive spaces such as living/dining rooms and dens and 40/35 dBA for bedrooms.

The architectural design of the building envelope (walls, windows, etc.) must provide adequate sound isolation to achieve these indoor sound level limits, based on the applicable outdoor sound level on the facades.

In addition, the MECP requires brick veneer exterior wall construction or masonry equivalent construction from the foundation to the rafters for the first row of dwellings provided it is within 100 m of the rail line, and the  $L_{eq Day}$  is greater than 60 dBA.

#### 3.1.1.2 Ventilation

In accordance with the MECP noise guideline for road traffic sources, if the daytime sound level,  $L_{eq\,Day}$ , at the exterior face of a noise sensitive window is greater than 65 dBA, means must be provided so that windows can be kept closed for noise control purposes and central air conditioning is required. For daytime sound levels between 56 dBA and 65 dBA inclusive, there need only be the provision for adding air conditioning at a later date. A warning clause advising the occupant of the potential interference with some activities is also required. At nighttime, air conditioning would be required when the sound level exceeds 60 dBA ( $L_{eq\,Night}$ ) at a noise sensitive window (provision for adding air conditioning is required when greater than 50 dBA).

#### 3.1.1.3 Outdoors

For outdoor amenity areas ("Outdoor Living Areas" - OLA's), the guideline is 55 dBA  $L_{eq}$   $_{Day}$  (0700 to 2300 hours), with an excess not exceeding 5 dBA considered acceptable if it is technically not practicable to achieve the 55 dBA objective, providing warning clauses are registered on title.

16-hour energy equivalent sound level (0700-2300 hours).
 8-hour energy equivalent sound level (2300-0700 hours).

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Note that for transportation sources, a balcony is not considered an OLA, unless it is:

- the only OLA for the occupant;
- at least 4 m in depth; and
- unenclosed.

#### 3.2 MUNICIPAL AND REGIONAL REQUIREMENTS

The Town of Cobourg and the County of Northumberland have no additional requirements for environmental noise assessments.

# 3.3 FEDERATION OF CANADIAN MUNICIPALITIES AND RAILWAY ASSOCIATION OF CANADA

CPR and CN have adopted the noise guidelines indicated by the Federation of Canadian Municipalities and the Railway Association of Canada (FCM/RAC).

The standard mitigation requirements of the FCM/RAC suggest a setback distance of 30 m for a residential development adjacent to a principal main line and a minimum 2.5 m above the property line grade. A 5.5 m high sound barrier is also suggested (e.g., 3.0 m high acoustic fence atop a 2.5 m high safety berm).

Warning clauses specific to the railway for all dwellings within 300 m of the right-of-way are recommended.

Aside from "standard" requirements regarding the setback of dwellings and safety berm/sound barrier configuration, the sound level design objectives of FCM/RAC are similar to those of the MECP.

#### 4.0 NOISE IMPACT ASSESSMENT

Using the rail traffic data in Table 1, the sound levels, in terms of  $L_{eq \ Day}$  and  $L_{eq \ Night}$ , were determined using STAMSON V5.04 –STEAM, the computerized rail traffic noise prediction model of the MECP.

For the daytime and nighttime sound level assessment, the receptors at the building facades were assessed at a height of 1.5 m above grade, representing the proposed one-storey plane of windows.

At the OLA, the daytime sound levels were assessed at a standing height of 1.5 m above grade, 3 m from midpoint of the rear building façade.

Inherent screening of the building due to its orientation relative to the noise source was taken into account. To be conservative, screening from the existing buildings was not accounted for.

The highest unmitigated daytime/nighttime sound levels of 66 dBA/63 dBA are predicted to occur at the south facade of the proposed residential dwelling.

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600 Daintry Cres, Cobourg – Noise Page 5

The unmitigated daytime OLA sound level of 66 dBA is predicted.

Table 2 summarizes the predicted sound levels outdoors at specific locations due to the railway traffic noise sources. Appendix C contains a sample sound level calculation.

#### 5.0 NOISE ABATEMENT REQUIREMENTS

The noise control measures can generally be classified into two categories which are interrelated, but which can be treated separately for the most part:

- a) Architectural elements to achieve acceptable indoor noise guidelines;
- b) Design features to protect the OLA's.

Noise abatement requirements are summarized on Figure 2 and in Table 3 along with the notes to Table 3.

#### 5.1 INDOORS

#### **5.1.1 Architectural Elements**

The indoor noise level guidelines can be achieved by using appropriate construction for exterior walls, windows and doors. In determining the worst case architectural requirements for the residential suites, exterior wall and window areas relative to the associated floor area were based on the exterior construction and the floor plan of the original residential building, on the building facades exposed directly or at an angle to the rail traffic noise sources for both living/dining areas and sleeping quarters.

Brick exterior wall construction will be provided for the proposed residential dwelling. This meets the MECP and the FCM/RAC requirement.

Based on the above, exterior windows meeting an STC rating of 26 is adequate to meet the indoor sound level criteria of the MECP noise guidelines. For windows, double-glazing configurations meeting the minimum non-acoustical requirements of the OBC are expected to have a STC rating of at least 26.

#### 5.1.2 Ventilation Requirements

Based on the predicted sound levels, the proposed residential dwelling requires mandatory air conditioning to allow windows to remain closed for noise control purpose.

#### 5.2 OUTDOORS

The sound level at the rear yard OLA of the proposed residential dwelling is predicted to exceed the 60 dBA upper limit of the MECP noise guidelines. Sound barrier is considered mandatory.

A local sound barrier 2.4 m in height will mitigate the daytime sound level to 60 dBA, the maximum permitted by the MECP noise guidelines, provided a warning clause is registered on title. To meet the 55 dBA objective, a local sound barrier 3.9 m in height could be considered.

30 Wertheim Court, Unit 25, Richmond Hill Ontario L4B 1B9

600 Daintry Cres, Cobourg - Noise Page 6

Figure 2 shows the sound barrier location.

The above sound barrier requirements were based on the site plan/grading plan prepared by Ivan B. Wallace O.L.S. Ltd., plotted October 17, 2019. The CPR rail track is assumed to be 5 m higher that the rear yard elevation based on observations during the site visit.

The sound barrier must be of solid construction with no gaps, cracks or holes (except for small openings required for water drainage) and must have a minimum surface weight of 20 kg/m<sup>2</sup>. A variety of materials are available, including concrete, masonry, glass, wood, specialty composite materials, or a combination of the above.

#### 5.3 WARNING CLAUSES

Warning clauses are a tool to inform prospective owners/occupants of potential annoyance due to the noise sources. Where the guideline sound level limits are exceeded, appropriate warning clauses should be registered on title or included in the development agreement. The warning clauses should also be included in agreements of Offers of Purchase and Sale and lease/rental agreements to make future occupants aware of the potential noise situation. Locations requiring warning clauses and the appropriate wording are given in Table 3 and in the notes to Table 3, respectively.

#### 6.0 CONCLUSIONS

With appropriate acoustical design of the development, a suitable acoustical environment can be provided, and the applicable MECP noise guideline requirements met.

#### 7.0 REFERENCES

- 1. PC STAMSON 5.04, "Computer Program for Road Traffic Noise Assessment", Ontario Ministry of the Environment and Climate Change.
- Building Practice Note No. 56: "Controlling Sound Transmission into Buildings", by J. D. Quirt, Division of Building Research, National Council of Canada, September 1985.
- "Road and Rail Noise: Effects on Housing", Canada Mortgage and Housing Corporation, Publication NHA 5156, 81/10.
- "Environmental Noise Guideline, Stationary and Transportation Sources Approval and Planning", Ontario Ministry of the Environment, Publication NPC-300, October 2013.
- "Guideline for New Development in Proximity to Railway Operations", Federation of Canadian Municipalities and the Railway Association of Canada, May 2013.
- Official Plan-Town of Coburg, prepared by Town of Coburg Planning & Development Services, updated January 20, 2015.

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30 Wertheim Court, Unit 25, Richmond Hill Ontario L4B 1B9

Source	Period	Train Type	Maximum # of Trains <sup>(1)</sup>	# of Cars/Train	# of Locomotives/Trains	Maximum Speed (kph)
CPR Belleville	Daytime (0700 to 2300)	Freight	7 (9)	204	4	97
Subdivision <sup>(2)</sup>	Nighttime (2300 to 0700)	Freight	2 (2.6)	204	4	97
	Daytime (0700 to 2300)	Freight	14 (17.9)	140	4	80
CN		Passenger	33 (42.2)	10	2	80
Kingston	Nighttime (2300 to 0700)	Freight	4 (5.1)	140	4	80
Subdivision <sup>(3)</sup>		Way Freight	1 (1.3)	25	4	80
		Passenger	1 (1.3)	10	2	80

#### TABLE 1: RAIL TRAFFIC DATA

#### Notes:

The data in brackets is projected to the year 2029 at a growth rate of 2.5% compounded annually.
 Obtained from CPR for the year 2019.
 Obtained from CN for the year 2019.

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600 Daintry Road, Cobourg – Noise Page 8

Location <sup>(1)</sup>	Source	Distance (m) <sup>(2)</sup>	L <sub>eq Day</sub> (dBA)	Leq Night (dBA)
	CN Kingston Subdivision	103	63	59
South Face	CPR Belleville Subdivision	79	64	61
	TOTAL	-	66	63
	CN Kingston Subdivision	103	62	58
East Face	CPR Belleville Subdivision	79	61	59
	TOTAL	-	65	62
Rear Yard (OLA)	CN Kingston Subdivision	104	63	-
	CPR Belleville Subdivision	82	63	-
	TOTAL	-	66	-

#### TABLE 2: PREDICTED UNMITIGATED SOUND LEVELS OUTDOORS

Notes:

See Figure 2. . .
 Distance indicated is taken from the centreline of the noise source to the point of reception.

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#### TABLE 3: NOISE ABATEMENT MEASURES

Location	Air Conditioning <sup>(1)</sup>	Exterior Wall <sup>(2)</sup>	Exterior Window <sup>(3)</sup>	Sound Barrier <sup>(4)</sup>	Warning Clauses <sup>(5)</sup>
Proposed dwelling	Mandatory	Brick Veneer and Masonry (STC 54)	OBC	2.4 m High	A + B + C

Notes:

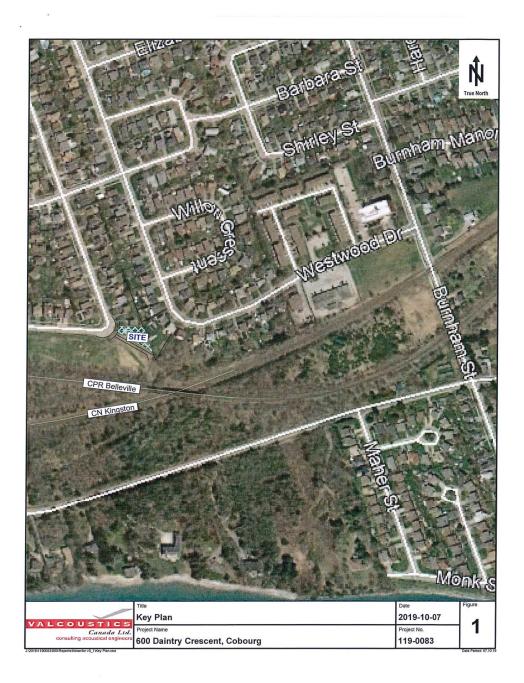
(1) Central air conditioning allows windows to remain closed for noise control purposes.

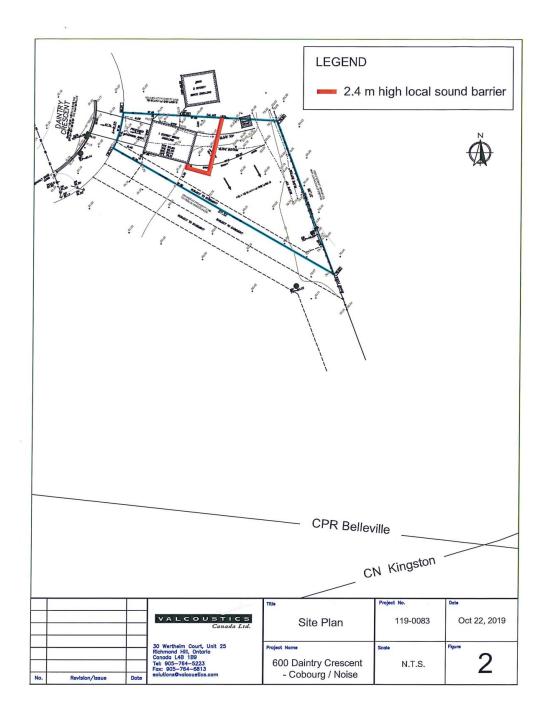
- (2) STC Sound Transmission Class Rating (Reference ASTM-E413). The requirements are based on the floor plan provided by Habitat for Humanity Northcumberland, received October 14, 2019.
- (3) STC Sound Transmission Class Rating (Reference ASTM-E413). A sliding glass walkout door should be considered as a window and be included in the percentage of glazing.

The requirements are based on the floor plan provided by Habitat for Humanity Northcumberland, received October 14, 2019.

- (4) Sound barriers must be of solid construction having a minimum face density of 20 kg/m<sup>2</sup> with no gaps or cracks.
- (5) Warning clauses to be registered on title and be included in Offers of Purchase and Sale for designated lots:
  - A. "Occupants are advised that despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing rail traffic may occasionally interfere with some activities of the dwelling occupants as the sound level may exceed the noise criteria of the municipality and/or the Ministry of the Environment, Conservation and Parks."
  - B. "Canadian Pacific Limited and Canadian National Railways or their affiliated railway companies has or have a railway right-of-way within 300 m from this dwelling unit. There may be alterations to or expansions of the railway facilities of such right-of-way in the future, including the possibility that Canadian Pacific Limited and Canadian National Railways or their affiliated railway companies as aforesaid, or their assigns or successors may expand their business operations. Such expansion may affect the living and business environment of the residents, tenants and their visitors, employees, customers and patients in the vicinity, notwithstanding the inclusion of any noise and vibration attenuating features in the development. Canadian Pacific Limited and Canadian National Railways, their affiliated railway companies and their successors and assigns will not be responsible for any complaints or claims arising from use of such facilities and/or operations on, over or under the aforesaid right-of-way."
  - C. "This dwelling unit has been supplied with a central air conditioning system which will allow windows and doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the Municipality and/or the Ministry of the Environment, Conservation and Parks."
- (6) Conventional ventilated attic roof construction meeting OBC requirements is satisfactory.
- (7) All exterior doors shall be fully weatherstripped

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600 Daintry Cres, Cobourg – Noise

# **APPENDIX A ROAD AND RAIL TRAFFIC DATA**

30 Wertheim Court, Unit 25, Richmond Hill Ontario L4B 1B9 Tel: 905-764-5223/Email: solutions@valcoustics.com

# <u>Schedule "F"</u> <u>Vibration Study – Executive Summary & Conclusion</u>

VALCOUSTICS CANADA LTD. File: 119-0181

600 Daintry Road, Cobourg– Vibration Page 1

# **Railway Vibration Study**

# 600 Daintry Crescent

# Proposed Residential Development

Cobourg, Ontario

#### EXECUTIVE SUMMARY

Valcoustics Canada Ltd. (VCL) was retained to prepare a Railway Vibration Study to support the transfer of lot ownership. The proposed development will consist of a one-storey single detached residential dwelling on a vacant lot at 600 Daintry Crescent in the Town of Coburg.

The significant source of vibration in the vicinity of the site is the rail traffic on Canadian National Railway (CN) Kingston Subdivision and Canadian Pacific Railway (CPR) Belleville Subdivision. On-site measurements of ground-borne vibration from train pass-bys were done. Based on the railway vibration measurement results, the ground-borne vibration velocity magnitudes due to railway trains did not exceed the applicable vibration guideline limit at the proposed residential dwelling building.

Therefore, vibration mitigation measures are not mandatory for the proposed development.

#### **1.0 INTRODUCTION**

VCL was retained to prepare a Railway Vibration Study to support the transfer of lot ownership in the Town of Coburg. Measurements of railway induced ground-borne vibration have been carried out to determine if vibration isolation of the proposed building foundation is warranted, relative to the vibration guidelines. The results are outlined herein.

#### 1.1 SITE LOCATION AND SURROUNDING AREA

The proposed development is located at 600 Daintry Crescent in the Town of Cobourg. The proposed development will consist of a one-storey single-detached dwelling. The site is bounded by:

- existing residential housing to the north and east;
- vacant land, with CN Kingston Subdivision and CPR Belleville Subdivision beyond, to the south; and
- Daintry Crescent, with existing residential housing beyond, to the west.

A Key Plan is included as Figure 1.

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VALCOUSTICS	S CANADA LTD.	
File: 119-0181		

600 Daintry Road, Cobourg- Vibration Page 3

#### 3.0 RESULTS

Table 1 summarizes details of the sixteen (16) train pass-bys, as well as the maximum measured vibration velocity (1 second RMS) for each pass-by. The vibration velocity magnitudes reported are the maximum (one second RMS averaging) that occurred for the duration of each individual pass-by.

Appendix A contains the time histories of measured vibration velocities for these train pass bys.

The measured maximum vibration velocity magnitudes due to the train pass-bys were:

- 0.05 mm/s vertical axis (Z);
- 0.07 mm/s transversal (Y) axis; and
- 0.05 mm/s longitudinal (X) axis.

The measured vibration velocity magnitudes were below the 0.14 mm/s FCM/RAC guideline limit for the train pass-bys. Thus, vibration mitigation is not required for the proposed development.

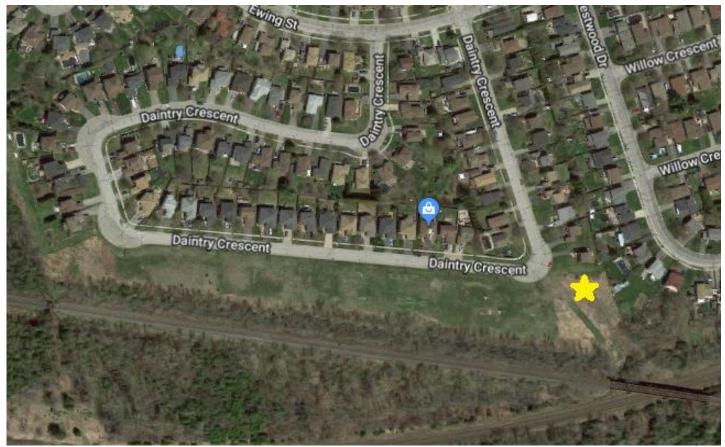
#### 4.0 CONCLUSIONS

The ground-borne vibration velocity magnitudes due to railway traffic on the CN Kingston and CPR Belleville lines, measured at the closest building facades of the proposed development to the railway right-of-way did not exceed the FCM/RAC vibration limit for any train pass-by. Vibration mitigation measures are not required for this development.

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30 Wertheim Court, Unit 25, Richmond Hill Ontario L4B 1B9

Schedule "G" Area Photos



Aerial Image of Subject Property and Surrounding Area, Google Imagery 2019.



Aerial Image of Subject Property and Properties Immediately North, forming the "Established Building Line," Google Imagery 2019.



Looking East from Daintry Crescent, Towards the Subject Property



# Corporation of the Town of Cobourg NOTICE OF HEARING OF THE COMMITTEE OF ADJUSTMENT

SUBJECT LANDS: 600 Daintry Crescent, Cobourg

FILE NO: A-07/19

The Town of Cobourg Committee of Adjustment has received an application for minor variances from Habitat for Humanity Northumberland, in accordance with Section 45 of the Planning Act, R.S.O. 1990, c.P. 13, as amended. The purpose of the proposed minor variances is to remove the Special Use Regulations that relate to a previous site plan that considered the joint development of the Subject Property and the property immediately west, now referred to as Daintry Park, and consisted of thirty-six (36), two-storey detached dwellings linked by a solid rear wall. The application also seeks to reduce the required front yard from the established building line of 9.25 m to 6.45 m. The effect of the proposed variances is to permit the development of the Subject Property with a single storey residential dwelling and a 2.4 m local sound barrier fence in the rear yard, up to 0.0 m from the north side lot line. Please see the key map on reverse.

The applicant is seeking the following variances:

- To reduce the minimum required front yard from the established building line of 9.25 m to 6.45 m, a variance of 2.8 m.
- To remove the following Special Use Regulations of the R3-1 Zone within Section 9.2.1 of Zoning By-law #85-2003:
  - Section 9.2.1.3 (*Permitted Buildings and Structures*) which only permits thirty-six (36) single detached dwellings and accessory buildings and structures for the permitted uses to permit the construction of a single dwelling unit on one lot;
  - Section 9.2.1.4 (Regulations for Permitted Uses in the R3-1 Zone) Subsection i) which
    permits the tallest portion of a dwelling to be no less than 9.1 m to permit a single
    storey dwelling; and
  - Section 9.2.1.4 (*Regulations for Permitted Uses in the R3-1 Zone*) Subsection ii) which requires the construction of a solid, continuous wall no less than the highest point of the permitted thirty-six dwellings, to permit the construction of a single detached dwelling with a 2.4 m high local sound barrier constructed in the proposed rear yard up to a 0.0 m setback from the north side lot line.

NOTE: The applicant is seeking to *retain Section 9.2.1.4 (Regulations for Permitted Uses in the R3-1 Zone) Subsection iii)* which exempts the R3-1 Zone from Section 9.1.20 Regulations (Property Abutting Railway Mainline) in order to permit the construction of a single detached dwelling on a property with no berm, approximately 79 m from the centre of the Canadian Pacific Railway line, and approximately 111 m from the centre of the Canadian National Railway line.

A Hearing will be held by the Committee of Adjustment on <u>November 12<sup>th</sup>, 2019</u> in Victoria Hall, 55 King Street West, 3<sup>rd</sup> Floor Committee Room at **4:00 p.m.** 

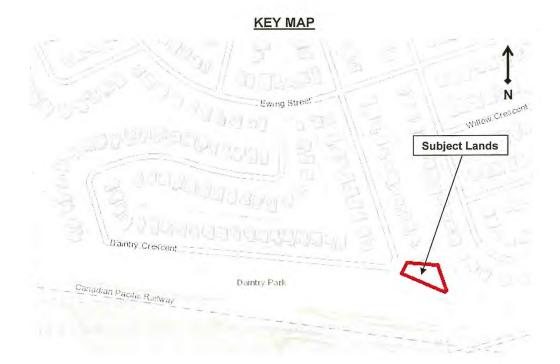
If you have any comments regarding the proposed variances, signed written submissions will be accepted by the Secretary-Treasurer, prior to or during the Hearing. Such written submissions will be available for inspection at the Hearing by any interested person.

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 31<sup>st</sup> day of October, 2019 ZONE: Residential Three Exception One (R3-1) Zone

Adriane Miller, Secretary-Treasurer Committee of Adjustment



	THE CORPORATION OF THE TOWN OF COBOURG PARKS AND RECREATION ADVISORY COMMITTEE	
TO:	Mayor and Council Members	
FROM:	Brent Larmer, Municipal Clerk/Manager of Legislative Services	
MEETING DATE:	Tuesday November 5, 2019	
SUBJECT:	Motion Re: 2020 Municipal Tree Planting	

Moved by Member Richard Pope:

THAT the Parks and Recreation Advisory Committee recommends that Council consider an increase of the Budget Line for Tree Planting in the Town of Cobourg to be considered as part of the 2020 Parks Department Budget, with the amount to be determined based on the report from the Town Arborist to Municipal Council in early 2020.

CARRIED

Page 1 of 1



The Corporation of the Town of Cobourg

## Resolution

Moved By	Resolution No.:	
Last Name Printed		
Seconded By	Council Date:	
Last Name Printed	November 12, 2019	

**WHEREAS** at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Licensing Officer, regarding Valentine's Day Promotion for the Town of Cobourg Civil Marriage Ceremony Services;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize the reduction of fees for civil marriage ceremonies from \$300 to \$140 for ceremonies occurring on Friday, February 14, 2020 (Valentine's Day); and

**FURTHER THAT** Council authorize the Legislative Services Department to waive the fee for one (1) civil marriage ceremony on February 14, 2020, following a Social Media giveaway executed by the Communications Department.



Moved By	Resolution No.:	
Seconded By	Council Date:	
Last Name Printed	November 12, 2019	

**WHEREAS** at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Secretary of the Transportation Advisory Committee, regarding the purchasing and installation of bicycle racks in the Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** Council purchase ten (10) bicycle racks from the 2019 active transportation capital budget item at the cost of \$791.00 + HST per item, totalling \$8338.30, to be installed by Public Works at a billable amount of \$500.00, making a final total of \$9483.30; and

**FURTHER THAT** Council authorize the bicycle racks be procured over the winter to be installed in the spring of 2020, at locations of:

- Farmer's Market (2 racks, totalling 10 hangers);
- Coverdale Tennis Club;
- Post Office (Queen Street);
- Cobourg Beach (east and west promenade);
- Soccer Fields at CCC and Donegan Park; and
- Legion Fields.



The Corporation of the Town of Cobourg

## Resolution

Moved By	Resolution No.:
Last Name Printed	
Seconded By	Council Date:
Last Name Printed	November 12, 2019

**WHEREAS** at the Committee of the Whole Meeting on November 4, 2019, Council considered a Memo from the Manager of Roads and Sewers, regarding the awarding of the 2019 Wheel Loader Tender (CO-19-22 PWD);

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the awarding of the 2019 Demo Wheel Loader tender to Strongco Limited Partnership in the amount of \$172,000.00, plus non-refundable HST for a total of \$175,027.20 to be funded from the approved Public Works 2019 Capital Budget (CO-19-22 PWD).





## BY-LAW NUMBER 085-2019

## A BY-LAW TO AUTHORIZE THE TRANSFER OF TITLE TO CERTAIN LANDS BY THE CORPORATION OF THE TOWN OF COBOURG FOR THE PROPERTY LOCATED AT 232 UNIVERSITY AVENUE WEST, COBOURG.

WHEREAS Section 9 of the Municipal Act, 2001, c.25 as amended, provides that the Council of the Corporation may pass by-laws for purposes of the corporation for the purposes of exercising its authority under this or any other Act;

AND WHEREAS those lands described in SCHEDULE "A" (the "Subject Lands") attached hereto are registered in the name of The Corporation of the Town of Cobourg or the Town is the "Public Authority Having Jurisdiction" according to the Parcel Register;

AND WHEREAS those portions of the Subject Lands which consisted of parts of an unnamed and unopened road allowance shown n Caddy Plan of the Town of Cobourg as dividing Block "S" which said block lies between Furnace Street and University Avenue closed by By-Law No. 1779 passed the 14<sup>th</sup> day of November, 1945:

AND WHEREAS it appears that the ownership, control and possession of the Subject Lands has been established by the Property Owner of 232 University Avenue West (the "Property Owner") and its predecessors over a period of many years and the Property Owner has requested and the Town has agreed to execute a transfer of the Subject Lands to recognize the ownership of the property located at 232 University Avenue West, Cobourg to the current Property Owner.

NOW THEREFORE the COUNCIL OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

- 1. THAT the title to lands and premises described in SCHEDULE "A" attached hereto and made a part hereof, be transferred by the Corporation of the Town of Cobourg to the Property Owner located at 232 University Avenue West, Cobourg (the "Property Owner").
- 2. THAT the Mayor and the Clerk are hereby authorized to execute all documents related to the transfer of title lands set forth in SCHEDULE "A" and to take all necessary steps to effect the completion of those transactions.
- 3. THAT this By-law shall come into force and take effect immediately on and after passing thereof.

READ and passed in Open Council this 12<sup>th</sup> day of November, 2019.

MAYOR

MUNICIPAL CLERK

1 Transfer of Title of lands – 232 University West

By-law No. 085–2019

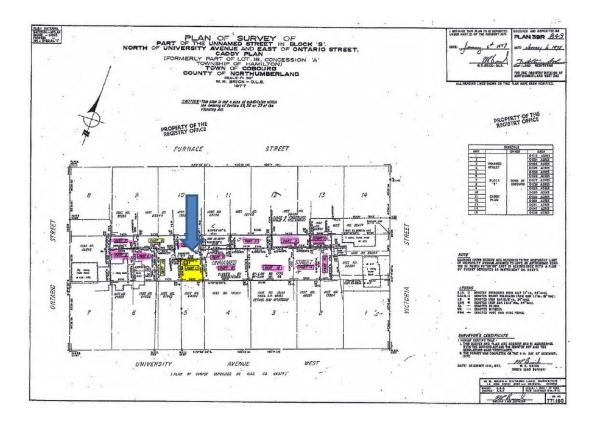
## SCHEDULE "A"

Part of PIN 51095-0515 (R) PT UNNAMED St BLK PL CADDY COBOURG PT 11 39R849; FIRST: COBOURG.

2 Transfer of Title of lands – 232 University West

By-law No. 085–2019

SCHEDULE 'B' Reference Plan



By-law No. 085–2019





## BY-LAW NUMBER 086-2019

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN EASEMENT AGREEMENT WITH ALRE PROPERTIES INC. AND THE CORPORATION OF THE TOWN OF COBOURG OVER PRTS 2, 3, 5, 6, 8, 10, 11, 12, & 13 ON PLAN 39R242.

**WHEREAS** section 8(1) of the *Municipal Act, 2001* shall be interpreted broadly as to confer broad authority on the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**WHEREAS** Section 9 of the *Municipal Act, 2001,* states that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the request for easement agreement for Part of PIN 51094-0398 (LT) – PRTS 2, 3, 5, 6, 8, 10, 11, 12, & 13 ON PLAN 39R242 for the purpose of the building occupant accessing the rear portion of the property known municipally as 62 King Street West from Covert Street into the Municipal Parking Lot'

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

- 1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an easement agreement with Alre Properties Inc. and the Corporation of the Town of Cobourg in accordance with the terms and conditions as set out in the Easement Agreement.
- 2. THAT this By-law shall be registered on title in the Registry Office of the Land Registry Division of Northumberland (No. 39).
- 3. THAT this by-law shall take effect upon the date of passing.

READ and passed in Open Council this 12<sup>th</sup> day of November, 2019.

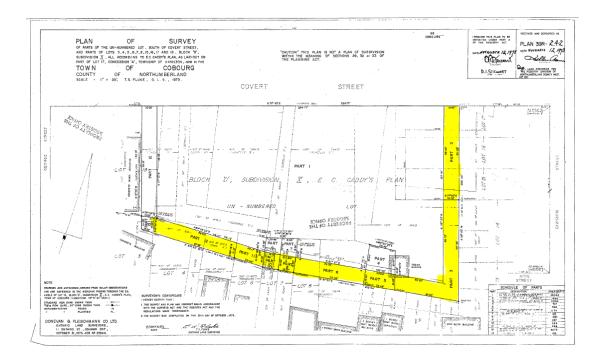
MAYOR

MUNICIPAL CLERK

By-law No. 086-2019

## SCHEDULE "A"

## Parcel Map



2 Easement Agreement – ALRE Properties

By-law No. 086-2019

## SCHEDULE "B"

**Easement Agreement in Gross** 

"Attached"

3 Easement Agreement – ALRE Properties

By-law No. 086-2019

## ACKNOWLEDGEMENT AND DIRECTION

TO:	ROLF M. RENZ
	(Insert lawyer's name)
AND TO:	TEMPLEMAN LLP
	(Insert firm name)
RE:	THE CORPORATION OF THE TOWN OF COBOURG - GENERAL (Our file ("the transaction") #05252) - Registration of the Transfer Easement to Arle Properties Inc.
	(Insert brief description of transaction)

This will confirm that:

- I/We have reviewed the information set out in this Acknowledgement and Direction and in the documents described below (the "Documents"), and that this information is accurate;
- You, your agent or employee are authorized and directed to sign, deliver, and/or register electronically, on my/our behalf the Documents in the form attached.

•	You are hereby authorized and directed to enter into an escrew closing arrangement substantially in the form attached
	hereto being a copy of the version of the Document Registration Agreement, which appears on the website of the Law
	Society of Upper Canada as the date of the Agreement of Purchase and sale herein. I/We hereby acknowledge the said
	A second back have been an investigation of the stand of

- The effect of the Documents has been fully explained to me/us, and I/we understand that I/we are parties to and bound by the terms and provisions of the Documents to the same extent as if I/we had signed them; and
- I/we are in fact the parties named in the Documents and I/we have not misrepresented our identities to you.
   I,\_\_\_\_\_\_, am the spouse of \_\_\_\_\_\_
- (Transferor/Chargor), and hereby consent to the transaction described in the Acknowledgment and Direction. I authorize you to indicate my consent on all the Documents for which it is required.

#### DESCRIPTION OF ELECTRONIC DOCUMENTS

The Document(s) described in the Acknowledgement and Direction are the document(s) selected below which are attached hereto as "Document in Preparation" and are:

A Transfer of the land described above.

A Charge of the land described above.

X	Other documents set out in Schedule "B" attached hereto	. being the	e Transfer	Easement	
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Dated at	Cobourg	, this	day of	October	, <b>20</b> 19
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#### WITNESS

(As to all signatures, if required)

THE CORPORATION OF THE TOWN OF COBOURG

\_, the

JOHN HENDERSON, MAYOR

BRENT LARMER, MUNICIPAL CLERK

WE HAVE AUTHORITY TO BIND THE CORPORATION.

## LRO # 39 Transfer Easement

r

This document has not been submitted and may be incomplete.

In preparation on 2019 10 24 at 16:40

yyyy mm dd Page 1 of 2

Consideration         Consideration       \$2.00         Transferor(s)       The transferor(s) hereby transfers the easement to the transferee(s).         Vame       THE CORPORATION OF THE TOWN OF COBOURG         Acting as a company       Acting as a company         Address for Service       55 King Street West         Cobourg, Ontario       K9A 2M2         This document is not authorized under Power of Attorney by this party.         This document is being authorized by a municipal corporation THE CORPORATION OF THE TO         Ienderson, Mayor and Brent Larmer, Municipal Clerk.         Transferee(s)       Capace         dame       ALRE PROPERTIES INC.         Acting as a company         Address for Service       1652 Sherbrooke Street West         Montreal, Quebec       H3H 1C9         Statements       Statements	G: PT LT
(FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 3 BLK D N/S KING         S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         (FORMERLY LT 17 CON A HAMILTON) COBOURG;         (FORMERLY LT 17 CON A HAMILTON) COBOURG;         7 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         7 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         7 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         7 HAMILTON) COBOURG;         9/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         9/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         9/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG;         16 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON)         9/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON)         00BURG PT 2, 3, 5, 6, 8, 10, 11, 12 ADM 13 ON SR242; ST CB140742, CB         CB122018, NC320587; S/T DEBTS IN CB65611; COBOURG         CB122018, NC320587; S/T DEBTS IN CB65611; COBOURG         Acting as a company         Mddress for Service       55 King Street West         Cobourg, Ontario       K94 2M2         This document is not authorized by a municipal Corporation THE CORPORATION OF THE TC         Inis document is not authorized by a municipal Corporation THE CORPORATION OF THE TC         Iddress for Service	G: PT LT
Address       COBOURG         Consideration       \$2.00         Transferor(s)       \$2.00         Transferor(s)       THE CORPORATION OF THE TOWN OF COBOURG         Acting as a company       Acting as a company         Address for Service       55 King Street West         Cobourg, Ontario       K9A 2M2         This document is not authorized under Power of Attorney by this party.         This document is being authorized by a municipal corporation THE CORPORATION OF THE TO         Henderson, Mayor and Brent Larmer, Municipal Clerk.         Transferee(s)       Capace         Name       ALRE PROPERTIES INC.         Acting as a company       Address for Service         1652 Sherbrooke Street West       Montreal, Quebec         H3H 1C9       Statements	L CADDY ST AND G; PT LT DN A L CADDY 3 ST AND G; PT LT CON A PL I/S KING
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Statements	
Schedule: See Schedules	
Calculated Taxes	
Provincial Land Transfer Tax \$0.00	
File Number	

LAND TRANSFER TAX STATEMENTS	
In the matter of the conveyance of: 51094 - 03	<ul> <li>PT UNNUMBERED LT BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 3 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 4 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 5 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 6 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 7 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 6 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 7 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 8 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 15 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 16 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 17 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 16 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 17 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 18 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT L 17 TON A HAMILTON) COBOURG; PT LT 18 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG PT 2, 3, 5, 6, 8, 10, 11, 12 AND 13 ON 39R242; S/T CB140742, CB155439, CB122018, NC320587; S/T DEBTS IN CB65611; COBOURG</li> </ul>
BY: THE CORPORATION OF THE TOWN	OF COBOURG
TO: ALRE PROPERTIES INC.	
<ul> <li>(b) A trustee named in the above-desc</li> <li>(c) A transferee named in the above-desc</li> <li>(d) The authorized agent or solicitor ac</li> <li>(e) The President, Vice-President, Mar</li> <li>PROPERTIES INC. described in paragraph</li> <li>of who is my spouse described herein deposed to.</li> </ul> 3. The total consideration for this transaction <ul> <li>(a) Monies paid or to be paid in cash</li> <li>(b) Mortgages (i) assumed (show princi (ii) Given Back to Vendor (c) Property transferred in exchange (dd) Fair market value of the land(s)</li> <li>(e) Liens, legacies, annuities and maint</li> <li>(f) Other valuable consideration subject</li> </ul>	ting in this transaction for described in paragraph(s) (_) above. hager, Secretary, Director, or Treasurer authorized to act for ALRE graph(s) (C) above. (_) and am making these statements on my own behalf and on behalf in paragraph (_) and as such, I have personal knowledge of the facts <b>a is allocated as follows:</b> <b>b</b> is allocated as follows: <b>b</b> is
4.	
Explanation for nominal considerations: o) Transfer of easement or right of way	for no consideration.
5. The land is not subject to an encumbrance	
conveyance. 2. The transferee(s) has read and consinational", "specified region" and "taxable declare that this conveyance is not subj 3. (c) The transferee(s) is not a "foreigr 4. The transferee(s) declare that they we Ontario) such documents, records and determination of the taxes payable under 5. The transferee(s) agree that they or the taxes of tax	ses of section 5.0.1 of the Land Transfer Tax Act is not required to be provided for this dered the definitions of "designated land", "foreign corporation", "foreign entity", "foreign e trustee" as set out in subsection 1(1) of the Land Transfer Tax Act. The transferee(s) ect to additional tax as set out in subsection 2(2.1) of the Act because:

PROPERTY Information Record			
A. Nature of Instrument:	Transfer Easement		
	LRO 39 Regist	tration No.	Date:
B. Property(s):	PIN 51094 - 0398	Address COBOURG	Assessment - Roll No

## LAND TRANSFER TAX STATEMENTS

C. Address for Service:

1652 Sherbrooke Street West Montreal, Quebec H3H 1C9

D. (i) Last Conveyance(s): PIN 51094 - 0398 Registration No.

(ii) Legal Description for Property Conveyed: Same as in last conveyance? Yes 🗌 No 🗹 Not known 🗋

### THE PARTIES COVENANT AND AGREE AS FOLLOWS:

The Transferor doth hereby grant, and convey unto the Transferee, his heirs, administrators, successors and assigns, a non-exclusive right of way, in perpetuity and in common with all others entitled thereto, to enter at any time upon the lands described in the transfer to which this schedule page is attached together with all persons, vehicles and equipment as may be required (hereinafter called "the Easement Lands") for the purpose of ingress and egress upon and across the Easement Lands.

Except as herein otherwise provided, the Transferee shall have the right to keep the Easement lands clear of all obstructions that may interfere with the exercise, use and enjoyment of the rights and easements herein granted.

The Transferee acknowledges and agrees that such access shall be at the sole risk of the Transferee and that the Transferee shall indemnify and save harmless the Transferor of and from any and all manner of claims, demands, costs, charges, and actions made or brought against, suffered by or imposed upon the Transferor arising out of, resulting from or sustained by reason of the use of the Easement Lands by the Transferee, or by the exercise by the Transferee of any right granted or conveyed by this indenture save and except any claims, demands, costs, charges and/or actions which are solely attributable to the acts of the Transferor or any of its authorized agents, servants or employees.

The rights and easements hereby granted and this grant, including all of the covenants and conditions herein contained, shall extend to, be binding upon and enure to the benefit of the successors, successors in title and assigns of the parties hereto respectively, and all covenants herein contained shall be construed to be several as well as joint, and wherever the singular or masculine is used, it shall be construed as if the plural or the feminine or the neuter as the case may be, had been used, where the context or the party or parties hereto so require, and the rest of the sentence shall be construed as if the grammatical and terminological changes thereby rendered necessary had been made.

The lands to be benefited by this easement/right-of-way are PT LT 1 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; PT LT 2 BLK D N/S KING ST AND S/S COVERT ST PL CADDY (FORMERLY LT 17 CON A HAMILTON) COBOURG; COBOURG BEING PIN 51094-0382(LT).

THE CORPORATION OF THE TOWN OF COBOURG



## BY-LAW NUMBER 088-2019

# A BY-LAW TO AMEND ZONING BY-LAW NUMBER 085-2003 (LANDS GENERALLY WEST OF HOME DEPOT, KNOWN MUNICIPALLY AS PART OF THE DEPALMA LANDS)

**WHEREAS** the Council of the Corporation of the Town of Cobourg held a Public Meeting in accordance with the Planning Act, R.S.O. 1990, c.P. 13, as amended, on the 4th day of November, 2019 regarding an application by Weston Consulting on behalf of DePalma Developments Limited to re-zone a 0.751 ha parcel of land to the west of Home Depot on an extension of DePalma Drive (hereinafter referred to as the "Subject Lands") to permit a 5,060 m2, four (4) storey hotel use on the Subject Lands;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg duly considered all public submissions, the Manager of Planning Services' report and all other relevant background information surrounding the subject matter, and deems it advisable to amend the Town of Cobourg Zoning By-law, subject to detailed provisions to address development matters including but not limited to servicing particularly stormwater management, landscaping, urban design and interim road construction;

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

- 1. THAT By-law No. 85-2003, Section 18 is hereby amended by the addition of the following new subsection:
  - 18.2.9 Business Park Exception 9 Holding (BP-9[H]) Zone"
  - 18.2.9.1 Defined Area:

(BP-9[H]) as shown on Schedule 'A', to this by-law.

## 18.2.9.2 Permitted Uses:

The following uses shall be permitted in the (BP-9) Zone in addition to the uses permitted in Section 18.2.4.2: i) hotel use;

## 18.2.9.3 Permitted Buildings and Structures

The buildings and structures permitted in Section 18.2.4.4.

## 18.2.9.4 Regulations for Permitted Uses in the BP-9 Zone

The regulations of Section 18.2.4.5 shall apply.

- 2. THAT Schedule 'A', Map 15, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands generally located west of Home Depot on an extension of DePalma Drive from "Business Park Exception 4 (BP-4) Zone" to "Business Park Exception 9 Holding (BP-9[H]) Zone" as illustrated on Schedule "B" attached hereto.
- 1 Weston Consulting/DePalma Developments Ltd., West of Home Depot on an extension of DePalma Drive

By-law No. 088–2019

- 3. THAT the Holding (H) Symbol shall not be removed by Cobourg Municipal Council until the Owner(s) has received approval of all applicable plans, drawings, and other related documentation by the Municipality and following the execution of a Subdivision Agreement and/or a Development Agreement with the Municipality and/or other authority having jurisdiction. The Agreement(s) shall address technical matters both internal and external to the Subject Lands, including but not limited to: plans and/or other documentation pertaining to architectural, landscape, urban and sustainable design; vehicular access, parking, site circulation, pedestrian connections and access; infrastructure and servicing, particularly stormwater management; fencing and buffering; and, performance measures (re: financial securities and regulations for construction and use), all to the satisfaction of the Municipality.
- **4. THAT** Schedule "B" attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
- **5. THAT** this Bylaw shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

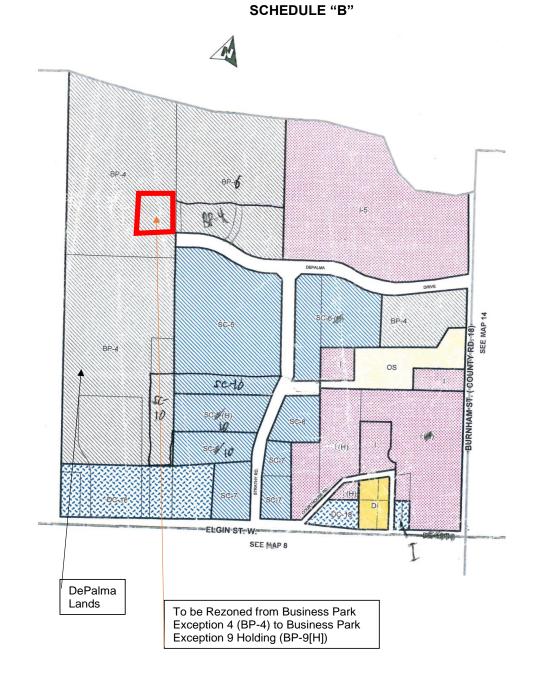
Read a first, second, third time and finally passed in Open Council on this 12<sup>th</sup> day of November, 2019.

MAYOR

MUNICIPAL CLERK

2

By-law No. 088–2019



**3** Weston Consulting/DePalma Developments Ltd., West of Home Depot on an extension of DePalma Drive

By-law No. 088–2019



## THE CORPORATION OF THE TOWN OF COBOURG

## TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES

September 26, 2019 Committee Room

The Transportation Advisory Committee met in the Committee Room, Victoria Hall, Cobourg with the following persons in attendance:

Members present:	Councillor Brian Darling Bruce Bellaire, Vice-Chair Randall Ross, Chair William Glover Randy Curtis
Staff present:	Terry Hoekstra, Manager of Engineering and Capital Projects Bobby-Jo Preston, Engineering & Public Transit Administrator
Regrets:	Harry Meester Anneke Russell

## CALL TO ORDER

Meeting called to order by Randy Curtis, Chair, at 9:02 A.M.

### **APPROVAL/AGENDA ADDITIONS**

Moved by Bruce Bellaire that the Agenda be approved

CARRIED

## DISCLOSURE OF PECUNIARY INTEREST

## ADOPTION OF MINUTES

Adoption of minutes from Thursday August 22, 2019 TAC Meeting

Moved by William Glover that the minutes from Thursday August 22, 2019 be adopted as presented.

CARRIED

## PRESENTATIONS/DELEGATIONS

Ted Williams, Cobourg citizen, regarding the beach parking charges for residents.

1. Provided information and background on ideas to be reviewed in future regarding parking.

2. Requesting to review permits available to residence of the Town of Cobourg

Motion by Randall Ross that presentation from Ted Williams be used as informational purposes

Carried

### COMMUNICATION/CORRESPONDENCE

## **REPORTS**

## Public Works Report - Terry Hoekstra, Manager of Engineering and Capital Projects

 Public Meeting for Nagel Road Project happened on September 18th, had many community members in attendance, approximately 100. Many comments and recommendations. Advised there will likely be another meeting for this in Spring 2020
 Next Public Meeting is October 8th, 2019 5-8pm regarding the new construction and reconstruction topics, for Kerr, Mathew and Albert Street

3. Funding granted from ICIP for King Street W, Structural Culvert Funding. Stating that the funding has approximately:

- -- \$500,00 from Provincial
- -- \$750,000 from Federal
- -- Town of Cobourg contribution being \$250,000

## Public Transit Report - Bobby-Jo Preston, Engineering and Public Transit Administrator

1. Discussion of Parking revenue and number of spaces available in own of Cobourg

- -- 781 spaces in parking lots
- -- 257 on street spaces
- -- 58 spaces for disabled parking

2. On Demand Service- Contact with Manager of Belleville Transit, Paul Buck. Outline some costs associated and brief lay out of how system is run. Advised that offer was extended by Paul Buck to attend next meeting to give brief presentation regarding On Demand and Public Transit

- -- Currently runs 5 buses 9pm-12am
- -- Originally 40 passengers per night, now 300-400m passengers
- -- Provides Transit stop to Transit stop
- -- Population for Belleville is 50,720 Vs. Cobourg 19,440
- -- Belleville has 11 conventional routes Vs. Cobourg 2 routes

## NEW BUSINESS

TOC Sidewalk Priority Plan & List

Memo was prepared for Council regarding motion to support September 12, 2019 Sidewalk Priority Plan as presented

## **UNFINISHED BUSINESS**

## **Annual Report and Work Plan**

Discussion of items to be included and presented to Council
Items to include Parking Meters, Electric vehicles, On Demand service, Bicycle racks and Active Transportation

## Bicycle Rack quote from Lakeland Multitrade

Review possible and suggested locations for rack placement, to best suit to increase active transportation. At such time determine number required to order and have place in Town of Cobourg

## ADJOURNMENT

Randy Curtis, Chair, adjourned meeting at 11:00 A.M.



## THE CORPORATION OF THE TOWN OF COBOURG

## PARKS & RECREATION ADVISORY COMMITTEE MEETING MINUTES

Tuesday October 1, 2019 1:00pm Victoria Hall, Committee Room

A regular meeting of the Cobourg Parks and Recreation Advisory Committee was held at 1:00pm at Victoria Hall in the Committee Room with the following in attendance:

## **Committee Members:**

Beth Bellaire, Chair Councillor Emily Chorley Dora Body James McGrath Richard Pope Patricia Whitney

## Staff:

Director Dean Hustwick Administrative Assistant Jodi Ware-Simpson

Regrets: Deputy Director Teresa Behan

## 1. CALL TO ORDER

The meeting was called to order at 1:05pm

## 2. APPROVAL / ADDITIONS TO THE AGENDA

2.1 Approval of the Agenda

Moved by Member Body: THAT the Parks and Recreation Advisory Committee approve the agenda dated October 1, 2019 with the change of switching the order of the two presentations.

Carried

## **3. ADOPTION OF MINUTES**

3.1 Approval of the Regular Meeting Minutes Dated September 10, 2019

Moved by Member Whitney: THAT the Parks and Recreation Advisory Committee approve the meeting minutes from September 10, 2019 as presented.

Carried

OCTOBER 1, 2019

## 4. DECLARATIONS OF INTEREST BY MEMBERS

None

## 5. PRESENTATIONS / DELEGATIONS

5.1 Laurie Wills, Director of Public Works

Parking Revenue

The Director of Public Works reviewed the parking revenue for the town. A certain percentage of the revenue is divided between departments and the remainder is put into reserves (The Director of Community Services would like to clarify that some revenue is split between the Harbour and Marina). Revenue has increased since the introduction of HONK Mobile but By-Law

ticketing has decreased.

The last increase in parking rates was 2003. A study was completed in 2014 but it hasn't been implemented.

Parking passes are \$15.00 a month. They were \$25.00 in 2008 but the DBIA proposed a decreased and it was accepted.

Currently looking at having premium and secondary lots to encourage people to park farther away.

Discussed resident parking passes. Some of the reasons it hasn't been implemented are:

- There is no reserved parking and therefore residents are not guaranteed to find a spot.
- It is difficult to police.

The Director suggested that one of the ways to deal with the congestion would be to promote the secondary lots.

Moved by Member Body: THAT the presentation from Laurie Wills, Director of Public Works regarding parking be accepted for information purposes.

### Carried

5.2 Willow Beach Field Naturalists

• Introduced a proposal that will be made to Council about the creation of a natural waterfront park in Cobourg.

Richard Pope, Willow Beach Field Naturalists, reviewed a proposal that the group will be taking to Council. The purpose of the proposal is to ask Council to create a Natural Heritage Waterfront Park.

Moved by Member Whitney: THAT the Parks and Recreation Advisory Committee supports the concept of a Natural Heritage Waterfront Park including the Ecology Garden, West Beach, West Headland and West Harbour.

Carried

## OCTOBER 1, 2019

## 6. COMMUNICATIONS / CORRESPONDENCE

None

## 7. REPORTS

7.1 Waterfront Plan - Consultation on East Pier & Campground The Director reviewed the preliminary results from Engage Cobourg for the Waterfront Plan.

A report will be prepared for Council for the October 15 Committee of the Whole meeting.

The committee requested a special meeting to review the results.

**ACTION:** The Secretary will book a meeting for October 10 at 1:00pm.

7.2 Lifesaving Society Aquatic Safety Audit of Harbour Status of the report: the following motion was made by Council: *THAT Council refer the lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations; and* 

FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and

## FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.

It was agreed by the Committee that this agenda item be moved to the November 5 meeting in order to receive feedback from the user groups.

The chair asked the members to review the September 23 Council meeting.

**ACTION:** The secretary will add the Aquatic Safety Audit Report to the November 5 agenda.

## 7.3 2020 Budget Process

September 16 - Open public meeting. October 11 - Deadline for staff to submit preliminary budgets October 28 - November 8 - Divisional budget presentations to Council December 6 - Proposed budget highlights will be made available to the public January 13 - Full budget review by the Committee of the Whole. January 31 - Final approval by Council

## 8. UNFINISHED BUSINESS

None

## OCTOBER 1, 2019

## 9. NEW BUSINESS

## 9.1 Update on Cooey Park

In the process of getting approval from the Ganaraska Region Conservation Authority to do some earth works this fall. The project would include leveling the top soil that is currently on site and seeding the area.

A letter of intent has been sent for a grant from the Greenbelt Foundation. If it is accepted then the next step would be completing the full application.

## **10. NEXT MEETING**

Special Meeting: October 10, 2019 Regular Meeting: November 5, 2019

## **11. ADJOURNMENT**

The meeting was adjourned at 2:40pm.



## THE CORPORATION OF THE TOWN OF COBOURG

## PARKS & RECREATION ADVISORY COMMITTEE SPECIAL MEETING MINUTES

October 10, 2019 1:00pm Victoria Hall, Committee Room

A special 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:**

Patricia Whitney, Acting Chair Councillor Emily Chorley Dora Body James McGrath Richard Pope

## Staff:

Director Dean Hustwick Deputy Director Teresa Behan Administrative Assistant Jodi Ware-Simpson

## Absent:

Beth Bellaire, Chair

## 1. CALL TO ORDER

The meeting was called to order at 1:07pm.

## 2. DISCLOSURE OF PECUNIARY INTEREST

None

### 3. PRESENTATIONS / DELEGATIONS

3.1 Ashley Purdy, Manager, Communications Waterfront Plan - Engage Cobourg Results

Ashley Purdy presented the Waterfront Plan: East Pier and Campground Public Engagement Report. Ashley will make a presentation to Council on October 15, 2019.

Moved by Member McGrath: THAT the Parks and Recreation Advisory Committee has observed that the public will seems to be to retain the campground, that service upgrades are a necessary cost and should be adopted but THAT cosmetic upgrades

OCTOBER 10, 2019

such as the interface improvements require more in-depth study before a thoughtful recommendation can be made by this Committee.

## Carried

Moved by Councillor Chorley: THAT having considered the East Pier and Campground Staff Report of October 4, 2019 and the accompanying Public Engagement Report, the Parks and Recreation Advisory Committee recommends that Council approves the procurement of engineering and other professional services to develop drawings, costs and tender documents for the following:

- East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
- East Pier enhancement as deemed appropriate by Council.

## Carried

## 4. ADJOURNMENT

The meeting was adjourned at 3:00pm.



## THE CORPORATION OF THE TOWN OF COBOURG

## SUSTAINABILITY & CLIMATE CHANGE ADVISORY COMMITTEE MEETING MINUTES

Wednesday, October 2, 2019 Committee Room, Victoria Hall, Cobourg

The Sustainability and Climate Change Advisory Committee met this afternoon at 2:00 p.m. in the Committee Room, Victoria Hall, Cobourg, with the following persons in attendance:

Members present:	Minnie de Jong, Chair Antony Pitts, Vice Chair Councillor Adam Bureau Marius Marsh Dale Randall Gillian Berridge-Kassela
Regrets:	John Vickers
Staff present:	Robyn Bonneau, Secretary Judy Smith, Environmental Officer, County of Northumberland

## CALL TO ORDER

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

### ELECTION OF VICE-CHAIR

Moved by Member Pitts, THAT Member Pitts be nominated for the position of SCACC Vice-Chair for the 2019 calendar year.

Carried

## **APPROVAL/AGENDA ADDITIONS**

Moved by Member Marsh THAT the Agenda be approved.

Carried

## DISCLOSURE OF PECUNIARY INTEREST

#### ADOPTION OF MINUTES

SCCAC Minutes of the September 4, 2019 Meeting.

Moved by Member Berridge-Kassela THAT the SCACC adopt the Minutes of the September 4, 2019 Meeting.

Carried

#### PRESENTATIONS/DELEGATIONS

<u>Richard Pope and Margaret Bain, Willow Beach Field Naturalists, regarding the</u> proposal for a new Natural Park on the Waterfront.

R. Pope and M. Bain attended the meeting to discuss the Willow Beach Field Naturalists proposal for a new Natural Park on the Waterfront. After a question and answer period, R. Pope and M. Bain were excused from the meeting (2:30 p.m.).

Moved by Member Marsh, THAT the SCCAC endorses in principle that Cobourg Council create a natural heritage waterfront park comprising the westerly part of the Cobourg harbor and water front lands along the lines of the proposal from the Willow Beach Field Naturalists presented to the SCCAC at their October 2, 2019 meeting.

Carried

### COMMUNICATION/CORRESPONDENCE

#### **REPORTS**

#### **NEW/UNFINISHED BUSINESS**

Motion regarding the Adoption of a Definition on Sustainability (referred back to the SCCAC by Council at their September 23, 2019 Committee of the Whole Meeting) (Councillor Bureau). (Item referred to the November 6, 2019 SCCAC Meeting).

The item was referred to the November 6, 2019 SCCAC Meeting to gather further information by members on the definition of sustainability.

<u>Update on the ICSP Motion presented to Council at their September 3, 2019 Meeting</u> (Chair de Jong/Councillor Bureau).

The SCCAC discussed the work done in the past by the former Planning and Sustainability Advisory Committee and Cobourg Planning Staff on the development of an ICSP, including any funds requested or allocated in past Cobourg budgets.

## 2020 Budget Funds for the forthcoming Climate Change Action Plan.

The SCCAC discussed how they could secure funds in Cobourg's 2020 Budget to implement mitigation measures in the Climate Change Action Plan prepared by Sustainability/Environmental Officer of Northumberland County for the Town of Cobourg.

## Implement 2020 Work Plan Actions.

The item was referred to the November 6, 2019 SCCAC Meeting.

## ADJOURNMENT

The Meeting Adjourned at 2:05 P.M., and the next regularly scheduled meeting of the SCACC will occur on Wednesday, November 6, 2019 at 2:00 p.m.

Page 1 of 5



## THE CORPORATION OF THE TOWN OF COBOURG

## COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES

October 2, 2019 at 4:00PM Victoria Hall, 3rd Floor Committee Room

A regular meeting of the Cobourg Heritage Advisory Committee was held with the following members present:

Graham Andrews, Chair Felicity Pope Catherine Richards Loren Turner Jolinka Burnie

The following staff were present: Glenn McGlashon, Director of Planning and Development Adriane Miller, Recording Secretary

Regrets: Councillor Nicole Beatty Ken Bagshaw, Vice-Chair

## CALL TO ORDER

The meeting was called to order at 4:01PM

## **APPROVAL / ADDITIONS TO THE AGENDA**

Approval of the agenda Moved by member L. Turner "THAT the agenda be approved as written - no additions" Carried

## **DECLARATIONS OF INTEREST BY MEMBERS**

No declarations by members were made

Page 2 of 5

## Cobourg Heritage Advisory Committee Meeting Minutes

OCTOBER 2, 2019

## ADOPTION OF MINUTES

Approval of the minutes from the September 11, 2019 meeting Moved by member F. Pope "THAT the minutes be approved as written" Carried

## **PRESENTATIONS / DELEGATIONS**

N/A

### HERITAGE PERMIT APPLICATIONS

### HP-2019-059

300 George Street – Roof work /New windows/ New rear two storey deck/door Applicant: Adrian Pepper

Moved by member L. Turner

WHEREAS, Heritage Planning Staff has reviewed the applicant's proposal to replace an existing rear skylight, replace a portion of the asphalt shingles on the east (rear) portion of the roof, install eleven (11) new windows, and construct a new two storey deck and entry door at 300 George Street, and has determined that the proposal would represent compatible alterations within the context of the character of the existing building and neighbourhood and conform to the George Street Heritage Conservation District Plan;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-059, as submitted by Adrian Pepper, be approved for the proposed roof work, window alterations, and new two storey rear deck and entry door at the property known municipally as 300 George Street.

#### Carried

### NEW BUSINESS

Lieutenant Governor's Ontario Heritage Awards No nominations were made by the Cobourg Heritage Advisory Committee for 2019

CIP 2019 Update - Staff

The staff recommendation report went to Council on September 30, 2019. Council approved \$99,735 (grants), \$71,942 (loans), and \$5,000 (loan costs) equaling \$104,735 Resolution - attached

Page 3 of 5

## Cobourg Heritage Advisory Committee Meeting Minutes

<u>OCTOBER 2, 2019</u>

## UNFINISHED BUSINESS

#### Heritage Event

The Cobourg Heritage Advisory Event Sub-Committee is meeting at 6:00PM October 2, 2019 to finalize the "What is Heritage" event to be held on October 26, 2019.

### Heritage - Property Standards Officer

Director G. McGlashon updated the committee, that at this time, the Planning Department will not be able move forward with a Heritage Property Standards Officer due to staff limitations, funding and additional training requirements.

#### A Natural Heritage Waterfront - Draft Motion

Item deferred to the October 30, 2019 meeting

#### CHC Budget

Recording Secretary A. Miller provided the committee with an update on the 2019 allocated budget for events, training and conferences for heritage staff and committee members.

#### Heritage Master Plan Goals

#### Immediate Action Items <3 years

- 3b) municipality consider reuse of older buildings for additional office space
- 3c) "Heritage first" policy for additional office space

### Short Term Action Items (3-5 years):

1e) Information to property owners about the benefits of heritage designation ACTION: Staff to locate the 3-leaf brochure created in the Planning and Development Department, intended to be distributed to residents in the historical districts on the benefits of heritage designation.

3e) Implement enhanced signage and way finding initiatives in the downtown area. Community Services Department is currently working on way-signage

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## Cobourg Heritage Advisory Committee Meeting Minutes

OCTOBER 2, 2019

## STAFF APPROVAL SUMMARY LISTS

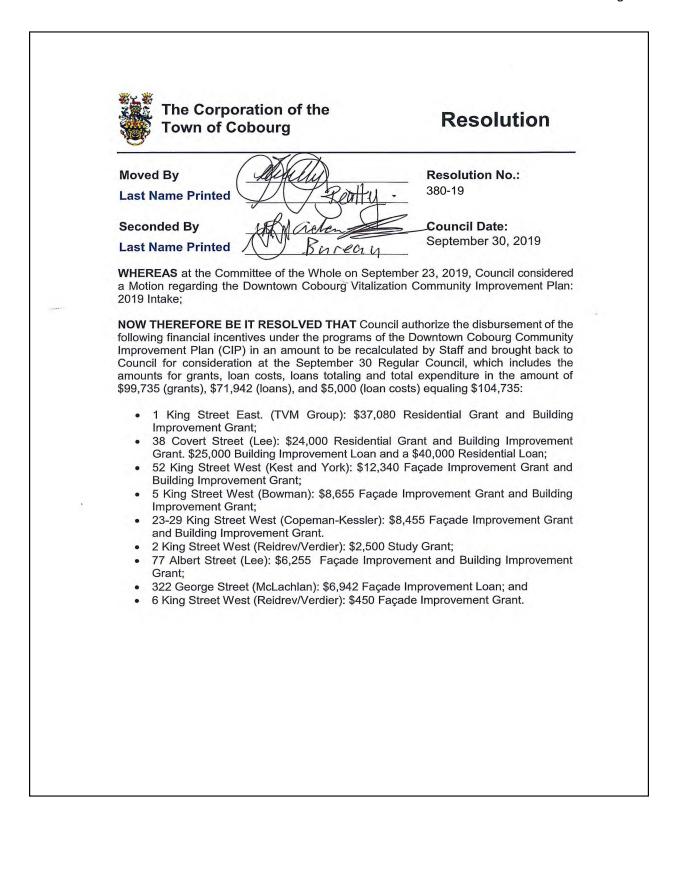
Memo Dated September 27, 2019 Received as information

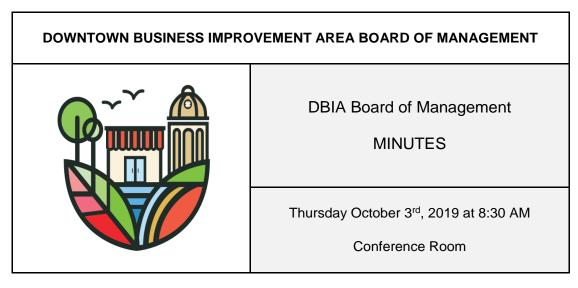
## **ADJOURNMENT**

Meeting adjourned at 5:05PM

## NEXT MEETING

CHC Back-up Meeting - Wednesday October 30, 2019 Victoria Hall Committee 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 Jenna Fitzgerald Joan Greaves Julie Dreyer Julie McCuaig Lou Trozzolo

# REGRETS

MINUTES PREPARED BY Melissa Graham

## 1. CALL TO ORDER

The meeting was called to order by Chairperson J. Greaves at 8:35 am.

# 2. APPROVAL / ADDITIONS TO THE AGENDA

2.1. Approval of the agenda

**Moved by** J. McCuaig: THAT the DBIA Board of Management approve the agenda as amended with the additions of MailChimp correspondence and Christmas Party Quotes.

Carried

## 3. DECLARATIONS OF INTEREST BY MEMBERS

3.1. There was a declaration of interest by A. da Silva regarding the DBIA Christmas Party Quote.

## 4. ADOPTION OF MINUTES

4.1. Approval of the DBIA Board of Management regular meeting minutes dated September 5th, 2019.

Page 1 of 6

## OCTOBER 3, 2019

Moved by J. McCuaig: THAT the DBIA Board of Management approve the regular meeting minutes dated September 5th, 2019 as presented. DBIA\_078\_2019 Carried

# 5. PRESENTATIONS / DELEGATIONS

5.1. Brown Bag Tour Co. - Andrew Hall

A. Hall provided the Board of Management with a verbal delegation regarding the Brown Bag Tours partnership with the DBIA to have the Harvest Festival/Chilli Cook-Off. He provided thank you's and would like the Board of Management/Special Events committee to continue with this partnership.

## 6. COMMUNICATIONS / CORRESPONDENCE

- 6.1. MailChimp Correspondence
- 6.1.1. Notice of Open Board Position: Sent September 16th, 2019
- 6.1.2. Harvest Festival Release: Sent September 16th, 2019
- 6.1.3. Scotiabank Presentation Media Release: Sent September 20th, 2019
- 6.1.4. Filming Notice Netflix Filming: Sent September 25th, 2019
- 6.1.5. GreenZone Grand Opening: Sent October 1st, 2019
- 6.1.6. Filming Notice Update: Sent October 1st, 2019

**Moved by** J. McCuaig: THAT the DBIA Board of Management accept the MailChimp Correspondence for information purposes. **DBIA\_079\_2019** 

#### Carried

6.2. Town of Cobourg Communication Correspondence

6.2.1. Town Seeks Input on Taxicab Bylaw and Potential Ride Sharing Programs

6.2.2. Press Release\_Rogers Hometown Hockey is Heading to Cobourg January 4 and 5\_September 9 2019

Moved by J. Dreyer: THAT the DBIA Board of Management accepts the Town of Cobourg Communication correspondence for information purposes. DBIA\_080\_2019 Carried

# 7. REPORTS

7.1. Chairperson Report - J. Greaves

### 7.1.1. Event Microgrants

Event microgrant program is currently being used in Toronto BIA's where their Board of Management approves grant applications to be awarded \$1500 to provide outside organizations on executing events that do not require a road closure. The Board of Management determined that this suggestion needs further review, with proper policies and procedures.

7.1.2. Records Management Policy

The policies and procedures for the DBIA Board of Management have specified the retention and records management policy for all correspondence. Chairperson J. Greaves would like to amend the document to include social media and emails. Further to record management, some of the board member's provided suggestions of photography programs to create a library for easy search and documentation for documents.

Page 2 of 6

### OCTOBER 3, 2019

7.1.3. Onboarding for New Board Members

Chairperson J. Greaves and Events Coordinator T. Gainforth will work together on creating an onboarding document for each new board member. Each current Board member was asked to submit at least one (1) suggestion, that would have made it easier for their transition into the Board of Management.

7.1.4. Revenue generating swag

Any use of the Cobourg logo will have to be approved by A. Purdy - Communications Manager with the Town of Cobourg. This will require further discussion to finalize distribution of revenue-generating swag.

7.1.5. 2019 Santa Clause Parade

Deputy Mayor S. Seguin suggested that the Coordinator and Town of Cobourg Communications Manager discuss a survey to receive feedback regarding the Santa Claus Parade. Chairperson J. Greaves will write a letter to the Lion's Club and request a breakdown of the costs associated with the Santa Claus parade.

7.1.6. AGM Rescheduling -

Recording Secretary M. Graham will source another downtown location for the AGM due to a previous booking in the Market Building.

7.1.7. 2020 Board of Management Regular meeting schedule

The regular board meeting schedule was approved as per Motion #DBIA\_080\_2019 7.1.8. 2019 Christmas Parking

Chairperson J. Greaves will submit a letter to the Town of Cobourg Council for 2019 Christmas Parking Grace approval.

7.1.9. Extension of Christmas Market

Extension of the Christmas Market was approved as per Motion # DBIA\_082\_2019

7.1.10. Bookkeeper Schedule

The schedule for the bookkeeper will be changed to accommodate both the coordinator's and bookkeeper's schedule.

7.1.11. Recruitment Update

The Chairperson and Coordinator have gone around the DBIA area to discuss the vacant position with current interested parties. At this time there is still a vacant position for the DBIA Board of Management.

7.1.12. Christmas Party Quotes

The Christmas Party quotes were opened out to more DBIA businesses for quote options. The Board of Management will be provided with the updated list of interested restaurants at the next scheduled meeting.

**Moved by** L. Trozzolo: THAT the DBIA Board of Management approve the 2020 Board of Management regular meeting schedule to provide to Council for approval. **DBIA\_081\_2019** 

#### Carried

**Moved by** A. da Silva: THAT the DBIA Board of Management approve the extension of the Second Street Holiday Market to accommodate a two-day market. **DBIA\_082\_2019** 

### Carried

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

7.3. Treasurer Report - L. Trozzofkage 3 of 6

# OCTOBER 3, 2019

### 7.3.1. 2020 Draft Budget

**Moved by** L. Trozzolo. THAT the DBIA Board of Management approve the 2020 Draft Budget as presented. **DBIA\_083\_2019** 

#### Carried

7.4. Marketing Report - A. da Silva

7.4.1. Marketing Budget Breakdown

7.4.2. Classic Rock Restock Media Requests

The marketing budget and media requests from Classic Rock were provided for information purposes.

7.5. Special Events Report -

7.5.1. Special Events Schedule and Budget

**Moved by** Councillor A. Bureau: THAT the DBIA Board of Management approve the Special Event schedule for 2020, with the caveat of further Tasty Tuesday finalization. **DBIA\_084\_2019** 

### Carried

7.6. Membership Report - J. Fitzgerald - No Report

7.7. Beautification and Maintenance Report - J. McCuaig

7.7.1. Christmas Magic Ad Hoc Committee update

The Christmas Magic recommendation was approved by council for the lighting in Victoria Park, with additional lighting in the Rotary Park. Councillor A. Bureau has also requested funds to include the "curly cue" lights on the lamp posts for the holiday season.

7.8. Coordinator Report - T. Gainforth

7.8.1. Report

T. Gainforth provided a verbal update to the Board of Management. Key highlights included;

- Harvest Festival was well executed, however, the weather deterred attendance.
- The pub crawl is the next scheduled meeting on October 19th, with new restaurants being invited to speak with Cheif P. VandeGraaf to discuss the expectations and process of the event.
- The volunteer recruitment process has started for the Christmas Market
- Halloween event to be put on by the membership

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management does not acquire the 2019 Halloween Event. DBIA\_085\_2019

### Carried

7.9. Cobourg Police Services Report - Chief P. VandeGraaf

A verbal update was given to the Board and a manufacture of the second s

# OCTOBER 3, 2019

- More on foot/on bike patrol in the downtown area.
- Held a "Town Hall" public meeting to discuss the homeless crisis in Cobourg.
- CPS will be working on an outreach program

## 7.10. Northumberland Chamber of Commerce Report - K. Ward

A verbal update was provided to the Board of Management.

- The Federal Candidate meeting is being held in Port Hope at Capitol Theatre.
- Venture13 is holding the November Chamber meet and greet on November 12th.

# 8. COUNCIL/COORDINATOR ANNOUNCEMENTS

8.1. Deputy Mayor S. Seguin - No Report

# OCTOBER 3, 2019

# 8.2. Councillor A. Bureau

Councillor A. Bureau provided a verbal update for the Board of Management;

- The Art Gallery of Northumberland has 6 new acquisitions.
- Opioid Crisis roundtable went well, with the facilitator and Economic Development department working on a summary report for the town council.

## 9. UNFINISHED BUSINESS

- 9.1. 09/04/2018: Requested Pick Up/Drop Off Zones
- 9.2. 12/04/2018: Winter Passport Program
- 9.3. 05/02/2019: MOU

An MOU meeting will be scheduled with the Interim CAO next month.

Beatification/Maintenance Director will provide Deputy Mayor Seguin a list of items for discussion at this meeting.

# **10. CLOSED SESSION**

# **11.NEW BUSINESS**

# **12. ADJOURNMENT**

The meeting was adjourned at 10:54 am by Chairperson J. Greaves.

The next meeting is scheduled for November 7th, 2019 at 8:30 am.

# DOWNTOWN BUSINESS IMPROVEMENT AREA BOARD OF MANAGEMENT



**DBIA Board of Management** 

MINUTES

Thursday, October 17, 2019 at 08:30 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 Jenna Fitzgerald Joan Greaves Julie Dreyer Julie McCuaig Lou Trozzolo

REGRETS

Amanda da Silva

MINUTES PREPARED BY Melissa Graham

## 1.CALL TO ORDER

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

## 2.APPROVAL / ADDITIONS TO THE AGENDA

1.0 Approval of the agenda

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management approve the agenda as presented.

Carried

## **3.DECLARATIONS OF INTEREST BY MEMBERS**

1.0 There were no declarations of interest from the members.

## 4.REPORTS

Digital Main Street Service Squad

Page 1 of 2

# OCTOBER 17, 2019

1.0 The DBIA Board of Management recently received \$10,000 in Digital Main Street Service Squad funding for the downtown area. The Digital Main Street Squad is a team of trained students and/or recent graduates with strong Technology and Digital Marketing skills and experiences that BIAs can access to provide to their business members. Through the Digital Main Street Squad, businesses will receive targeted support to get started, grow their digital presence and grow their business.

The job posting for this positino will be advertised through Social Media, Indeed and an approved press release in partnership with OBIAA.

Moved by Deputy Mayor S. Seguin: THAT the DBIA Board of Management approve the part-time position for one (1) Digital Service Squad - Team Member at the rate of \$18/hour for a total of approximately 500 hours or a total of \$9,000 in wages with the remainder \$1000 allocated to equipment. DBIA\_086\_2019

#### Carried

### 5.ADJOURNMENT

1.0 The meeting was adjourned by Chairperson J. Greaves at 9:03 am.



# THE CORPORATION OF THE TOWN OF COBOURG

Planning & Development Advisory Committee MINUTES

October 8, 2019 Victoria Hall, Committee Room at 4:00PM

A regular meeting of the Cobourg Planning & Development Advisory Committee was held on October 8, 2019 at 4:00 PM in the Committee Room, Victoria Hall.

The following members were in attendance: Jim Doubt - Chair Rick Stinson - Vice Chair Nicole Beatty, Councillor George Kamphorst Alistair Commins Don Wilcox Kristina Nairn

The following staff were present: Glenn McGlashon, Director of Planning and Development Services Adriane Miller, Recording Secretary

## CALL TO ORDER

The meeting was called to order by the Chair at 4:02PM **DECLARATIONS OF INTEREST BY MEMBERS** 

No declarations by members were made APPROVAL/ADDITIONS TO THE AGENDA

Approval of the October 8, 2019 agenda

Moved by member R.Stinson That the agenda for the October 8, 2019 meeting be approved

Carried

## **ADOPTION OF MINUTES**

Approval of the minutes from the September 17, 2019 committee meeting

Moved by member A.Cummins "That the minutes be approved as amended"

Page 1 of 13 Carried

# Planning & Development Advisory Committee Meeting Minutes

# OCTOBER 8, 2019

# **PRESENTATIONS**

Brent Larmer, Municipal Clerk/Manager of Legislative Services, regarding the new Code of Conduct Policy approved through bylaw 068-2019.

Presentation presented by Municipal Clerk Brent Larmer was received by members as information

## NEW BUSINESS

Affordable and Rental Housing Community Improvement Plan - MHBC Presentation

## **CURRENT APPLICATIONS**

Z-06-19 DePalma Developments - Public Meeting November 4, 2019

Z-07-19 Northumberland Shopping Centre - Public Meeting November 24, 2019

### **UNFINISHED BUSINESS**

Tannery District Sustainable Master Plan

The Draft Master Plan is currently under technical review by staff. PDAC review anticipated to be January 2020.

Downtown Cobourg Vitalization Community Improvement Plan (CIP) - Update

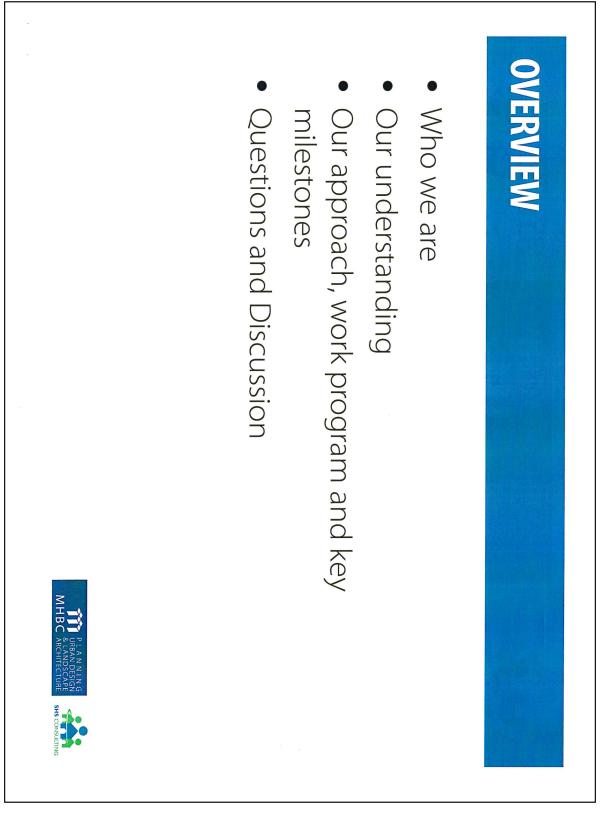
The staff recommendation report went to Council on September 30, 2019. Council approved \$99,735 (grants), \$71,942 (loans), and \$5,000 (loan costs) equaling \$104,735 Resolution - attached

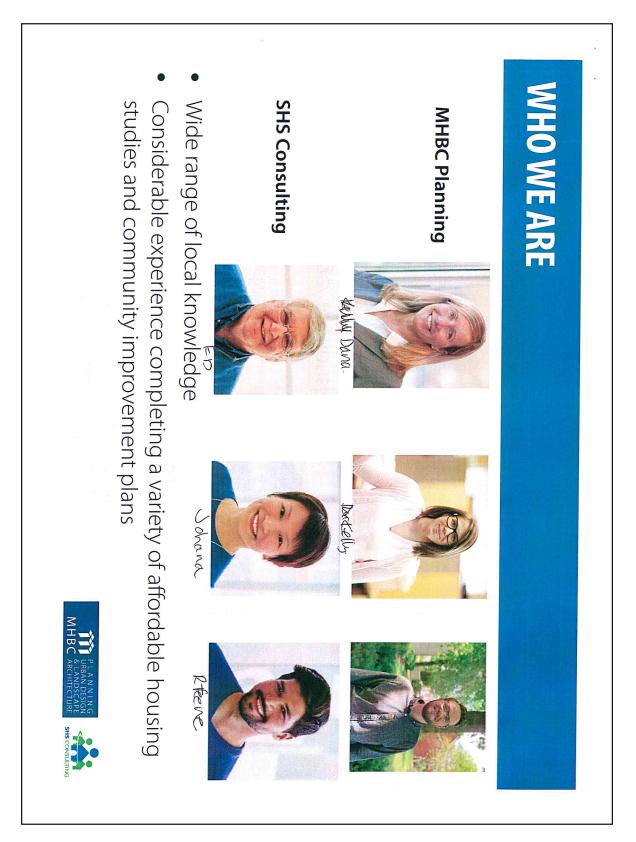
### **ADJOURNMENT**

The meeting adjourned at 6:00PM **FUTURE MEETINGS** 

Tuesday October 29, 2019 at 4:00PM Victoria Hall Committee Room

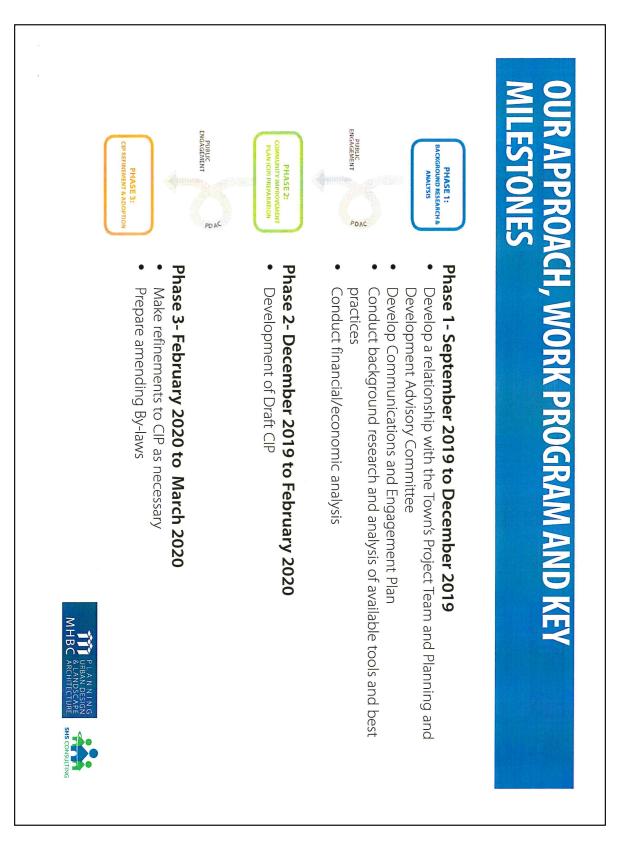


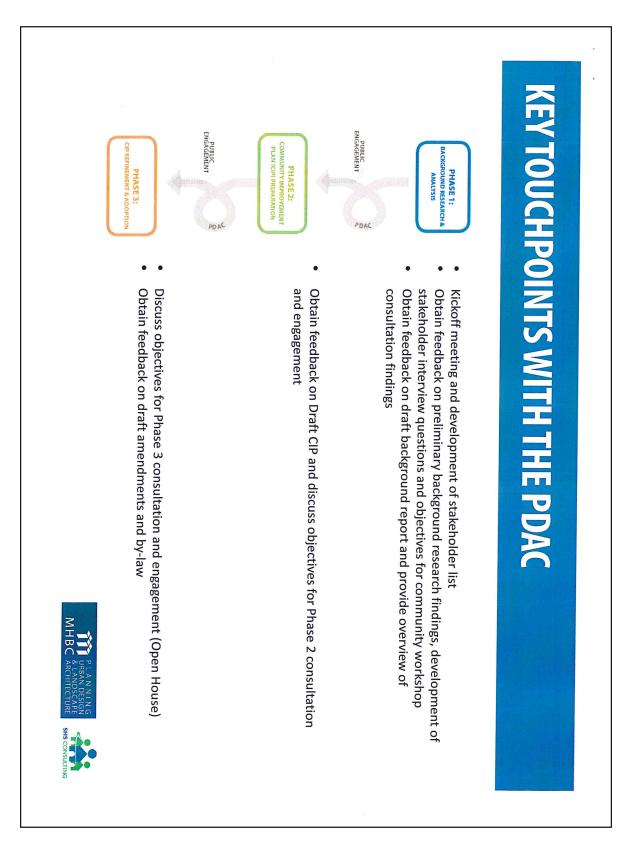


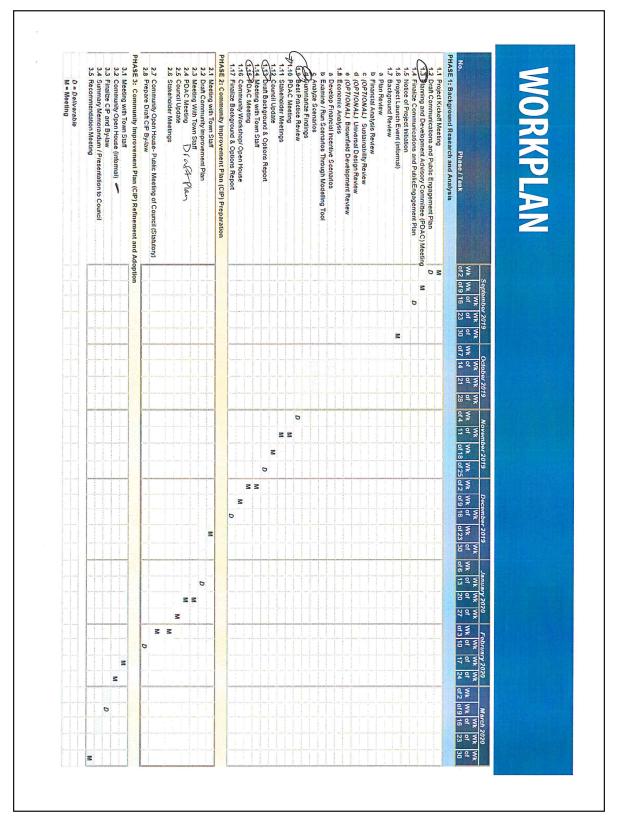




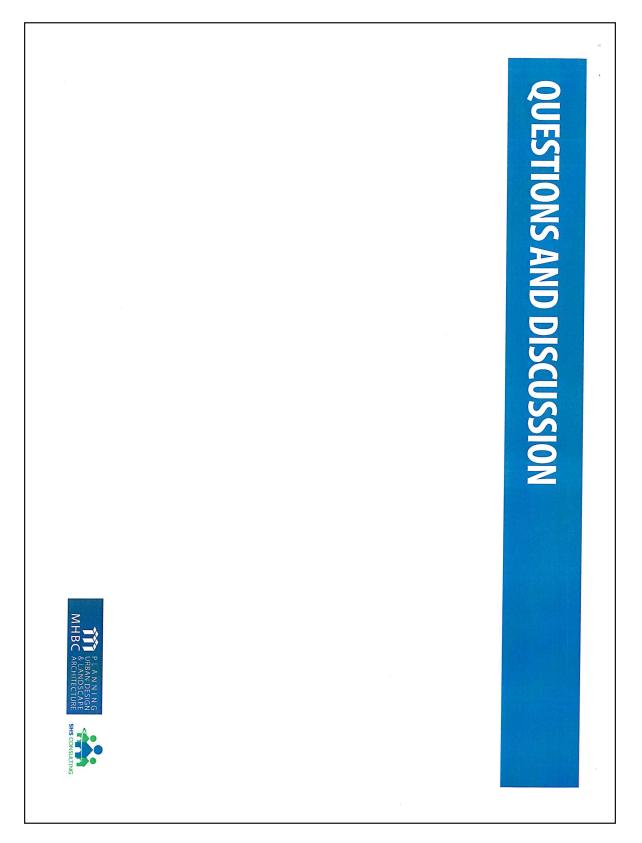


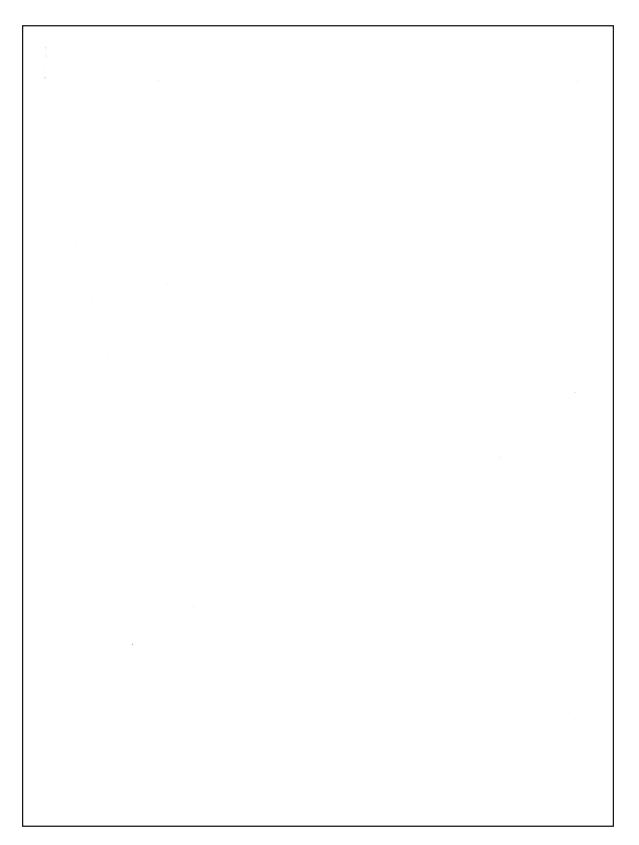


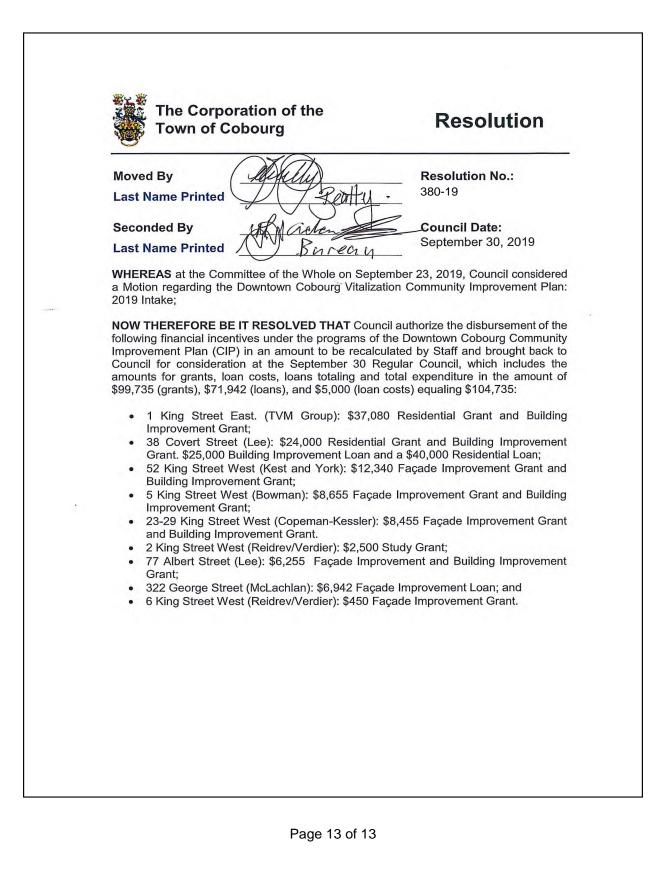




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Ministry of the Environment, Conservation and Parks Eastern Region Peterborough District Office 300 Water Street 2nd Floor, South Tower Peterborough ON K9J 3C7 Phone: 705.755.4300 or 800.558.0595 Ministère de l'Environnement, de la Protection de la nature et des Parcs Région de l'Est Bureau du district de Peterborough 300, rue Water 2e étage, Tour Sud Peterborough (Ontario) K9J 3C7 Tél: 705 755-4300 ou 800 558-0595



October 29, 2019

The Corporation of the Town of Cobourg 55 King St. W, Cobourg, Ontario K0A 2M2

Attention: Stephen Peacock, Chief Administrative Officer

#### RE: Cobourg Drinking Water System (220000825) Drinking Water Inspection Report 1-L4DMH File: SI NO CO DA 540

Please find attached the Ministry of the Environment's inspection report for the above facility. The report details the findings of the inspection that began on August 20, 2019.

In the inspection report, any *"Actions Required"* are linked to incidents of non-compliance with regulatory requirements contained within the Act, a regulation, or site-specific approvals, licenses, permits, orders or instructions. Such violations could result in the issuance of mandatory abatement instruments including Orders, tickets, penalties, or referrals to the ministry's Environmental and Enforcement Compliance Office.

*"Recommended Actions"* convey information that the owner or operating authority should consider implementing in order to advance efforts already in place to address such issues as emergency preparedness, the availability of information to consumers, and conformance with existing and emerging industrial standards. Please note that items which appear as recommended actions do not, in themselves, constitute violations.

Section 19 of the Safe Drinking Water Act (Standard of Care) creates a number of obligations for individuals who exercise decision-making authority over municipal drinking water systems. Please be aware that the Ministry has encouraged such individuals, particularly municipal councillors, to take steps to be better informed about the drinking water systems over which they have decision-making authority. These steps could include asking for a copy of this inspection report and a review of its findings. Further information about Section 19 can be found in *"Taking Care of Your Drinking Water: A guide for members of municipal council"* found under "Resources" on the Drinking Water Ontario website at www.ontario.ca/drinkingwater.

I would like to thank the staff for the assistance afforded to me during this compliance assessment. If you have any questions or concerns please contact myself or Jacqueline Fuller, Water Compliance Supervisor, at 705-768-0436.

Yours truly,

Brittney Wielgos

Yours truly,

Builty

Brittney Wielgos Water Inspector Ministry of the Environment, Conservation and Parks Drinking Water and Environmental Compliance Division 300 Water Street, 2nd Floor South Peterborough, ON K9J 3C7 705-768-8195

CC:

Larry Spyrka, Manager of Water System, Lakefront Utility Services Shawn Bolender, Water Systems Supervisor, Lakefront Utility Services Sarah Whitton, Water Compliance Coordinator, Lakefront Utility Services Dr. Lynn Noseworthy, Medical Officer of Health, Haliburton, Kawartha, Pine Ridge District Health Unit Linda Laliberte, CAO/Secretary – Treasurer, Ganaraska Region Conservation Authority Jacqueline Fuller, Water Compliance Supervisor, Peterborough District Office, MECP



# Ministry of the Environment, Conservation and Parks

# COBOURG DRINKING WATER SYSTEM

**Inspection Report** 

Site Number: Inspection Number: Date of Inspection: Inspected By: 220000825 1-L4DMH Aug 20, 2019 Brittney Wielgos

6

Ministry of the Environment Drinking Water Inspection



# TABLE OF CONTENTS

- 1. Drinking Water System Owners Information
- 2. Drinking Water System Inspection Report

# Appendix:

- A. Stakeholders Appendix
- **B.** Inspection Rating Record



# **OWNER INFORMATION:**

<b>Company Name:</b>	COBOURG, THE CORPORATION OF THE TOWN OF			
Street Number:	55	Unit Identifier:		
Street Name:	KING St W			
City:	COBOURG			
Province:	ON	Postal Code:	K9A 2M2	

## CONTACT INFORMATION

Type:	Owner	Name:	Stephen Peacock			
Phone:	(905) 372-4301 x41	Fax:	(905) 372-7421			
Email:	speacock@cobourg.ca					
Title:	Chief Administrative Officer, The Town of Cobourg					
Type:	Operating Authority	Name:	Larry Spyrka			
Phone:	(905) 372-2193	Fax:	(905) 372-2581			
Email:	lspyrka@lusi.on.ca					
Title:	Manager of Water Systems, Lakefront Utility Services Inc.					
Type:	Operating Authority	Name:	Shawn Bolender			
Phone:	(905) 372-2193	Fax:	(905) 372-2581			
Email:	sbolender@lusi.on.ca					
Title:	Water Systems Supervisor					
Type:	Operating Authority	Name:	Sarah Whitton			
Phone:	(905) 372-2193	Fax:	(905) 372-2581			
Email:	swhitton@lusi.on.ca					
Title:	Water Compliance Coordinator					

# **INSPECTION DETAILS:**

Site Name:	COBOURG DRINKING WATER SYSTEM
Site Address:	6 D'ARCY Street COBOURG ON K9A 3Z4
County/District:	COBOURG
MECP District/Area Office:	Peterborough District
Health Unit:	HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
Conservation Authority:	
MNR Office:	
Category:	Large Municipal Residential
Site Number:	220000825
Inspection Type:	Unannounced
Inspection Number:	1-L4DMH
Date of Inspection:	Aug 20, 2019
Date of Previous Inspection:	Jul 24, 2018

#### COMPONENTS DESCRIPTION

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# Ontario 😵

#### Ministry of the Environment, Conservation and Parks Inspection Report

**Treatment Facility** 

Site (Name): Type:	MOE DWS Mapping DWS Mapping Point	Sub Type:		
Site (Name): Type: Comments:	RAW WATER - LAKE ONTARIO Source	Sub Type:	Surface Water	

The Cobourg Water Treatment Plant obtains its raw water from Lake Ontario. The raw water inlet structure consists of a 1050 mm diameter steel intake pipe located approximately 850 metres south of the Water Treat Plant. It is protected by an outer hexagonal timber crib with additional protection provided through an inner hexagonal wall constructed of concrete that surrounds the intake pipe. Coarse screening is provided by timbers that form a grid with 1525 mm x 200 mm openings. A zebra mussel control system is in place which consists of a 50 mm, schedule 80 PVC chlorine diffuser mounted at the mouth of the intake pipe. A 50 mm PE pipe contained within the raw water conduit allows chlorine gas to be pumped from the water treatment plant to the intake. Raw water flows by gravity through 856 metres of 1050 mm conduit from the intake structure to the plant's inlet well. The entire length of the raw water conduit is buried from the shore to the crib. The intake structure terminates with a 1050 mm gate valve that is manually operated from the low-lift pumping area of the Plant. The raw water passes through a stationary coarse screen constructed of 25 mm openings of #12 stainless steel mesh before entering the inlet well. Raw water then passes through a travelling screen consisting of 600 mm x 1524 mm 12 gauge wire screen with 9.5 mm openings at the entrance to the low lift well.

# Site (Name):TREATED WATER - WATER TREATMENT PLANTType:Treated Water POESub Type:

#### Comments:

The Cobourg Water Treatment Plant is a conventional treatment facility consisting of coagulation (alum), flocculation, clarification, filtration (activated carbon and silica) and disinfection (chlorination). Disinfection at the plant is provided through the injection of chlorine gas which is delivered to the plant in one ton cylinders and injected through one of four Wallace & Tiernan chlorinators. Chlorine may be added to the raw water at the intake (during the zebra mussel season) or at the influent wet well (17,500 L) during the rest of the year. Water from the influent wet well passes through a travelling screen before entering the low lift wet well (393,000 L). One of four vertical turbine pumps directs the water through a common 500 mm discharge header that leads to the solids contact clarifier. The discharge header incorporates a 300 mm magnetic flow meter, an aluminum sulphate injection point, as well as temperature, turbidity, and chlorine residual monitoring points. The Graver 'Reactivator' Upflow Clarifier consists of a circular tank (24.5 m diameter x 6.0 m deep) equipped with tube settlers, variable speed mixer, fixed weir, and automated sludge removal system. The Engineer's Report by KMK Consultants (Brampton, ON) reports the clarifier provides 112 minutes of detention time at the rated capacity of 36,368 m3/day. A 600 mm conduit directs the clarified water past a second on-line turbidity analyzer to a common inlet trough that leads to two rapid gravity filter units. The dual media filters contain 600 mm of granular activated carbon and 150 mm of silica sand media with a surface area of 53.1 m2. Both filters are equipped with air scour assisted backwash that may be initiated automatically by preset head-loss, turbidity, or run-time parameters. Backwash cycles may also be manually initiated by the operators. Backwashes are provided on an alternating basis through one of two filter backwash pumps rated at 433 L/s at 9.1 m TDH. Filtered water is directed via separate 600 mm conduits (equipped with continuously operating turbidimeters) into the former chlorine contact chamber. Upgrades in 2003, converted the 566.4 m3 contact chamber into a backwash well, thus permitting use of unchlorinated water for backwashes (extending the life of the filter media and eliminating the requirement to dechlorinate backwash wastewater). Chlorine gas is injected into the filtered water at the outlet of the backwash well, prior to entering the dual celled, in-ground concrete contact tank. All in-plant chlorination is provided through chlorine gas delivered in one ton cylinders and discharged through a 32 mm line via one of four Wallace & Tiernan model V2000 chlorinators. The 34 m3 inlet chamber directs filtered water into two baffled contact cells (with a baffle factor of 0.7 and detention time of 51.0 minutes) via separate 750 mm inlet conduits. An overflow weir located on the centre partition connects the two 916 m3 cells, allowing a total contact volume of 1,840 m3. The flow from both cells passes over separate weirs and connects with a common 900 mm stainless steel conduit leading to the treated water reservoir. Each cell of the treated water reservoir measures 27.4 m x 24.4 m x 4.67 m providing a total volume of 6,244 m3. The two cells are interconnected with a 600 mm sluice gate permitting treated water to

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pass through both cells before entering the high lift wet well. An overflow weir permits excessive volumes of treated water to be directed into a sewer connection which leads to the supernatant pond, prior to discharge to Lake Ontario. Water passes from the clearwell through a 600 mm conduit to the 502.8 m3 concrete high lift wet well. Four vertical turbine high lift pumps connect to a 600 mm discharge header directing treated water into the distribution system. The high lift pumping gallery consists of: • one constant speed pump rated at 121 L/s at 67 m TDH, • one constant speed pump rated at 223 L/s at 67 m TDH, and • two VFD pumps rated at 227 L/s at 67 m TDH

# Site (Name):DISTRIBUTION SYSTEM – PRESSURE ZONE 1 TOWERType:OtherSub Type:Reservoir

#### Comments:

The Cobourg Water Treatment Plant was constructed in 1971 to supply treated water to the Town of Cobourg. Treated water from the Cobourg WTP is also supplied to private residences of a "Stand Alone Distribution System" located in the southeastern portion of Hamilton Township. The distribution system serves two separate pressure zones and consists of 130 km of varying size and type of pipe, two elevated storage tanks and one pressure booster station. The elevated storage tank serving Pressure Zone 1 is located at 665 Victoria Street. It was constructed in 1985 and is comprised of steel and concrete. The tank has a useable storage volume of 1,360 m3. Upgrades completed upon the elevated storage tower in 2005, included installation of a rechlorination system, 300 mm bidirectional magnetic flow meter, pressure relief valve, overflow detection sensor and continuously operating chlorine residual analyzer. The rechlorination system (installed in a dedicated chemical storage/chlorination room) consists of a 60 L sodium hypochlorite storage tank, two duty and standby chemical metering pumps (each rated at 7.5 L/hr at a backpressure of 1,000 kPa) and a chlorine residual analyzer provided with SCADA output. The Zone 1 Tower is also equipped with a 20 kw standby generator which is tied into the alarm system and SCADA systems at the Cobroug Drinking Water System.

# Site (Name): DISTRIBUTION SYSTEM – PRESSURE ZONE 2 TOWER Type: Other Sub Type: Reservoir

#### Comments:

A second elevated storage tank serving Pressure Zone 2 (north and western portions of the Town of Cobourg) is located at 60 Strathy Road. The steel and concrete reservoir and rechlorination structure was constructed in 2000. The tank provides a useable storage volume of 3,734 m3 and includes a circulation pump (rated at 8.2 L/s at 8.2 m TDH) and an overflow conduit. The rechlorination system consists of a 200 L chemical storage tank, two chemical metering pumps (one duty and one standby) each rated at 5.3 L/hr at a backpressure of 500 kPa and a continuously operating free chlorine residual analyzer complete with SCADA output. The Zone 2 Tower is also equipped with a 35 kw standby generator which is tied into the alarm system and SCADA systems at the Cobroug Drinking Water System.

# Site (Name):DISTRIBUTION SYSTEM – BOOSTER PUMPING STATIONType:OtherSub Type:Pumphouse

#### Comments:

A pressure boosting station located at 9 Ewart Street is employed to draw treated water from Zone 1, boost distribution pressure and maintain water levels in the Zone 2 elevated storage tank. The pressure boosting station consists of a below grade flow meter chamber with a 200 mm magnetic flow meter and three split-case horizontal centrifugal pumps that connect to a common 450 mm diameter forcemain. Pump No.1 is rated at 152.0 L/s at 48.8 m TDH and Pumps No. 2 and 3 are rated at 76 L/s at 48.8 m TDH. The pumping station is equipped with a rechlorination system that consists of a 110 L day tank, two chemical metering pumps, and a continuously operating free chlorine residual analyzer complete with SCADA output. The two chemical feed pumps (one duty and one standby) have a rated capacity of 7.6 L/hr at a backpressure of 500 kPa. The pressure boosting station is provided with standby power that is delivered through a 230 kW diesel standby generator and connected to a 4,260 litre fuel tank that is located outside of the pumping station.

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## **INSPECTION SUMMARY:**

#### Introduction

 The primary focus of this inspection is to confirm compliance with Ministry of the Environment, Conservation and Parks (MECP) legislation as well as evaluating conformance with ministry drinking water policies and guidelines during the inspection period. The ministry utilizes a comprehensive, multi-barrier approach in the inspection of water systems that focuses on the source, treatment, and distribution components as well as management practices.

This drinking water system is subject to the legislative requirements of the Safe Drinking Water Act, 2002 (SDWA) and regulations made therein, including Ontario Regulation 170/03, "Drinking Water Systems" (O.Reg. 170/03). This inspection has been conducted pursuant to Section 81 of the SDWA.

This inspection report does not suggest that all applicable legislation and regulations were evaluated. It remains the responsibility of the owner to ensure compliance with all applicable legislative and regulatory requirements.

On August 20, 2019, Provincial Officer Brittney Wielgos began an unannounced detailed inspection of the Cobourg Drinking Water System.

The Cobourg Drinking Water System (the System) is owned by the Corporation of the Town of Cobourg and operated by Lakefront Utility Services Inc. (LUSI). The System consists of a convention water treatment plant; two (2) elevated storage tanks with rechlorination; and a booster pumping station with rechlorination. Raw water is obtained from Lake Ontario via a single 1,050 mm diameter intake pipe located approximately 850 m south of the water treatment plant and at a depth of 8.8 m.

The System delivers treated water through two (2) pressure zones and consists of approximately 126 kilometers of distribution watermain and 6,350 residential and non-residential service connections. The System serves approximately 19,544 people. The System operates under Drinking Water System No. 220000825 and is classified as a Class 3 Water Treatment Subsystem and Class 3 Water Distribution Subsystem.

The inspection included a compliance assessment of applicable Ministry of Environment, Conservation and Parks (MECP) legislation, an inspection of the procedures within the treatment and distribution system, and a review of records.

Records reviewed in conjunction with this inspection include: -Drinking Water Works Licence No. 137-101 Issue Number 3 (The Licence); and, -Drinking Water Works Permit No. 137-201 Issue Number 2 (The Permit) -Permit to Take Water (PTTW) No. 6423-8XHF2

This inspection was conducted pursuant to section 81 of the Safe Drinking Water Act in order to assess compliance with the requirements of Ontario Regulation 170/03. The drinking water inspection included: physical inspections of the equipment and facilities; interviews with operating authority staff; and, a review of relevant documents from the period of July 24, 2018 to August 20, 2019 (hereafter referred to as the "inspection review period").

#### Source

- Trends in source water quality were being monitored.
- The owner had a harmful algal bloom monitoring plan in place.

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Permit To Take Water

• The owner was in compliance with all conditions of the PTTW.

A Permit to Take Water (PTTW), number # 6423-8X8HF2, was issued for the Corporation of the Town of Cobourg. For the purpose of this inspection, the Term and Conditions pertaining to the Cobourg Drinking Water System were assessed. The permit expires on October 28, 2022. The Permit identifies Lake Ontario as the source for water taking.

The permitted maximum flow rate:

Lake Ontario - 31, 177 L/minute and 31, 822 m³/day

Review of records indicate the daily flow limits were met.

#### **Capacity Assessment**

 There was sufficient monitoring of flow as required by the Municipal Drinking Water Licence or Drinking Water Works Permit issued under Part V of the SDWA.

At the time of the inspection sufficient flow meters were installed to permit the continuous measurement of the flow rates and daily volume of treated water that flows from the treatment subsystem into the distribution system in accordance with Condition 2 of Schedule C of the Licence.

 The flow measuring devices were calibrated or verified in accordance with the requirements of the MDWL issued under Part V of the SWDA.

LUSI retained the services of Franklin Empire Inc. in June 2019 to calibrate the flow meters for the System. Calibration records for the flow meters were reviewed for the inspection period.

The flow meters are being calibrated at least every year in accordance with Condition 3.0 of Schedule C of the Licence.

 The owner was in compliance with the conditions associated with maximum flow rate or the rated capacity conditions in the Municipal Drinking Water Licence issued under Part V of the SDWA.

Condition 1.1 of Schedule C of the Licence requires that the System not be operated to exceed the rated capacity of:

Cobourg Drinking Water System: 36,368 m³/day

The rated capacity was not exceeded during the inspection review period. The maximum treated flow for the inspection review period was 10,452.99 m³/day in July 2019.

 Appropriate records of flows and any capacity exceedances were made in accordance with the Municipal Drinking Water Licence issued under Part V of the SDWA.

#### Treatment Processes

• The owner had ensured that all equipment was installed in accordance with Schedule A and Schedule C of the Drinking Water Works Permit.

The Drinking Water Works Permit 137-201 outlines the equipment installed throughout the Cobourg Drinking Water System which includes the drinking water treatment plant, two elevated storage tanks with rechlorination and a booster pumping station.

During the physical inspection, a comparison between the equipment described in the permit and the equipment

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#### **Treatment Processes**

installed on site was performed. It should be noted that Tower # 2 was not inspected during the inspection as it has been offline since April 2, 2019 for repair of the interior and exterior, identified in the July 2016 Elevated Tank Remote Inspection Report, prepared by Landmark Municipal Services.

 The owner had evidence that all required Director Notifications under Condition 2.4 of Schedule B of the Drinking Water Works Permit were made during the inspection period.

During the inspection review period, one (1) Directors Notification form was prepared for the removal of 4260 litre fuel storage tank.

• The owner/operating authority was in compliance with the requirement to prepare Form 1 documents as required by their Drinking Water Works Permit during the inspection period.

Several undertakings that required the completion of a Form 1 document were conducted during the inspection review period, these include Cedar Shore Estates redevelopment and Henry Street watermain replacement. A review of records suggest that the documents were prepared in accordance with the Drinking Water Works Permit.

The owner/operating authority was in compliance with the requirement to prepare Form 2 documents as
required by their Drinking Water Works Permit during the inspection period.

During the inspection review period, two (2) Form 2 - Record of Minor Modifications or Replacements to the Drinking Water System were prepared, dated November 30, 2018 and March 14, 2019.

One Form 2 document describes the addition of a pre-treatment system using a polymer, FLOPAM AN 934 by SNF Canada. The polymer is stored in the low-lift pump room and an injection line to the clarifier was installed. The Form 2 also describes the addition of a new high lift pump (HLP#5), variable speed, rated at 180 L/s at a TDH of 67 m.

The other Form 2 document prepared describes the replacement of the backflow preventer for the bulk water system in the Pump House.

The Form 2 documents reviewed suggests that the documents were prepared in accordance with the Drinking Water Works Permit.

 Records indicated that the treatment equipment was operated in a manner that achieved the design capabilities required under Ontario Regulation 170/03 or a Drinking Water Works Permit and/or Municipal Drinking Water Licence issued under Part V of the SDWA at all times that water was being supplied to consumers.

The Procedure for Disinfection of Drinking Water in Ontario requires a drinking water system that obtains water from a raw water supply which is surface water, have a treatment process that is capable of producing water of equal or better quality than a combination of well-operated chemically assisted filtration and disinfection process would provide. This treatment must provide and overall performance with a minimum 2-log (99%) removal or inactivation of Cryptosporidium oocysts, a 3-log (99.9%) removal or inactivation of Giardia cysts and a 4-log (99.99%) removal or inactivation of viruses before water is delivered to the first consumer.

The log removal attributed to specific treatment processes at the Cobourg Drinking Water System are stated in the MDWL 137-101under Schedule E: conventional filtration and chlorination. Operational requirements are listed for each process in order to meet the log removal/inactivation stipulated.

The conventional filtration component requires: a chemical coagulant to be used at all times when the treatment plant is in operation; effective backwash procedures and continuous monitoring of the filtrate turbidity.

Primary disinfection is achieved using chlorine gas. Chlorine is injected into filtered water as it leaves the backwash well. The contact chamber is comprised of two cells that are designed to provide appropriate baffling. The contact

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#### **Treatment Processes**

tank outlet chlorine residual is used to calculate contact time.

A review of records, including backwash procedures; review of continuous monitoring data of the filtrate turbidity; logbook entries and maintenance records, suggest that the System was operated in a manner that achieved the deign capabilities required under the Procedure for Disinfection of Drinking Water in Ontario and O.Reg.170/03.

 Records confirmed that the water treatment equipment which provides chlorination or chloramination for secondary disinfection purposes was operated so that at all times and all locations in the distribution system the chlorine residual was never less than 0.05 mg/l free or 0.25 mg/l combined.

A review of records confirmed that water treatment equipment that provides chlorination for secondary disinfection purposes was operated in a manner to fulfill the requirements under clause 1-2 (2) 4 of Schedule 1, O. Reg. 170/03.

The chlorine residual is continuously monitored by SCADA at the booster station, water tower #1 and water tower #2. If additional disinfection is necessary, sodium hypochlorite can be added via an on-line pump.

A review of free chlorine residual grab samples taken form the Cobourg distribution system indicate that the free chlorine residual was great than 0.05 mg/L at all times during the inspection review period. The minimum free chlorine residual measured during the inspection review period was 0.13 mg/L in April, 2019

 Where an activity has occurred that could introduce contamination, all parts of the drinking water system were disinfected in accordance with Schedule B, Condition 2.3 of the Drinking Water Works Permit.

LUSI utilizes 'QMS-P10-Essential Supplies + Services' procedure to identify how supplies and services essential to the delivery of drinking water will meet and maintain the minimum requirements for quality and safety. The procedure outlines the required minimum quality standards to be met; verification of supplies and services. Furthermore, LUSI has developed a 'Watermain and Appurtenances Policy and Procedure' that is included with all contracts and tenders. The policy and procedure outlines all applicable regulatory requirements that must be met, such as: chemicals and materials requirements and laboratory resting requirements.

A review of 'FR315 Watermain Maintenance & Repair Report' records prepared during the inspection review period and maintenance reports for infrastructure within the System that required repair or replacement, confirms all parts of the drinking water system in accordance with a procedure listed in Schedule B, Condition 2.3 of the DWWP 137-201.

- The owner had evidence indicating that all chemicals and materials that come in contact with water within the drinking water system met the AWWA and ANSI standards in accordance with the Municipal Drinking Water Licence and Drinking Water Works Permit issued under Part V of the SDWA. LUSI provided manufacture NSF certification for all chemicals used in the treatment process during the inspection review period.
- Up-to-date plans for the drinking water system were kept in a place, or made available in such a manner, that they could be readily viewed by all persons responsible for all or part of the operation of the drinking water system in accordance with the DWWP and MDWL issued under Part V of the SDWA.

At the time of the inspection, plans and drawings were last updated August, 2019 and available for review.

#### **Treatment Process Monitoring**

 Primary disinfection chlorine monitoring was conducted at a location approved by Municipal Drinking Water Licence and/or Drinking Water Works Permit issued under Part V of the SDWA, or at/near a location where the intended CT has just been achieved.

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#### **Treatment Process Monitoring**

Primary disinfection chlorine monitoring is conducted at the end of the chlorine contact chamber via an online chlorine analyser.

 Operators were aware of the operational criteria necessary to achieve primary disinfection within the drinking water system.

Interview with operators and review of documents confirm that operators at the Cobourg Water Treatment Plant have been trained and are aware of the necessary operational criteria necessary to achieve and maintain primary disinfection within the drinking water system.

· Continuous monitoring of each filter effluent line was being performed for turbidity.

The Cobourg Drinking Water System consists of two dual-media gravity filters. The filters consist of a 600 mm layer of granular activated carbon (GAC), on top of a 150 mm thick layer of silica sand. Filter time and turbidity are monitored by SCADA, filter backwash is initiated based on run time and effluent water turbidity.

During the inspection review period, monthly average turbidity was consistently 0.02 NTU for Filter #1 and 0.01 NTU for Filter #2.

The secondary disinfectant residual was measured as required for the distribution system.

LUSI operators collect an average of seven free chlorine and total chlorine residual samples each week within the distribution system.

Furthermore, secondary disinfection residual is measured using three continuous analysers located at the Ewart Street Booster Pumping Station, Zone 1 and Zone 2 Elevated tanks and recorded and reviewed on SCADA.

• Operators were examining continuous monitoring test results and they were examining the results within 72 hours of the test.

The System is inspected on a daily basis by a licenced operator to monitor the process, perform operational duties, maintenance and respond to customer concerns. The System is equipped with a SCADA system that continuously monitors process parameters. Daily checks include reviewing the previous 24 hour SCADA trending.

The SCADA system is equipped with an auto-dialler that has been programmed to contact the answering service or LUSI personnel whenever conditions deviate from the program setting.

 All continuous monitoring equipment utilized for sampling and testing required by O. Reg.170/03, or Municipal Drinking Water Licence or Drinking Water Works Permit or order, were equipped with alarms or shut-off mechanisms that satisfy the standards described in Schedule 6.

At the time of the inspection, the continuous analyser alarms provided were:

Contact Chamber Effluent: Upper limit - 3.5 mg/L Lower Limit - 1.0 mg/L

Filter Effluent Turbidity: 0.3 NTU

• Continuous monitoring equipment that was being utilized to fulfill O. Reg. 170/03 requirements was performing tests for the parameters with at least the minimum frequency specified in the Table in Schedule 6 of O. Reg. 170/03 and recording data with the prescribed format.

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#### **Treatment Process Monitoring**

All continuous analysers were calibrated, maintained, and operated, in accordance with the manufacturer's
instructions or the regulation.

LUSI staff utilize procedure 'QMS-D08-Instrument Calibration' which contains a lit of instruments that are calibrated in-house by LUSI operators and externally by a third-party contractor.

Review of records indicate that turbidity readings from online turbidimeters at the Treatment Plant are verified monthly and online chlorine analysers are verified against portable chlorine analysers on a regular basis.

Calibration and verification of continuous analysers was completed in June 2019 by Nichol Water Services. Calibration and verification of flow meters was completed in June 2019 by Franklin Empire.

#### Process Wastewater

 The process wastewater and residual solids/sludges were treated, handled and disposed of in accordance with the design requirements approved under the Drinking Water Works Permit and the Municipal Drinking Water Licence.

The Cobourg Drinking Water System is equipped with two waste tanks located in the pumphouse. Process wastewater consists of water from the clarifier sludge blowdown and filter backwash water. The level of wastewater in the waste tanks is monitored via SCADA. Only one waste tank operates at a time, once the "duty" tank has reached its maximum operating level, the waste tank inlet valve is closed and the settling process begins. Once settling has been achieved, the supernatant pump starts and directs supernatant to Lake Ontario, turbidity and suspended solids are continuously monitored. Settled sludge is directed to the sewage lift station and pumped to the local sanitary sewer system.

• The process wastewater discharge monitoring program and discharge quality complied with requirements established in the Municipal Drinking Water Licence Issued under Part V of the SDWA.

Section 4.2, 4.3 and 4.4 of Schedule C of the MDWL 137-101prescribes that the collection and analysis of process wastewater discharged to Lake Ontario.

Table 7 of Section 4.4 of Schedule C of the MDWL prescribes monthly composite samples of wastewater and analysis of suspended solids (TSS). Section 1.5 of Schedule C prescribes that the annual average concentration of Total Suspended Solids shall not exceed 25 mg/L.

Records provided for the inspection review period indicate that the System monitors TSS using monthly composite grab samples.

The annual average concentration of TSS in 2018 was 2.25 mg/L.

#### **Distribution System**

- The owner had up-to-date documents describing the distribution components as required.
- · There is a backflow prevention program, policy and/or bylaw in place.

The Town of Cobourg By-Law No. 049-2011 'Regulation of Water Supply', section 8 speaks to cross connections and backflow prevention.

During the inspection review period, the Water Systems Supervisor indicated that a By-Law for Northumberland County is in draft form.



#### **Distribution System**

• The owner had a program or maintained a schedule for routine cleanout, inspection and maintenance of reservoirs and elevated storage tanks within the distribution system.

The Cobourg Drinking Water System consists of two (2) elevated storage tanks; a two-celled reservoir and a high lift clear well.

Section 7 of the Cobourg Water Treatment Plant draft operations manual speaks to maintenance of the reservoir, however it does not specify a frequency. In July 2018, LUSI retained Greatario Services to perform cleaning on the two-celled reservoir. The report indicates cell#1 was cleaned and in good overall condition. Cell #2 was unable to be cleaned remotely due to piping interfering with the access below the access hatch.

A maintenance schedule has not been included in Section 9 of the operations manual for the towers. LUSI retained Landmark Municipal Servicers in November 2016 and June 2018 to inspect Tower #1. In July 2016, Landmark was retained to inspect Tower #2. In April 2019, Tower #2 was drained and taken offline to remove and replace the internal lining.

For all other storage structures, LUSI staff utilize a document titled 'LT Infrastructure Tracking - Cobourg'. The tracking tool is maintained by the Water Compliance Coordinator and includes details pertaining to the routine cleanout of the elevated storage tanks, reservoir and high lift clear well as well as frequency of inspection, contractor recommendations and corrective actions.

#### The owner had implemented a program for the flushing of watermains as per industry standards.

LUSI has implemented an annual flushing program, last completed in Spring 2018 and utilize SOP-HYD-007 'Annual Flushing'. Areas known to have older mains are directionally flushed to achieve optimal results.

Hydrant flushing records were provided for review Operators identify the hydrant asset number and record the follow: date; location; start/stop time; turbidity; free chlorine; operator performing the flushing and any comments regarding the condition or the accessibility of the hydrant.

Due to repair, Tower #2 was taken offline in April 2019, therefore annual flushing was not performed in Spring 2019.

 Records confirmed that disinfectant residuals were routinely checked at the extremities and "dead ends" of the distribution system.

During annual flushing, the distribution system is flushed and disinfectant residuals are monitored and recorded at dead end extremities.

- A program was in place for inspecting and exercising valves.
- There was a program in place for inspecting and operating hydrants.

Hydrant inspection and maintenance is performed during annual flushing.

There was a by-law or policy in place limiting access to hydrants.

The Town of Cobourg utilizes By-Law 049-2011 to enforce hydrant use and maintenance.

Section 6 of By-Law 049-2011 requires that no person, except for the certified operators of the Operating Authority shall operate a hydrant, except in an emergency when the authorized personnel of the Town of Cobourg Fire Department shall have the right to operate a hydrant.

The owner was able to maintain proper pressures in the distribution system and pressure was monitored to
alert the operator of conditions which may lead to loss of pressure below the value under which the system

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#### **Distribution System**

#### is designed to operate.

The water distribution system consists of approximately 139 kilometers of water main that carry treated water to the consumer. The distribution system is separated into two (2) pressures zones (Zone 1 and Booster Station -Zone 2) to maintain pressure between 50 psi and 90 psi.

Treated water is directed from the treatment plant to Zone 1 distribution system and Tower #1. Zone 2 pressure is provided via the Booster Station and Towner #2. The Booster Station, located at 9 Ewart St., draws water from Zone 1 and boosts the distribution pressure in Zone 2 and maintains the level in Tower #2. A pressure reducing valve (PRV) located at the Booster Pumping Station links the Zone 2 distribution network to the Zone 1 distribution network. Pressure is continuously monitored via SCADA at the high lift pumps, the booster station and at Tower #2. In the event pressure in Zone 1 distribution network falls below 40 PSI, the PRV automatically opens and provides Zone 1 with water from Zone 2.

LUSI utilizes procedure CRP05 -System Pressure to respond to system pressure alarms.

System pressure critical alarms:

Tower 1: Upper Limit - 4.75 m; Lower limit - 2.0 m

Tower 2: Upper Limit - 76.1 psi (525 kPa); Lower limit - 63.8 psi (440 kPa)

Booster Station

-Discharge: Upper Limit - 94.3 psi (650 kPa); Lower limit - 58 psi (400 kPa) -Suction: Upper Limit - 72.5 psi (500 kPa); Lower limit - 32.6 psi (225 kPa)

The donor had an agreement with a receiver system, and the agreement satisfied the requirements
prescribed by subsection 5(4) under O. Reg. 170/03.

The Cobourg Drinking Water System and the Hamilton Township Drinking Water System have a written agreement under O.Reg.170/03 Section 5(4)(b) stating that the Hamilton Township Subsystem will be operated as an extension of the Cobourg Distribution System.

 The donor had provided an Annual Report to the receiver stand alone distribution system(s) connected to this system.

#### **Operations Manuals**

- Operators and maintenance personnel had ready access to operations and maintenance manuals.
- The operations and maintenance manuals contained plans, drawings and process descriptions sufficient for the safe and efficient operation of the system.
- The operations and maintenance manuals met the requirements of the Drinking Water Works Permit and Municipal Drinking Water Licence issued under Part V of the SDWA.

#### Logbooks

Logbooks were properly maintained and contained the required information.

The System is inspected daily by an operator. During each visit the operator inspects all treatment processes, reviews trending, performs daily sampling and ensures all equipment is in proper operation. All site visits are documented on the daily operational log sheets and in the facility logbook and include details such as the operators

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#### Logbooks

first and last name; check for OIC; shift period; time of activity and details of operational activities.

- Records or other record keeping mechanisms confirmed that operational testing not performed by continuous monitoring equipment was being done by a certified operator, water quality analyst, or person who suffices the requirements of O. Reg. 170/03 7-5.
   Based on the review of records during the inspection review period, it appears that only certified operators
- performed operational tests.
  For every required operational test and every required sample, a record was made of the date, time, location, name of the person conducting the test and result of the test.
- The operator-in-charge ensured that records were maintained of all adjustments made to the processes within his or her responsibility.
- Logs or other record keeping mechanisms were available for at least five (5) years.

#### Contingency/Emergency Planning

- Spill containment was provided for process chemicals and/or standby power generator fuel.
- Clean-up equipment and materials were in place for the clean up of spills.
- Standby power generators were tested under normal load conditions.

#### Security

- All storage facilities were completely covered and secure.
- Air vents and overflows associated with reservoirs and elevated storage structures were equipped with screens.
- The owner had provided security measures to protect components of the drinking water system.

#### **Consumer Relations**

 The owner and/or operating authority undertook efforts to promote water conservation and reduce water losses in their system.

The Town of Cobourg enforces By-Law 049-2011 to regulate the supply and use of water within the Town.

The By-Law describes no personal discharge or permit the discharge of water upon land between the hours of 5:00 am and 8:00 am and between the hours of 7:00 pm and 10:00 pm for the months of June, July and August. The Bylaw outlines an even numbered address may use water outdoors on even numbered days and an odd numbered address may use water outdoors of June, July and August.

#### **Certification and Training**

#### The overall responsible operator had been designated for each subsystem.

Subsection 23(1) of O. Reg. 128/04 "Certification of Drinking-Water System Operators and Water Quality Analysts"

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#### **Certification and Training**

states that a municipal residential drinking water system must have a designated overall responsible operator (ORO). The ORO shall be an operator who holds a certificate for that type of subsystem (e.g. water distribution subsystem) and that is of the same class or higher than the class of that subsystem.

LUSI established procedure MS-P08- 'Operator Duties' to ensure that the designation of the Overall Responsible Operator (ORO) is clearly defined and documented. LUSI appoints the Manager of Water Systems as the ORO for the Cobourg Drinking Water System. Operators identify the ORO in the logbook each day of the year during daily system checks.

The Cobourg Drinking Water Treatment Plant is classified as a Water Treatment Subsystem Class 3 and Water Distribution Subsystem Class 3. During the inspection review period, Larry Spyrka, Manager of Water Systems possessed a Water Distribution and Supply Subsystem Class 3 certification that expires on May 3, 2020 and a Water Treatment Subsystem Class 3 certificate that expires on October 31, 2020.

During the inspection review period, the ORO and alternates possessed the appropriate operator certificates to serve in this capacity.

#### Operators-in-charge had been designated for all subsystems which comprised the drinking water system.

LUSI designates all operators with the exception of Operators in Training as Operator in Charge (OIC). The OIC is identified each day in the daily logbook.

- All operators possessed the required certification.
- Only certified operators made adjustments to the treatment equipment.
- An adequately licenced operator was designated to act in place of the overall responsible operator when the overall responsible operator was unable to actr

Section 3.1 of QMS-P08-'Operator Duties' states that if the designated ORO is absent or unable to act, an alternate ORO will be appointed. The Supervisor of Water Systems is identified as the alternate ORO for all individual subsystems operated by LUSI.

The Supervisor of Water System, Shawn Bolender, holds a Water Distribution and Supply Subsystem Class 3, valid through January 3, 2021 and a Water Treatment Class 2 valid through July 31, 2020.

#### Water Quality Monitoring

All microbiological water quality monitoring requirements for raw water samples were being met.

Section 10-4 of Schedule 10 of O.Reg.170/03 requires the owner or operating authority of the drinking water system shall ensure that a water sample is taken at least once every week from the drinking water system's raw water, before any treatment is applied to the water and is tested for E.coli and total coliforms.

Raw water samples are collected weekly.

All microbiological water quality monitoring requirements for distribution samples were being met.

Schedule 10, Section 10-2 of O.Reg.170/03 indicates that at least eight distribution samples plus one additional distribution sample for every 1,000 people served by the system are to be taken each month with at least one sample being taken each week.

The population served, based on service connections, is approximately 19,544, indicating twenty-seven (27) samples are to be taken each month and tested for E.coli and total coliform, with at least 25% of those also being

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#### Water Quality Monitoring

tested for heterotrophic plate count (HPC).

Distribution sample results reviewed for the inspection review period indicated that seven (7) samples were collected each week.

#### All microbiological water quality monitoring requirements for treated samples were being met.

Section 10-3 of Schedule 10 of O. Reg. 170/03 requires that the Owner of a drinking water system and the Operating Authority for the system ensure that a water sample is taken at least once every week and tested for E. coli, total coliforms and general bacteria population expressed as colony counts on a heterotrophic plate count.

A review of sample records provided during the inspection period indicates that one treated water sample was collected from the System each week.

 All inorganic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Section 13-2 (1) of Schedule 13 of O. Reg. 170/03 states that the owner of a large municipal drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water. The owner shall ensure that each of the samples taken is tested for every parameter set out in Schedule 23.

Samples for Schedule 23 inorganic parameters were analyzed on January 7, 2019.

 All organic water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Section 13-4 (1) of Schedule 13 of O. Reg. 170/03 states that the owner of a large municipal drinking water system and the operating authority for the system shall ensure that at least one water sample is taken every 36 months, if the system obtains water from a raw water supply that is ground water. The owner shall ensure that each of the samples taken is tested for every parameter set out in Schedule 24.

Samples for Schedule 24 organic parameters were analyzed on January 7, 2019.

 All haloacetic acid water quality monitoring requirements prescribed by legislation are being conducted within the required frequency and at the required location.

Schedule 13-11 of O. Reg. 170/03 requires the owner of a drinking water system that provides chlorination or chloramination and the operating authority for the system shall ensure that at least one distribution sample is taken in each calendar quarter, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of haloacetic acids.

Results provided by LUSI indicate that sampling was conducted every three months as required.

 All trihalomethane water quality monitoring requirements prescribed by legislation were conducted within the required frequency and at the required location.

Section 13-6 of Schedule 13 of O. Reg. 170/03 requires that the owner of a drinking water system that provides chlorination and the operating authority for the system ensure that at least one distribution sample is taken every three months, from a point in the drinking water system's distribution system, or plumbing that is connected to the drinking water system, that is likely to have an elevated potential for the formation of trihalomethanes. Each sample shall be tested for trihalomethanes.

Results provided by LUSI indicate that sampling was conducted every three months as required.

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#### Water Quality Monitoring

 All nitrate/nitrite water quality monitoring requirements prescribed by legislation were conducted within the required frequency for the DWS.

Section 13-7 of Schedule 13 of O. Reg. 170/03 requires that the owner of a drinking water system and the operating authority for the system ensure that at least one water sample is taken every three months and tested for nitrate and nitrite.

Results provided by LUSI indicate that sampling was conducted a minimum of every three months.

 All sodium water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Section 13-8 of Schedule 13 of O. Reg. 170/03 requires that the owner of a drinking water system and the operating authority for the system ensure that at least one water sample is taken every 60 months and tested for sodium.

Results provided by LUSI indicate that sampling was last completed January 12, 2015.

 All fluoride water quality monitoring requirements prescribed by legislation were conducted within the required frequency.

Section 13-9 of Schedule 13 of O. Reg. 170/03 requires that the owner of a drinking water system and the operating authority for the system ensure that at least one water sample is taken every 60 months and tested for fluoride.

Results provided by the LUSI indicate that sampling was last completed January 12, 2015.

- The owner ensured that water samples were taken at the prescribed location.
- All sampling requirements for lead prescribed by schedule 15.1 of O. Reg. 170/03 were being met.

Records reviewed indicate that sampling for lead, pH and alkalinity was completed on September 17, 2018. On March 26, 2019, samples were collected and tested for alkalinity and pH.

- Records confirmed that chlorine residual tests were being conducted at the same time and at the same location that microbiological samples were obtained.
- The owner indicated that the required records are kept and will be kept for the required time period.

#### Water Quality Assessment

 Records showed that all water sample results taken during the inspection review period did not exceed the values of tables 1, 2 and 3 of the Ontario Drinking Water Quality Standards (O.Reg. 169/03).

#### **Reporting & Corrective Actions**

• Corrective actions (as per Schedule 17) had been taken to address adverse conditions, including any other steps that were directed by the Medical Officer of Health.

On April 1, 2019, an adverse water quality incident (AWQI) was reported due to a Category 2 watermain break. LUSI immediately contacted the Haliburton Kawartha Pine Ridge (HKPR) Health Unit and Spills Action Centre to report the watermain break that occurred in an industrial area. The HKPR Health Unit issued a boil water advisory for the commercial building located within the industrial area. Corrective actions were followed and the watermain break was repaired. The boil water advisory was rescinded on April 15, 2019.

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#### Reporting & Corrective Actions

- All required notifications of adverse water quality incidents were immediately provided as per O. Reg. 170/03 16-6.
- All required written notices of adverse water quality incidents were provided as per O. Reg. 170/03 16-7.
- In instances where written notice of issue resolution was required by regulation, the notice was provided as per O. Reg. 170/03 16-9.
- Where required continuous monitoring equipment used for the monitoring of chlorine residual and/or turbidity triggered an alarm or an automatic shut-off, a qualified person responded in a timely manner and took appropriate actions.

A review of continuous monitoring records and logbooks suggest that when an alarm or automatic shut-off devices was triggered that a certified operator responded and took appropriate actions.

- When the primary disinfection equipment, other than that used for chlorination or chloramination, has
  failed causing an alarm to sound or an automatic shut-off to occur, a certified operator responded in a
  timely manner and took appropriate actions.
- The Annual Report containing the required information was prepared by February 28th of the following year.
- Summary Reports for municipal council were completed on time, included the required content, and were
  distributed in accordance with the regulatory requirements.
   Schedule 22 of O.Reg.170/03 requires the owner of a drinking water system to ensure that, not later than March 31
  of each year, a report is prepared for the preceding calendar year and is given to members of the municipal council.

The Summary Report was delivered to the Town of Cobourg on February 14, 2019.

All changes to the system registration information were provided within ten (10) days of the change.



#### NON-COMPLIANCE WITH REGULATORY REQUIREMENTS AND ACTIONS REQUIRED

This section provides a summary of all non-compliance with regulatory requirements identified during the inspection period, as well as actions required to address these issues. Further details pertaining to these items can be found in the body of the inspection report.

Not Applicable

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#### SUMMARY OF RECOMMENDATIONS AND BEST PRACTICE ISSUES

This section provides a summary of all recommendations and best practice issues identified during the inspection period. Details pertaining to these items can be found in the body of the inspection report. In the interest of continuous improvement in the interim, it is recommended that owners and operators develop an awareness of the following issues and consider measures to address them.

**Not Applicable** 

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#### SIGNATURES

Inspected By:

**Brittney Wielgos** 

Signature: (Provincial Officer) R 1. 01

Signature: (Supervisor)

Reviewed & Approved By:

**David Bradley** 

10 Review & Approval Date:

Note: This inspection does not in any way suggest that there is or has been compliance with applicable legislation and regulations as they apply or may apply to this facility. It is, and remains, the responsibility of the owner and/or operating authority to ensure compliance with all applicable legislative and regulatory requirements.

Report Generated for wielgobr on 29/10/2019 (dd/mm/yyyy) Site #: 220000825 COBOURG DRINKING WATER SYSTEM Date of Inspection: 20/08/2019 (dd/mm/yyyy)

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## APPENDIX A STAKEHOLDER APPENDIX

March 2019

# Key Reference and Guidance Material for Municipal Residential Drinking Water Systems

Many useful materials are available to help you operate your drinking water system. Below is a list of key materials owners and operators of municipal residential drinking water systems frequently use.

To access these materials online click on their titles in the table below or use your web browser to search for their titles. Contact the Ministry if you need assistance or have questions at 1-866-793-2588 or waterforms@ontario.ca.

For more information on Ontario's drinking water visit www.ontario.ca/drinkingwater



PUBLICATION TITLE	PUBLICATION NUMBER
FORMS: Drinking Water System Profile Information Laboratory Services Notification Adverse Test Result Notification	012-2149E 012-2148E 012-4444E
Taking Care of Your Drinking Water: A Guide for Members of Municipal Councils	Website
Procedure for Disinfection of Drinking Water in Ontario	Website
Strategies for Minimizing the Disinfection Products Trihalomethanes and Haloacetic Acids	Website
Filtration Processes Technical Bulletin	Website
Ultraviolet Disinfection Technical Bulletin	Website
Guide for Applying for Drinking Water Works Permit Amendments, & License Amendments	Website
Certification Guide for Operators and Water Quality Analysts	Website
Guide to Drinking Water Operator Training Requirements	9802E
Community Sampling and Testing for Lead: Standard and Reduced Sampling and Eligibility for Exemption	Website
Drinking Water System Contact List	7128E01
Ontario's Drinking Water Quality Management Standard - Pocket Guide	Website
Watermain Disinfection Procedure	Website
List of Licensed Laboratories	Website



PIBS 8990b01

# Principaux guides et documents de référence sur les réseaux résidentiels municipaux d'eau potable

De nombreux documents utiles peuvent vous aider à exploiter votre réseau d'eau potable. Vous trouverez ci-après une liste de documents que les propriétaires et exploitants de réseaux résidentiels municipaux d'eau potable utilisent fréquemment. Pour accéder à ces documents en ligne, cliquez sur leur titre dans le tableau cidessous ou faites une recherche à l'aide de votre navigateur Web. Communiquez avec le ministère au 1-866-793-2588, ou encore à waterforms@ontario.ca si vous avez des questions ou besoin d'aide.



Pour plus de renseignements sur l'eau potable en Ontario, consultez le site www.ontario.ca/eaupotable

TITRE DE LA PUBLICATION	NUMERO DE PUELICATION
Renseignements sur le profil du réseau d'eau potable Avis de demande de services de laboratoire Avis de résultats d'analyse insatisfaisants et de règlement des problèmes	012-2149F 012-2148F 012-4444F
Prendre soin de votre eau potable - Un guide destiné aux membres des conseils municipaux	Site Web
Marche à suivre pour désinfecter l'eau portable en Ontario	Site Web
Stratégies pour minimiser les trihalométhanes et les acides haloacétiques de sous-produits de désinfection	Site Web
Filtration Processes Technical Bulletin (en anglais seulement)	Site Web
Ultraviolet Disinfection Technical Bulletin (en anglais seulement)	Site Web
Guide de présentation d'une demande de modification du permis d'aménagement de station de production d'eau potable	Site Web
Guide sur l'accréditation des exploitants de réseaux d'eau potable et des analystes de la qualité de l'eau de réseaux d'eau potable	Site Web
Guide sur les exigences relatives à la formation des exploitants de réseaux d'eau potable	9802F
Échantillonnage et analyse du plomb dans les collectivités : échantillonnage normalisé ou réduit et admissibilité à l'exemption	Site Web
Liste des personnes-ressources du réseau d'eau potable	Site Web
L'eau potable en Ontario - Norme de gestion de la qualité - Guide de poche	Site Web
Procédure de désinfection des conduites principales	Site Web
Laboratoires autorisés	Site Web



PIBS 8990b01



## **APPENDIX B**

## **INSPECTION RATING RECORD**

Ministry of the Environment - Inspection Summary Rating Record (Reporting Year - 2019-2020)

DWS Name:	COBOURG DRINKING WATER SYSTEM	
<b>DWS Number:</b>	220000825	
DWS Owner:	Cobourg, The Corporation Of The Town Of	
<b>Municipal Location:</b>	Cobourg	
Regulation:	O.REG 170/03	
Category:	Large Municipal Residential System	
Type Of Inspection:	Detailed	
Inspection Date:	August 20, 2019	
Ministry Office	Peterborough District	

#### Maximum Question Rating: 682

Inspection Module	Non-Compliance Rating
Permit To Take Water	0 / 12
Capacity Assessment	0 / 42
Treatment Processes	0 / 101
Process Wastewater	0 / 20
Distribution System	0/8
Operations Manuals	0 / 42
Logbooks	0 / 30
Certification and Training	0 / 49
Water Quality Monitoring	0 / 136
Reporting & Corrective Actions	0 / 109
Treatment Process Monitoring	0 / 133
TOTAL	0 / 682

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 29-OCT-19 (Inspection ID: 1-L4DMH).

Ministry of the Environment - Detailed Inspection Rating Record (Reporting Year - 2019-2020)

DWS Name:	COBOURG DRINKING WATER SYSTEM
<b>DWS Number:</b>	220000825
DWS Owner:	Cobourg, The Corporation Of The Town Of
<b>Municipal Location:</b>	Cobourg
Regulation:	O.REG 170/03
Category:	Large Municipal Residential System
Type Of Inspection:	Detailed
Inspection Date:	August 20, 2019
Ministry Office	Peterborough District

Maximum Question Rating: 682

Inspection Risk Rating 0.00%

FINAL INSPECTION RATING: 100.00%

Inspection Rating Record Generated On 29-OCT-19 (Inspection ID: 1-L4DMH).



207 Division Street, P.O. Box 577, Cobourg, ON K9A 3P6 www.lakefrontutilities.com • Tel: 905-372-2193 • Fax: 905-372-2581

November 5, 2019

FOR IMMEDIATE RELEASE

### **NEWS RELEASE**

#### Local drinking water consistently below provincial acceptable concentration of lead

In light of recent media reports, Lakefront Utility Services Inc (LUSI) wants to assure customers that local drinking water is safe. All regulatory requirements surrounding lead sampling are fulfilled and the local drinking water supply is consistently well below provincial guidelines for acceptable concentration of lead.

LUSI conducts mandatory lead sampling as a requirement of provincial regulations and all samples are analyzed by a Canadian Association for Laboratory Accreditation Inc. certified laboratory. In 2017/2018 there were over 260 random samples tested for lead with the average lead concentration being 0.2 micrograms per litre, which is well below the maximum acceptable concentration of 10 micrograms per litre, as regulated by the Ontario Drinking Water Standards.

"Public safety is a top priority and we are extremely proud of our waterworks department who are responsible for the management and delivery of safe water through the 304 kilometers of the local water systems we manage," said Dereck Paul, President and CEO of Lakefront Utilities. "The most recent inspection reports for the drinking water systems are posted on our website along with annual reports which demonstrate the ongoing provision of a safe, consistent supply of high-quality drinking water to our customers."

LUSI encourages customers to stay up to date on the safety of their drinking water. To view the annual report and compliance reports, visit the water section of our website at <a href="http://www.lakefrontutilities.com">www.lakefrontutilities.com</a>.

Lakefront Utility Services Inc. provides clean, safe water to residents of Cobourg, Colborne, Grafton and Hamilton Township. Lakefront is committed to maintaining a high level of trust, commitment and accountability by consistently delivering high quality and safe drinking water to its consumers.

-END-

For more information contact: Dereck Paul, President and CEO 905-372-2193 ext 5226 <u>dpaul@lusi.on.ca</u>



October 17 2019

Town of Cobourg Council 55 King St. West Cobourg, ON K9A 2M2

Dear Mayor Henderson and Council Members,

Upon the recommendation of Town of Cobourg staff members, we are writing to inform you that the Lions Club of Cobourg is not able to provide financial support to the 2019 Santa Claus Parade nor to any Santa Claus Parades in the foreseeable future.

As we try to meet the growing need for financial assistance in the community, the Lions Club of Cobourg has decided to redirect its funding to projects which benefit citizens more directly.

As always, Lions will be the first group of individuals to volunteer their time to help run the parade smoothly, lending working hands to the Santa Claus Parade Committee whenever needed.

Please contact us should you have any questions or concerns.

Most Sincerely,

Marshal Davis President – Lions Club of Cobourg

Cc. Dean Hustwick; Jackie Chapman Davis; Brent Larmer; Ron Wiebe

Lions Club of Cobourg, 157 Elgin Street East, Cobourg, ON K9A 1A1

Tuesday, November 5, 2019

www.hkpr.on.ca · info@hkpr.on.ca

1-866-888-4577

#### **INFORMATION TO DIGEST**

#### - With Cannabis Edibles Now Being Legal, Health Unit Urges Area Residents to 'Start Low and Go Slow' to Make Safe Choices -

With more cannabis products now legal in Canada, the local Health Unit encourages people to be safe and well-informed if deciding to use these products.

As of October 17, 2019, cannabis edibles, extracts and topicals are legal in Canada. However, people won't be able to buy these new cannabis products in licensed cannabis stores until at least mid-December. That's because, over the next 60-90 days, the federal government must first review and approve these products for public use.

"While the new cannabis products will face strict regulations given their potential health and safety risks, it's also important for local residents to be aware of what is now available and how these substances may affect them," says Catherine MacDonald, the Substances and Harm Reduction Coordinator with the Haliburton, Kawartha, Pine Ridge District Health Unit. "Just like using tobacco and alcohol, we urge people to be responsible if they choose to use any type of cannabis product. It's all about moderation... start low and go slow."

While smoking cannabis has been allowed in Canada since 2018, the additional cannabis products that became legal this fall include:

- Edibles are products containing cannabis that people can eat or drink, including beverages, candy, and baked goods. By law, these cannabis edibles can only contain a maximum of 10 milligrams of THC (tetrahydrocannabinol) per package. THC is one of the main compounds found in cannabis that can affect people's brain function and ability to think, as well as alter their mood and behaviour. It's strongly recommended that individuals new to edibles or cannabis should look at the THC content of the product and start with edible cannabis products containing no more than 2.5 mg of THC. "Taking less will let you see how you feel before eating the entire 10 mg product," MacDonald advises.
- Extracts include oils and pills that a person takes by mouth, as well as oils used with a vaporizer to inhale. Cannabis extracts taken by mouth act much like edible products. Because their effects aren't felt immediately, it's important to be patient and wait until you are comfortable with the effects before consuming more. Oils used for inhalation within a vaporizer will allow users to feel their effects more rapidly and should also be used carefully, MacDonald says.
- **Topicals** are cannabis products like ointments, oils, and creams that can be rubbed on the skin. Do not apply topical cannabis to damaged or open skin areas and be sure to wash hands after use to avoid getting any of the product in your eyes. Always follow the label for proper intended use.

MacDonald's basic advice – to 'start low and go slow' – applies to anyone using a cannabis product. Unlike smoking cannabis, eating a cannabis product takes longer to affect a person (since the body takes longer to absorb the THC from edible cannabis). Often, the full effects of cannabis edibles aren't felt until 30 minutes to four hours after consuming them. "The intoxicating effects or 'high' of eating cannabis products will also last longer, anywhere from six to eight hours," she adds. "This makes it essential to only use cannabis products in safe environments, free of responsibilities like caring for children, being in the workplace, or having to drive somewhere."

People should also be extra careful to: not confuse edible cannabis products with regular food items; store all cannabis products in their original childproof package; keep all cannabis products securely and safely stored out of the reach of children and pets; avoid using any form of cannabis with other drugs or alcohol as it can have deadly consequences; and never use cannabis if pregnant or breastfeeding. To learn more about the safe use of cannabis, visit the federal government (www.canada.ca/cannabis) or Ontario government (www.ontario.ca/cannabis) websites.

#### For media inquiries, contact:

Catherine MacDonald, Substances and Harm Reduction Coordinator, HKPR District Health Unit, 1-866-888-4577, ext. 2401.





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

## Notice of Motion Form

Printed Name: Adam Bureau

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

#### Notice of Motion for November 12th Regular Council

Subject: October Opioid Roundtable Report Back and Recommended Action for Moving Towards A Coordinated Community Response

#### Which Notice of Motion reads as follows:

That Council receive the following for information purposes:

- Summary notes from the opioid roundtable held on October 1st, 2019;
- Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy Opioid Roundtable Presentation;
- Summary notes from a conference call between Councillor Adam Bureau and Associate Minister of Mental Health and Addictions Michael Tibollo;
- Association of Municipalities of Ontario publication, "Addressing the Opioid Overdose Emergency in Ontario Municipal Recommendations for a Provincial Response"; and,
- Coroner's Report 2018: Inquest Recommendations for Bradley Chapman by Coroner's Jury

And further that Council endorse the HKLN Drug Strategy's four-pillar approach (harm reduction, prevention and education, treatment and justice and enforcement) to inform the Town of Cobourg's future role and response to the opioid crisis.

And further that Council endorse the Association of Municipalities of Ontario's recommendations for a provincial response to the opioid overdose emergency.

And further that Council direct the Interim CAO, Communications Manager and Economic Development to host a community-wide summit in partnership with Cobourg Police Service to be held in February 2020 about the opioid crisis as a way to educate and engage the public on the matter.

And further that Council consider allocating \$10,000 to support developing partnerships for a coordinated community response at the local level during 2020 budget deliberations.

And further that Council direct Staff to publish a communication piece summarizing what the Town of Cobourg is currently doing to support mental health, community safety and affordable housing.

**Council Member Signature** 

Nov 6/19

ceived on: November 6th, Zd9 4:00 P.M. Regular Cancil Meeting on Nau 12, Zo19. Regular **CLERK'S USE ONLY** Date and Time Received on: For the

1. . .

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

#### **Opioid Roundtable Summary Report**

#### Date: October 1, 2019 Time: 9am to 12pm Location: Venture13, Cobourg

The opioid crisis roundtable was initiated by Councillor Adam Bureau with attendance of representatives from Town of Cobourg, Cobourg Police Services, Cobourg Fire, Northumberland Hill Hospital, Green Wood Coalition, FOURcast, Northumberland County Council, Northumberland EMS, Northumberland County Community & Social Services, HKPR Health Unit, PARN, Haliburton, Kawartha Lakes, Northumberland (HKLN) Drug Strategy, MPP David Piccini's office and two individuals with lived experience.

The roundtable was facilitated by PARN. With an overview of the Haliburton, Kawartha, Northumberland (HKLN) Drug Strategy, the roundtable was broken into groups to discuss gaps and existing services.

Key highlights from the roundtable include;

Existing Services Identified in and around Cobourg

- Rebound Child and Youth Services
- Transition House
- Salvation Army
- Change Health Clinic
- Cornerstone
- Narcotics Anonymous/ Alcohol Anonymous
- Green Wood Coalition
- Cobourg Police Services
- M.H.E.A.R.T
- PARN
- FOURcast
- Northumberland Hills Hospital
- Northumberland Hills Hospital Community Mental Health Services
- Northumberland Community Counselling Centre
- The Help Centre
- AMO municipal recommendations for a provincial response
- Central East Local Implementation Health Network (CELHIN) & report card
- Federal
  - Substance Used and Addition Program
  - Started June 2019 additional \$55 million
- Province is providing comprehensive opioid response

Gaps in Community Support/Barriers to Accessing Support

- Lack of coordinated approach for the mental health and addiction
- Provide compassionate, empathic care for complex issue
- Not enough funded models nor response to all needs.
- Social services are operating beyond capacity lack of funding for increasing staff and program resources to enhance response
- Lack of emergency shelter
- Lack of education and skills training
- Lack of communication/public education/awareness on the issue

- Lack of interconnected transit between locations of support (Peterborough x Cobourg)
- Lack of collaboration amongst three levels of government
- Lack of 24/7 availability of services
- Drug strategies
  - Impactful but no sustained funding (HKLN Drug Strategy funding expires at the end of 2019)

Key Suggestions For A Coordinated Response Identified From Breakout Conversations

- Drop-in centre/under-one-roof model of care (pilot project) where a meal and wraparound services can be accessed
- Wider public engagement with neighbourhoods and businesses
- Coordinating table to monitor the situation and to implement plan of action
- Cost-sharing funding from three levels of government
- Mobile Crisis Unit
- 24/7 Services
- Harm reduction clinics
- Investment in youth, single parents, and families in need
- Additional M.H.E.A.R.T support
- 30 day emergency/high risk facility location for in-crisis individuals
- Support opportunities in school system
- Providing the province the needs and
- List of infrastructure resources available in the community
- Support of the four pillar approach for the HKLN Drug Strategy
- Investment in interconnected transit between locations of support
- Collaborative data sharing for informed planning and closure of gaps
  - Starting with prescribing
  - Naloxone
  - Harm reduction

NAME	COMPANY
Marcelle Johnson	Chief of Northumberland EMS
Mike Vilneff	Cobourg Fire
Shannon Murphy	Cobourg Fire
Chief Paul VandeGraaf	Cobourg Police Services
Donna Rogers	FOURcast
Nicole Whitmore	Greenwood Coalition
David Sheffield	Greenwood Coalition
Megan Deyman	HKLN
Catherine MacDonald	HKPR Health Unit
Paige Wiggans	MPP David Piccini's Office
Jennifer Gillard	NHH
Jennifer Cox	NHH
Madison Ellis	Northumberland County
Lisa Horne	Northumberland County
Sarah Tanner	Northumberland County
Bob Crate	Northumberland County Council
Kim Dolan	PARN
John Dudley	PWLE
Lorraine McCarthy	PWLE
Councillor Nicole Beatty	Town of Cobourg
Councillor Aaron Burchat	Town of Cobourg
Mayor John Henderson	Town of Cobourg
Deputy Mayor Suzanne Seguin	Town of Cobourg

Conference Call with Associate Minister Michael Tibollo Summary Report

Date: October 24, 2019 Time: 8:00am – 9:00am Location: Cobourg Community Centre, Cobourg

A conference call with Associate Minister Tibollo regarding the opioid crisis conference call was initiated by Councillor Adam Bureau; in conjunction with MPP David Piccini.

Associate Minister Michael Tibollo provided Councillor Adam Bureau and overview of how complex the mental health and addiction issue is. With gaps or lags creating fragmented and possibly unknown services. Where are the people in crisis to go?

The Ministry of Mental Health and Addictions is responsible in establishing a thorough mental health structure throughout the province of Ontario. With ten (10) different Ministry's under the umbrella of the Ministry of Health it is important in partnerships and working together in finding the gaps within municipalities and counties.

Solutions that the Province is currently working towards;

- Community Homelessness Prevention Initiative (CHPI) funding
- Cognitive Behavioral Therapy (CPT) through TeleHealth
- Drug prevention awareness model
- Creating 150 mental health workers in the school system
- Harm Reduction Clinic
- Mobile Crisis Unit MOBYSS (Mobile York South Simcoe) is travelling around York Region and South Simcoe to meet your confidential health care needs in a safe, non-judgmental environment.
- Providing services geared to specific age groups
- Coordinated
- Current, Timely, Accurate data reporting
- Providing postsecondary students in Ontario with professional counselling, system navigation and information, and well-being regarding mental health and addictions concerns.
- Investment in youth, single mothers



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# Overview 1. Need for a coordinated strategy

- 2. Opioid related harms
- Federal responses
- 4. Provincial responses
- 5. Regional/local responses
- 6. Opportunities

## **DRUG STRATEGY**

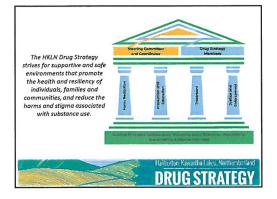


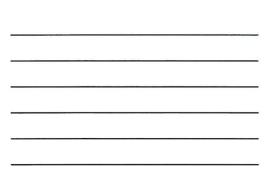
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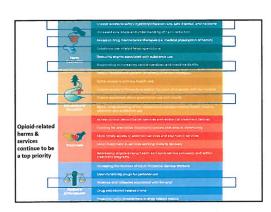
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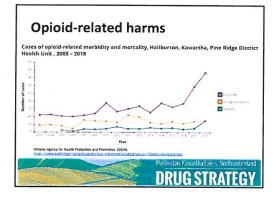


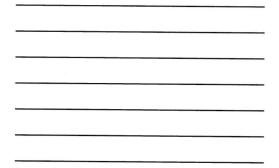


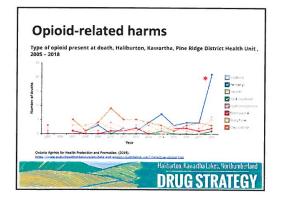




# Opioid-related harms 222 suspect drug overdose-related ED visits (includes opioid and other drugs) among HKPRDHU residents (2018). Aproximately 223 of those visits were reported at hospitals in Northumberland county. 145 confirmed opioid overdose-related ED visits reported among HKPRDHU residents 10 years and older (2018). This rate was higher than that reported for 2017 (64.4%). 29 hospitalizations reported among residents of HKPR District Health Unit for confirmed opioid related causes (2018). This rate was similar to that reported for 2017 20 deaths reported during January-September 2018. Almost 2.5 times higher for the same time period in 2021/8 deaths).



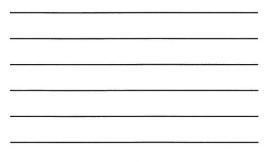






### **4-pillar impacts** 59 calls for overdose and reported 6 deaths reported by Cobourg Police (2018). They have seen an increase in 2019, with 30 calls as of June 2019, compared to 24 for the same period the previous year. • 1⁄4 (24%) of all EMS alcohol/drug-related calls for service involve opioids (2019). Susp Opio Drug /Alc Tot/

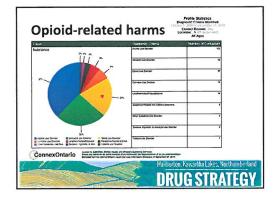
	JAN	FED	MAR	APR	MAT	JUNE	JULI	AUG	DEP	
pect oid OD	7	4	6	8	8	4	10	4	4	= 55
igs ishol	13	8	20	22	20	29	19	33	14	= 178
als	20	12	26	30	28	33	29	37	18	= 233
				Data pre	wided by N	orthumbe	rland EMS	, Septembe	r 24, 201	9)
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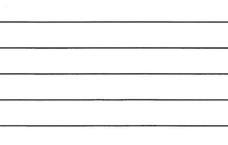


#### 4-pillar impacts

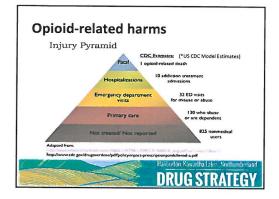
- Fourcast opioid-related data
- 52 opioid-related admissions in Cobourg from April 2018-March 2019.
   43 opioid-related admissions from April 1, 2019-September 2019
- 31 people admitted to Cobourg's CWM program identified opioids as a concern (2018-2019 fiscal year)
- Harm reduction distribution data
   PARN, HKPRDHU, Green Wood Coalition, CHC
- HKPR 2018: 3024 interactions; 201 interactions in Northumberland Naloxone distribution data
- HKPRHU lead agency and partner agencies
- In 2018: 380 people were trained and 497 kits distributed - In 2019 first quarter: 81 people were trained and 120 kits distributed

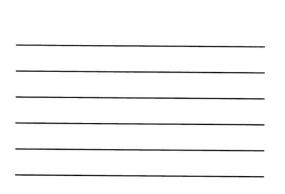






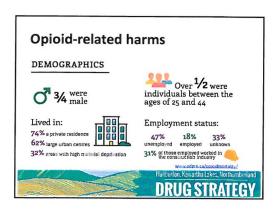
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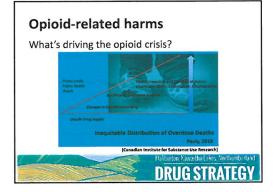


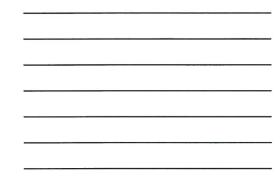


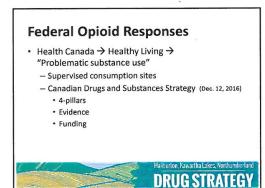
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#### Opioid-related harms CIRCUMSTANCES SURROUNDING DEATH Mearly 1/2 were alone at time of incident Almost 1/2 involved a resuscitation attempt Main and an anternet Main and Anternet Main antern

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#### **Provincial Opioid Responses: 2017**

- Ontario's Comprehensive Mental Health and Addictions Strategy (2011) MOHITC Harm Reduction Program Enhancements - Local opioid response - Naloxone distribution
- Early warning and surveillance
   Ontario's Strategy to Prevent Opioid Addiction and Overdose Appropriate Pain Management and Opioid Prescribing
   Treatment for Opioid Use Disorder
   Harm Reduction
   Surveillance and Public Reporting and Education
- The Good Samaritan Drug Overdose Act Rapid Access Addiction Medicine (RAAM) clinics
- . Health Quality Ontario Opioid Prescribing Quality



#### Provincial Opioid Responses: '18/19

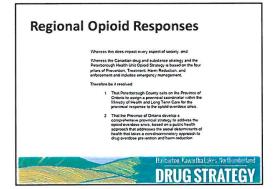
- Consumption and Treatment Services model
- Provincial government adds Associate Minister of Mental Health & Addictions
- Ontario introduced the Foundations for Promoting and Protecting Mental Health and Addictions Services Act
  - Ontario's commitment to invest \$3.8 billion over 10 years - A Mental Health and Addictions Centre of Excellence
  - Support the province's participation in the national class action lawsuit against opioid manufacturers and wholesalers.

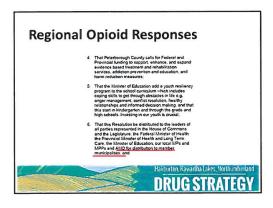
## DRUG STRATEG



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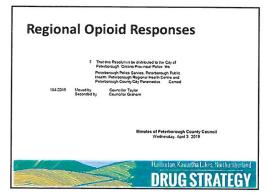
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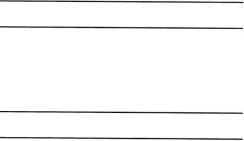
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**DRUG STRATEGY** 





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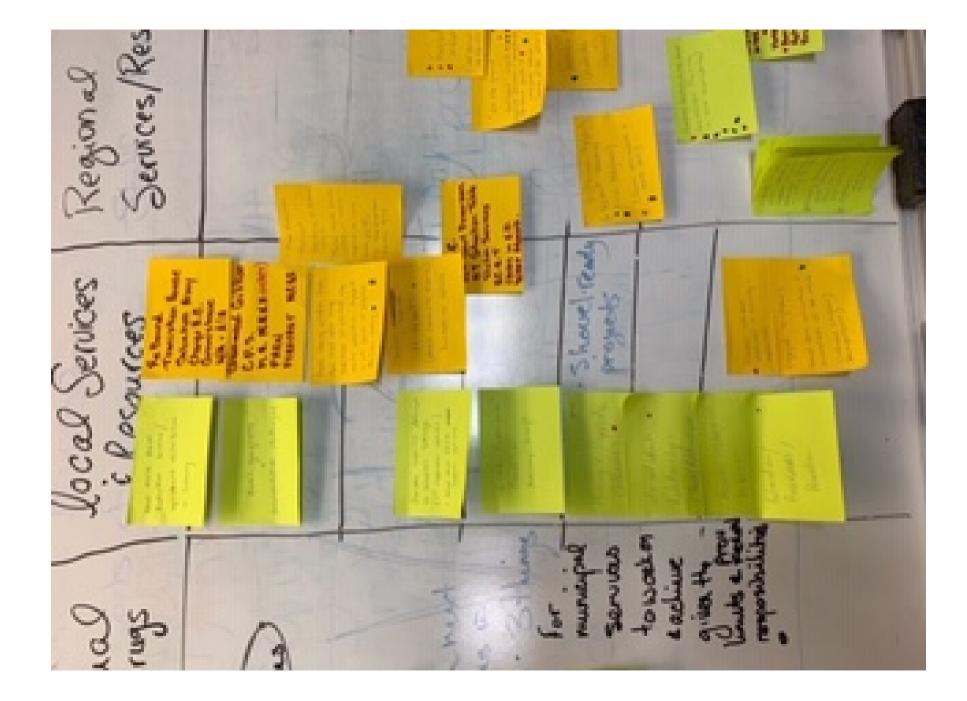
#### Opportunities

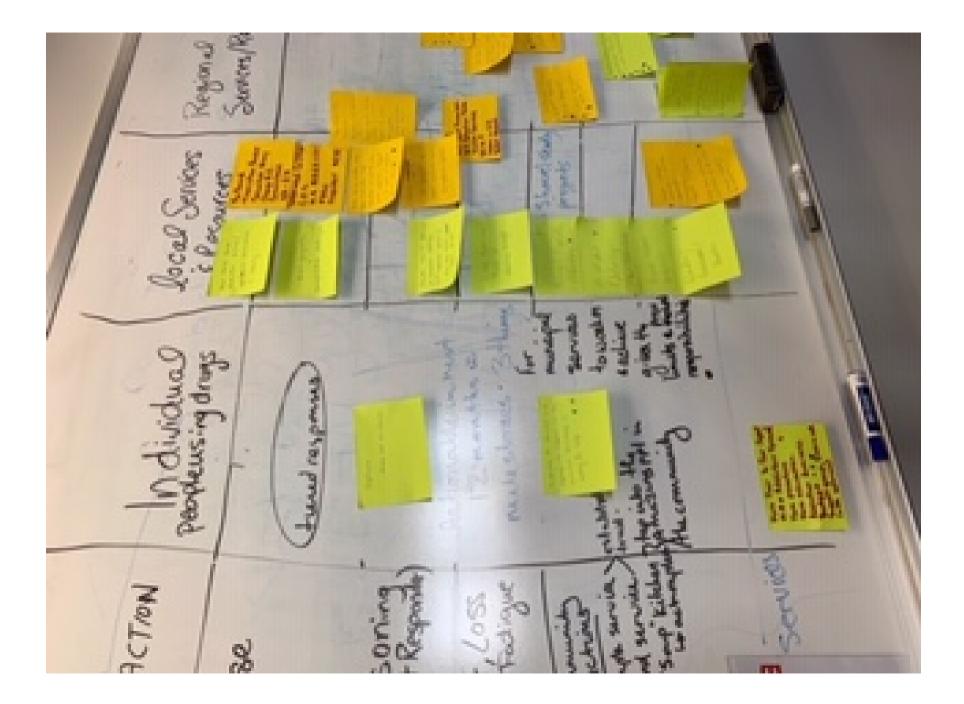
- Community Safety and Wellbeing Plans
- Ontario Health Teams
- MOHLTC Harm Reduction Program Enhancement
   HKPR District Opioid Task Force
- Evaluation of the HKPR Opioid Enhancement
- Local drug strategy
- Municipal Round Table models and other municipal approaches

Haliduarten Kawartha Lakes Northumburland DRUG STRATEGY









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# Addressing the Opioid Overdose Emergency in Ontario

Municipal Recommendations for a Provincial Response

September 4, 2019



## **Context:**

The opioid overdose emergency is affecting communities right across Ontario. Overdoses and deaths are on the rise. It is not an issue confined to a few areas. The emergency is playing out in urban, rural, northern, and remote settings. Addiction to both prescription and illegal opioids is taking a toll on individuals, families, and entire communities. The prevalence of addiction and the incidence of injuries and deaths associated with opioid use disorder have increased in recent years. Addictions are often concurrent with mental health disorders.

Municipal governments, District Social Service Administration Boards and local Public Health agencies are contributing to solutions on the ground. However, municipal services, including public health, social services, police, fire and paramedics across Ontario, are already under great pressures to keep up and combat rising opioid-related harms and death rates. Local responses to the opioid overdose emergency need provincial leadership and support. The time for action to address this health emergency is now.

With the provincial government developing a Mental Health and Addictions Strategy, there is opportunity to direct specific attention to the opioid overdose emergency through an overall drug strategy. With this in mind, the Association of Municipalities of Ontario (AMO) is providing a broad range of recommendations to inform a provincial response. These recommendations have been adopted by AMO's Board of Directors based on the advice of AMO's Health Task Force, aided by an Expert Municipal Working Group on Opioids. The membership of these groups is outlined in Appendix A and B. They included representatives from various municipal sectors involved in the local response including public health, paramedics, police, and social services.

The recommendations are as follows:

#### Initial Foundational Steps (recommended action for 2019):

- 1. That the Province publicly affirms the seriousness of the opioid overdose emergency and commit to take all necessary measures to save lives and prevent harm, including the provision of long-term funding for existing programs as well as new funding streams, where necessary.
- 2. That the Province undertakes an 'all of government' effort to develop a comprehensive provincial drug strategy that addresses the opioid overdose emergency, based on a public health approach that addresses the social determinants of health, and that takes a non-discriminatory approach to overdose prevention and harm reduction. This strategy should cascade down to guide local drug strategy development and implementation with accompanying resources so that municipalities in Ontario have comprehensive, multi-faceted, funded drug strategies in place led by dedicated local coordinators. Further, progress toward implementation should be measured with performance indicators and be evaluated for outcomes achieved.
- 3. That the Ministry of Health appoint a dedicated coordinator focused solely on the provincial response to the emergency, and tasked with building partnerships between various sectors and act as a liaison between the government and the sectors.



4. That the provincial coordinator establishes formal means to engage with all relevant stakeholders, including municipal governments, public health units, and people with lived experience in order to hear advice and feedback on new and ongoing initiatives.

#### Further Actions Based on Consultation with Stakeholders:

- 5. That the Province examines, and its ministries provide, a coordinated 'all of government' response with adequate funding to address the root causes of addiction, including housing-related factors, poverty, unemployment, mental illness, and trauma.
- 6. That the provincial coordinator undertakes a study scoping out the problem of drug misuse, documenting local responses, and identifying leading practices.
- 7. That the provincial coordinator plays a role to help municipal governments share information with each other on successful elements of drug strategies and leading practices.
- 8. That the provincial coordinator facilitates better utilization of real-time data reporting from local surveillance systems to inform and guide provincial and local responses including how to reach at-risk populations.
- 9. That the provincial coordinator develops sub-strategies based on the data for specific populations over represented among drug users, with adequate consultation with these populations. Any sub-strategy seeking to support Indigenous peoples should be developed in consultation with Indigenous communities, Indigenous service providers with relevant local service providers including municipal governments, local Public Health agencies and District Social Service Administration Boards.
- 10. That the Ministry of Health provides more funding to support, enhance and expand evidencebased consumption, treatment and rehabilitation services, addiction prevention and education, and harm reduction measures in all areas of Ontario.
- 11. That the Ministry of Health targets funding for addiction and mental health services that would assist in treating people with mental illness to reduce and/or eliminate self-medication and would provide services to help people overcome their addiction.
- 12. That the Ministry of the Solicitor General provides enhanced funding to enforce laws surrounding illicit drug supply, production, and distribution.
- 13. That the Province enhances funding for diversion programs, mobile crisis intervention teams, and further promote harm reduction approaches among police services.
- 14. That the Ministry of Health ensures there is awareness of the opioid emergency throughout the health care transformation process and ensure necessary services are available through the Ontario Health Teams, including primary care, to treat addiction.
- 15. That the Ministry of Health examines community paramedicine as a viable option to provide treatment and referral services.
- 16. That the Ministry of Health should continue work with the medical community on appropriate pain management and prescribing of opioids.



- 17. That the Ministry of Health funds a public education campaign, including on social media, to complement the efforts of individual communities.
- 18. That the provincial coordinator work with the Ministry of Education to add a healthpromoting youth-resiliency program to the school curriculum that includes coping skills to get through obstacles in life, e.g. social competence, conflict resolution, healthy relationships, and informed decision-making.
- 19. That the Ministry of Health fully funds (100%) Naloxone for all municipal first responders (paramedics, police, and fire services) and provide training in its use.
- 20. That the Ministry of Health and the Ministry of Children, Community and Social Services work together with municipal human service system managers to better link social service and health supports including to help people overcome addiction and address mental health.
- 21. That the Ministry of Health works toward a goal of establishing and maintaining 30,000 supportive housing units in the province.
- 22. That the Province advocates to the federal government for appropriate and supportive measures that will support effective provincial and local responses.



### Appendix A – AMO Health Task Force Membership

Gravdon Smith, Chair, Mayor, Town of Bracebridge Bernie MacLellan, Councillor, County of Huron, and Mayor, Municipality of Huron East Dan McCormick, CAO, Rainy River District Social Services Administration Board Donald Sanderson, CEO, West Parry Sound Health Centre Doug Lawrance, Mayor, Municipality of Sioux Lookout Gary Carr, Regional Chair, Region of Halton Jane Sinclair, General Manager, Health and Emergency Services, County of Simcoe Jesse Helmer, Councillor Ward 4, City of London Jim Pine, Chief Administrative Officer, County of Hastings Joanne Vanderheyden, Mayor, Municipality of Strathroy-Caradoc Katherine Chislett, Commissioner of Community & Health Services, Regional Municipality of York Dr. Liana Nolan, Medical Officer of Health/Commissioner, Public Health, Region of Waterloo Lisa Levin, Executive Director, AdvantAge Ontario Loretta Ryan, Executive Director, Association of Local Public Health Agencies Mabel Watt, Manager, Policy Integration, Region of Halton Nancy Polsinelli, Commissioner of Health Services, Regional Municipality of Peel Neal Roberts, Chief of Middlesex-London Emergency Medical Services Authority, and President, **Ontario Association of Paramedic Chiefs** Norman Gale, City Manager, City of Thunder Bay Penny Lynn Lucas, Councillor, Township of Ignace Peter Dundas, Chief Paramedic Services, Regional Municipality of Peel, and Ontario Association of Paramedic Chiefs Board Member (Vice-President) Dr. Robert Kyle, Commissioner and Medical Officer of Health, Regional Municipality of Durham Monika Turner, Director of Policy, Association of Municipalities of Ontario Michael Jacek, Senior Advisor, Association of Municipalities of Ontario Leslie Muñoz, Policy Advisor, Association of Municipalities of Ontario



### Appendix B – Municipal Opioids Expert Working Group Membership

Michael Jacek, Chair, Senior Advisor, Association of Municipalities of Ontario

Adrienne Jugley, Commissioner, Community Services, Region of Niagara

Brian Gibson, Deputy Chief, Peel Region Paramedic Services, Region of Peel and Ontario Association of Paramedic Chiefs

Brian Marks, Chief Administrative Officer, District of Cochrane Social Services Administration Board

Dawn McAlpine, General Manager, Community & Corporate Services, City of Barrie

Dr. Elizabeth Richardson, Medical Officer of Health, Hamilton Public Health

Esther Moghadam, Chief Nursing Officer/Director for Health Promotion, Ottawa Public Health

Greg Sage, Chief, Halton Region Paramedic Services, Region of Halton and Ontario Association of Paramedic Chiefs

Dr. Janet DeMille, Medical Officer of Health, Thunder Bay District Health Unit

Leslie Muñoz, Policy Advisor, Association of Municipalities of Ontario

Dr. Lianne Catton, Medical Officer of Health, Porcupine Health Unit

Dr. Lisa Simon, Associate Medical Officer of Health, Simcoe Muskoka District Health Unit

Loretta Ryan, Executive Director, Association of Local Public Health Agencies (alPHa)

Mark Baxter, Director, Police Association of Ontario

Melissa Hutchinson, Program Manager, Regional Municipality of Durham

Dr. Rita Shahin, Associate Medical Officer of Health, Toronto Public Health, City of Toronto

Dr. Rosana Salvaterra, Medical Officer of Health, Peterborough Public Health

Tim Farquharson, Deputy Chief of Police, Peterborough Police Service and Ontario Association of Chiefs of Police



Office of the Chief Coroner Bureau du coroner en chef

## Verdict of Coroner's Jury Verdict du jury du coroner

The Coroners Act -- Province of Ontario Loi sur les coroners -- Province de l'Ontario

We the undersigned / Nous soussignés,

of / de of / de	of	/ de Toronto	
of / de       Toronto         of / de       Toronto         of / de		/ de Toronto	
of / de       Toronto         of / de		Toronto	
the jury serving on the inquest into the death(s) of / membres düment assermentés du jury à l'enquête sur le décès de : Surmame / Nom de familie		Toronto	
Sumame / Nom de familie       Given Names / Prénoms         aged       43       heid at       25 Morton Shulman Ave., Toronto       , Ontario         à l'âge de       heid at       25 Morton Shulman Ave., Toronto       , Ontario         à l'âge de       tenue à       coroner for Ontario       , Ontario         ge du       au	of	/ de	
Chapman       Bradley John         aged       43       held at       25 Morton Shulman Ave., Toronto       , Ontario         alfage de       held at       25 Morton Shulman Ave., Toronto       , Ontario         from the       November 26       to the       December 20       20       18         By       Dr. / D'       David Eden       Coroner for Ontario         having been duly svorn/affirmed, have inquired into and determined the following:       avons fail enquête dans l'affaire et avons conclu ce qui suit :         Name of Deceased / Nom du défunt       By andley John       Coroner four l'Ontario         Bradley John       Date and Time of Dean / Date et heure du décès       August 26, 2015 at 9:10pm         Place of Death / Clause du décès       Cause of Death / Cause du décès       Cause of Death / Cause du décès         Acute Opiatel Toxicity       By what means / Circonstances du décès       Coroner four / Original signé par : Président du jury         Original signed by: Foreman / Original signé par : Président du jury       Original signed by juron / Original signé par les jurés         The verdict was received on the       20       18       Original signed by juron / Original signé par les jurés         The verdict a été requ le       Coroner (en lettres moulées)       Date Signed (yyyyymm/dd) / Date de la signature (asaa/mm/dd)	the jury serving on the inquest into the death(s) of / membres dûment asso	ermentés du jury à l'enquête sur le décès de :	
a Tâge de       tenue à         from the       November 26       to the       December 20       20       18         By       Dr. / p'       David Eden       Coroner for Ontario coroner pour l'Ontario         having been duly sworn/affirmed, have inquired into and determined the following:       avons fait enquired into and determined the following:         avons fait enquired to an l'affaire et avons conclu ce qui suit :       Name of Deceased / Nom du défunt         Date and Time of Death / Date et heure du décès       August 26, 2015 at 9:10pm         Place of Death / Lieu du décès       Toronto (General Hospital, Toronto, Ontario         Cause of Death / Cause du décès       Accident         By what means / Circonstances du décès       Accident         Original signed by: Foreman / Original signé par : Président du jury       Original signed by jurors / Original signé par les jurés         The verdict was received on the Court (Daty / Jour)       20       18         Coroner's Name (Please print) / Nom du coroner (en lettres moulées)       [Date Signed (yyy/mm/dd) / Date de la signature (aaaamm/dd)			
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The verdict was received on the Ce verdict a été reçu le       20       18         Coroner's Name (Please print) / Nom du coroner (en lettres moulées)       Date Signed (yyyy/mm/dd) / Date de la signature (aaaa/mm/dd)	Original signed by: Foreman / Original signé par : Président du jury	·····	
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Ce verdict a été reçu le (Day / Jour) (Month / Mois) Coroner's Name (Please print) / Nom du coroner (en lettres moulées) Date Signed (yyyy/mm/dd) / Date de la signature (aaaa/mm/dd)	-	Original signed by jurors / Original signé par les jurés	
	The verdict was received on the <u>20</u> day of <u>December</u> Ce verdict a été reçu le <u>(Day / Jour)</u>		
Dr. David Eden 2018/12/20			

Coroner's Signature / Signature du coroner

We, the jury, wish to make the following recommendations: (see page 2) Nous, membres du jury, formulons les recommandations suivantes : (voir page 2)



Office of the Chief Coroner Bureau du coroner en chef

## Verdict of Coroner's Jury Verdict du jury du coroner

The Coroners Act – Province of Ontario Loi sur les coroners – Province de l'Ontario

Inquest into the death of: Enquête sur le décès de :

Bradley John Chapman

#### JURY RECOMMENDATIONS RECOMMANDATIONS DU JURY

We, the jury, recommend:

1. All recipients of these recommendations should recognize the urgent nature of the opioid overdose crisis and should consider and implement recommendations with the utmost urgency.

#### I. Provincial Strategy

#### The Government of Ontario ("Ontario") should:

- 2. Assign a provincial coordinator within the Ministry of Health and Long-Term Care for the provincial response to the opioid overdose crisis.
- 3. Develop a comprehensive provincial strategy to address the opioid overdose crisis, based on a public health approach that addresses the social determinants of health that takes a non-discriminatory approach to drug overdose prevention and harm reduction.
- 4. The provincial strategy should:
  - i. Evaluate and implement harm reduction approaches using current scientific and practicebased knowledge, particularly with respect to effectiveness in prevention of opiate-related deaths;
  - ii. Research and implement programs from other jurisdictions that have been effective in reducing opiate deaths;
  - iii. Take into account the unique experience of persons who are experiencing homelessness and use drugs;
  - iv. Consider the unique challenges posed by the criminal justice setting, inherent vulnerabilities and increased risk of overdose following release from incarceration;
  - v. Comprehensively coordinate overdose response with other levels of government;
  - vi. Identify systemic social factors that can lead to overdose and other health harms related to substance uses, such as the lack of supportive housing and services for people who are experiencing homelessness;
  - vii. Devise anti-stigma/anti-discrimination training for all professional organizations (e.g. the Ontario Medical Association, the Registered Nurses' Association of Ontario, the Toronto Police Service etc.) that connect with people who use drugs and people who are experiencing homelessness.

#### II. Opioid Emergency Task Force

#### Ontario should:

5. Resume regular meetings of the Opioid Emergency Task Force ("Task Force"), within 60 days of these recommendations being issued, maintaining current membership and adding the new provincial coordinator. In addition to its existing duties, the Task Force should be asked to:

- i. Assist in the implementation of the recommendations from this inquest;
- ii. Conduct an evidence-based assessment and re-evaluation of the Consumption and Treatment Services Model that assesses potential barriers to access. In particular, the review should re-evaluate the proximity requirements; the public consultation requirement; the decision to limit the number of sites at 21 for the province; as well as the requirements regarding pathways to services. This evaluation should include consultation with people with lived experience of using drugs;
- iii. Provide input on developing a provincial opioid overdose crisis strategy;
- iv. Make recommendations for specific additional funding and resources where there is an identified shortfall, particularly in relation to: evidence-based treatment programs, withdrawal management services (e.g. detox beds), safe beds, supportive housing, harm reduction services (including number and hours of operation of Overdose Prevention Services (which includes Supervised Consumption Sites, Overdose Prevention Sites, and Consumption and Treatment Services); trauma support for harm reduction workers, people who use drugs and family members impacted by the opioid overdose crisis; and data collection and analysis;
- v. Provide advice on the expansion of naloxone availability, training and distribution;
- vi. Provide standardized education to any organization, group or pharmacy that receives naloxone for distribution about the opioid overdose crisis, discrimination, and responding to overdoses;
- vii. Research and make recommendations on responses to the opioid overdose crisis shown to be effective in other jurisdictions.
- 6. Suspend the transition to the Consumption and Treatment Services model pending consultation with appropriate stakeholders on this model, including front line workers and people with lived experience who have used drugs. Existing Supervised Consumption Sites and Overdose Prevention Sites should continue to receive funding until consultation is completed and a new model (if any) is fully implemented. Existing Supervised Consumption Sites and Overdose Prevention Sites should be 'grandfathered' into the new model (if any).
- Consider and address the risks posed by stigma, discrimination, and NIMBYism ("Not in my Backyard") in assessing the extent to which community support plays a role in any decisions regarding an application to establish a Consumption and Treatment Service or other harm reduction services.

#### III. Public Awareness

#### Ontario should:

- Conduct a public awareness campaign across multiple media platforms, which should involve consultation of people with lived experience who have used drugs and experienced homelessness, with respect to:
  - i. The opioid overdose crisis and steps being taken to address it;
  - ii. The stigma and discrimination against people who use drugs and/or are experiencing homelessness;
  - iii. Encouraging First Aid training and assistive behaviours in possible overdose situations, including broader availability and use of naloxone;
  - iv. Using 911 to request ambulance rather than police in cases of clear overdose situations;
  - v. Good Samaritan legislation to encourage people to respond appropriately to overdose without fear of being charged with drug possession;
  - vi. Use Coroner's data in the public awareness campaign to highlight the number of Ontarians lost to the opioid overdose crisis;
  - vii. Declare a public health emergency in relation to the opioid overdose crisis.

#### IV. Drug Overdose Prevention, Harm Reduction and Homelessness in the Community

#### The Government of Canada ("Canada") should:

- 9. Consider decriminalizing the possession of all drugs for personal use and increase prevention, harm reduction, and treatment services.
- 10. Consider providing a class exemption under the Controlled Drugs and Substances Act, (similar to the class exemption currently provided to the province of Ontario for Overdose Prevention Sites), to the City of Toronto. This would allow the City of Toronto to rapidly respond to the opioid crisis by providing harm reduction services when it's needed, where it's needed.

#### Canada and Ontario should:

- 11. Engage in discussions to promote measures to reduce the unnecessary interaction of persons who use drugs with the criminal justice system.
- 12. Engage in discussions regarding the implementation of a strategy to make available a clean, legal and non-toxic opioid drug supply at Supervised Consumption Sites, Overdose Prevention Sites and other settings as may be appropriate.

#### The Chief of the Toronto Police Service should:

13. Evaluate the risk of police not attending overdose calls in consultation with Toronto Fire Services and Toronto Paramedic Services. Where possible, implement measures to address the concern that people are not calling 911 in overdose situations because of possible police attendance. In the interim, officers should be advised to use their discretion, with preference to not lay charges against persons at, or assisting with, an overdose call.

#### **Ontario should:**

14. Provide appropriate support, including possible increased funding and resourcing for:

- Harm reduction programs and services in Ontario, including comprehensive services and support for people who use drugs with multi-faceted needs such as homelessness and mental health issues;
- ii. Consider expediting the implementation of managed opioid programs (e.g. pharmaceutical heroin/diacetylmorphine and/or hydromorphone), including low barrier options, across Ontario;
- iii. Hiring, retaining and appropriately compensating community workers, including those with lived experience, to assist with overdose prevention and response, and other harm reduction initiatives;
- iv. Overdose Prevention Services to provide appropriate coverage, including hours of operation (e.g. 24 hours a day), location (e.g. where there are concentrations of overdoses) and at peak times throughout the month (e.g. cheque week);
- v. Drug checking programs to allow people to test illicit drugs for the presence of toxic contaminants, adulterants or unexpected drugs (e.g. fentanyl);
- vi. Trauma counselling for harm reduction workers, people who use drugs, and family members impacted by the opioid overdose crisis;
- vii. Ensure availability of supportive housing, detox and safe beds to meet demand including ability for probation officers and those working in or with corrections to access safe beds reserved for police.
- 15. Ensure that a standardized supply of take-home naloxone kits is available for distribution with appropriate provision of training at:
  - i. Community service providers;
  - ii. Appropriate provincial offices, such as probation and parole offices; and
  - iii. Court Houses.

- 16. Provide Corrections, Probation and Parole staff with regular, in-person training on overdose identification, prevention and response, including administering naloxone and other harm reduction supports and services.
- 17. Continue the funding to equip police officers with naloxone and ensure adequate funding to expand naloxone distribution to all frontline police officers (including training), for any jurisdiction that identifies that need.

#### The Chief of the Toronto Police Service should:

18. Equip all frontline police officers with naloxone.

#### The City of Toronto ("Toronto") should:

- 19. Appoint a dedicated lead, reporting directly to the Medical Officer of Health for Toronto, with the sole mandate to deal with overdose information, overdose response, and overdose prevention efforts. We also recommend this person have standing on the Task Force.
- 20. Establish, fund and coordinate an overdose response committee ("Committee") comprised of appropriate stakeholders, including frontline workers and people with lived experience, which should:
  - i. Coordinate existing and future services and committees currently provided by Toronto;
  - ii. Provide expert advice to Toronto in its management of the opioid overdose crisis;
  - iii. Receive timely and relevant drug overdose data (e.g. paramedic and emergency room admissions, overdoses in shelters, police response and coroner data); and publish publicly no later than the 26<sup>th</sup> day of every month;
  - iv. Assist in developing and promoting evidence-based public education resources about overdose prevention and response including bystander responsibilities, Good Samaritan legislation, and naloxone training and overdose response;
  - v. Assist in implementing Toronto's Harm Reduction Framework across shelters, social housing providers (e.g. community and supportive housing) and agencies that provide homeless services and supports, including overdose prevention and response measures;
  - vi. Review 'bad drug' reporting processes and lower technological barriers to allow for easier reporting.
- 21. Explore eviction prevention measures to assist people likely to lose their housing during a short period of incarceration.
- 22. Ensure the Toronto's Street Needs Assessment includes people who are incarcerated and who are in hospitals who may experience homelessness.
- 23. Address ways, including working with community agencies, to better measure the number of people who are incarcerated and may be experiencing homelessness upon release as part of the Toronto's Point in Time Count.
- 24. Work with Toronto Public Health to avoid overdose deaths in shelters by identifying where there might be a need in the shelter system for overdose prevention sites or services, and identify appropriate partners to provide those services at or proximate to those shelters where the need is identified. Before providing any overdose prevention services on-site at a shelter, Toronto should ensure there is no net loss of any shelter beds at any such site or in the system more generally.
- 25. Design, implement and distribute a sticker campaign that would allow all establishments with naloxone on-site to publicly display on an exterior window the availability of naloxone, which should be included in Toronto's current opioid crisis public awareness campaign.

## The Toronto Police Services Board, The Chief of the Toronto Police Service and Toronto Public Health should:

26. Improve information sharing between Toronto Police Service and Toronto Public Health by, among other things:

- i. Instituting quarterly reports by the Medical Officer of Health for Toronto on relevant public health issues, including the opioid overdose crisis;
- ii. Having a Toronto Public Health delegate sit on relevant Toronto Police Services Board advisory panels;
- iii. Having a Toronto Police Services representative sit on relevant Toronto Public Health committees; and
- iv. Having the Toronto Police Service share information relevant to the opioid overdose crisis, subject to operational constraints.

#### V. <u>Identification and Management of Individuals with Drug-Related and/or Homelessness</u> <u>Issues While Incarcerated and Transitioning Out Into the Community</u>

#### **Ontario should:**

- 27. Transfer responsibility for health care in correctional facilities from the Ministry of Community Safety and Correctional Services to the Ministry of Health and Long-Term Care.
- 28. Improve service continuity, shared accountability, and communication across systems between correctional institutions, correctional staff and health care providers, community service providers and probation and parole offices, while respecting limitations imposed by law.
- 29. Develop and implement a province-wide electronic health record for the purpose of information sharing between any provincial correctional health care professionals and any community health care system. Consent of individuals who are incarcerated should be required.
- 30. Implement the use of an electronic system to enhance communication within and between facilities, and with probation and parole officers, which should include electronic health records system, electronic forms and electronic communications platforms, such as Offender Tracking Information System.
- 31. Obtain relevant information regarding the opioid overdose crisis, including from correctional facilities and public health offices, to assist in the handling of overdose related issues at its correctional facilities, and such information should be shared with the Task Force.
- 32. Establish a case-management approach to the care of individuals who are incarcerated and have multi-faceted health needs, such as using drugs and experiencing homelessness, at all its correctional facilities from the point of intake to discharge and probation. The individual's needs in the correctional facility should be managed by an Ontario employee who should:
  - i. Compile relevant information from appropriate individuals (e.g. health care, operations and social work);
  - ii. Coordinate seamless transition back into the community by liaising with appropriate individuals and services (e.g. probation officers, community agencies, shelters, etc.) to establish a discharge plan, which addresses factors such as access to safe housing; income and food security; continuity of health care, mental health and addiction services; harm reduction services; and links with community services and supports;
  - iii. Engage with individuals as an advocate for their needs where appropriate.

33. Improve health care for people who are incarcerated, including those who use drugs, by providing:

- i. Better access to mental health and addiction services, including upon admission;
- ii. Increased privacy for inmates during the initial health care interview and during provision of health care;

- iii. Comprehensive and timely assessment by a primary care provider;
- Access to harm reduction services, withdrawal management, opioid substitution, addiction treatment services and overdose prevention (e.g. naloxone) on admission into custody and throughout the course of an individual's incarceration;
- v. Ensure naloxone availability throughout the entire correctional facility to maximize overdose prevention efforts;
- vi. Coordinate access to similar services when the individual is transitioning back into the community;
- vii. Corrections-specific training for health care staff noting the uniqueness of providing health care in a corrections environment.

34. Ensure planning for discharge from a correctional facility, including:

- i. Conducting a comprehensive and timely assessment of each individual's needs upon admission and making this assessment accessible for use in discharge planning. The assessment should be conducted in a manner that respects the privacy of the individual while maintaining the safety and security of the healthcare staff;
- Allowing community organizations to use technology (e.g. Skype and video conferencing), to connect and establish relationships with persons who are incarcerated before they are released;
- iii. Commencing application procedures for programs and services in the community;
- iv. Seeking access to housing;
- v. Continuity of health care, including primary care and addiction services;
- Vi. Offering harm reduction supplies, such as take-home naloxone kits, to everyone discharged from incarceration whether from court or a correctional facility, and providing those supplies to anyone who wants them;
- vii. Providing links to community services and supports;
- viii. Completion of an electronic discharge check list;
- ix. Coordinating with appropriate agencies, such as the John Howard Society of Toronto, regarding an individual's expected release date and time, when possible;
- x. Providing information, upon release, about harm reduction services, including the increased risk of overdose post-incarceration, bad drugs, local overdose prevention services and the local opioid overdose crisis.
- 35. Conduct regular meetings between the Toronto South Detention Centre and community agencies to improve communication.
- 36. Provide ongoing and sustainable funding to the John Howard Society of Toronto Reintegration Centre (or other organizations that provide similar services), to support its work connecting people leaving custody with information and services to meet their needs.
- 37. Provide appropriate, affordable and sufficient space for the John Howard Society of Toronto Reintegration Centre within very close proximity to the Toronto South Detention Centre.
- 38. Provide community service agencies, such as the John Howard Society of Toronto, with space in courthouses to assist persons released directly from court.
- 39. Develop transitional housing spaces with intensive case management specifically for people leaving custody with no fixed address.
- 40. Track information on the number of individuals released from incarceration who are experiencing homelessness and share this information with appropriate ministries and municipalities, relevant community partners and the Task Force.

- 41. Provide education and programs to raise awareness among persons who are incarcerated regarding:
  - The risk of opioid overdoses following release from incarceration, strategies to prevent overdose, recognizing the signs of overdose, and responding to suspected opioid overdoses;
  - ii. The use and availability of naloxone kits in correctional facilities and upon discharge;
  - iii. The availability of programming available in custody, including the ability to initiate opioid substitution treatment.

42. Ensure that Probation and Parole services:

- i. Provide sufficient flexibility to individuals to be able to choose the office they must attend;
- ii. Provide support and assistance to individuals in seeking and maintaining housing, including advocating for them where appropriate;
- iii. Have access to relevant information about available substance use supports, harm reduction services, including the location and hours of overdose prevention services, and communicate these to individuals as appropriate.

#### The Registered Nurses' Association of Ontario should:

43. Develop evidence-based Best Practice Guidelines to advance person-centered care for people who are experiencing homelessness, including those with mental health and addiction challenges, and guidance on implementation of a harm reduction approach to addressing drug and substance use issues within correctional facilities. These guidelines should include qualitative and quantitative evidence, as well as evidence provided by persons with lived experience.

#### VI. First Aid Awareness and Training

## Providers of First Aid Training in Ontario, including St. John Ambulance, Canadian Red Cross, and Heart and Stroke Foundation of Canada, should:

44. Ensure their standard first aid training programs and their instructors:

- i. Emphasize the primary importance of airway patency and positional safety for all ill and injured patients;
- ii. Include a specific module on how to identify and respond to an opioid overdose, including the use of stimulation and the administration of available naloxone;
- iii. Deemphasize spinal immobilization and routine spinal precautions in first aid education based on current scientific data;
- iv. Educate on the harmful effects of stigma among people who use drugs and/or experience homelessness.

#### The Chief of the Toronto Police Service should:

45. Ensure that first aid training for police officers:

- i. Covers situations and circumstances that police officers might encounter, including opioid overdoses;
- ii. Teaches that police officers are often the first on a scene and prepares officers for that eventuality;
- iii. Incorporates a module on how to recognize and respond to an opioid overdose, including the administration of naloxone taught through hands on training; and
- iv. Includes hands-on scenario training based on actual circumstances confronted by police, which can include the circumstances of this case;
- v. Is completed prior to graduation from Police College for new officers.

46. Consider the inclusion of an opioid overdose scenario in annual police judgment training.

47. Research the benefits of including portable blood oxygen monitors in police officers' first aid kits.

#### VII. Toronto Police Response to Homelessness and Persons Using Drugs

#### The Chief of the Toronto Police Service should:

- 48. Review the language used in the Service's Computer Aided Dispatch system and replace any terms identified as stigmatizing, including the use of "Drunk" as an event type. In choosing appropriate replacement language, the Chief should obtain input from subject matter experts and persons with lived experience.
- 49. Work with the Service's emergency service partners, including Toronto Paramedic Services, to develop and implement training that will optimize the information provided by police officers requesting ambulance services from a scene through dispatch. Training should include definitions on the key symptoms (e.g. unconsciousness, alertness, breathing, etc.) that need to be communicated in order to optimally dispatch ambulance services and the language best used for communicating those key symptoms.
- 50. Develop and implement training for police officers covering:
  - i. The discrimination faced by persons who use drugs and experience homelessness, which should include the participation of those with lived experience;
  - ii. The perspectives of persons who use drugs and experience homelessness, which should include the participation of those with lived experience;
  - iii. The increased risk to persons using drugs as a result of the poisoned illicit drug supply;
  - iv. The harm reduction approach to addressing the negative consequences of drug use, including the harm reduction services available to people in Toronto and, specifically, the location and hours of Overdose Prevention Services.
- 51. Investigate a process that allows police to determine whether an officer requesting ambulance service from a scene requires additional instructions for patient care, and, if so, explore implementation of industry best practice options for providing those instructions.

#### VIII. Identification of Individuals and Family Contact

#### The Chief of the Toronto Police Service should:

- 52. Develop and implement procedures for circumstances where police are involved in the identification of unidentified individuals admitted to hospital, which should include procedures related to contacting next of kin in a timely and sensitive manner.
- 53. Review and amplify procedures to ensure there are exhaustive efforts made by police to contact next of kin and consult with the assigned detective before destroying a decedent's belongings.

#### IX. Reporting on Opioid-Related Deaths

## The Office of the Chief Coroner, Ontario Forensic Pathology Service, and the Centre for Forensic Sciences should:

54. Work together to minimize the time taken for finalizing their reports in opioid overdose-related deaths, with the goal of providing high quality information on such deaths to Public Health Ontario and other recipients as early as possible.

#### X. <u>Reporting on Progress of Recommendation Implementation</u>

### The Parties towards whom these recommendations are directed should:

55. Report to the Office of the Chief Coroner and the parties to this inquest by no later than June 1, 2019, and annually for 5 years, in an open letter, regarding the progress made with respect to these recommendations.

Personal information contained on this form is collected under the authority of the *Coroners Act*, R.S.O. 1990, C. C.37, as amended. Questions about this collection should be directed to the Chief Coroner, 25 Morton Shulman Avenue, Toronto ON M3M 0B1, Tel.: 416 314-4000 or Toll Free: 1 877 991-9959. Les renseignements personnels contenus dans cette formule sont recueillis en vertu de la *Loi sur les coroners*, L.R.O. 1990, chap. C.37, telle que modifiée. Si vous avez des questions sur la collecte de ces renseignements, veuillez les adresser au coroner en chef, 25, avenue Morton Shulman, Toronto ON M3M 0B1, tél. : 416 314-4000 ou, sans frais : 1 877 991-9959.

THE CORPORATION OF THE TOWN OF COBOURG



## BY-LAW NUMBER 087-2019

#### 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 NOVEMBER 12, 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 November 12, 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 November 12, 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 November 12, 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 12<sup>th</sup> day of November, 2019.

MAYOR

MUNICIPAL CLERK

By-law No. 087–2019