

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL AGENDA
	Monday, April 29, 2019 at 6:00 P.M. Council Chambers, Victoria Hall, Cobourg

A Regular Council meeting of the Cobourg Municipal Council will be held on Monday, April 29, 2019 at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II MOMENT OF REFLECTION

III CLOSED SESSION

1. THAT Council meet in Closed Session at 5:30 P.M. prior to the Regular Council Meeting in accordance with Section 239 of the *Municipal Act, 2001* regarding:

s. 239(1)(b) Personal matters about an identifiable individual including municipal or local board employees:

1. Accessibility Advisory Committee Applications for the 2018 - 2022 Term of Council.

IV ADDITIONS TO THE AGENDA

V DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

VI ADOPTION OF MINUTES OF THE PREVIOUS MEETING

1. Adoption of the Regular Council Minutes held on Monday, April 8, 2019. 11 - 19

Action Recommended: THAT Council adopt the Minutes of the Regular Council Meeting held on April 8, 2019.

VII PRESENTATIONS

1. Shannon Murphy, Town of Cobourg Emergency Planner, regarding the upcoming activities for the Emergency Preparedness Week occurring from May 6 - 12, 2019 in the Town of Cobourg. 20 - 21

VIII DELEGATIONS

IX DELEGATION ACTIONS

X REPORTS

General Government Services

1. Committee of the Whole meeting notes held on Tuesday, April 23, 2019. 22 - 32

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on April 23, 2019 for information purposes.

2. Memo from the Treasurer/Director of Corporate Services, regarding the awarding of the contract for the Building 7- Public Works and Parks Facility Roof Deck 201 Replacement, Northam Industrial Park. 33 - 36

Action Recommended: THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes.

3. Memo from the Treasurer/Director of Corporate Services, regarding the awarding of the Elgin Street East Firehall roof replacement contract. 37 - 39

Action Recommended: THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes.

4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding an Easement Agreement with the Kawartha Pine Ridge District School Board (KPRDSB) and the Town of Cobourg for the Waterfront Boardwalk (119 Durham Street, Cobourg). 40 - 53

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an agreement with Kawartha Pine Ridge District School Board (KPRDSB) and the Town of Cobourg for an existing easement agreement to be registered on title for a portion of the Waterfront Boardwalk along the Cobourg Waterfront.

5. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Cobourg Farmers Market Agreement for lease of the Rotary Harbourfront Park, 54 - 76

Market Building and a portion of the Victoria Hall Square Parking Lot for the annual 2019 Farmers Market (Saturdays from May 4, 2019 through to December 21, 2019).

Action Recommended: THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the Rotary Harbourfront Park, Market Building and a portion of the Victoria Hall Square Parking Lot for the 2019 Farmers Market Season to be held on Saturdays from May 4, 2019 through to December 21, 2019.

XI MOTIONS

XII General Government Services

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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|
| 1. | Motion from the Committee of the Whole to approve the Town of Cobourg 2019 Water Services Capital and Operating Budgets. | 77 - 79 | |
| 2. | Motion from the Committee of the Whole to approve the draft audited financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2018. | 80 - 93 | |
| 3. | Motion from the Committee of the Whole to adopt the 2019 – 2022 Town of Cobourg Strategic Plan Components Report as amended. | 94
100 | - |
| 4. | Motion from the Committee of the Whole to approve the Poet Laureate Terms of Reference - Administration Policy. | 101
107 | - |
| 5. | Motion from the Committee of the Whole to approve the Cobourg Downtown Business Improvement Area (DBIA) 2019 Budget. | 108
109 | - |
| 6. | Motion from the Committee of the Whole regarding the Municipal Ombudsman Report relating to Complaint 03-2018. | 110 | |
| 7. | Motion from the Regular Council, awarding the Building 7 - Public Works and Parks Facility Roof Deck 201 Replacement Contract, Northam Industrial Park. | 111 | |
| 8. | Motion from the Regular Council, awarding the Elgin Street East Firehall roof replacement contract. | 112 | |

Public Works Services

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|----|-----------------------------------------------------------------------------------------------------------------------|-----|--|
| 1. | Motion from the Committee of the Whole, awarding of the Sewer Cleaner with Hydro Excavation Truck replacement Tender. | 113 | |
|----|-----------------------------------------------------------------------------------------------------------------------|-----|--|

2. Motion from the Committee of the Whole to proclaim the week of May 19 - 25, 2019 as National Public Works Week in the Town of Cobourg. 114

Protection Services

1. Motion from the Committee of the Whole, regarding a request for a Sign By-law Exemption for 1154 Division Street, Cobourg (Burger King). 115
2. Motion from the Committee of the Whole, regarding a request for a Sign By-law Exemption for 6474 – 801 William Street, Cobourg (Wendy's). 116
3. Motion from Regular Council to proclaim the week of May 6 - 11, 2019, as Emergency Preparedness Week in the Town of Cobourg. 117
4. Motion from the Regular Council Meeting to appoint members to the Accessibility Advisory Committee. 118

Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole to proclaim the month of May as 'Museum Month' in the Town of Cobourg. 119
2. Motion from the Committee of the Whole to appoint a member to the Cobourg Public Library Board. 120

XIII BY-LAWS

General Government Services

1. By-law No. 027-2019, being a by-law to amend By-law No. 008-2019 to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee, Cobourg Christmas Magic Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee as an Advisory Committee in the Town of Cobourg. 121 -
125

Action Recommended: THAT Council adopt By-Law No.027-2019, being a by-law to amend By-law No. 008-2019 to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee, Cobourg Christmas Magic Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee as an Advisory Committee in the Town of Cobourg.

2. By-law No.028-2019, being a by-law to authorize the Execution of an Easement Agreement with Kawartha Pine Ridge District School Board (KPRDSB) and the Corporation of the Town of Cobourg. 126 -
130

Action Recommended: THAT Council adopt By-Law No.028-2019, being a by-law to authorize the Execution of an Easement Agreement with Kawartha Pine Ridge District School Board (KPRDSB) and the Corporation of the Town of Cobourg.

3. By-law No. 029-2019, being a by-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Rotary Harbourfront Park, Market Building and a portion of the Victoria Hall Square Parking Lot for the 2019 Farmers Market season. 131 -
150

Action Recommended: THAT Council adopt By-Law No.029-2019, being a by-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Rotary Harbourfront Park, Market Building and a portion of the Victoria Hall Square Parking Lot for the 2019 Farmers Market season.

4. By-law No.030-2019, being a by-law to authorize the levying of tax rates and collection of taxes for the year 2019. 151 -
158

Action Recommended: THAT Council adopt By-law No.030-2019, being a by-law to authorize the levying of tax rates and collection of taxes for the year 2019.

Planning and Development Services

1. By-law No.031-2018, being a By-law to amend Zoning By-Law 85-2003 (25 James Street East and 321 John Street). 159 -
161

Action Recommended: THAT Council adopt By-law No.031-2018, being a By-law to amend Zoning By-Law 85-2003 (25 James Street East and 321 John Street).

2. By-law No.032-2019, being a by-law to adopt Amendment No. 78 to the Official Plan of the Cobourg Planning Area (25 James Street East, Trinity Housing Corporation of Cobourg). 162 -
169

Action Recommended: THAT Council adopt By-law No.032-2019, being a by-law to adopt Amendment No. 78 to the Official Plan of the Cobourg Planning Area (25 James Street East, Trinity Housing Corporation of Cobourg).

Protection Services

1. By-law No. 034-2019, being a by-law to amend By-law No. 021-2019 to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog. 170

Action Recommended: THAT Council adopt By-Law No. 034-2019, being a by-law to amend By-law No. 021-2019 to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog..

Public Works Services

1. By-law No. 033-2019, being a by-law to assume the Municipal Roads, Parkland, Walkways, Open Spaces and all works and services within Subdivision Plans 39M-864 And 39M-828 of Phase 1 and 2. 171 - 173

Action Recommended: THAT Council adopt By-Law No.033-2019, being a by-law to assume the Municipal Roads, Parkland, Walkways, Open Spaces and all works and services within Subdivision Plans 39M-864 And 39M-828 of Phase 1 and 2.

General Government Services

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

1. By-Law No.027-2019, being a by-law to amend By-law No. 008-2019 to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee, Cobourg Christmas Magic Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee as an Advisory Committee in the Town of Cobourg.
2. By-Law No.028-2019, being a by-law to authorize the Execution of an Easement Agreement with Kawartha Pine Ridge District School Board (KPRDSB) and the Corporation of the Town of Cobourg.
3. By-Law No.029-2019, being a by-law to authorize the execution of a lease agreement with the Cobourg Farmers Market for use of the Rotary Harbourfront Park, Market Building and a portion of the Victoria Hall Square Parking Lot for the 2019 Farmers Market season.
4. By-Law No.030-2019, being a by-law to authorize the levying of tax rates and collection of taxes for the year 2019.
5. By-Law No.031-2019, being a by-law to amend Zoning By-Law 85-2003 (25 James Street East and 321 John Street).
6. By-Law No.032-2019, being a by-law to adopt Amendment No. 78 to the Official Plan of the Cobourg Planning Area (25 James Street East, Trinity Housing Corporation of Cobourg).
7. By-Law No.033-2019, being a by-law to assume the Municipal Roads, Parkland, Walkways, Open Spaces and all works and services within Subdivision Plans 39M-864 And 39M-828 of Phase 1 and 2.
8. By-Law No.034-2019, being a by-law to amend By-law No. 021-2019 to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog.

Action Recommended: THAT leave be granted to introduce By-law No. 027-2019, to By-law No. 034-2019, 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.

XIV PETITIONS

XV COMMITTEE/BOARD MINUTES

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|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|
| 1. | DBIA Board of Management Minutes of March 7 and 18, 2019; Cobourg Heritage Advisory Committee Minutes of February 13, 2019; and Planning and Development Minutes of March 26, 2019. | 174
185 | - |
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Action Recommended: THAT Council receive the Local Board and Advisory Committee Minutes for information purposes

XVI CORRESPONDENCE

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|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|
| 1. | Correspondence from the Legislative Services Licensing Officer, regarding an Application for an Outdoor Patio Permit for Black Cat Cafe, 4 King Street West, Cobourg. (Protection Services) | 186
198 | - |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|

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

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|----|---------------------------------------------------------------------------------------------------------------------|------------|---|
| 2. | Resolution from the County of Northumberland, regarding the County Affordable Housing Pilot Program Interim Policy. | 199
213 | - |
|----|---------------------------------------------------------------------------------------------------------------------|------------|---|

Action Recommended: THAT Council receive the correspondence from the County of Northumberland for information purposes.

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| 3. | Resolution from the County of Northumberland, regarding Community and Safety Plan. | 214
230 | - |
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Action Recommended: THAT Council receive the correspondence from the County of Northumberland for information purposes; and

FURTHER THAT the resolution be forwarded to the Cobourg Police Services Board for information.

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| 4. | Correspondence from Haliburton, Kawartha, Pine Ridge District Health Unit, regarding the 2019 Ontario Budget, Protecting What Matters Most - Chapter 1, a Plan for the People: Modernizing Ontario's Public Health Units. | 231
262 | - |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---|

Action Recommended: THAT Council receive the correspondence from the Haliburton, Kawartha, Pine Ridge District Health Unit for information purposes.

5. Correspondence from Natasha Jacobs, Northumberland Hills Hospital Foundation, regarding the annual Wine and Ale Park Event occurring on June 27, 2019. 263 -
264

Action Recommended: THAT Council declare the 'Wine and Ale' event as an event of Municipal Significance within the Town of Cobourg.

6. Correspondence from Mike Olsen, Lions Club of Cobourg, regarding the use of a refreshment tent during the Waterfront Festival occurring June 27 - June 1, 2019. 265 -
266

Action Recommended: THAT Council declare the 'Waterfront Festival' event for the use of a refreshment tent by the Lions Club of Cobourg as an event of Municipal Significance within the Town of Cobourg.

7. Correspondence from Tom McLean, Rotary Club of Cobourg, regarding the Northumberland Ribfest occurring on August 16 - 18, 2019 in Victoria Park, Cobourg. 267 -
268

Action Recommended: THAT Council declare the 'Northumberland Ribfest' event in Victoria Park, as an event of Municipal Significance within the Town of Cobourg.

XVII NOTICE OF MOTION

1. Notice of Motion, Councillor Nicole Beatty, Coordinator of Planning and Development Services, regarding a traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings. 269

Action Recommended: THAT Council refer the Notice of Motion to the May 13th, 2019 Committee of the Whole meeting for consideration.

2. Notice of Motion, Councillor Nicole Beatty, Coordinator of Planning and Development Services, regarding the property located at 411 King Street East (Sidbrook). 270

Action Recommended: THAT Council refer the Notice of Motion to the May 13th, 2019 Committee of the Whole meeting for consideration.

3. Notice of Motion, Councillor Beatty, Coordinator of Planning and Development, regarding a licensed waterfront patio at the Cobourg Beach Canteen Courtyard. 271

Action Recommended: THAT Council refer the Notice of Motion to the May 13th, 2019 Committee of the Whole meeting for consideration.

XVIII COUNCIL/COORDINATOR ANNOUNCEMENTS

1. Members of Council presented verbal reports on matters within their respective areas of responsibility:
 - Mayor John Henderson
 - Deputy Mayor Séguin, General Government Services Coordinator
 - Councillor Beatty, Planning Services Coordinator
 - Councillor Darling, Public Works Services Coordinator
 - Councillor Chorley, Parks and Recreation Services Coordinator
 - Councillor Burchat, Protection Services Coordinator
 - Councillor Bureau, Arts, Culture and Tourism Services Coordinator

XIX 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.

10-10-17	Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)
08-13-18	Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
09-24-18	Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
09-24-18	Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
11-26-18	Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
01-28-19	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
02-19-19	Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
02-25-19	Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
03-11-19	Staff Report outlining a Town of Cobourg municipal financial support policy for projects relating to affordable housing by April 1, 2019 (CAO/Finance Department/Planning and Development Department)
03-11-19	Staff Report regarding the revision of the CIP Evaluation Committee, including its Terms of Reference by May 31, 2019
04-01-19	Legal Counsel review of the Town of Cobourg Affordable Housing Financial Support Policy and Strategy in the Town of Cobourg by April 26, 2019.
04-01-19	Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
04-01-19	Staff Report reviewing the impacts of the Traffic Study for Condo. Corp.#58-148 Third Street (Public Works)
04-08-19	Correspondence from Dorothy Pearce, regarding a Sign By-law (008-2009) exemption for 805 William Street, Cobourg (Building Department)

- 04-08-19 Staff Report responding to correspondence from Suzanne Morrow, regarding a rate exemption to the wastewater by-law no later than June 3, 2019 (Public Works Services)
- 04-23-19 CAO to develop a Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation by July 22, 2019

XX CONFIRMATORY BY-LAW

- 1. By-law No. 035-2019, being a by-law to confirm the proceedings of the Council Meeting of April 29, 2019. 272 -
273

Action Recommended: THAT leave be granted to introduce By-law No. 035-2019 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 April 29, 2019 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

XXI ADJOURNMENT

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	April 8, 2019 Council Chambers, Victoria Hall, Cobourg

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

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

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

CALL TO ORDER

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

MOMENT OF REFLECTION

ADDITIONS TO THE AGENDA

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

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

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Regular Council Minutes held on Monday, March 18, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat
THAT Council adopt the Minutes of the Regular Council meeting held on Monday,
March 18, 2019.

090-19

Carried

PRESENTATIONS

Bill Deltor, Chief of Northumberland Paramedics, regarding an introduction to the County of Northumberland's Paramedic Services, the Rural Northumberland Response Times, and the 2019 Emergency Response Vehicle Study.

B. Deltor attended the meeting on behalf of the Northumberland Paramedics to discuss information regarding the county's paramedic services, rural response times and the 2019 Emergency Response Vehicle Study. After a question and answer period, B. Deltor was excused from the meeting (6:13 P.M.).

DELEGATIONS

Dan Leeming, The Planning Partnership, regarding an update to Municipal Council on the Villages of Central Park (Rondeau) development in the Cobourg East Community Secondary Plan Area.

D. Leeming attended the meeting to provide information on the Villages of Central Park (Rondeau) development in the Cobourg East Community Secondary Plan Area. After a question and answer period, D. Leeming was excused from the meeting (6:44 P.M.).

DELEGATION ACTIONS

Delegation Action, Dan Leeming, regarding an update to Municipal Council on the Villages of Central Park (Rondeau) development in the Cobourg East Community Secondary Plan Area.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council receive the delegation from Dan Leeming for information purposes.

091-19

Carried

REPORTS**General Government Services**

Committee of the Whole meeting notes held on Monday, April 1, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau THAT Council receive the notes of the Committee of the Whole meeting held on April 1, 2019 for information purposes.

092-19

Carried

Committee of the Whole 2019 Budget Meeting Notes held on Thursday, March 14, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the notes of the Committee of the Whole 2019 Budget Meeting held on March 14, 2019 for information purposes.

093-19

Carried

Committee of the Whole 2019 Division/Department Budget Meetings Notes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the Committee of the Whole 2019 Division/Department Budget Meeting Notes for information purposes.

094-19

Carried

Planning and Development Services

Memo from the Senior Planner - Development, regarding an Application for a Site Plan Approval for 545 King Street East from D. M. Wills Associates on behalf of 1681941 Ontario Inc.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council receive the memo from the Senior Planner - Development for information purposes; and

FURTHER THAT Council refer the Application to the Planning Department for a report.

095-19

Carried

Public Works Services

Memo from the Manager of Environmental Services that Council decline the single bid received for Sanitary Sewer Line Tender (Plant #1) CO-19-01 ES.

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council respectfully decline the bid from Behan Construction for the installation of a sanitary sewer line at Water Pollution Control Plant #1 due to the bid exceeding the approved Environmental Services Capital Budget.

096-19

Carried

Arts, Culture and Tourism Services

Memo from the Community Events Coordinator, regarding the Municipal Community Event Application 'Ed's House Hike for Hospice' in support of Northumberland Hospice Care Centre.

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty THAT Council approve the Municipal Community Event Application 'Ed's House Hike for Hospice' in support of Northumberland Hospice Care Centre in Victoria Park, Cobourg on Sunday, May 5, 2019.

097-19

Carried**MOTIONS****General Government Services**

Motion from the Committee of the Whole to approve the 2019 Operating and Capital Budgets for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau WHEREAS the Committee of the Whole has considered the 2019 Town of Cobourg Operating and Capital Budget recommendations as presented at the Committee of the Whole Budget Meeting held on March 14, 2019;

AND WHEREAS Council received the "Committee of the Whole Budget Review Meeting Report" of March 14, 2019 recorded by the Municipal Clerk for information purposes at the April 8, 2019 Regular Council Meeting;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2019 Capital Budget in the amount of \$7,294,750.

AND FURTHER THAT Council approve the 2019 Operating Budget with the Municipal Levy of \$23,985,529 which represents a 3.6% increase over the 2018 Operating Budget and a 1.6% net increase after allowing for New Assessment Growth of 2.0%; and

FURTHER BE IT RESOLVED THAT Council direct staff to prepare a 2019 Tax Rate By-law for presentation to Council once the County of Northumberland have finalized their budget and the Province of Ontario have provided the 2019 Education Tax rates. Attached herewith as [Appendix 'A'](#).

098-19

Carried

Motion from the Committee of the Whole to approve the 2019 Environmental Operating and Capital Budgets for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS the Committee of the Whole has considered the 2019 Town of Cobourg Environmental Services Budget recommendations as presented at the Committee of the Whole Budget Meeting held on March 14, 2019;

AND WHEREAS Council received the "Committee of the Whole Budget Review Meeting Report" of March 14, 2019 recorded by the Municipal Clerk for information purposes at the April 8, 2019 Regular Council Meeting;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2019 Operating Budget for Environmental Services for the Town of Cobourg indicating Total Revenue of \$6,209,232 and Total Expenditures of \$3,701,361 resulting in a Net Operating Surplus of \$2,507,871 which will be transferred to the Sewer Rates Reserve; and

FURTHER BE IT RESOLVED THAT Council approve the 2019 Capital Budget for Environmental Services for the Town of Cobourg in the amount of \$1,375,000. Attached herewith as [Appendix 'B'](#).

099-19

Carried

Motion from the Committee of the Whole to appoint members to the Cobourg Public Library Board, Parks and Recreation Advisory Committee, Sustainability and Climate Change Advisory Committee and the Transportation Advisory Committee.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS the Committee of the Whole considered applications to fill the vacant positions on the Cobourg Public Library Board, Parks and Recreation Advisory Committee, Sustainability and Climate Change Advisory Committee and the Transportation Advisory Committee;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint members to the Cobourg Public Library Board, Parks and Recreation Advisory Committee, Sustainability and Climate Change Advisory Committee and the Transportation Advisory Committee. Attached herewith as [Appendix 'C'](#).

100-19

Carried

Motion from the Committee of the Whole to appoint members to the Town of Cobourg Holdings Inc. Board of Directors.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau WHEREAS the Committee of the Whole considered a report from the Town of Cobourg Holdings Inc. Nominating Committee regarding appointments to the Town of Cobourg Holding Inc. Board of Directors;

NOW THEREFORE BE IT RESOLVED that Council endorse the recommendations of the Town of Cobourg Holdings Inc. Nominating Committee and appoint:

1. David Tsubouchi, to be appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve for a three-year term commencing May 1st, 2019 and ending April 30th, 2022; and
2. Paul House, to be appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve for an initial one-year term commencing May 1st, 2019 and ending April 30th, 2020;

AND FURTHER THAT Council endorse the recommendations of the Town of Cobourg Holdings Inc. Nominating Committee and re-appoint:

1. Barry Hugh Gutteridge, to be re-appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve for a two-year term commencing May 1st, 2019 and ending April 30, 2021; and
2. Peter Chilibeck, to be re-appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve for a two-year term commencing May 1st, 2019 and ending April 30, 2021. Attached herewith as [Appendix 'D'](#).

101-19

Carried

Planning and Development Services

Motion from the Committee of the Whole, regarding the Town of Cobourg Affordable Housing Financial Support and future Affordable Housing Strategy.

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling WHEREAS the Committee of the Whole considered a memo from the Chief Administrative Officer, Director of Planning and Development, Director of Corporate Services and the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Affordable Housing Financial Support Policy and Strategy in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED that Council adopt the framework of programs and process included in the staff report and direct Staff to work collaboratively with the County of Northumberland in the implementation of the final draft incentives policy for Affordable Housing for Council consideration;

FURTHER THAT Council, subject to compliance with the provisions of and restrictions in the Ontario Municipal Act, provide Affordable Housing Assistance to Balder Corporation for 315-325 University Avenue West, Cobourg, and Trinity Housing Corporation for 25 James Street, Cobourg, in the following manner:

Balder Corporation:

- Streamline Approval Process;
- Deferral of Development Charges for Ten (10) Years; and
- A letter, issued on behalf of the Corporation of the Town of Cobourg in regards to Balder Corporation's CMHC financing application, expressing Council's intention to consider Balder Corporation's proposal for financial assistance (yet to be determined) pending the approval of a Town-wide Affordable Housing Community Improvement Plan (CIP) and subject to compliance with the provisions of and restrictions in the Ontario Municipal Act.

Trinity Housing Corporation:

- Streamlined development approvals process;
- Development Charges Grant of 50% or \$111,360.00;
- Deferral of the balance of Development Charges in the amount of \$111,360.00 for Five (5) Years;
- Grant equal to 100% of the increase in the Town's portion of property taxes for ten (10) years (TIEG) with an estimated total net present value of \$179,500.00;
- Assistance with securing County of Northumberland grant equal to the increase of property taxes for ten (10) years (TIEG); and
- Guarantee of Loan for \$330,000.00.

FURTHER THAT Council authorize preparation of a Town wide Affordable Housing Community Improvement Plan (CIP) at an estimated cost of \$65,000, as many of the programs included for financial assistance cannot be provided to For-Profit Builders and Developers due to Section 106 provisions of the Municipal Act, 2001 which does not allow for 'Bonusing';

FURTHER THAT Council direct Staff to undertake the process required to amend the Building Fees By-law (at a cost of \$5,000.00), the Parkland Dedication By-law, and the Tariff of Planning Fees By-law to accommodate new, non-profit affordable housing projects as outlined in the Memo;

FURTHER THAT Council direct Staff to engage with Legal Counsel to provide a comprehensive review of options, as outlined in the Memo, and a detailed review of the applicable legislation to be submitted to the Municipal Clerk by April 26, 2019 for inclusion in the agenda for the Committee of the Whole meeting of May 13, 2019; and

FURTHER THAT the funds necessary to support this Recommendation be taken from the \$250,000.00 Housing and Community line item in the 2019 Planning & Residential Budget, with a pre-commitment of approximately \$110,860.00 (~\$37,000.00/yr) from the 2020-2022 Municipal Budget. Attached herewith as [Appendix 'E'](#).

102-19

Carried**Public Works Services**

Motion from the Committee of the Whole, regarding the Traffic Study Lower Division Street/Esplanade Area Unfinished Business item (08-21-17) and (10-10-17).

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty WHEREAS the Committee of the Whole considered a memo from the Director of Public Works, regarding the Traffic Study Lower Division Street/Esplanade Area Unfinished Business item (08-21-17) and (10-10-17);

NOW THEREFORE BE IT RESOLVED that Council open up an 'Exit' only onto Division Street and allow a one way entrance into the parking lot off of the Esplanade/Division Street Parking Lot at an estimated cost of \$5,000 to be taken from the Parking Reserve;

FURTHER THAT Council implement a one-way only arrangement on the Esplanade from East to West for a four (4) month trial basis beginning May 1, 2019 (May, June, July, and August); and

FURTHER THAT Council direct that Staff prepare a report for Council assessing the impact of these changes and making further recommendations as needed by October 15, 2019. Attached herewith as [Appendix 'F'](#).

103-19

Carried**BY-LAWS****General Government Services**

By-law No. 023-2019, being a by-law to authorize the execution of an extension Agreement with the County of Northumberland for Archival Services.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau THAT Council adopt By-law No. 023-2019, being a by-law to authorize the execution of an extension Agreement with the County of Northumberland for Archival Services. Attached herewith as [Appendix 'G'](#).

104-19

Carried**Planning and Development Services**

By-law No. 024-2019, being a by-law to authorize the execution of a Development Agreement with 1141897 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (Lot 87, Block 93 & Block 94 (Consolidated), Plan 39M-875, Lonsberry Drive, Cobourg).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council adopt By-law No. 024-2019, being a by-law to authorize the execution of a Development Agreement with 1141897 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (Lot 87, Block 93 & Block 94 (Consolidated), Plan 39M-875, Lonsberry Drive, Cobourg). Attached herewith as [Appendix 'H'](#).

105-19

Carried**Public Works Services**

By-law No. 025-2019, being a by-law to dedicate the land of Phase 1 and 2, Plans 39M-864 and 39M-828 (formally known as "Foote Crescent"), as a Public Highway within the Town of Cobourg.

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT Council adopt By-law No. 025-2019, being a by-law to dedicate the land of Phase 1 and 2, Plans 39M-864 and 39M-828 (formally known as "Foote Crescent"), as a Public Highway within the Town of Cobourg.

106-19

Carried**General Government Services**

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

1. By-law No. 023-2019, being a by-law to authorize the execution of an extension Agreement with the County of Northumberland for Archival Services.
2. By-law No. 024-2019, being a by-law to authorize the execution of a Development Agreement with 1141897 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (Lot 87, Block 93 & Block 94 (Consolidated), Plan 39M-875, Lonsberry Drive, Cobourg).
3. By-law No. 025-2019, being a by-law to dedicate the land of Phase 1 and 2, Plans 39M-864 and 39M-828 (formally known as "Foote Crescent"), as a Public Highway within the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT leave be granted to introduce By-law No. 023-2019 to By-law No. 025-2019, 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.

107-19

Carried

PETITIONS**COMMITTEE/BOARD MINUTES**

Police Services Board Minutes for January 15, 2019 and February 19, 2019;
Public Library Board Minutes of January 16, 2019 and February 20, 2019; and
Cobourg Heritage Advisory Committee Minutes of January 16, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the Advisory Committee and Local Board Minutes for information purposes.

108-19

Carried**CORRESPONDENCE**

Correspondence from the Legislative Services Licensing Officer, regarding an
Application for an Outdoor Patio Permit for King Street Deli and Bar, 91 ½ King Street
West, Cobourg. (Protection Services)

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

109-19

Carried

Correspondence from the Honourable Francois-Philippe Champagne, Minister of
Infrastructure and Communities, regarding the Gas Tax Fund. (General Government
Services)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the correspondence from the Minister of Infrastructure and Communities for information purposes.

110-19

Carried

Correspondence from George Cackette, Cobourg Highland Games, regarding the
56th Cobourg Highland Games at Victoria Park on June 14 and 15, 2019. (Arts,
Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling THAT Council declare of the 'Cobourg Highland Games' Community Event as an event of Municipal Significance within the Town of Cobourg. Resolution attached herewith as [Appendix 'I'](#).

111-19

Carried

Correspondence from Stephanie Johnston and Mike McLellan, Rotary Club of
Cobourg, regarding the Rotary Harbour Show for the 2019 Town of Cobourg
Waterfront Festival. (Arts, Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling THAT Council declare the Waterfront Festival 'Rotary Harbour Show' Community Event as an event of Municipal Significance within the Town of Cobourg. Resolution attached herewith as [Appendix 'J'](#).

112-19

Carried

Correspondence from Dorothy Pearce, Permit World, regarding a request for an
exemption to the Sign By-law 008-2009 for 805 William Street, Cobourg. (Protection
Services).

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council refer the request from Dorothy Pearce to Building Staff for a report.

113-19

Carried

Correspondence from Kaye Torrie, regarding an exemption to By-law No. 021-2014, a
by-law for the licensing and registration of dogs. (Protection Services).

Moved by Councillor Aaron Burchat, Seconded by Councillor Nicole Beatty THAT Council refer the request from Kaye Torrie to the Legislative Services Department for a report no later than April 23, 2019.

114-19

Carried

Correspondence from Jan Rosamond and Tracy Shillington, Cobourg and District Dog Owners Group, regarding a request to waive the Market Building rental fee for their annual general meeting on April 27, 2019. (General Government Services).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the correspondence from CADDOG for information purposes; and

FURTHER THAT the amount \$107.35 be respectfully denied because it is passed the Municipal Grant Application deadline.

115-19

Carried

Correspondence from Suzanne Morrow, Cobourg resident, regarding a rate exemption to the wastewater by-law. (Public Works Services)

Moved by Councillor Brian Darling, Seconded by Deputy Mayor Suzanne Séguin THAT Council refer the request from Suzanne Morrow to the Environmental Services Department for a report no later than June 3, 2019.

116-19

Carried

Correspondence from Judy Bridge, Cobourg resident, regarding a request for a new bus shelter on Heath Street. (Public Works Services)

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council refer the correspondence from Judy Bridge to the Public Works Division requesting Heath Street be considered as a potential location in the yearly determination of Bus Shelter placement locations by Staff within the Town of Cobourg.

117-19

Carried

NOTICE OF MOTION

COUNCIL/COORDINATOR ANNOUNCEMENTS

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

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

UNFINISHED BUSINESS

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

10-10-17	Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)
04-30-18	Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act (Planning and Development)
08-13-18	Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
09-24-18	Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
09-24-18	Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
11-26-18	Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
01-07-19	Letter from Pere Bekederemo, regarding a request for an Exemption to Sign By-law 008-2009 for 1154 Division Street, Cobourg (Protection Services)
01-28-19	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)

- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 03-11-19 Staff Report outlining a Town of Cobourg municipal financial support policy for projects relating to affordable housing by April 1, 2019 (CAO/Finance Department/Planning and Development Department)
- 03-11-19 Staff Report regarding the revision of the CIP Evaluation Committee, including its Terms of Reference by May 31, 2019
- 03-18-19 Letter from Bismarck Coca, regarding a request for an Exemption to Sign By-law 008-2009 for 6474 – 801 William Street, Cobourg (Protection Services)
- 04-01-19 Legal Counsel review of the Town of Cobourg Affordable Housing Financial Support Policy and Strategy in the Town of Cobourg by April 26, 2019.
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp.#58-148 Third Street (Public Works)

CLOSED SESSION

CLOSED SESSION ACTION ITEM

CONFIRMATORY BY-LAW

By-law No. 026-2019, being a by-law to confirm the proceedings of the Council Meeting of April 8, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law No. 026-2019 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 April 8, 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. Attached herewith as [Appendix 'K'](#).

118-19

Carried

ADJOURNMENT

Moved by Councillor Emily Chorley, THAT the Meeting be adjourned (7:47 P.M.).

119-19

Carried

Municipal Clerk

Mayor

Emergency Preparedness Week

May 6-12

The Community Message...

- Your Preparedness Helps Us All
- Make a Plan
- Have a Kit
- Be Informed

	<p align="center">THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p align="center">COMMITTEE OF THE WHOLE MEETING REPORT</p>
	<p align="center">April 23, 2019 Council Chambers, Victoria Hall, Cobourg</p>

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 6:00 p.m. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

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

CALL TO ORDER

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

AGENDA ADDITIONS

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Presentation from the Town of Cobourg to present a cheque in support of Ed's House Northumberland Hospice Care Centre in the amount of \$60,000.

The Mayor, Deputy Mayor and Councillors presented a cheque in support of Ed's House - Northumberland Hospice Care Centre in the amount of \$60,000 presented to Patti Ley - Campaign Co-Chair and Trish Baird the Executive Director for Community Care Northumberland.

DELEGATIONS

DELEGATION ACTIONS

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Memo from Adam Giddings, Manager of Regulatory Compliance and Finance, regarding the Draft Waterworks of the Town of Cobourg - 2018 Audited Financial Statements.

Adam Giddings, Manager of Regulatory Compliance and Finance for Lakefront Utilities Inc. was present at the meeting to present the Draft Waterworks of the Town of Cobourg - 2018 Audited Financial Statement and answer any questions from Members of Council.

Moved by Deputy Mayor Suzanne Séguin, THAT Council approve the draft audited financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2018.

Carried

Memo from Adam Giddings, Manager of Regulatory Compliance and Finance, Lakefront Utilities Services Inc. regarding the proposed 2019 Water Services Capital and Operating Budgets.

Adam Giddings, Manager of Regulatory Compliance and Finance for Lakefront Utilities Inc. was present at the meeting to present and explain the proposed 2019 Water Services Capital and Operating Budgets. A. Giddings was excused from the meeting at 6:18 P.M.

Moved by Deputy Mayor Suzanne Séguin, THAT Council approve the 2019 Water Services Capital and Operating Budgets.

Carried

Town of Cobourg Municipal Council Strategic Plan for the 2019-2022 Municipal Council Term.

Amendments to the Draft Council Strategic Plan 2019-2022:

Councillor Darling - Pillar - Places pg 3. Remove Strategic Action #3 'Review the expansion of boat slips into the west harbour recommendation contained in the waterfront master plan.' - carried

Councillor Beatty - Pillar/Objective - Prosperity pg 2. be amended to read 'The Town plans for, markets and develop assets for economic resiliency and financial security.' - carried

Councillor Beatty - Pillar - People pg.3 Strategic Action #3 be amended to read 'Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation.' - carried

Councillor Beatty - Pillar - Places pg.3 Desired Outcome be amended to add the following 'A community that prioritizes biking, walking and public transportation as a means to mitigate the effects of climate change.' - carried

Councillor Beatty - Pillar - Programs pg. 4 Strategic Action #4 be amended to read 'Explore the feasibility of enhanced sidewalk snow clearing, including the clearing of arterial bike lanes and multi-use paths.' - carried

Councillor Beatty - Pillar - Programs pg. 4 Desired Outcome be amended to add the following 'Public Trust and Confidence in the Town's processes and procedures will be enhanced.' - carried

Councillor Beatty - Pillar - Partnerships pg. 4 Strategic Action #4 be amended to add the following 'Work with transit authorities in the area to integrate transit services, including accessible and active transit services.' - carried.

Councillor Beatty - Pillar - Partnerships pg 4 Strategic Action Add #5 'Facilitate meaningful collaboration with Cobourg Citizens'. - carried.

Councillor Chorley - Pillar - People pg 3 Strategic Action Add #5 'Invest in programs, services, and infrastructure to make Cobourg more Accessible' and the Desired Outcome be amended to add the following 'A barrier-free Cobourg that is accessible to citizens of all abilities, including those with disabilities.' - carried.

Councillor Chorley - Pillar - Places pg 3 Strategic Action add #6 'Repair and rejuvenate the East Pier' - carried.

Councillor Chorley - Pillar - Places pg 3. Strategic Action add #7 'That no expansion of boat slips at the Cobourg Marina, west of the Centre Pier, be considered during this term of Council and that the natural environment of the West Harbour be safeguarded and protected.' - carried.

Moved by Deputy Mayor Suzanne Séguin, THAT Council consider public submissions regarding the 2019 – 2022 Strategic Plan presented at the Public Meeting held on April 8, 2019 and those submitted to the Clerk following the public meeting, and bring forward any amendments for discussions;

FURTHER THAT Council adopt the 2019-2022 Town of Cobourg Strategic Plan Components Report as amended; and

FURTHER THAT Council direct the Chief Administrative Officer to provide to Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019-2022 Council Strategic Plan Implementation to be brought back to Council by the combined Committee of the Whole/Regular Council Meeting of July 22, 2019.

Carried

Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 03-2018, dated April 8, 2019.

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

FURTHER THAT Council accept the recommendation from the Municipal Ombudsman as presented within the Report.

AMENDED

Amendment:

Moved by Councillor Emily Chorley, THAT the motion be amended to read the following:

THAT Council receive the Municipal Ombudsman report for information purposes; and

FURTHER THAT Council direct staff to obtain a legal opinion and deliver a report to Council by June 10, 2019 that:

1. outlines the roles and responsibilities of Waterworks, LUSI and the Corporation of the Town of Cobourg;
2. determines whether Council has the legal authority to direct LUSI to reimburse the William Street Beer Company of alleged excessive water charges;
3. outlines any alternative courses of action to resolve the claim of alleged excessive water charges from the William Street Beer Company;
4. determines whether LUSI has formal criteria/authority to identify/rectify claims of excessive water charges; and
5. makes policy and procedural recommendations to clarify the appeal process for complainants of excessive water charges; and

FURTHER THAT Council direct the Chief Administrative Officer to provide a Staff Report based on the legal opinion report to determine possible opportunities for resolving the complaint from William Street Beer Company.

Carried

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

FURTHER THAT Council direct staff to obtain a legal opinion and deliver a report to Council by June 10, 2019 that:

1. outlines the roles and responsibilities of Waterworks, LUSI and the Corporation of the Town of Cobourg;

2. determines whether Council has the legal authority to direct LUSI to reimburse the William Street Beer Company of alleged excessive water charges;
3. outlines any alternative courses of action to resolve the claim of alleged excessive water charges from the William Street Beer Company;
4. determines whether LUSI has formal criteria/authority to identify/rectify claims of excessive water charges; and
5. makes policy and procedural recommendations to clarify the appeal process for complainants of excessive water charges; and

FURTHER THAT Council direct the Chief Administrative Officer to provide a Staff Report based on the legal opinion report to determine possible opportunities for resolving the complaint from William Street Beer Company.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the dissolving of the Downtown Cobourg Coalition Advisory Committee and proposed amendments to the Poet Laureate Nominating Ad Hoc Committee.

Moved by Deputy Mayor Suzanne Séguin, THAT Council approve the proposed amendments to the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference and Policy, attached to the Report as Attachment #1 and #2;

FURTHER THAT Council direct the Legislative Services Department to advertise the two (2) citizen vacancies for the Poet Laureate Nominating Ad Hoc Committee in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee;

FURTHER THAT Council dissolve the Downtown Coalition Advisory Committee due to the completion of the Committee's mandate as a result of their Final Report on the Downtown Cobourg Vitalization submitted to Council at the February 19, 2019 Committee of the Whole meeting; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee from the By-law.

AMENDED

Amendment:

Moved by Councillor Adam Bureau, THAT Council amend the Policy that the public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than March 31 of the year following the election of a new Council.

Carried

Moved by Deputy Mayor Suzanne Séguin, THAT Council approve the proposed amendments to the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference and Policy, attached to the Report as Attachment #1 and #2;

FURTHER THAT Council direct the Legislative Services Department to advertise the two (2) citizen vacancies for the Poet Laureate Nominating Ad Hoc Committee in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee;

FURTHER THAT Council dissolve the Downtown Coalition Advisory Committee due to the completion of the Committee's mandate as a result of their Final Report on the Downtown Cobourg Vitalization submitted to Council at the February 19, 2019 Committee of the Whole meeting; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and to remove the Downtown Coalition Advisory Committee from the By-law; and

FURTHER THAT Council amend the Policy that the public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than March 31 of the year following the election of a new Council.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the proposed Terms of Reference for a Christmas Magic Ad Hoc Committee.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Christmas Magic Ad Hoc Committee, as attached to the Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution no later than July 31, 2019, once final recommendations upon the specified matter have been provided and further recommendations are no longer required.

AMENDED

Amendment:

Moved by Councillor Nicole Beatty, THAT the Coordinator of Parks and Recreation Services be added to the membership of the Christmas Magic Ad Hoc Committee.

Carried

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Christmas Magic Ad Hoc Committee, as attached to the Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee;

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution no later than August 31, 2019, once final recommendations upon the specified matter have been provided and further recommendations are no longer required; and

FURTHER THAT the Coordinator of Parks and Recreation Services be added to the membership of the Christmas Magic Ad Hoc Committee.

Carried

Memo from the Municipal Clerk regarding the request from Kaye Torrie, regarding an exemption to By-law No. 021-2014, a by-law for the licensing and registration of dogs.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information;

FURTHER THAT Council approve the request for an exemption to the Animal Control By-law No.021-2014, to waive the fee of the Dog Tag licence to Kaye Torrie of 'BOOST' Child Victim Witness Services Dog Program, with the requirement that dogs will still be required to obtain a Town of Cobourg Dog Tag for identification and enforcement 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 amend By-law No. 021-2019 to add a provision to 'Exempt Service Dogs from paying the licence fee if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Memo from the Director of Planning and Development regarding the Review of Public Notification, Engagement and Meeting Procedures for Planning Act Applications (Memo revised April 16, 2019).

Moved by Councillor Nicole Beatty, THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council direct staff to implement a public engagement process in accordance with the *Communications & Public Engagement Plan: Review of Public Engagement Procedures for Planning Act Applications* as outlined in *Appendix II* of this Report in order to obtain informed public feedback on the Staff Report and Options for improving public notification and engagement regarding applications submitted to the Municipality pursuant to the *Planning Act*.

Carried

Memo from the Secretary of the Cobourg Heritage Advisory Committee, regarding the designation of 230 Perry Street, Cobourg under Part IV of the *Ontario Heritage Act*.

Moved by Councillor Nicole Beatty, THAT Council receive the Memo from the Cobourg Heritage Advisory Committee Secretary for information; and

FURTHER THAT Council endorse the recommendation from the Cobourg Heritage Advisory Committee and authorize Municipal Staff to proceed to designate the property in accordance with the requirements of the *Ontario Heritage Act*, including the issuance of a Notice of Intention to Designate and the preparation of the designation by-law.

Carried

Response to a Public Meeting held on April 23, 2019 regarding a proposed Town of Cobourg Official Plan and Zoning By-law Amendment Application for the consolidated properties known as 25 James Street East and 321 John Street, Cobourg- Trinity Housing of Cobourg Corporation.

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 the Cobourg Heritage Advisory Committee and authorize preparation of the necessary amendments to Town of Cobourg Official Plan and the Zoning By-law No. 85-2003 for the consolidated properties known as 25 James Street East and 321 John Street, Cobourg, to increase the maximum density from 20 dwelling units on 0.36 hectares as specified in the Official Plan (Policy 3.4.4.5) to 47 dwelling units on 0.4 hectares, and change the existing zoning to a site-specific 'High Density Residential 5 (R5) Zone.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Manager of Roads and Sewers, regarding the Sewer Cleaner with Hydro excavation truck emergency replacement.

Moved by Councillor Brian Darling, THAT Council approve the bid of \$477,718.00 + HST submitted by Joe Johnson Equipment for the supply and delivery of a demonstrator combination sewer cleaner with hydro excavation.

Carried

Correspondence from the Ontario Public Works Association to Proclaim the week of May 19 - 25, 2019 as National Public Works Week in the Town of Cobourg.

Moved by Councillor Brian Darling, THAT Council receive the correspondence from the Ontario Public Works Association for information; and

FURTHER THAT Council proclaim the week of May 19 - 25, 2019 as National Public Works Week in the Town of Cobourg.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

Memo from the Chief Building Official, regarding the Unfinished Business Item 01-07-19: Request for an Exemption to the Sign By-law (008-2009) for 1154 Division Street, Cobourg.

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

FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the south exposure (parking lot) of the northerly building at 1154 Division Street; and

FURTHER THAT Council deny the exemption request to allow an additional (2nd) free standing sign along the Division Street frontage of the subject property.

Carried

Memo from the Chief Building Official, regarding the Unfinished Business Item 03-18-19: Request for an Exemption to the Sign By-law (008-2009) for 6474 – 801 William Street, Cobourg.

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

FURTHER THAT Council grant an exemption to Sign By-law 008-2009 to permit one (1) additional fascia sign on the north exposure of the building facing the parking lot with the phrase "Quality is our Recipe" for a maximum of four (4) fascia signs total on the building at 801 William Street.

Carried

ARTS, CULTURE AND TOURISM SERVICES

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

Memo from the Secretary of the Downtown Business Improvement Area (DBIA), regarding the 2019 DBIA approved Budget.

Moved by Councillor Adam Bureau, THAT Council receive the Memo from the Secretary of the DBIA for information purposes.

Carried

Correspondence from Rick Miller, President/Chair Marie Dressler Foundation, to Proclaim the month of May as 'Museum Month' in the Town of Cobourg.

Moved by Councillor Adam Bureau, THAT Council receive the correspondence from the Marie Dressler Foundation for information; and

FURTHER THAT Council proclaim the Month of May as 'Museum Month' in the Town of Cobourg.

Carried

UNFINISHED BUSINESS

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

- 04-30-18 Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act (Planning and Development)
- 08-13-18 Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
- 09-24-18 Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
- 09-24-18 Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
- 01-07-19 Letter from Pere Bekederemo, regarding a request for an Exemption to Sign By-law 008-2009 for 1154 Division Street, Cobourg (Protection Services)
- 01-28-19 Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 03-11-19 Staff Report outlining a Town of Cobourg municipal financial support policy for projects relating to affordable housing by April 1, 2019 (CAO/Finance Department/Planning and Development Department)
- 03-11-19 Staff Report regarding the revision of the CIP Evaluation Committee, including its Terms of Reference by May 31, 2019
- 03-18-19 Letter from Bismarck Coca, regarding a request for an Exemption to Sign By-law 008-2009 for 6474 – 801 William Street, Cobourg (Protection Services)

- 04-01-19 Legal Counsel review of the Town of Cobourg Affordable Housing Financial Support Policy and Strategy in the Town of Cobourg by April 26, 2019.
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp.#58- 148 Third Street (Public Works)

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 S.O. 2001* regarding:

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

- 1. Advisory Committee and Local Board Applications for the 2018 – 2022 Term of Council:
 - Accessibility Advisory Committee
 - Cobourg Public Library Board

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

- 1. Potential Easement Agreement

The Committee of the Whole meeting reconvened at (7:19 P.M.) in Open Session.

Carried

ADJOURNMENT

Moved by Councillor Brian Darling, THAT the meeting adjourn. (7:40 P.M.) .

Carried

Municipal Clerk

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services
DATE OF MEETING:	April 29, 2019
TITLE / SUBJECT:	Tender Report – Building 7 – Roof Deck 201
REPORT DATE:	April 25, 2019

1.0 STRATEGIC PLAN
Not applicable.

2.0 PUBLIC ENGAGEMENT
Not applicable

3.0 RECOMMENDATION
That Council award the contract for the replacement of roof deck 201 Building 7 to the low bidder, being Crawford Roofing Corp, in the amount of \$178,849 plus non-recoverable HST in the amount of \$3,148 for a total cost of \$\$181,997.

4.0 ORIGIN
Approved 2019 Capital Budget page 52.

5.0 BACKGROUND
Following the renovation of Building 7, Northam Industrial Park, for use as a combined Public Works and Parks facility, it was recognized that there were two existing roof decks which needed to be replaced. Roof deck 202 was completed in 2018 and the remaining roof deck 201 was included in the 2019 Capital Budget.

Ontario Roof Consultants & Associates (ORC) were engaged to prepare the specifications for this work and issue the tender documents to four companies

qualified to complete this project. The cost for ORC to do this work and to monitor the work is based on 5% of the value of the work.

The tenders closed on Thursday, April 25, 2019 and four bids were received.

6.0 ANALYSIS

The following are the results of the tender for the replacement of roof deck 201, Building 7, Public Works and Parks Facility: (all prices before hst)

Crawford Roofing Corp	\$178,849
The Feather and Roadhouse Co. Ltd.	\$183,159
Modern Roofing Inc.	\$185,900
Long Star Roofing Ltd.	\$196,443

Our consultants have worked with all four companies and are confident that all are capable of performing the work to complete this contract. All submissions have been reviewed by ORC and it is their recommendation that the contract be awarded to the low bidder, Crawford Roofing Corp.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The 2019 Capital Budget contains an allocation of \$220,000 for the completion of this project.

The construction cost will be \$178,849 plus non-recoverable HST in the amount of \$3,148 or a total of \$181,997.

The consultant cost will be \$8,942 plus non-recoverable HST in the amount of \$157 for a total of \$9,099.

The total cost for the project will be \$191,096 which is less than the budget allocation for this work.

The funding for this project is to come from a combination of the Northam Reserve and the Sanitary Sewer Reserve.

8.0 CONCLUSION

That the contract for the replacement of Roof Deck 201 on Building 7 be awarded to the low bidder, being Crawford Roofing Corp.

9.0 POLICIES AFFECTING THE PROPOSAL

Procurement Policy

10.0 COMMUNICATION RESULTS

Not applicable.

11.0 ATTACHMENTS

Diagram of Building 7, Northam Industrial Park, Roof Plan.

12.0 AUTHORIZATION ACKNOWLEDGMENT

Report approved by:

Stephen Peacock, CAO



Dated:

April 25/19

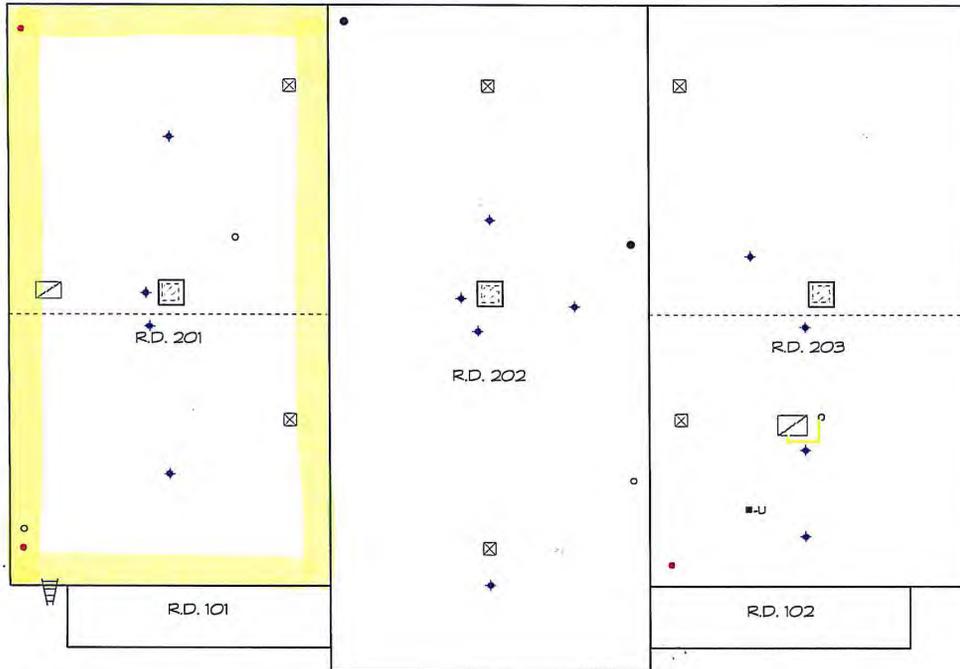
Ian D. Davey



Dated:

Apr 25/19

ROOF PLAN



LEGEND

- Control Joint - - - - - Expansion Joint
 - Roof Top Units**
 - ☐ HVAC on Curb ☐ Skylight
 - ☐ Roof Hatch ☐ Unit on Curb
 - ☐ HVAC on Sleepers ☐ Unit on Sleepers
 - Projections**
 - Plumbing Stack ● Hot Stack
 - Pitch Pan ○ Metal Sleeve Stack
 - Drainage**
 - ◆ Drain (Existing) ▮ Scupper (Existing)
 - ◆ Drain (New) ▮ Scupper (New)
 - Miscellaneous**
 - Gas Line ▽ Crickets
 - Walkway ▲ Roof Level Change
 - Power Walkway ⊙ Core Test
 - Problem Indicators**
 - ◆ Blister ~~~~~ Ridging
 - ⊞ Pending ● Bare Spot
 - XXXX Flashing Problem ⊙ Photo Indicator
- * Note: -U indicates an unused item

Building Photo



Revisions

Date	Date	Date

ONTARIO ROOF CONSULTANTS & ASSOCIATES
 BOX 269, STATION BROOKLIN
 BROOKLIN, ON L1M 1B5
 TEL: (905) 666-3325
 FAX: (905) 666-1936

Project: **BUILDING 7**
 Customer: **NORTHAM INDUSTRIAL PARK**
 DEL MANAGEMENT SOLUTIONS INC.
 Date: **DEC. 2001** Scale: **N.T.S.**

This drawing is the property of Ontario Roof Consultants & Associates. It may not be reproduced without consent.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council Members
FROM: TITLE:	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services
DATE OF MEETING:	April 29, 2019
TITLE / SUBJECT:	Tender Report – Elgin Street East – Firehall
REPORT DATE:	April 25, 2019

1.0 STRATEGIC PLAN

Not applicable.

2.0 PUBLIC ENGAGEMENT

Not applicable

3.0 RECOMMENDATION

That Council award the contract for the replacement of the roof on the Elgin Street East Firehall to the low bidder, being Long Star Roofing Ltd., in the amount of \$117,559 plus non-recoverable HST in the amount of \$2,069 for a total cost of \$119,628.

4.0 ORIGIN

Approved 2019 Capital Budget page 28.

5.0 BACKGROUND

The roof over the original building is now 43 years old and leaks have started to develop. The roof needs to be replaced in the opinion of our roofing consultants, Ontario Roof Consultants & Associates (ORC).

Ontario Roof Consultants & Associates (ORC) were engaged to prepare the specifications for this work and issue the tender documents to four companies qualified to complete this project. The cost for ORC to do this work and to monitor the work is based on 5% of the value of the work.

The tenders closed on Thursday, April 25, 2019 and four bids were received.

6.0 ANALYSIS

The following are the results of the tender for the replacement of the Elgin Street East Firehall roof. (all prices before hst)

Long Star Roofing Ltd	\$117,559
Modern Roofing Inc.	\$122,100
Crawford Roofing Corp	\$128,220
The Feather & Roadhouse Co. Ltd.	\$129,020

Our consultants have worked with all four companies and are confident that all are capable of performing the work to complete this contract. All submissions have been reviewed by ORC and it is their recommendation that the contract be awarded to the low bidder, Long Star Roofing Ltd.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The 2019 Capital Budget contains an allocation of \$125,000 for the completion of this project.

The construction cost will be \$117,559 plus non-recoverable HST in the amount of \$2,069 for a total of \$119,628.

The consultant cost will be \$5,878 plus non-recoverable HST in the amount of \$103 for a total of \$5,981.

The total cost for the project will be \$125,609 which is over the budget allocation for this work by \$609.

The funding for this project is to come from the Northam Reserve.

8.0 CONCLUSION

That the contract for the replacement of Elgin Street East Firehall Roof be awarded to the low bidder, being Long Star Roofing Ltd.

9.0 POLICIES AFFECTING THE PROPOSAL

Procurement Policy

10.0 COMMUNICATION RESULTS

Not applicable.

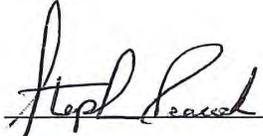
11.0 ATTACHMENTS

None.

12.0 AUTHORIZATION ACKNOWLEDGMENT

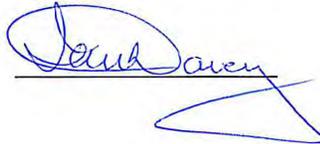
Report approved by:

Stephen Peacock, CAO

Handwritten signature of Stephen Peacock in black ink, written over a horizontal line.

Dated: Apr. 23/19

Ian D. Davey

Handwritten signature of Ian D. Davey in blue ink, written over a horizontal line.

Dated: Apr 25/19

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT Regular Council	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	April 29, 2019	
TITLE / SUBJECT:	Easement Agreement with the Kawartha Pine Ridge District School Board and the Town of Cobourg for the Waterfront Boardwalk. (119 Durham Street, Cobourg).	
REPORT DATE:	April 11, 2019	File #:

1.0 STRATEGIC PLAN
Not Applicable

2.0 PUBLIC ENGAGEMENT
Not Applicable.

3.0 RECOMMENDATION
THAT Council receive the report for information purposes; and

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 Kawartha Pine Ridge District School Board (KPRDSB) and the Town of Cobourg for an existing easement agreement to be registered on title for a portion of the Waterfront Boardwalk along the Cobourg Waterfront.

4.0 ORIGIN AND LEGISLATION
The Town of Cobourg has maintained the existing Waterfront Boardwalk located on the Kawartha Pine Ridge District School Board Lands at 119 Durham Street Cobourg through a verbal agreement between the Schoolboard and the Town that dates back fifteen (15) years.

5.0 BACKGROUND

The Municipal Clerk and the Town Solicitor have been working diligently to prepare an easement agreement with representatives from the Kawartha Pine Ridge District School Board and their own respective solicitors to achieve a final formal easement agreement to be registered on title for consideration by Council which is attached to the report for the Town's continued use of a portion of the Waterfront Boardwalk.

6.0 ANALYSIS

By way of background, the Town of Cobourg and its residents have been enjoying and utilizing the portion of the Boardwalk that is located on the School Board Lands for over fifteen (15) years.

The Town of Cobourg and the past Director of Education with other Schoolboard Officials have historically informed the Town of Cobourg that the Schoolboard has no intention of developing the property in a manner inconsistent with the Town's continued use of the easement, and that a formal arrangement was therefore not necessary. In the recent months, the School Board has approached the Town in regards to the Town's continued use of the Boardwalk which is located at the Cobourg Waterfront which the portion of the boardwalk runs along the School Boards property.

Further the Municipal Clerk, and Town Solicitor have attempted to negotiate with the Schoolboard for a permanent easement for the Boardwalk over a period of several months. However, as discussed, given the Schoolboard was not obligated to grant the Town any easement in the first place, the Town did not have a strong negotiating position and was therefore unable to achieve this. The most the Schoolboard is willing to offer is an easement for the Boardwalk lands that can be terminated on 9-months' notice and requires the Town to pay to remove the Boardwalk on termination.

In discussion with the Town Solicitor the current offer from the Schoolboard is the best deal for the Town in the circumstances. This is because the Schoolboard would be within its rights to require the Town to remove the Boardwalk immediately without notice if it were motivated to do so (i.e. if it was a condition in a sale agreement that the Boardwalk be removed). The easement that the Schoolboard is willing to agree to would at least provide the Town with a 9-month notice period before the Town can be required to remove the Boardwalk.

In the event that the Schoolboard is looking to sell the land, there are various provisions of the Education Act that the Schoolboard will need to follow in order to dispose of the land. The Provisions are outline below:

Education Act, R.S.O. 1990, c. E.2

Dealings with property

Disposal of realty

194 (1) A board that is in possession of real property that was originally granted by the Crown for school purposes and that has reverted or may have reverted to the Crown may continue in possession of the real property for school purposes and when the board determines that the real property is no longer required for school purposes, the board may, with the approval of the Lieutenant Governor in Council and subject to such conditions as are prescribed by the Lieutenant Governor in Council, sell, lease or otherwise dispose of the real property. R.S.O. 1990, c. E.2, s. 194 (1).

Application for removal of restrictions on use of school lands

(2) Where land, the use of which is restricted by deed in any manner to school purposes so as to appear that some other person may have an interest therein, has been vested in a board for at least fifty years, the board may apply to the Superior Court of Justice to remove the restriction, and the court may make such order on the application as it considers just including, where the land adjoins land being used as a farm, a requirement that the board shall, where the board intends to sell the land, first offer it at a reasonable price to the owner or owners of such adjoining land. R.S.O. 1990, c. E.2, s. 194 (2); 2000, c. 11, s. 21.

Lease or sale of site or property

(3) Subject to subsections (3.3) and (4), a board has power to sell, lease or otherwise dispose of any school site or part of a school site of the board or any property of the board,

(a) on the adoption of a resolution that the site or part or property is not required for the purposes of the board; or

(b) on the adoption of a resolution that the sale, lease or other disposition is a reasonable step in a plan to provide accommodation for pupils on the site or part or property. 1997, c. 31, s. 100 (1); 2002, c. 18, Sched. G, s. 7 (1).

Application of proceeds

(3.1) The board shall apply the proceeds of a sale, lease or other disposition under subsection (3) for the purposes of the board and shall advise the Minister

of the sale or disposition or of the lease, where the term of the lease exceeds one year, of any of its schools. 1997, c. 31, s. 100 (1).

Conflict

(3.2) In the event of a conflict between subsection (3.1) and a regulation referred to in clause (3.4) (c), the regulation prevails. 1997, c. 31, s. 100 (1).

Regulations

(3.3) The Minister may make regulations governing the sale, lease or other disposition of school sites or parts of school sites or property to which resolutions referred to in clause (3) (a) apply. 1997, c. 31, s. 100 (1).

In addition, pursuant to the *Education Act*, O. Reg. 444/98: Disposition of Surplus Real Property, the Schoolboard is required to proceed through a list of Bodies to Receive Proposals from District School Boards for the disposal of land, thus the Town of Cobourg would be considered when all other bodies ahead of them have been exhausted and have not interest in the purchase of the land.

Going forward and looking into the future of this parcel of land, it would be necessary for the Town to either purchase the Boardwalk lands directly from the Schoolboard or enter into an agreement with a private developer (that purchases the Boardwalk lands from the Schoolboard) to preserve the Boardwalk for the long term.

In the event that the School Board did sell the land, this portion of the property would not be of use to a potential purchaser in the event of a sale, either because of the fact that it is located in a flood prone area or that the easement would be preserved as part of any development agreement with the Town and a purchaser/developer.

It is the School Boards preference is for the section of the Easement Agreement of termination of the easement by the property owner within a nine (9) month notice period in the event that the school board wishes to dispose of the property such that any potential purchaser is not dissuaded from purchasing or because of any potential negative impact on value of the property.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

The financial implications related to this report would be the cost of removing the Boardwalk from the land if the Town of Cobourg was given notice to the termination of the easement agreement as outlined. The Public Works Department could remove the Boardwalk and erect signage that would notify the public of the Boardwalks discounted use.

In addition there are cost to register the easement agreement on the parcel title with the Land Registry Office. As well as the on-going legal fees associated with our Solicitor communicating with the Schoolboard.

8.0 CONCLUSION

THAT Council receive the report for information purposes; and

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 Kawartha Pine Ridge District School Board (KPRDSB) and the Town of Cobourg for an existing easement agreement to be registered on title for a portion of the Waterfront Boardwalk along the Cobourg Waterfront.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

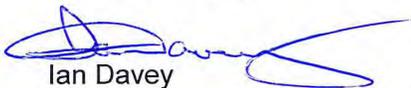
Legislative Services Department will register Easement on Title and draft the By-law for the Easement Agreement to be passed by Council in Open Session.

11.0 ATTACHMENTS (IF APPLICABLE)

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



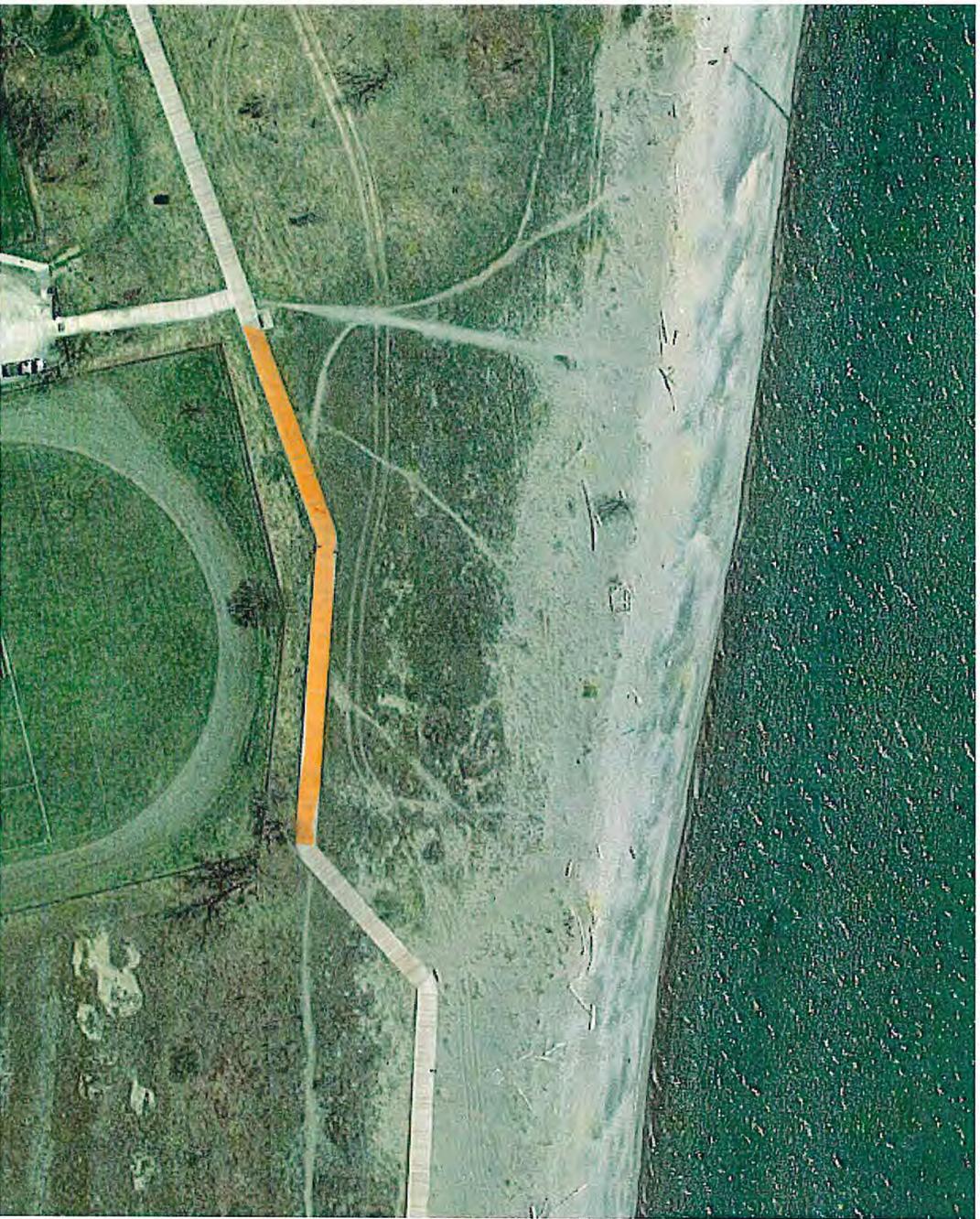
Brent Larmer
Municipal Clerk
Manager of Legislative Services



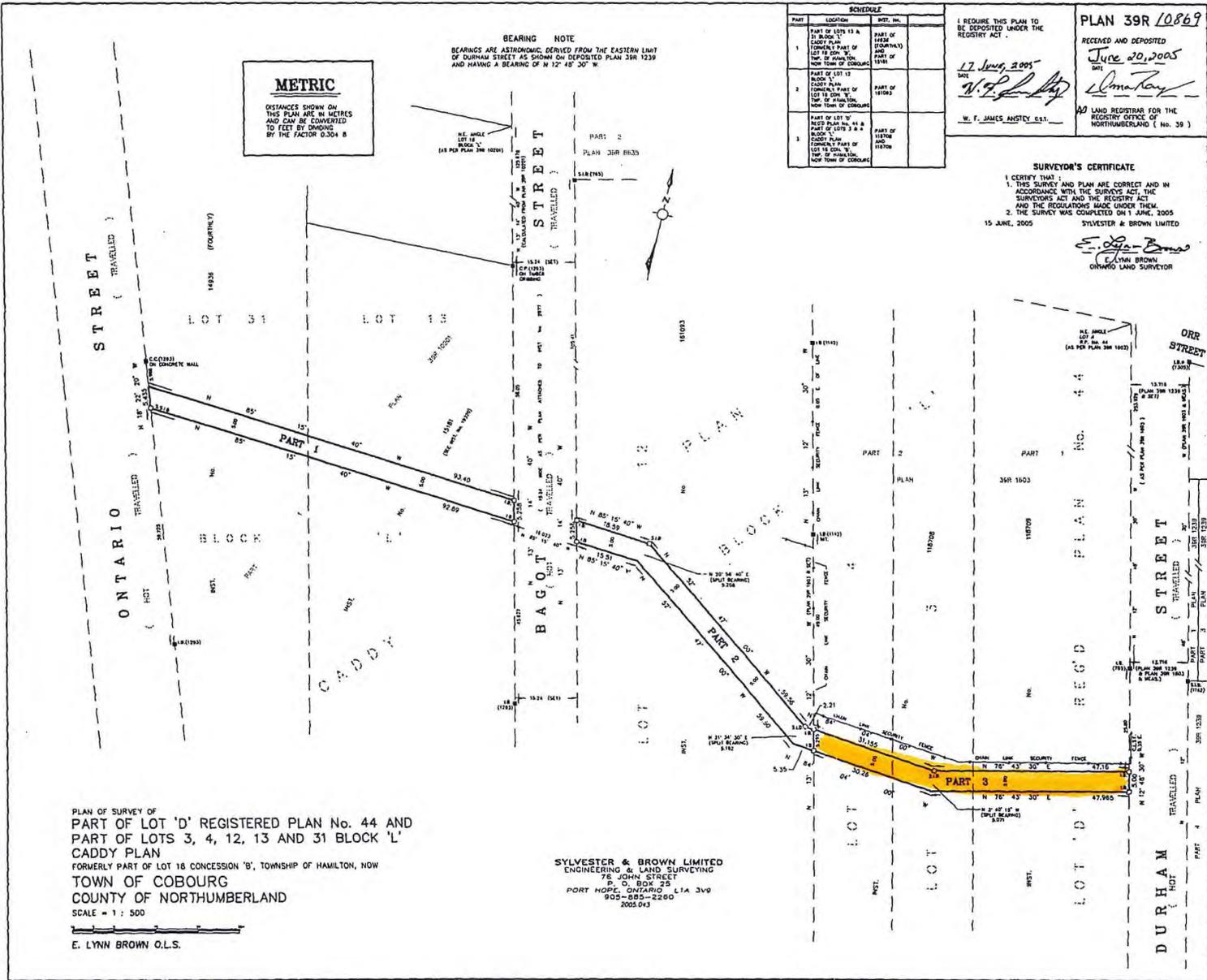
Ian Davey
Treasurer/Director of Corporate Services

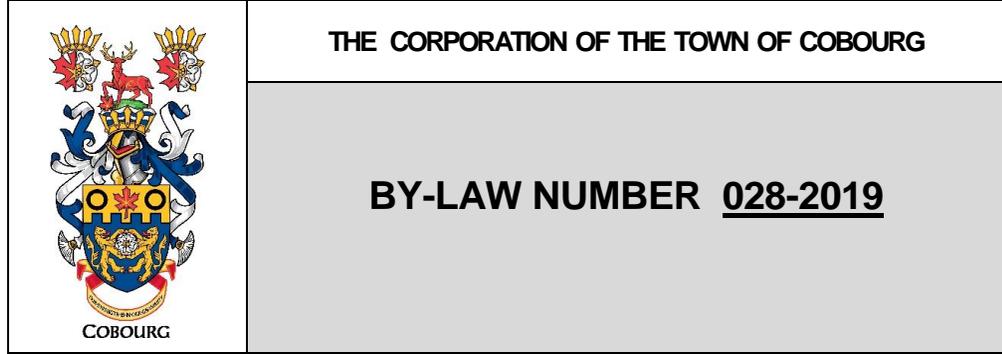


Stephen Peacock,
Chief Administrative Officer









A BY-LAW TO AUTHORIZE THE EXECUTION OF AN EASEMENT AGREEMENT WITH KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD (KPRDSB) AND THE CORPORATION OF THE TOWN OF COBOURG

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 51092-0090 (LT) – PT LT D PL 44 & PT of Lots 3 and 4 Block L Caddy Plan (Formerly Part of LT 18 Con Hamilton) Town of Cobourg, Being PT 3 39R10869 for the purpose of a Pedestrian Waterfront Board Walk.

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 Kawartha Pine Ridge District School Board 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. This by-law shall take effect upon the date of passing.

READ and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"

Easement Agreement in Gross

"Attached"

ACKNOWLEDGEMENT AND DIRECTION

TO: MARK WILLIAM NOBLE
(Insert lawyer's name)

AND TO: TEMPLEMAN LLP
(Insert firm name)

RE: BOARDWALK EASEMENT ("the transaction")
(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 e-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 Agreement has been reviewed by me/us and that I/We shall be bound by its terms;~~
- 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.
- ~~• _____, am the spouse of _____, the _____ (Transferor/Chargee), 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.
- Other documents set out in Schedule "B" attached hereto.

Dated at Cobourg, this _____ day of April, 20 19.

WITNESS

(As to all signatures, if required)

THE CORPORATION OF THE TOWN OF COBOURG

PER: _____, MAYOR

PER: _____, CLERK

Properties

PIN 51092 - 0090 LT *Interest/Estate* Easement Add Easement

Description SERVIENT LANDS - PART OF PIN 51092-0090 (LT) - PT LT 3 BLK L PL CADDY (FORMERLY LT 18 CON B HAMILTON) COBOURG; PT LT 4 BLK L PL CADDY (FORMERLY LT 18 CON B HAMILTON) COBOURG; PT LT D PL 44 COBOURG; BEING PART 3 39R10869; COBOURG

Address DURHAM ST
COBOURG

Consideration

Consideration \$0.00

Transferor(s)

The transferor(s) hereby transfers the easement to the transferee(s).

Name KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
Acting as a company

Address for Service 1994 Fisher Drive
Peterborough, ON K9J 6X6

I, Chris Arnew, Superintendent of Business and Corporate Services, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)*Capacity**Share*

Name THE CORPORATION OF THE TOWN OF COBOURG
Acting as a company

Address for Service 55 King St. West
Cobourg, ON K9A 2M2

Statements

Schedule: See Schedules

Calculated Taxes

Provincial Land Transfer Tax \$0.00

File Number

Transferor Client File Number : 20170048

EASEMENT IN GROSS

THE TRANSFEROR doth grant unto the Transferee in perpetuity, subject to section 7, its successors and assigns, the non-exclusive, free, uninterrupted and unobstructed right and easement, IN GROSS to enter on the property described as follows:

PART OF PIN 51092-0090 (LT) - PT LT D PL 44 & PT OF LOTS 3 & 4 BLOCK L CADDY PLAN (FORMERLY PART OF LT 18 CON B HAMILTON) TOWN OF COBOURG, BEING PT 3 39R10869 (the "servient lands") for the purpose of constructing, installing, operating, maintaining, inspecting, repairing, altering, and replacing a pedestrian boardwalk and associated lighting, ramps, railings, structures, supports and related equipment and fixtures (the "Boardwalk") as the Transferee may from time to time or at any time hereafter deem requisite, upon and across the servient lands.

TOGETHER with the right to free uninterrupted and unobstructed access to and from the servient lands for the Transferee, its servants, agents, workmen, vehicles, supplies and equipment and for members of the public as authorized by the Transferee from time to time, at all times, and together with such bicycles or non-motorized forms of transport as are reasonably required, and for all purposes and things necessary for or incidental to the exercise and enjoyment of the rights hereby granted.

1. The rights and easement hereby granted are subject to the Transferee, at its own expense and in a good and workmanlike manner, restoring, to the extent possible and as far as practicable the surface of the servient lands not occupied by the Boardwalk and ancillary structures, as well as any other affected portion of the Transferor's lands, to the same condition as existed prior to the carrying out of any work by the Transferee pursuant to its rights hereunder.
2. The Transferee agrees to maintain the Boardwalk in good condition and repair, free of snow and ice, as would a prudent municipality in the Province of Ontario and as provided for in the Municipal Act and any regulation made pursuant to the Municipal Act or any other applicable law. Where the Boardwalk is not maintained during the winter season, the Transferee shall post, during such period, appropriate signage at access points indicating the Boardwalk is not maintained during the winter season and that persons using the Boardwalk do so at their own risk.
3. The Transferee hereby covenants and agrees with the Transferor that:
 - (a) The Transferee shall indemnify and save harmless the Transferor from all liabilities, losses, charges, expenses, demands, damages, costs, claims, suits or actions arising out of the exercise by the Transferee of any of its rights hereunder or in any manner relating thereto.
 - (b) If the Transferor is, without fault on its part, made a party to any litigation commenced by or against the Transferee related to the Boardwalk, the Transferee will protect, indemnify and hold the Transferor harmless and pay all expenses and reasonable legal fees incurred by the Transferor in connection with such litigation.
 - (c) The obligations of the Transferee to indemnify the Transferor in respect of occurrences during the term of this easement, shall survive any termination of this easement, notwithstanding anything to the contrary.
 - (d) The Transferee shall pay off and cause to be discharged any construction liens which may be registered against the lands of the Transferor pursuant to the Construction Lien Act, Ontario in connection with any work undertaken by or on behalf of the Transferee as outlined herein, within fourteen (14) days of receiving notice of the registration thereof.
 - (e) All work carried out by the Transferee upon the said lands shall be carried out in such a manner as will result in minimal interference with the normal operations or reasonable use of the property of the Transferor.
4. The Transferor covenants not to construct or erect any buildings, structures or improvements (including fences or the planting of trees or shrubs) upon, under, along or across the servient lands nor in any way interfere with the easement hereby granted to the Transferee.
5. The Transferor hereby agrees that the Transferee shall have the right to sever, fell, cut, trim and remove at any time all trees, shrubs, bushes and branches, stumps and roots, and to prevent or control the growth of same within the limits of the servient lands, which may at any time interfere with the Transferees use of the Boardwalk.
6. The burden and benefit of this grant of easement shall run with the lands and shall extend to, be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.
7. The Transferee acknowledges that this easement may be terminated by the Transferor in its sole, unfettered and subjective discretion at any time upon nine (9) months written notice in which case the Transferee shall, at its own expense, remove the Boardwalk and restore the servient lands and any other portion of the Transferor's lands affected by such removal, to the substantially the same condition as existed prior to construction of the Boardwalk, on or before the expiration of such nine (9) month period.
8. All covenants herein contained shall be construed to be several as well as joint and wherever the singular is used in this grant of easement the same shall be construed as including the plural where the context so requires.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	STAFF REPORT
TO:	Mayor and Council
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services Angela Stewart Licensing Officer
DATE OF MEETING:	April 29, 2019
TITLE / SUBJECT:	Farmers Market Facility Rental Agreement
REPORT DATE:	April 25, 2019

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

Not Applicable

2.0 RECOMMENDATION

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the Market Building, Rotary Harbourfront and a portion of the Victoria Hall Square Parking Lot for the 2019 Farmers Market Season to be held on Saturdays from May 4, 2019 through to December 21, 2019.

3.0 PUBLIC ENGAGEMENT

Not Applicable

4.0 ORIGIN AND LEGISLATION

Section 113 of the *Municipal Act, 2001*, provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market. The Cobourg Farmers Market Association leases the Market Building, Rotary Harbourfront Park and portion of the Victoria Square Parking Lot from the Town of Cobourg through the authority of an Agreement which is reviewed and renewed on an annual basis.

5.0 BACKGROUND

In 2018, the Farmers Market Association relocated to Rotary Park for the Spring, Summer and Autumn seasons, and remained in the Market Building during the Winter season. In addition, the Farmers Market had to relocate back to the Market Building for the Saturday of the Waterfront Festival to accommodate the Rotary Tent previously scheduled for that location. The outdoor relocation aided the Association in attracting more vendors and customers, and the Legislative Services Department received favourable feedback from Cobourg citizens.

The Association wishes to pursue the same arrangement for 2019, scheduling their opening day at Rotary Harbourfront Park for May 4, 2019. The proposed 2019 Agreement would also provide that the Association would relocate back to the Market Building for the Saturday of the Waterfront Festival occurring on June 29, 2019.

The 2018 Farmers Market Agreement was reviewed by Municipal Staff and amendments were made to the following two (2) sections:

1. increase in Facility Rental Fees for Rotary Harbourfront Park from \$85.00 to \$100.00; and
2. the elimination of the exterior north side rental of the Market Building, as the Association no longer requires it.

Rental revenues from Farmers Market Association for 2019 will total \$3689.45: \$2825.00 for rental of Rotary Harbourfront Park and \$864.45 for rental of the Market Building.

6.0 ANALYSIS

The Town of Cobourg and the Cobourg Farmers Market acknowledge and respect the historic and public value of the local market as a feature attraction for residents and visitors to the Municipality. It is recognized that this venue provides an enhanced tourism attraction for this community and that the cooperation between is an integral part of its success. Both parties will continue to work collaboratively together to resolve issues that may arise from time to time to ensure they are addressed in a positive and proactive manner in the best interests of both parties.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

This Report does not have a financial or budget impact. The Cobourg Farmers Market pays a weekly rate, as demonstrated in Schedule 'D' of the proposed Agreement, for use of the Market building, Rotary Harbourfront Park and parking lot.

8.0 CONCLUSION

It is recommended that Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an Agreement with the Cobourg Farmers Market and the Town of Cobourg for the 2019 Farmers Market Season.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

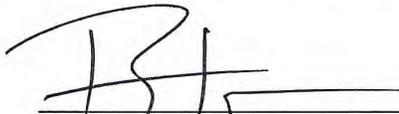
10.0 COMMUNICATION RESULTS

Legislative Services Department

11.0 ATTACHMENTS (IF APPLICABLE)

Draft By-law - Farmers Market Agreement

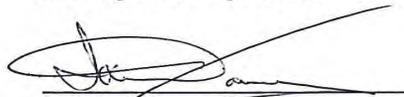
12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



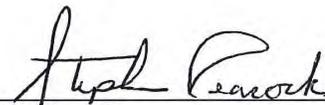
Brent Larmer
Municipal Clerk/
Manager of Legislative Services



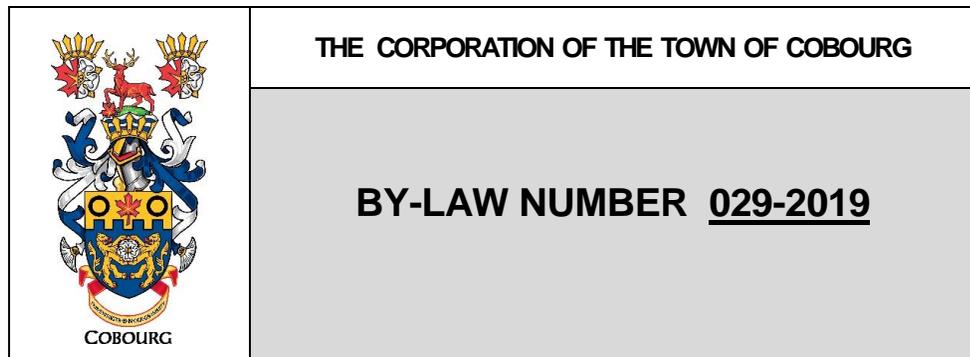
Angela Stewart
Licensing Officer



Ian Davey
Treasurer/
Director of Corporate Services



Stephen Peacock
Chief Administration Officer



A BY-LAW TO AUTHORIZE THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF COBOURG AND THE COBOURG FARMERS MARKET FOR USE OF THE ROTARY HARBOURFRONT PARK, MARKET BUILDING AND THE VICTORIA HALL SQUARE PARKING LOT.

WHEREAS pursuant to Section 113 of the Municipal Act, 2001, as amended, which provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market;

AND WHEREAS at the Regular Council meeting held on April 29, 2019 the Council of the Corporation of the Town of Cobourg authorized the Mayor and Municipal Clerk to execute an agreement with the Cobourg Farmers Market for use of the Rotary Harbourfront Park, Market Building and the Victoria Hall Square Parking Lot;

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

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Agreement with the Cobourg Farmers Market and the Town of Cobourg to lease the Rotary Harbourfront Park, Market Building and the Victoria Hall Square Parking Lot on Saturdays between the hours of 6:00 a.m. to 2:00 p.m. from Saturday, May 4, 2019 through to Saturday, December 21, 2019, as set out in the Agreement.
2. **THAT** all vendors must leave the area no later than 2:30 p.m. in order to allow public access to the Municipal Park.
3. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE 'A'
FARMERS MARKET RENTAL AGREEMENT

"Attached"

FARMERS MARKET AGREEMENT
BYLAW 000-2019

THIS AGREEMENT made and signed in duplicate as of
the _____ day of _____, 2019.

Between

THE CORPORATION OF THE TOWN OF COBOURG
(Hereinafter called the
"Landlord")

of the FIRST PART

and

THE COBOURG FARMERS MARKET
(Hereinafter called the
"Tenant")

of the SECOND PART

**In consideration of the rents, covenants and agreements hereinafter contained the
above parties hereby agree to the terms as follows:**

Cobourg Farmers Market Season Rental Hours

The rental season for the Farmers Market shall be **Saturdays, 6:00 a.m. to 2:00 p.m., from
Saturday, May 4, 2019 through to Saturday, December 21, 2019.**

Cobourg Farmers Market Operational Hours

Operational hours for the Farmers Market are **Saturdays, 8:00 a.m. to 1:00 p.m., from
Saturday, May 4, 2019 through to Saturday, December 21, 2019.**

All vendors and their customers **MUST** vacate all rental facilities by **2:30 p.m.** at the latest.

Rental Facilities

Rental Facilities for the Farmers Market will consist of three distinct areas, as detailed in
attached **Schedules "A" & "B"**.

Area 1 – Rotary Harbourfront Park

Municipal Address is 35 Albert Street, Cobourg, Ontario.

Set up is limited to the outside edge of the grass oval surrounding the concrete pad in Rotary
Harbourfront Park, restricted to the South West Power Pedestal and the East property
adjacent to the Parking Lot.

Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, May 4, 2019 through to Saturday, October 26, 2019, with the exception of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate Rotary Harbourfront Park by **2:30 p.m.**

No Vendor Vehicles will be permitted in Rotary Harbourfront Park.

Area 2 - Market Building

Municipal Address is 201 Second Street, Cobourg, Ontario.
Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate the Market Building by **2:30 p.m.**

As per Building Code, the maximum capacity for the Market Building is 75 persons. Access to the second floor of the Market Building is restricted.

Area 3 - Parking Lot

Rental facilities will include the parking lot to the south of Victoria Hall and to the east of the Market Building for use of vendor displays.
Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate the Parking Lot by **2:30 p.m.**

Vendor Vehicles must park in designated Municipal Parking Lots with applicable passes.

Public Parking will not be permitted during the Cobourg Farmers Market Rental Hours of **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**

Acceptance of Premises

The Tenant agrees to accept all Rental Facilities on an "as-is" basis.

Rental Rate

The 2019 Daily Rental Fee for the Cobourg Farmers Market for the Market Building Rental Facilities during the term of this agreement is **\$85.00 plus HST.**
The 2019 Daily Rental Fee for the Cobourg Farmers Market for Rotary Park Rental Facilities during the term of this agreement is **\$100.00 plus HST.**

Attached Account Schedule Report (**Schedule C**) details dates, times and Rental Facilities.

As this Rental Rate does not accurately reflect the current Fees and Charges Schedule (attached **Schedule D**), the Daily Rental Rate for Rotary Park Rental Facilities will be increased annually by a minimum of \$15 to achieve the established Rental Rate as per Fees and Charges Schedule by 2023. The proposed schedule increase follows.
Proposed 2020 Daily Rental Fee - \$115; Proposed 2021 Daily Rental Fee - \$130;
Proposed 2022 Daily Rental Fee - \$145; Proposed 2023 Daily Rental Fee - \$160;
HST is in addition to all Rental Fees.
Please note that these phased in amounts may be adjusted for any future Facility Rental Rate increases.

Site Plan

Cobourg Farmers Market Administration must provide a proposed site plan for all rental facilities to the Town of Cobourg a minimum of two weeks prior to the start of the season, **April 20, 2019**.

Cobourg Farmers Market Administration must provide a finalized site plan for all rental facilities must be submitted prior to **June 15, 2019**.

Loading & Unloading

No vehicles are permitted on the grassed areas of Rotary Harbourfront Park.

Cobourg Farmers Market Administration and Vendors must load and unload in the designated loading and unloading area.

Market Building Keys

Two Keys will be made available to the Cobourg Farmer's Market Administration at the beginning of each season and must be returned at the end of the Season. Cobourg Farmer's Market Administration will be required to sign attached **Schedule E**, Market Building Key Agreement and assume all responsibility for Market Building Keys.

No keys are required nor will be issued for Rotary Harbourfront Park.

Telephone

The telephone located within the Market Building is available for local and emergency calls only. Collect calls and long distance calls are not permitted from this telephone.

No telephone is required nor will be issued for Rotary Harbourfront Park.

Furniture

Town of Cobourg shall provide 2 five foot tables, 2 six foot tables and 30 chairs for use within the Market Building by Tenant during rental period. Tenant must assume full responsibility for set up and tear down of the furniture as well as return of the furniture to the designated storage area.

No furniture will be provided for Rotary Harbourfront Park.

Additional Cleaning and/or Damage Charges

At the sole discretion of the Town of Cobourg, an additional charge may be levied should extra cleaning be required and/or should any damage occur during Cobourg Farmers Market Facility Rentals.

Refuse and Recycling

The Tenant will be responsible for removal and disposal of all refuse and recycling generated from internal and external rental facilities, except for the washroom facilities within the Market

Building, the recycling bin in the main foyer of the Market Building and the external Municipal refuse containers.

Storage of Equipment

The Town of Cobourg will provide a secure area for the exclusive use of the Cobourg Farmer's Market Administration during the term of this Agreement. All items **must** be removed upon termination of the Agreement. The Town of Cobourg will not be held responsible for damage or theft of said items. A key will be provided to the Cobourg Farmer's Market Administration at the beginning of the season and must be returned at the end of the season. Cobourg Farmer's Market Administration will be required to sign attached **Schedule F, Market Building Storage Key Agreement** and assume all responsibility for the Market Building Storage Key.

No storage area will be provided for Rotary Harbourfront Park.

Please note, access to the storage area shall be restricted should the Market Building be in use by another Rental Party.

Parking Passes

One Municipal Parking Pass will be provided by the Town of Cobourg for each Registered Cobourg Farmer's Market Vendor. These passes are valid in any Municipal Parking Lot on Saturdays between 8:00 a.m. and 2:30 p.m. The Tenant will provide a list of Vendors to the Town a minimum of two weeks prior to the start of the season, **April 20, 2019**.

Refreshment Vehicles

All Farmers Market Food Vendors, operating as Refreshment Vehicles, must be located in one designated area, as approved by the Town of Cobourg. Vendors must comply with Refreshment Vehicle By-laws # 043-2015 & 090-2016. Vendors and Cobourg Farmers Market Administration must also complete and submit **APPLICATION FOR SPECIAL EVENT REFRESHMENT VEHICLE LICENCE (Schedule G)** a minimum of one week prior to the start of the season, **April 20, 2019**.

Vendors and Cobourg Farmers Market Administration must also comply with Cobourg Fire Regulations concerning Refreshment Tents/Stands & Open Air Food Vendors (**Schedule H**).

Applicable By-laws

By-law 080-2014 Prohibiting Members of the Public from parking vehicles in the parking lot facility during the operational hours of the Cobourg Farmer's Market. Any such vehicles left on the premises will be ticketed and towed at the owner's expense. A sign will be posted to said by-law.

By-law 019-2015 Prohibit Smoking and the Use of Other Tobacco products in public places.

By-law 008-2009 Cobourg Sign By-Law which regulates Sandwich Board Signs.

By-laws # 043-2015 & 090-2016 regulating Refreshment Vehicles.

By-law # 043-2015 regulating Noise.

By-law # 043-2015 regulating use of Town of Cobourg Parks

By-law # 053-2009 regarding depositing of Waste.

Insurance and Indemnification

The Tenant shall maintain Public Liability Insurance in the amount of \$5 million for the lease of the parking lots and Market Building. The Tenant shall indemnify and save harmless The Corporation of the Town of Cobourg and all persons for whom it is lawfully responsible, from any and all liabilities, damages, costs, claims, suits or actions arising out of any damage to property including loss of use thereof, and any injury to any person or persons (including death resulting at any time therefrom) occasioned by any act or omissions of the Tenant including its officers, agents, servants, employees, contractors, customers, invitees or licensees, arising out of the work performed or occasioned by any cause whatsoever.

The Tenant shall provide proof of insurance to the Town of Cobourg prior to the beginning of the Farmer's Market Season, **May 4, 2019**.

On-Site Farmer's Market Contact

The Tenant will provide the Town of Cobourg with an on-site contact for the entire rental period of the Farmer's Market. The contact information will include the name, phone number and email.

This will be the sole source contact for any incidents, discrepancies and disputes that occur at any Farmer's Market Events.

This contact information must be provided a minimum of two weeks prior to the start of the Season, **April 20, 2019**.

Should this information change during the Season, the Farmer's Market Administration is required to notify the Town of Cobourg a minimum of five days in advance of the booked Farmer's Market Events.

Legal Counsel

The Tenant acknowledges that he/she had an opportunity, prior to executing this Agreement, to review and seek independent legal advice with respect to the contents of this Agreement.

Term

This agreement will expire on **December 21, 2019**.

Attached Schedules

- Schedule A** Market Building Rental Areas
- Schedule B** Rotary Harbourfront Park Rental Areas
- Schedule C** Account Schedule Report
- Schedule D** Town of Cobourg Fees & Charges Schedule
- Schedule E** Market Building Key Agreement
- Schedule F** Market Building Storage Key Agreement
- Schedule G** Special Event Refreshment Vehicle Licence Application
- Schedule H** Cobourg Fire Regulations concerning Refreshment Tents/Stands & Open Air Food Vendors

In witness whereof the parties have affixed their signatures duly authorized.

Acknowledged and agreed this _____ day of _____, 2019.

THE CORPORATION OF THE TOWN OF COBOURG

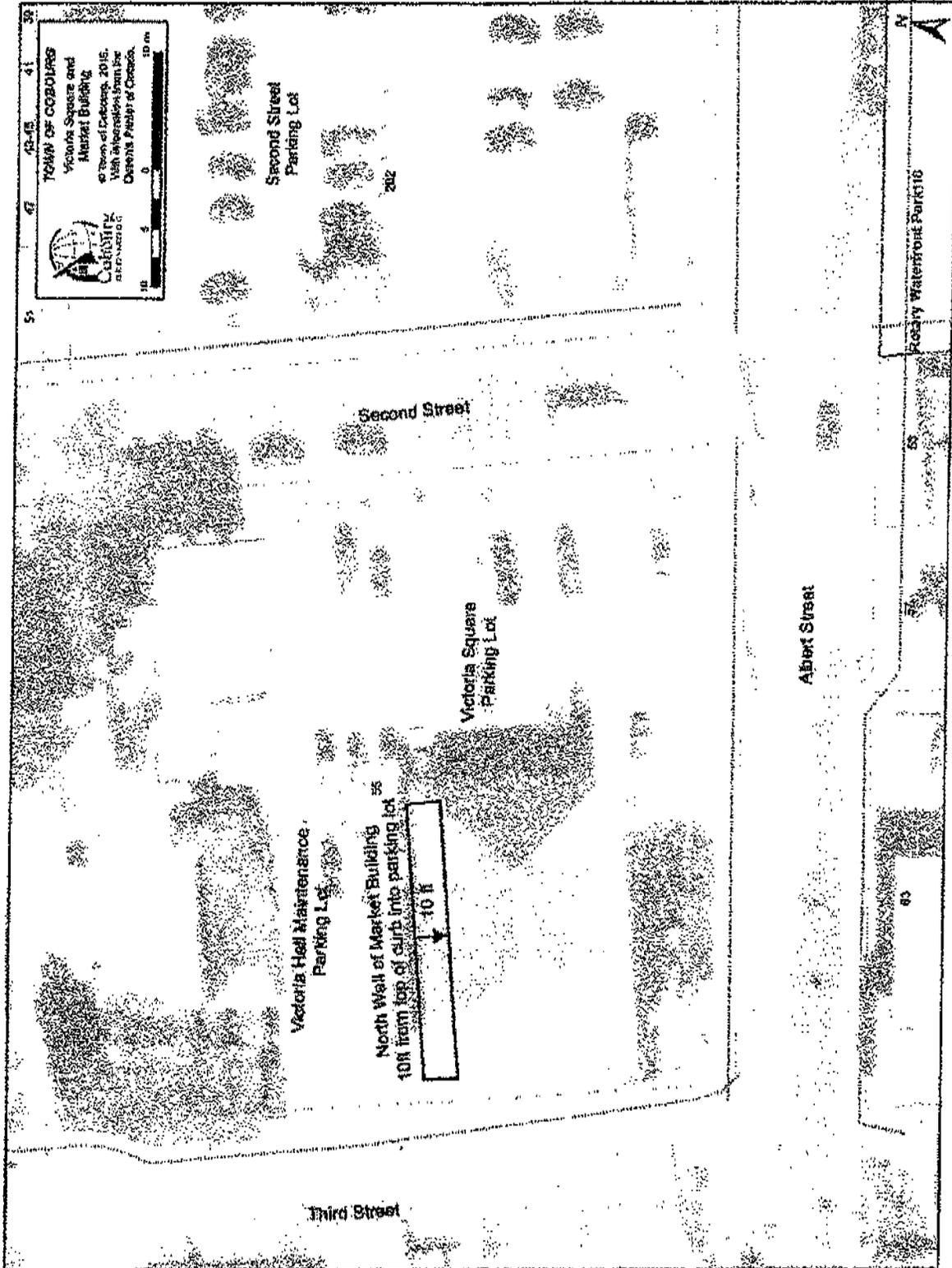
Mayor, John Henderson

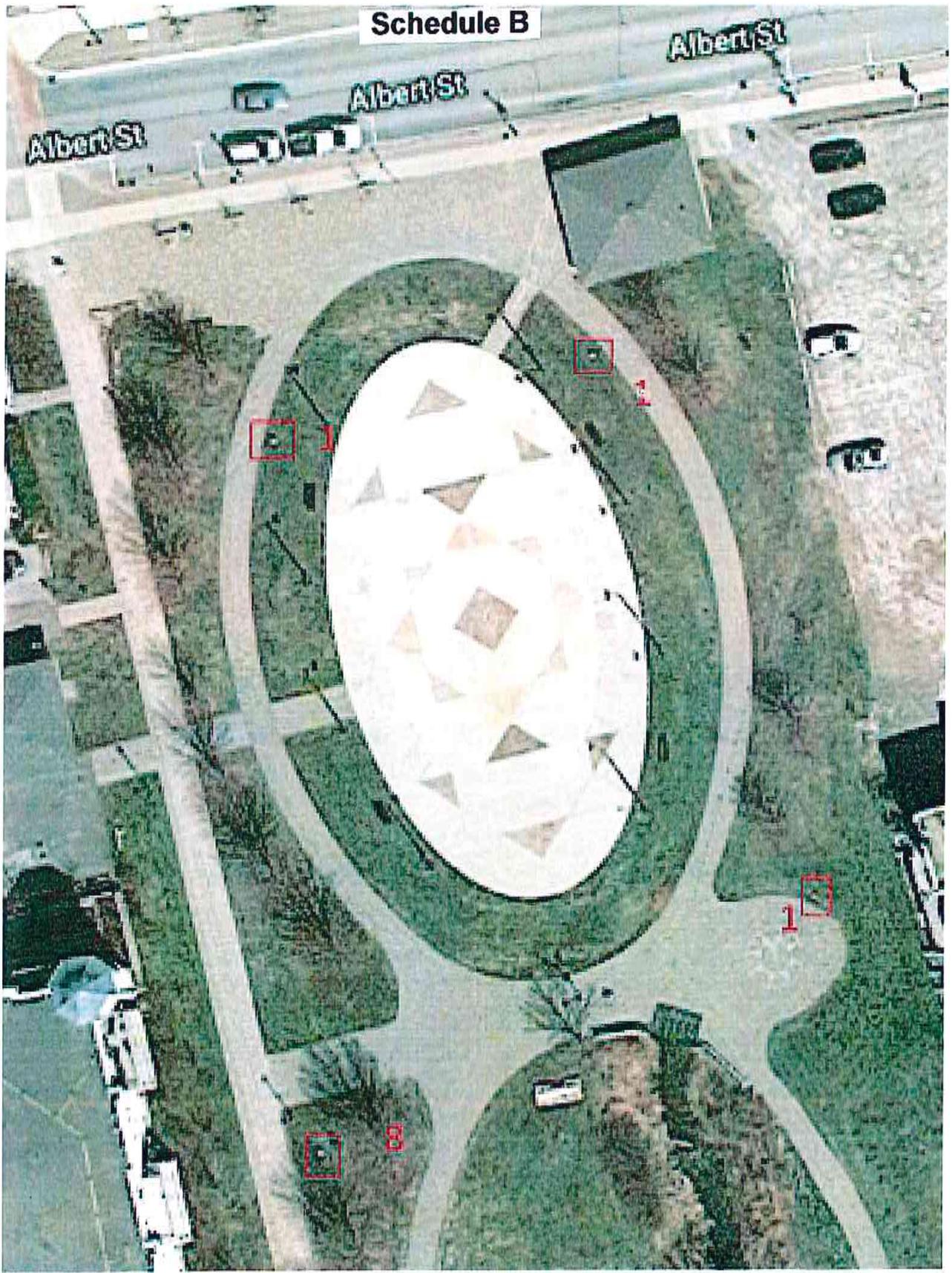
Municipal Clerk, Brent Larmer

COBOURG FARMER'S MARKET ADMINISTRATION

President, Elaina Asselin

Schedule A







Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Schedule C

Phone: 905-372-4301

Fax: 905-372-7558

Cobourg Farmers Market

Account Schedule - By Date

5/4/2019 - 12/31/2019

Date	Day	Complex	Facility	Event Type	Event Time	Dur.	Rate	Other Chg	Tax	Total
5/4/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/11/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/18/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/25/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/1/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/8/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/15/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/22/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/6/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/13/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/20/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/27/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/3/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/10/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/17/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/24/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/31/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/7/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/14/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/21/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/28/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/5/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/12/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/19/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/26/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
						200 (hrs) / 0 (min)	Sub Total		\$2,500.00	
							Tax		\$325.00	



Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Phone: 905-372-4301

Fax: 905-372-7558

Cobourg Farmers Market



Grand Total \$2,825.00



Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Phone: 905-372-4301

Fax: 905-372-7658

Cobourg Farmers Market

Account Schedule - By Date

5/4/2019 - 12/31/2019

Date	Day	Complex	Facility	Event Type	Event Time	Dur.	Rate	Other Chg	Tax	Total
6/29/2019	Sat	Vic Hall	Market Building	Event	8:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/2/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/9/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/16/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/23/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/30/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/7/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/14/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/21/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05

72 (hrs) / 0 (min)

Sub Total \$765.00

Tax \$99.45

Grand Total \$864.45

Schedule D

DEPARTMENT / ITEM	FEES AND CHARGES
PARKS – Bandshell Fees	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours \$125.00 / days
* All prices are plus HST.	
PARKS – Beach Fees	
Beach use for events	**
Beach Volleyball - Adult	1 st year: \$2.00 / Court 2 nd year: \$3.00 / Court
Beach Volleyball - Youth	3 rd year: \$3.75 / Court
*All price are plus HST.	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours
All others	\$125.00 Full day
Extra - Hydro – Unlock and Securing	\$35.00
Extra – Additional Picnic Tables (Over 10 Tables) Both include delivery and p/u.	\$2.50 per table for Charity \$3.50 per table
*All price are plus HST.	
PARKS – Refreshment Tent	
Refreshment Tent Permit in Parks	\$50.00
PARKS – Softball / Baseball User Fees	
DONEGAN PARK	
Adult	\$27.00
Minor	\$10.00
Lights	\$30.00
LEGION FIELDS	
Adult	\$27.00 / diamond / game \$40.00 / double header
Minor	\$10.00
Lights	\$30.00
*All prices are plus HST	
PARKS – Softball / Baseball / Soccer User Fees	
OTHER PARKS	
Adult	\$25.00
Minor	-
Lights	-
Adult	Practice \$9.00
Minor	Practice \$6.00
Lights	Practice \$30.00
* All prices are plus HST.	

DEPARTMENT / ITEM	FEES AND CHARGES
VICTORIA HALL – Market Building Rental (Full Day = More than 3 hrs 8:30am – 4:30pm Short Term = Less than 3 hrs 8:30am – 4:30pm)	
Damage Deposit and Cleaning Fee	\$200.00 to \$500.00 As per signed agreement
Multiple Rental User (Min. 4 rentals / year booked and paid for in advance)	\$150.00 (Full Day) \$95.00 (Short Term)
Non-Profit Group	\$150.00 (Full Day) \$95.00 (Short Term)
One Time Rental Fee	\$200.00 (Full Day) \$135.00 (Short Term)
Replacement Key Fee	\$85.00
Set up Fee	\$25.00
*All price are plus HST.	

Schedule E



THE CORPORATION OF THE TOWN OF COBOURG

ACKNOWLEDGEMENT OF RECEIPT OF MARKET BUILDING KEY

I, _____ acknowledge that I am now in receipt of Market Building Keys # A18 & A19.

I further acknowledge that I will maintain full responsibility for Market Building Keys # A18 & A19, and agree to return Market Building Keys # A18 & A19 by 12:00 noon on **January 31, 2020**

I agree that should I fail to return Market Building Keys # A18 & A19, by the agreed upon time, I agree to pay the Replacement Key Fee of \$85.00 per key.

Signed by Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Signed by Town Representative

KEY RETURN DATE: _____ TIME: _____

TOWN REPRESENTATIVE INITIALS _____ RENTER INITIALS _____

Schedule F



THE CORPORATION OF THE TOWN OF COBOURG

ACKNOWLEDGEMENT OF RECEIPT OF MARKET BUILDING STORAGE CUPBOARD KEY

I, _____ acknowledge
that I am now in receipt of Market Building Storage Cupboard Key #5.

I further acknowledge that I will maintain full responsibility for Market Building
Storage Cupboard Key #5, and agree to return this Storage Cupboard Key #5
by 12:00 noon on **January 31, 2020**

I agree that should I fail to return Market Building Storage Cupboard Key #5,
by the agreed upon time, I agree to pay the Replacement Key Fee of \$85.00.

Signed by Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Signed by Town Representative

KEY RETURN DATE: _____ TIME: _____

TOWN REPRESENTATIVE INITIALS _____ RENTER INITIALS _____



Schedule G

APPLICATION FOR SPECIAL EVENT REFRESHMENT VEHICLE LICENCE Pursuant to By-laws # 043-2015 & 090-2016

Event Information

PROPOSED EVENT: _____

PROPOSED DATES: _____

Applicant Information

NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Business Information

BUSINESS NAME: _____

PROPOSED LOCATION: _____

LIST OF MAIN MENU ITEMS: _____

Refreshment Vehicle Information

VEHICLE YEAR, MAKE & MODEL: _____

VEHICLE PLATE: _____

Licence History

Have you ever been refused a Municipal Licence or had one suspended or revoked?

If yes, details: _____

Declaration

I am the Applicant herein and I am aware that specific information must be obtained in order to process this application. I acknowledge that the foregoing information may contain "personal information" as defined under Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Town for the administration of this Special Event Refreshment Vehicle Licence. I certify the above information to be correct in all respects. I hereby agree to comply with all requirements of By-laws #043-2015 & 090-2016 relating to Refreshment Vehicle Licences.

Signature of Applicant _____

Date _____

Required Documentation – Completed by Community Organization

As per Refreshment Vehicle By-laws # 043-2015 & 090-2016, the Community Organization sponsoring the Event is responsible for ensuring that a Refreshment Vehicle Operator complies with all By-laws. The Community Organization is also responsible for verifying each Applicant has obtained the following required documentation and ensure that the documentation is valid and current. All Refreshment Vehicles licensed under this Special Event Licence are required to maintain and keep on hand at all times the following required documentation.

- | | |
|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Written Approval of Organizer | <input type="checkbox"/> CIR, Criminal Information Record |
| <input type="checkbox"/> Insurance Policy (\$5 million) | <input type="checkbox"/> Fire Department Approval Report |
| <input type="checkbox"/> Public Health Inspector Report | <input type="checkbox"/> Proof of Ownership |

Declaration by Community Organization Sponsoring Event

COMMUNITY ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

I represent the Community Organization Sponsoring this Event. I have inspected and verified all the required documentation for this Refreshment Vehicle Licence Applicant herein and certify that the Refreshment Vehicle Licence Applicant herein complies with all aspects of Refreshment Vehicle By-laws # 043-2015 & 090-2016. As the Indemnitor, I undertake to indemnify the Corporation of the Town of Cobourg from any and all liability, loss, or damage the Corporation of the Town of Cobourg may suffer as a result of claims demands, costs, or judgements against the Corporation of the Town of Cobourg arising from the operation and services of this Refreshment Vehicle licensed by the Corporation of the Town of Cobourg in accordance with the provisions contained in By-laws # 043-2015 & 090-2016, being By-laws to license, regulate refreshment vehicles within the Town of Cobourg.

Signature of Representative of Community Organization Date

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

For Town of Cobourg Use Only

Received by: _____ Date Received: _____

Licence Issue Date: _____ Assigned Licence #: _____

Authorizing Signature: _____

Licence is only valid from Start Date of Special Event to End Date of Special Event.

Schedule H



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
VICTORIA HALL
55 KING STREET WEST
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-4301
Toll Free 1-888-972-4301
Fax: (905) 372-7558
www.cobourg.ca

FARMER'S MARKET Food Vendor & Refreshment Vehicle Requirements

The following requirements shall be followed at all times to ensure general public safety. **Any contravention of these requirements may result complete or partial closure of your operation.**

Refreshment Tents / Stands & Open Air Food Vendors

- Deep fat fryers shall **not** be used unless equipped with an approved fixed fire extinguishing system as per N.F.P.A. #96 (National Fire Protection Association) – “*Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment*”.
- Where a fixed extinguishing system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment tent / stand & open air food vendor shall be provided with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.
- TSSA and ESA requirements (as stated above) may be applicable.
- Tents and canopies used to shelter cooking equipment shall be flame retardant and shall not exceed 120 square feet in area. (i.e. 10' x 12').
- A minimum clearance of 3m (10') shall be maintained between cooking equipment and all other non-flame retardant tents, combustible structures and large tents used for assembly occupancy.
- A minimum clearance of 10m (33') shall be maintained between cooking equipment and designated heritage buildings, including the Victoria Park band shell, Fire Hall Theatre, Market Building and Victoria Hall.
- All cooking equipment shall be kept a safe distance from overhanging trees and other foliage.

Any questions regarding the above information may be directed to the Cobourg Fire Department by calling (905) 372-9789.



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
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Fax: (905) 372-7558
www.cobourg.ca

FARMER'S MARKET Food Vendor & Refreshment Vehicle Requirements

The following requirements shall be followed at all times to ensure general public safety. **Any contravention of these requirements may result complete or partial closure of your operation.**

Refreshment Vehicles (as defined in By-law 043 - 2015)

- Cooking appliances that produce grease laden vapours and smoke must be equipped with an approved fixed fire extinguishing system and commercial exhaust hood system as per N.F.P.A. #96 (National Fire Protection Association) - "*Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment*".
- Where a fixed extinguishing /hood system is present, a valid certificate of service/inspection issued by a qualified person shall be provided. (Valid within 6 month of the date of the event)
- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable "K" class fire extinguisher shall be provided.
- A Field Approval Notice issued by the Technical Standards and Safety Authority (TSSA) and a valid Annual Inspection Certificate (per TSSA Director's Order #FS-056-06) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA Inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.
- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Any questions regarding the above information may be directed to the Cobourg Fire Department by calling (905) 372-9789.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered the 2019 Water Services Capital and Operating Budgets, as presented by the Manager of Regulatory Compliance and Finance, Lakefront Utilities Services Inc.;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2019 Capital Budget for Water Services for the Town of Cobourg in the amount of \$3,322,843, as outlined in the 2019 Waterworks Summary Capital Budget attached hereto as Appendix 'A'; and

FURTHER THAT Council approve the 2018 Operating Budget for Water Services for the Town of Cobourg indicating a projected Total Revenue of \$5,144,888 and Total Expenses of \$2,752,000, plus Amortization of \$1,191,477 for a projected Net Income of \$1,201,411, as noted on the proposed 2019 Waterworks Budget of the Town of Cobourg attached hereto as Appendix 'B'.



APPENDIX 'A'

**Memo
Town of Cobourg Council
April 2019**

The capital forecast was derived from long-term capital forecasts for Waterworks, as well as an assessment of the lifecycle replacement needs of the existing infrastructure. On an annual basis, projects are reviewed and adjusted to reflect changes in the background information, inflationary impacts, changing priorities within the Town of Cobourg. The prioritization of the capital infrastructure replacement was based on safety, cost, and operational efficiencies. While some capital assets have reached their useful life, these assets can continue to provide value to the water system but may require additional maintenance until they are replaced.

Continued long-term planning is instrumental in developing a comprehensive understanding of Waterworks' infrastructure and creating a financial structure that puts in place resources to maintain the water system in a safe and effective manner, while maintaining the financial viability. Waterworks recognizes that integrity of its finances is critical to the successful operation for the organization and to its reputation and trust by ratepayers.

WATERWORKS OF THE TOWN OF COBOURG 2019 CAPITAL BUDGET

Project	Total
Water Tower #2	\$2,422,000
Confined Space Equipment	\$12,000
Electric to Gas	\$300,000
Solar Project	\$140,000
Clarifier - Bolts Replacement	\$50,000
WTP Filter Gallery Upgrades	\$203,000
WTP Roof	\$67,000
Infrastructure Upgrades	\$3,194,000
Watermain Design	\$50,000
Watermain Replacement	\$50,000
IT Hardware and Software	\$63,843
Tools	\$15,000
General Plant	\$78,843
Total Capital	\$3,322,843

APPENDIX 'B'



**Memo
Town of Cobourg Council
April 2019**

Subject: Town of Cobourg Proposed 2018 Operating and Capital Budget

Recommendation:

The proposed 2019 operating budget of \$2,752,000, recommended in this report, represents an increase of \$183,000 or 7.12% from the 2018 operating budget of \$2,569,000 and a decrease of \$150,299 or 5.17% the 2018 actual expenses, as summarized below:

**WATERWORKS OF THE TOWN OF COBOURG
PROPOSED
BUDGET INCREASE/DECREASE**

	BUDGET 2018	BUDGET 2019	INCREASE (DECREASE)	INCREASE (DECREASE) %
REVENUE				
Sale of water	4,440,914	4,923,967	483,052	11%
Other revenue	179,151	179,801	650	0%
Development charges	50,000	30,000	(20,000)	-40%
Interest	11,000	11,120	120	1%
	4,681,065	5,144,888	463,823	10%
EXPENSES				
Wages	1,381,341	1,315,259	(66,082)	-5%
Management fees	81,712	71,901	(9,811)	-12%
Training	34,268	48,747	14,479	42%
Billing and collecting	107,546	117,946	10,400	10%
Professional fees	32,450	51,687	19,237	59%
Water operations and maintenance	223,398	293,839	70,441	32%
Rent	51,965	53,004	1,039	2%
Chemicals purchased	40,000	50,000	10,000	25%
Distribution	179,014	267,500	88,486	49%
Vehicle maintenance and gas	37,700	37,720	20	0%
Building utilities and maintenance	49,365	59,146	9,781	20%
Property taxes	80,900	82,518	1,618	2%
Insurance	95,097	96,555	1,458	2%
IT maintenance	58,193	81,075	22,882	39%
Misellaneous	19,505	20,333	828	4%
Office supplies and telecommunications	96,547	104,773	8,226	9%
	2,569,000	2,752,000	183,001	7%
Income before Amortization	2,112,066	2,392,888	280,822	13%
Amortization	1,157,116	1,191,477	34,361	3%
Net Income	954,949	1,201,411	246,461	26%



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Memo from the Manager of Regulatory Compliance and Finance, Lakefront Utilities Services Inc., regarding the 2018 Waterworks Financial Statements;

NOW THEREFORE BE IT RESOLVED THAT Council approve the draft Financial Statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2018, attached hereto as Appendix 'A'.

APPENDIX 'A'

**WATERWORKS OF THE
TOWN OF COBOURG
FINANCIAL STATEMENTS
AT DECEMBER 31, 2018**

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INDEPENDENT AUDITOR'S REPORT

TO THE COUNCIL OF THE TOWN OF COBOURG

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Waterworks of the Town of Cobourg, which comprise the statement of financial position as at December 31, 2018, and the statements of operations and accumulated surplus, cash flows and changes in net financial assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter

The financial statements of the Company as at and for the year ended December 31, 2017 were audited by Collins Barrow Kawarthas LLP, which became Baker Tilly KDN LLP effective January 10, 2019.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit. We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Chartered Professional Accountants
Licensed Public Accountants

Peterborough, Ontario

WATERWORKS OF THE TOWN OF COBOURG

STATEMENT OF FINANCIAL POSITION

At December 31, 2018

	2018 \$	2017 \$
ASSETS		
FINANCIAL ASSETS		
Cash	676,298	1,556,378
Accounts receivable	826,285	644,210
Unbilled revenue on customer accounts	415,965	361,280
	1,918,548	2,561,868
LIABILITIES		
Accounts payable and accrued charges	874,412	558,581
Due to Town of Cobourg (note 3)	365,696	347,017
Employee future benefits (note 4)	329,413	326,884
	1,569,521	1,232,482
NET FINANCIAL ASSETS	349,027	1,329,386
NON-FINANCIAL ASSETS		
Prepaid expenses	6,577	39,786
Inventories	80,921	67,565
Tangible capital assets (note 5)	26,980,144	24,997,298
	27,067,642	25,104,649
ACCUMULATED SURPLUS (note 6)	27,416,669	26,434,035

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
For The Year Ended December 31, 2018**

	Budget 2018 \$ (Unaudited)	Actual 2018 \$	Actual 2017 \$
REVENUES			
Sale of water	4,440,914	4,785,010	4,467,056
Other revenue	179,151	225,040	192,245
Development charges	50,000	48,955	51,994
Interest income	11,000	24,937	12,803
	4,681,065	5,083,942	4,724,098
EXPENSES			
Amortization	1,157,116	1,199,009	1,190,844
Water distribution	665,410	957,472	713,796
Administration	1,357,548	1,293,881	1,351,664
Water treatment plant	546,042	650,946	606,928
	3,726,116	4,101,308	3,863,232
ANNUAL SURPLUS	954,949	982,634	860,866
OPENING ACCUMULATED SURPLUS	26,434,035	26,434,035	25,573,169
CLOSING ACCUMULATED SURPLUS	27,388,984	27,416,669	26,434,035

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF CASH FLOWS
For The Year Ended December 31, 2018**

	2018	2017
	\$	\$
CASH PROVIDED BY (USED IN):		
OPERATIONS		
Annual surplus	982,634	860,866
Add: items not requiring cash		
Amortization	1,199,909	1,190,844
Change in employee future benefits	2,529	47,930
Change in contributed capital	33,641	60,409
	2,217,813	2,160,049
Change in non-cash working capital items (note 7)	117,603	(20,840)
	2,335,416	2,139,209
INVESTING ACTIVITY		
Purchase of tangible capital assets	(3,215,496)	(1,831,747)
NET CHANGE IN CASH DURING THE YEAR	(880,080)	307,462
CASH POSITION - BEGINNING OF YEAR	1,556,378	1,248,916
CASH POSITION - END OF YEAR	676,298	1,556,378

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

**STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
For The Year Ended December 31, 2018**

	Budget 2018 \$ (Unaudited)	Actual 2018 \$	Actual 2017 \$
Annual Surplus	954,949	982,634	860,866
Acquisition Of Tangible Capital Assets	(2,127,000)	(3,215,496)	(1,831,747)
Change In Capital Contributions	-	33,641	60,409
Amortization Of Tangible Capital Assets	1,157,116	1,199,009	1,190,844
(Increase) Decrease in Prepaid Expenses	-	(33,209)	1,689
(Increase) Decrease in Inventories	-	(13,356)	(9,831)
Change In Net Financial Assets	(14,935)	(980,359)	272,230
Net Financial Assets, beginning of year	1,329,386	1,329,386	1,057,156
Net Financial Assets, end of year	1,314,451	349,027	1,329,386

The accompanying notes are an integral part of this financial statement.

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2018

1. NATURE OF ORGANIZATION

Waterworks of the Town of Cobourg is engaged in the distribution of water and associated activities. The organization is a municipal authority and is exempt from tax under the Income Tax Act. The accumulation of assets other than capital assets occurs to fund the replacement of capital assets.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with standards in the Chartered Professional Accountants of Canada Public Sector Accounting (PSA) Handbook. Significant aspects of the accounting policies are as follows:

(a) Recognition of Revenue and Expenses

Revenue is recognized on the accrual basis when the water is supplied to users, whether billed or unbilled, and when collection is reasonably assured. Investment and other income is recorded when earned.

Development charges are recognized as revenue when spent on growth related projects.

Expenses are recognized in the period the goods or services are acquired and a legal liability is incurred or transfers are due.

(b) Management Estimates

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the year.

Key areas where management has made complex or subjective judgments (often as a result of matters that are inherently uncertain) include, among others, useful lives of tangible capital assets, impairment of assets, inventory provisions, amortization, and allowance for doubtful accounts. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

(c) Inventories

Inventories are recorded at the lower of cost and net realizable value, where cost is generally determined using the average cost basis.

(d) Tangible Capital Assets

Tangible capital assets are stated at cost. The organization provides for amortization using the straight-line method at rates designed to amortize the cost of the capital assets over their estimated useful lives:

Buildings	40 years
Other equipment	5 to 40 years
Transmission and distribution system	5 to 40 years

The organization capitalizes assets with a value of \$500 or greater.

Capital contributions in aid of construction toward the cost of constructing distribution assets are recorded with capital assets as a contra account. Contributions are amortized based on the useful life of the asset.

Work in process is not amortized until the asset is put into use.

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

2. **SIGNIFICANT ACCOUNTING POLICIES - (Continued)**

(e) Pension Plan

The organization accounts for its participation in the Ontario Municipal Employee Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined benefit plan. Both participating employers and employees are required to make plan contributions based on participating employees' contributory earnings. The organization recognizes the expense related to this plan as contributions are made.

(f) Post Employment Benefits

The organization pays certain medical and life insurance benefits on behalf of its retired employees. The organization recognizes these post-retirement costs in the period in which the employees earn the benefits. The cost of employee future benefits earned by employees is actuarially determined using the projected benefit method prorated on length of service and management's best estimate of salary escalation, retirement ages of employees, employee turnover and expected health care costs.

The excess of the net actuarial gains (losses) over 10% of the accrued benefit obligation are amortized on a straight-line basis over the average remaining service life of the active employees. Details related to the post-employment benefits are detailed in Note 4.

(g) Non-Financial Assets

Tangible capital and other non-financial assets are accounted for as assets by the organization because they can be used to provide services in future periods. These assets do not normally provide resources to discharge the liabilities of the organization unless they are sold.

(h) Inter-Entity Transactions

The organization has an agreement with the Town of Cobourg, which results in transactions between the two entities.

Allocated costs between the Town of Cobourg and the organization, are measured at the exchange amount, which is the amount of consideration established and agreed to by the parties.

Unallocated costs are measured at the carrying amount, which is the amount recorded in the records of the Town of Cobourg.

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

3. INTER-ENTITY TRANSACTIONS

	2018 \$	2017 \$
Due to Town of Cobourg	365,696	347,017

The balance is due on demand, is unsecured and non-interest bearing.

Included in accounts receivable is a balance due from the Town of Cobourg in the amount of \$24,155 (2017 - \$9,768).

Included in accounts payable is a balance due to the Town of Cobourg in the amount of \$366,285 (2017 - \$371,150).

In the ordinary course of business, the organization enters into transactions with the Corporation of the Town of Cobourg and other related corporations. These transactions, which include the sale of water and the purchase and sale of other goods and services, take place at fair market value. The affiliated corporations of the organization are:

Town of Cobourg Holdings Inc. and its subsidiaries:
Lakefront Utility Services Inc.
Lakefront Utilities Inc.

During the year, the organization collected revenues of \$30,000 (2017 - \$30,000) for billing services from the Town of Cobourg and paid expenses of \$79,977 (2017 - \$83,225).

4. EMPLOYEE FUTURE BENEFITS

The organization provides certain health, dental and life insurance benefits for retired employees pursuant to the organization's policy. The accrued benefit obligation and net periodic expense for the year were determined by actuarial valuation. The most recent valuation was performed for the year ended December 31, 2017.

Significant actuarial assumptions employed for the valuations are as follows: discount rate of 3.5%, salary and wage level increases at 3% per annum. A 4.50% annual rate of increase in the per capita cost of covered dental costs was assumed for 2018 and thereafter. A 6.20% annual rate of increase for health costs was assumed for 2018, decreasing by 0.25% per annum until 2025.

WATERWORKS OF THE TOWN OF COBOURG

**NOTES TO THE FINANCIAL STATEMENTS
For The Year Ended December 31, 2018**

4. EMPLOYEE FUTURE BENEFITS - (Continued)

Information about the organization's defined benefit plan is as follows:

	2018 \$	2017 \$
Accrued benefit obligation, beginning of period	326,884	278,954
Actuarial adjustment to opening liability	-	45,036
Past service cost	-	36,643
Current service cost	14,377	7,751
Interest on accrued benefit obligation	11,304	11,545
Benefits paid	(22,656)	(49,851)
Actuarial gain	(496)	(3,194)
	329,413	326,884

5. TANGIBLE CAPITAL ASSETS

	Cost \$	Accumulated Amortization \$	Net Book Value	
	\$	\$	2018 \$	2017 \$
Land	4,546	-	4,546	4,546
Buildings	1,851,602	1,017,691	833,911	634,619
Other equipment	8,126,313	4,248,278	3,878,035	3,156,820
Work in process	2,131,996	-	2,131,996	407,500
Transmission and distribution system	39,622,076	18,046,024	21,576,052	22,256,927
Contributions in aid of construction	2,088,427	(644,031)	(1,444,396)	(1,463,114)
	49,648,106	22,667,962	26,980,144	24,997,298

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS

For The Year Ended December 31, 2018

6. ACCUMULATED SURPLUS

	2018 \$	2017 \$
Operating surplus	436,525	1,436,737
Equity in tangible capital assets	26,980,144	24,997,298
	27,416,669	26,434,035

7. NET CHANGE IN NON-CASH WORKING CAPITAL ITEMS

	2018 \$	2017 \$
Accounts receivable	(182,075)	(158,942)
Inventories	(13,356)	(9,831)
Prepaid expenses	33,209	1,689
Unbilled revenue on customer accounts	(54,685)	85,551
Accounts payable and accrued liabilities	315,831	108,763
Due to Town of Cobourg	18,679	(48,070)
	117,603	(20,840)
Other information		
Interest paid	58	64

WATERWORKS OF THE TOWN OF COBOURG

NOTES TO THE FINANCIAL STATEMENTS For The Year Ended December 31, 2018

8. PENSION AGREEMENT

Certain employees of the organization are eligible members of the Ontario Municipal Employees Retirement System (OMERS), a multi-employer pension plan.

The Actuarial Opinion contained in the 2018 Annual Report disclosed actuarial liabilities of \$100,081 million in respect of benefits accrued for service with actuarial assets of \$95,890 million indicating an actuarial deficit of \$4,191 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the organization does not recognize any share of the OMERS pension surplus or deficit.

The amount contributed to OMERS for the year ended was \$122,782 (2017 - \$124,147).

9. BUDGET FIGURES

The budget, approved by the organization, for 2018 is reflected on the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Assets. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore may not be comparable with current year's actual amounts. Budget figures have been reclassified for the purposes of these financial statements to comply with Public Sector Accounting Board reporting requirements. Budget figures are not subject to audit.

10. CHANGES IN ACCOUNTING POLICIES

The organization has implemented the following PSA sections which are now effective under the PSA Handbook: 3320 Contingent Assets, 3380 Contractual Rights and 3420 Inter-Entity Transactions.

Under Section 3320, a contingent asset is a potential asset that exists at the financial statement date but requires confirmation or disproof at a future date that is not in the control of the public-sector entity. If the contingent asset is deemed to be likely to exist, then this should be disclosed in the notes to the financial statements. Disclosure should include the nature, extent (except in those cases where extent cannot be measured or disclosure would have an adverse effect on the outcome), the reason for any non-disclosure of extent, and when an estimate of the amount has been made, the basis for that estimate. This section has been applied prospectively. The adoption of this standard did not have an impact on the organization's financial statements.

Under Section 3380, a contractual right arises out of a contract or agreement where it will result in the public sector entity having both an asset and future revenue. The contract or agreement must be between two or more parties and be enforceable under contract law. Contractual rights are assets and revenues that will occur in the future due to an enforceable agreement in effect at the financial statement date. If a contractual right exists, it should be disclosed in the notes or schedules to the statements and include descriptions about nature, extent and timing. This section has been applied prospectively. The adoption of this standard did not have an impact on the organization's financial statements.

Section 3240 establishes the standards and requirements on how to account for and report transactions between public sector entities that comprise the government's reporting entity. This section has been applied retroactively with restatement of prior periods. The adoption of this standard did not have an impact on the organization's financial statements as the organization was already disclosing this information.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered the Town of Cobourg Municipal Council Strategic Plan for the 2019 – 2022 Municipal Council Term;

NOW THEREFORE BE IT RESOLVED that Council adopt the 2019 – 2022 Town of Cobourg Strategic Plan Components Report as amended;

FURTHER THAT Council direct the Chief Administrative Officer to provide to Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation to be brought back to Council by the combined Committee of the Whole/Regular Council Meeting of July 22, 2019.



Town of Cobourg Strategic Plan Components (2019-2022)

April 25, 2019



TOWN OF COBOURG STRATEGIC PLAN: 2019-2022

The Town of Cobourg's Strategic Plan is comprised of number of elements as shown following.

Strategic Plan Components



Vision, Mission and Pillars/Supporting Objectives

Town of Cobourg Strategic Planning Session: February 12-13, 2019 Draft Vision, Mission and Supporting Pillars/Objectives	
Vision	
Cobourg...a vibrant inclusive community where everyone has access to meaningful opportunities and experiences	
Mission	
<i>The Town of Cobourg is committed to open and accountable governance and the provision of quality, accessible programs and services in a sustainable manner</i>	
Pillars/Objectives	
The Town's mission will be achieved through the following ...	
People	<i>The Town supports and cares for the social and physical well-being of its citizens</i>
Places	<i>The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism</i>
Programs	<i>The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors</i>
Partnerships	<i>The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone</i>
Prosperity	<i>The Town plans for, markets and develops assets for economic resiliency and financial security</i>

Strategic Actions and Desired Outcomes

PEOPLE	The Town supports and cares for the social and physical well-being of its citizens
Strategic Actions	
<ol style="list-style-type: none"> 1. Create a housing strategy that is in alignment with Northumberland County's housing strategy 2. Implement a municipal youth program 3. Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation 4. Continue to pursue the Age-Friendly Communities designation 5. Invest in programs, services and infrastructure to make Cobourg more accessible 	
Desired Outcomes	
<ul style="list-style-type: none"> • People are able to find attainable housing in Cobourg • There is a broad variety of housing types available for ownership and rental • Residents of all ages are engaged in a wide range of physical activities • Cobourg residents are healthy and happy • Cobourg's youth participate in community activities and events • The Town is enriched by the skills, ideas and perspectives of its youth • A barrier-free Cobourg that is accessible to citizens of all abilities, including those with disabilities 	
PLACES	The Town protects, preserves and promotes its natural assets, heritage, arts, culture and tourism
Strategic Actions	
<ol style="list-style-type: none"> 1. Investigate the creation of additional heritage conservation districts as outlined in the heritage master plan 2. Create a climate change action plan 3. Upon completion of the cultural master plan, consider the creation of a Town arts, culture and tourism division 4. Continue implementation of the downtown vitalization plan 5. Review and improve the financial performance of Town operated facilities 6. Repair and rejuvenate the East Pier 7. No expansion of boat slips at the Cobourg Marina will be considered during this term of Council and the natural environment of the West Harbour will be safeguarded and protected 	

Desired Outcomes	
<ul style="list-style-type: none"> • Arts, culture and heritage are key defining characteristics of the Cobourg community • Daily lives of residents are enriched • Cobourg’s natural environment will be safeguarded and protected • The Town of Cobourg will be good stewards and practice sustainable actions • A community that prioritizes biking, walking and public transportation as a means to mitigate the effects of climate change 	
PROGRAMS	<p>The Town provides efficient and effective corporate, community, business and recreational services for its residents, businesses and visitors</p>
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop an information technology strategic plan 2. Develop an integrated records management system 3. Implement a comprehensive management plan for all of the Town’s assets 4. Explore the feasibility of enhanced sidewalk snow clearing including the clearing of arterial bike lanes and multi-use paths 5. Review and assess appropriateness of agreements with third party contracts 6. Continue to explore communications priorities including social media and public engagement tools 	
Desired Outcomes	
<ul style="list-style-type: none"> • People will be well informed, know what is going on in the Town and how to get information • The Town will be resilient and safe from cyber attacks • Information will be easier and faster to access through a variety of means • People will be informed with the facts • Information will be stored in a way that is accessible for present and future generations • Public trust and confidence in the Town’s processes and procedures will be enhanced 	

PARTNERSHIPS	The Town engages in strong, sustainable public private partnerships to improve the quality of life for everyone
Strategic Actions	
<ol style="list-style-type: none"> 1. Explore feasibility of partnerships to develop a social services community hub for community health priorities such as food security, mental health, drug addiction and homelessness 2. Explore future partnerships with Venture 13 to promote innovation, education and entrepreneurial opportunities 3. Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives 4. Work with transit authorities in the area to integrate transit services, including accessible and active transportation services 5. Facilitate meaningful collaboration with Cobourg citizens 	
Desired Outcomes	
<ul style="list-style-type: none"> • Partnerships will be a key component of how the Town works and does business • Cobourg will be a strong community • Resources will be maximized • The Town will be able to realize initiatives it undertakes 	
PROSPERITY	The Town plans for, markets and develops assets for economic growth and financial security
Strategic Actions	
<ol style="list-style-type: none"> 1. Develop a policy for establishing shovel-ready development lands 2. Coordinate funding opportunities to optimize community development capital and special projects funding 3. Review the feasibility of expanding the Northam Industrial Park 4. Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg 5. Develop resources to support small businesses coming to Cobourg 6. Review the mandate of the Town's economic development department 	
Desired Outcomes	
<ul style="list-style-type: none"> • More jobs are locating in Cobourg • Economic health has created capacity for improved quality of life • Economic development resources are effectively used • Visitors find opportunities to spend money in Cobourg • Cobourg is recognized for its strong and healthy downtown • Labour force skills in the Town match employment needs 	



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the revised Poet Laureate Terms of Reference Policy;

NOW THEREFORE BE IT RESOLVED that Council approved the Poet Laureate Terms of Reference Policy (COUN-ADM2) attached hereto as Appendix "A".

APPENDIX 'A'
CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of
Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

Purpose

Town Council appoints a Poet Laureate as a means by which the importance of literature, language and all forms of arts and culture is encouraged and promoted within the Town of Cobourg. The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community, while also acknowledging the individual's accomplishment in poetry and other forms of literary arts.

As an advocate of Cobourg, the Poet Laureate will serve to honour and nurture the expression of life in Cobourg's past, present and future and to establish the reputation of Cobourg as a culturally dynamic community.

Policy

1. ORIGIN

The position of Poet Laureate was established in 1997 by the Municipal Council of the Town of Cobourg. As a result of various activities set in motion by Eric Winter, Cobourg's First Poet Laureate, people across Ontario and Canada now consider the Town of Cobourg as a "go to" place for poetry. The Town has a spirited poetry group which has been active since July 11, 2000. In addition to the Town of Cobourg celebrating Poetry month in April, Cobourg is the location of monthly poetry events that are open to the public, which have run continuously for many years.

2. DUTIES

The Poet Laureate will act as literary ambassador for the Town of Cobourg and will be required to write one new and original poem in each year of their appointment that addresses or reflects one or more aspects of life in Cobourg, to be read (by the Poet Laureate or a designate) on the occasion of the Mayor's annual New Year's Day Levy and the Inaugural event on the year of a Municipal election. The Poet Laureate will give the Town a **limited** license to publish these poems – that is first publication rights – in hard copy and electronic forms, including on the Town website for the term of the appointment. Copyright for all these poems will be retained by the Poet; the intellectual rights to writing produced during tenure remains the property of the Laureate.

The Poet Laureate will be present and read a selection of poetry (which may be the Laureate's original composition or a piece by another poet) at no fewer than **three (3)** of the following public events each year:

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

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1-1
COUN-ADM2

-
- Mayor's Levy
 - Poetry Weekend in Cobourg
 - Canada Day
 - Cobourg Day
 - James Cockburn Day (Cobourg's Father of Confederation)
 - Inaugural Council Meeting (on the year of a Municipal election)
 - Selected non-annual civic ceremonies or official functions such as the opening of new buildings or parks, the inauguration of new community festivals or events, the installation ceremonies for public art, the official greeting of visiting dignitaries, the swearing-in for other municipal positions, significant retirements or milestones reached by citizens, or other occasions by invitation of the Mayor.

Furthermore, the Poet Laureate will serve as an advocate for literature and for literacy; bringing the effect of Laureate's role into our schools and library is strongly encouraged.

The Poet Laureate will be expected to participate in the strong and thriving literary life of our Town; the Laureate is free to determine which specific activities will be pursued in this area and in consultation with the Mayor. The Poet Laureate's efforts should also ensure that our community encourages self-expression by youth through spoken word and written poetry.

Each Laureate is encouraged to follow the example of Cobourg's First Poet Laureate in that legacy projects were created to enhance our Town's literary voices and support the other Arts.

While it is acknowledged that each Laureate will bring a different emphasis to the position, the Town Council encourages every Poet Laureate to launch a public project during each term of the appointment, even community-wide in scope.

The duties of the Poet Laureate will not include reading manuscripts or any requirement to comment on other people's individual writing efforts.

3. TERM

The Poet Laureate will be appointed for a four (4) year term that corresponds with the term of Council. If an appointment is made at any time during the term of Council as a result of the

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

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1-1
COUN-ADM2

position being vacated prematurely, the Poet Laureate will be appointed for the remaining term of the previously appointed Poet Laureate.

An incumbent Laureate may be reappointed to serve for consecutive terms of Council for a maximum of eight (8) consecutive years. Previous Poet Laureates may be appointed to serve in the position again, provided that the third or subsequent appointments do not create an uninterrupted succession of more than two (2) terms or eight (8) consecutive years.

4. SUPPORT

The Poet Laureate will receive an annual honorarium of \$500.00 (five hundred dollars) for each year of their term for each year of their term appreciation for service to the Town of Cobourg.

The Town of Cobourg will provide appropriate liability insurance coverage for the Poet Laureate for all tasks performed at or on behalf of the Corporation during the performance of the assigned duties of the Poet Laureate.

The Poet Laureate will liaise with the Town through the offices of the Mayor and the Town Clerk. Cooperation with the Events Coordinator and Cobourg Tourism will be essential in fostering the Laureate in the role. Municipal staff will provide orientation to the newly appointed Poet Laureate.

The Poet Laureate will be provided with a business card, an email address using the cobourg.ca domain and a Town of Cobourg ground-mail address. Occasional clerical, legal or technical support will be made available as required to fulfill the duties of Laureate.

Reception staff at the municipal offices will be able to field inquiries about the position and forward to the Poet Laureate, if requested, "return contact" information from any interested member of the public.

If the Laureate opts to exercise a "poet-in-residence" component of the position, and, if Municipal space is available, the Town may provide space to allow public access to the Poet Laureate. Such access will be at the discretion of the Poet Laureate.

Council will be open to proposals for public projects of the Laureate's choosing and will offer its support in any way that is practical, such as willingness to consider sponsorship of arts funding applications for these community efforts.

The Town of Cobourg will post the Poet Laureate's annual poem for the Mayor's Levy on its

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of
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Section #
Policy #

1-1
COUN-ADM2

website, along with other material mutually agreed by the municipality and the Poet Laureate.

The Town will not be responsible to reimburse or pay performance fees for poetry readings, travel expenses or accommodation costs for out of town appearances, or any other expenditures of a similar nature that the Laureate may incur.

5. ELIGIBILITY AND APPOINTMENT CRITERIA

Candidates must:

- be willing to fulfill the duties of the position;
- display literary excellence and significant ability in composing poetry;
- hold a record of high achievement in poetry demonstrated by peer and/or public recognition;
- have a published book of poetry and/or a history of publication in literary periodicals;
- live and/or work in the Town of Cobourg or currently pay taxes to the municipality.

The Poet Laureate must relinquish the position if he or she leaves Cobourg permanently, or is absent for a period greater than one year during the appointed term, or if other specific duties and criteria set out above are repeatedly not performed or cannot be met.

Selection Criteria:

- aptitude as a poet, also the attributes of the poet's compositions;
- an acknowledged contribution to the Arts in our Town and to poetry;
- knowledge and understanding of Cobourg indicating a capacity to capture in poetry the life, times and place;
- personal qualities and stature to effectively fulfill the ambassadorial duties of Poet Laureate.

6. APPOINTMENT PROCESS

The Cobourg Town Council will appoint a special ad hoc "Nominating Committee for the Poet Laureate" that will consist of five (5) members, which will include:

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
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COUN-ADM2

-
- Coordinator of Arts, Culture and Tourism Services
 - CEO of the Cobourg Public Library
 - Executive Director/Curator of the Art Gallery of Northumberland
 - two (2) members-at-large comprised of any of the following: writers, publishers, book sellers, teachers, librarians, journalists, and/or any member of the public with suitable knowledge of poetry.

Any person with an interest in serving as Poet Laureate for the term under consideration should excuse herself or himself from sitting on the Nominating Committee.

In keeping with the notion that the title of Poet Laureate is an honour bestowed rather than a position of employment, individuals are not invited to apply for the position.

The Nominating Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in this role. They will present a recommendation of appointment to the municipal Council within 6 weeks of the Committee being struck.

Taking the Committee's recommendation in full consideration, the Cobourg Town Council will make the appointment. Town staff will contact the successful candidate to confirm the appointment. The public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than March 31 of the year following the election of Council.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but will be reappointed when needed in the event that a vacancy occurs during the term of Council in which the Ad Hoc Committee was struck. In a case where the Town and the incumbent Laureate have mutually agreed on the appointment to a second consecutive term, no Nominating Committee will need to be appointed.

Scope

This policy shall apply to the Poet Laureate as Terms of Reference for the Town of Cobourg.

Administration

The Mayor of the Town of Cobourg shall implement and administer the terms of this policy.

CORPORATION OF THE TOWN OF COBOURG



Division: Council and Committee

Effective Date: April 28, 2019

Department: Council

Approval Level: Council

Policy Title: Poet Laureate Terms of Reference- Administration

Section #
Policy #

1-1
COUN-ADM2

Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:
		<hr/>	



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered the proposed 2019 Budget from the Cobourg Downtown Business Improvement Area (Cobourg DBIA);

NOW THEREFORE BE IT RESOLVED that Council approve the 2019 Cobourg Downtown Business Improvement Area Budget attached as Appendix 'A'.

FINAL

APPENDIX 'A'

Board of Mgmt for the Cobourg DBIA Budget - Current Year - 2019

Account Number	Account Name	January	February	March	April	May	June	July	August	Sept	October	November	December	
4020	Town of Cobourg Tax Levy	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00	180,000.00 levy increase = .05%
4030	Town of Cobourg - Wage Subsidy	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,500.00	12,500.00 Town Subsidy
4050	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	800.00 Points from visa card
4060	Expense Reimbursement					675.00	675.00	675.00	675.00	675.00	675.00	0.00	0.00	4,050.00 Payroll re-imbursment for summer help, installation of replacement flags
4110	Fundraising and Sponsorship	0.00	0.00	0.00	0.00	200.00	200.00	200.00	5,000.00	5,000.00	200.00	200.00	0.00	11,000.00 Vendor charges and sponsership at events
	Total Revenues	15,000.00	15,000.00	15,000.00	15,000.00	15,875.00	15,875.00	15,875.00	20,675.00	20,675.00	15,875.00	15,200.00	28,300.00	208,350.00
5410	Salaries	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.66	3,166.72	3,166.68	38,000.00 Wages
5411	Wages	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	1,300.00	15,600.00 ASSISTANT CO-ORDINATOR
5420	EI Expense	55.42	55.38	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	55.42	665.00 fixed cost to payroll
5421	EI Expense- Special Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5430	CPP Expense	90.33	90.37	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	90.33	1,084.00 fixed cost to payroll
5440	WSIB Expense	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	31.25	375.00 fixed cost to payroll
5610	Accounting & Legal	320.00	320.00	320.00	2,000.00	320.00	320.00	2,000.00	320.00	320.00	320.00	320.00	320.00	7,200.00 bookkeeper and KPMG audit
5625	Courier & Postage	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.66	41.74	500.00
5630	Subscriptions, Fees & Memberships	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00 Socan and ESA permits for events
5640	Interest & Bank Charges	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
5645	Office Expenses	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00 paper cheques evelopesETC.
5647	Strategic Planning	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
5650	Meetings and Board Development	166.66	166.66	166.74	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	166.66	2,000.00 Board attending meeting for training
5670	Telephone/Cell/Internet	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00 CO-ordinator cell phone
5705	Staff and Volunteer Development	0.00	0.00	0.00	0.00	200.00	200.00	200.00	200.00	0.00	0.00	0.00	0.00	800.00 Co- ordinator training
5720	ADVERTISING	500.00	500.00	500.00	500.00	3,500.00	3,500.00	3,500.00	4,500.00	3,000.00	500.00	3,000.00	1,500.00	25,000.00 Facebook,Twitter, adobe systems, radio and print,plus posters
5733	EVENTS	1,000.00		0.00	0.00	5,000.00	12,000.00	8,000.00	9,000.00	5,000.00	2,000.00	5,000.00	0.00	47,000.00 Tent rentals, bouncy castles, security, permits,entertainers, ETC.
5755	Downtown Event Sponsorship	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	5,000.00 Santa Clause parade, BAA Awards
5810	Supplies	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 (garbage bags,cord protectors,ETC>)
5815	BEAUTIFICATION	2,000.00	2,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,200.00	6,000.00	1,000.00	25,200.00 flowers, lights,banners, weed control, snow removal
5816	FALCONHURST				2,000.00	2,000.00	2,000.00	2,500.00	2,000.00	2,000.00				12,500.00 contract with Falconhurst
5817	Seasonal Decor/ Flags	0.00	0.00	2,400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	9,900.00 CHRISTMAS TREES,FLAG REMOVAL AND INSTALL
5820	Banners	0.00	0.00	0.00	0.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	500.00 servicing of banners
5830	Maintenance & Repair	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00 equipment servicing
5835	Utilities - Outside Decor (Hydro)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 town maintainance of lights and hydro
5910	MEMBERSHIP	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00 newsletters.general meeting and member relations
5930	Website Hosting	0.00	0.00	0.00	0.00	0.00	0.00	0.00	303.10	0.00	0.00	0.00	0.00	303.10 Web site, maintainance, upgrades and servicing
5976	Special Publicity Project Expenses	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00 Capital projects pending
		9,871.98	8,871.98	10,272.06	13,551.98	19,171.98	26,171.98	24,351.98	24,475.08	18,471.98	10,071.98	27,872.04	12,372.08	207,027.10
														1,322.90 in reserve

Generated On: Dec 18,2018



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Report from the Municipal Ombudsman regarding Complaint 03-2018 – William Street Beer Company;

NOW THEREFORE BE IT RESOLVED that Council direct staff to obtain a legal opinion and deliver a report to Council by June 10, 2019 that:

1. Outlines the roles and responsibilities of Waterworks, LUSI and the Corporation of the Town of Cobourg;
2. Determines whether Council has the legal authority to direct LUSI to reimburse the William Street Beer Company of alleged excessive water charges;
3. Outlines any alternative courses of action to resolve the claim of alleged excessive water charges from the William Street Beer Company;
4. Determines whether LUSI has formal criteria/authority to identify/rectify claims of excessive water charges; and
5. Makes policy and procedural recommendations to clarify the appeal process for complainants of excessive water charges; and

FURTHER THAT Council direct the Chief Administrative Officer to provide a Staff Report based on the legal opinion report to determine possible opportunities for resolving the complaint from William Street Beer Company.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS the Regular Council at its April 29, 2019 Meeting considered a Memo from the Treasurer/Director of Corporate Services, regarding the Building 7, Roof Deck 201 Tender;

NOW THEREFORE BE IT RESOLVED THAT Council award the contract for the replacement of the roof deck 201 for Building 7 to the low bidder, being Crawford Roofing Corp., in the amount of \$178,849 plus non-recoverable HST, in the amount of \$3,148 for a total cost of \$181,997.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS the Regular Council at its April 29, 2019 Meeting considered a Memo from the Treasurer/Director of Corporate Services, regarding the Elgin Street East Roof Replacement Tender;

NOW THEREFORE BE IT RESOLVED THAT Council award the contract for the replacement of the roof on the Elgin Street East Firehall to the low bidder, being Long Star Roofing Ltd., in the amount of \$117,559 plus non-recoverable HST in the amount of \$2,069 for a total cost of \$119,628.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Memo from the Manager of Roads and Sewer regarding the tender award for the Combination Sewer Cleaner with Hydro Excavation Emergency Vehicle Replacement;

NOW THEREFORE BE IT RESOLVED that Council approve the bid of \$477,718.00 + HST submitted by Joe Johnson Equipment for the supply and delivery of a demonstrator combination sewer cleaner with hydro excavation.



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a letter from the Ontario Public Works Association to Proclaim the week of May 19 - 25, 2019, as National Public Works Week in the Town of Cobourg; and,

WHEREAS public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and,

WHEREAS these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities;

NOW THEREFORE BE IT RESOLVED that Council designate the week of May 19–25, 2019, as National Public Works Week in the Town of Cobourg and encourages citizens to join activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Memo from the Chief Building Official regarding a request for an exemption to the Sign By-law (008-2009) for 1154 Division Street (Burger King);

NOW THEREFORE BE IT RESOLVED that Council grant an exemption to the Sign By-law (008-2009) to permit one (1) additional fascia sign on the south exposure (parking lot) of the northerly building at 1154 Division Street; and

FURTHER THAT Council deny the exemption request to allow an additional second (2nd) free standing sign along the Division Street frontage of the subject property.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a Memo from the Chief Building Official regarding a request for an exemption to the Sign By-law (008-2009) for 801 William Street (Wendy's Restaurant #6474);

NOW THEREFORE BE IT RESOLVED that Council grant an exemption to the Sign By-law (008-2009) to permit one (1) additional fascia sign on the north exposure of the building facing the parking lot with the phrase "Quality is our Recipe" for a maximum of four (4) fascia signs total on the building at 801 William Street.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS the Regular Council considered a presentation from the Town of Cobourg Emergency Planner at its April 28, 2019 Meeting to Proclaim the week of May 6 – 12, 2019, as Emergency Preparedness Week in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED that Council designate the week of May 6 – 12, 2019 as Emergency Preparedness Week in the Town of Cobourg and encourages all residents and tourists to take concrete actions to be better prepared to protect themselves and their families during emergencies.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS the Regular Council at its April 29, 2019 Meeting considered Applications to fill the current vacancies in the Accessibility Advisory Committee;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint the following members to the Accessibility Advisory Committee for the 2018 – 2022 Council Term:

Accessibility Advisory Committee



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS at the Committee of the Whole Meeting on April 23, 2019, Council considered a letter from the President and Chair of the Marie Dressler Foundation to Proclaim the month of May as 'Museum Month' in the Town of Cobourg; and,

WHEREAS throughout our community, museums, art galleries, and heritage sites reflect our local history and culture and contribute to our development; and,

WHEREAS the month of May provides an opportunity to increase awareness of our community's museums and celebrate the contributions these institutions make to quality of life, education, and economic development; and,

WHEREAS museums, galleries, and heritage sites welcome visitors and tourists to our community; and

WHEREAS these museums, galleries and heritage sites are valuable resources for education and learning, and are important community hubs;

NOW THEREFORE BE IT RESOLVED that Council proclaim May 2019 as 'Museum Month' in the Town of Cobourg and encourage all residents and tourists to visit our local heritage sites and institutions, including the Dressler House, Sifton-Cook Heritage Centre, Cobourg and District Sports Hall of Fame and the James Cockburn Room in Victoria Hall during the month of May.



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

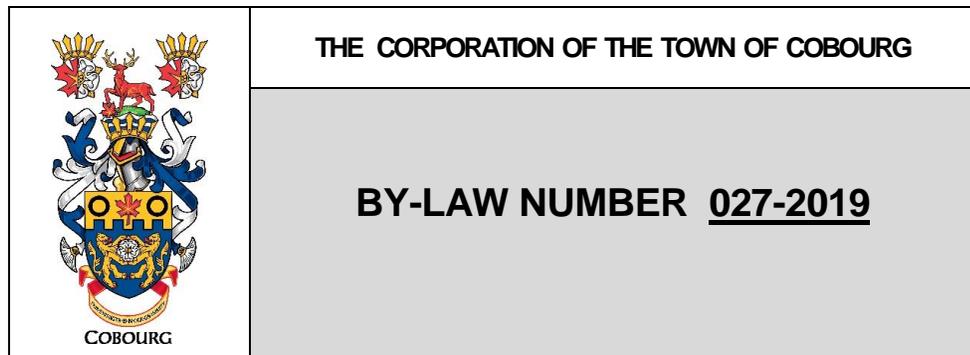
Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 29, 2019

WHEREAS the Committee of the Whole considered applications to fill a vacant position on the Cobourg Public Library Board;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint Ken Williamson to the Cobourg Public Library Board.



A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE POET LAUREATE NOMINATING AD HOC COMMITTEE, COBOURG CHRISTMAS MAGIC AD HOC COMMITTEE AND TO REMOVE THE DOWNTOWN COALITION ADVISORY COMMITTEE AS AN ADVISORY COMMITTEE IN THE TOWN OF COBOURG.

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Poet Laureate Nominating Ad Hoc Committee and a Christmas Magic Ad Hoc Committee, and authorized the dissolving of the existing Downtown Coalition Advisory Committee at the Committee of the Whole Meeting held on April 23, 2019;

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

AND WHEREAS the Advisory Committees of Municipal Council Policies and Procedures approved by Council on February 26, 2018, provides in Section 2 that the Policy shall apply to Ad Hoc Committees;

AND WHEREAS Ad Hoc Committees provide advice to the Cobourg Municipal Council on all matters relating to their respective committee and are comprised of both members of Council and members of the general public;

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

1. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedules 'E' – 2 and 'E' – 3 to Section 6 of the by-law to include the Terms of Reference for the Poet Laureate Nominating Ad Hoc Committee and the Christmas Magic Ad Hoc Committee.
2. **THAT** Schedule 'C' – 6 for the Downtown Coalition Advisory Committee be removed from the Terms of Reference By-law (008-2019).
3. **THAT** By-law No. 045-2018, being a by-law to amend By-law No. 008-2016 to include the Poet Laureate Nominating Ad Hoc Committee's Terms of Reference, be hereby repealed.
4. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK



Poet Laureate Nominating Ad Hoc Committee Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Poet Laureate Nominating Ad Hoc Committee is a Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Scope

The Municipal Council appoints a Poet Laureate as a means by which the importance of literature, language and all Arts and Culture is encouraged and promoted within the Town of Cobourg.

The position of Poet Laureate serves to complement the development and promotion of Cobourg as a cultural community and is appointed to acknowledge the individual's accomplishment in poetry and to recognize a champion for all the lively arts, particularly poetry and other literary forms.

The Ad Hoc Committee will deliberate and identify a candidate, and confirm the willingness of the candidate to serve in the role of a Poet Laureate and make a final recommendation of appointment to the Municipal Council. Taking the Committee's recommendation in full consideration, Council will make the appointment, followed by Town staff contacting the successful candidate to confirm the appointment.

The public announcement of the appointment of the Poet Laureate by the Mayor should take place no later than March 31 of the year following a municipal election, unless the position is prematurely vacated during the term of Council that would require a secondary appointment.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but may be reappointed when needed in the event that a vacancy occurs during the term of Council in which the Ad Hoc Committee was struck.

3.0 Composition and Term of Appointments

The Poet Laureate Nominating Ad Hoc Committee shall be comprised of five (5) members which shall include:

- Coordinator of Arts, Culture and Tourism Services;
- CEO of the Cobourg Public Library;
- Executive Director/Curator of the Art Gallery of Northumberland; and
- Two (2) Members at Large:
 - Writers;
 - Publishers;
 - Book Sellers;
 - Teachers;
 - Librarians;
 - Journalists; or
 - Any other member of the public with suitable knowledge of poetry.

Members of the Poet Laureate Nominating Ad Hoc Committee shall be appointed for the duration required to make a recommendation to Council regarding an appointment of a Poet Laureate to the Town of Cobourg.

The Nominating Committee will not have ongoing existence or have any continuing responsibilities beyond this nominating task but will be reappointed when needed in the event that a vacancy for the position of a Poet Laureate occurs during the term of Council in which the Ad Hoc Committee was struck.

4.0 Reporting Structure

The Poet Laureate Nominating Ad Hoc Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

6.0 Resources

Secretarial support will be provided by the Mayor's Officer to provide for the general administrative coordinator of meetings, including the preparation and distribution of Agendas and Minutes.



Christmas Magic Ad Hoc Committee Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Christmas Magic Ad Hoc Committee is a Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Duties and Functions

The Christmas Magic Ad Hoc Committee shall act in an advisory capacity to provide recommendations to the Cobourg Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

To achieve this goal, the Christmas Magic Ad Hoc Committee shall:

- Consult with appropriate Town Departments to consider the budget implications on the possible locations of 2019 Christmas Magic;
- Consider all potential light pollution effects, or any other environmental effects on trees or other types of plants if used to hold lighting or decorative fixtures relating to Christmas Magic;
- Consider the logistics of suitable locations as they relate to entertainment, amenities and/or activities for participants attending the Municipal Event;
- Identify, engage, and work with other community groups and partners who are actively engaged in the celebration of the 2019 Christmas Magic; and
- Undertake any other assignment pertaining to Cobourg's celebration of the 2019 Christmas Magic as may be requested by Council.

3.0 Composition and Term of Appointments

The Christmas Magic Ad Hoc Committee shall be composed of the following members:

- Arts, Culture and Tourism Coordinator;
- Parks and Recreation Coordinator;
- Up to six (6) and no less than two (2) citizens appointments selected by the Municipal Council;
- Director/Deputy Director of Community Services (non-voting member);
- Manager of Marketing and Events (non-voting member);
- Manager of Parks (non-voting member); and
- Community Events Coordinator (non-voting member).

Each voting member of the Christmas Magic Ad Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Ad Hoc Committee.

The term of office for Members of the Christmas Magic Ad Hoc Committee shall conclude no later than August 31, 2019 and after a final report has been presented and received by the Municipal Council regarding the location of the 2019 Christmas Magic Display of Lights.

4.0 Reporting Structure

The Christmas Magic Ad Hoc Committee shall report to the Municipal Council. Reports of the Committee are considered advice to Council only and any related recommendations must be approved by the Municipal Council before any action is taken unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The Committee shall meet on an as required basis to be determined by the Committee.

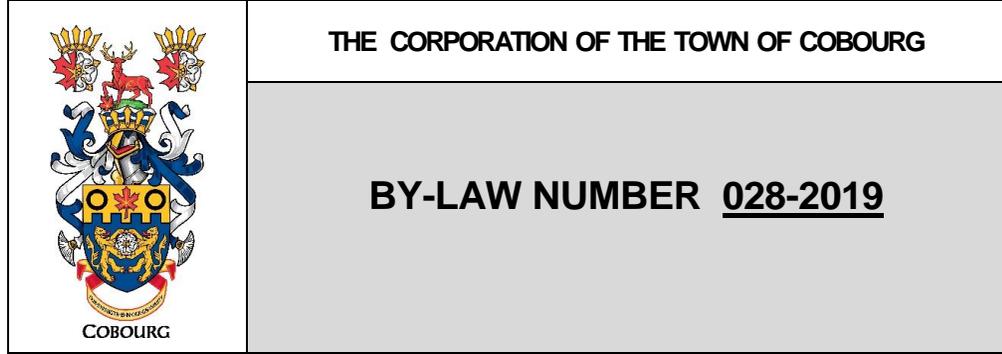
All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Secretarial support will be provided by the Community Services Division for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Municipal Staff shall provide advisory support to the Committee, including background information and technical advice, to assist it with its role when, in the opinion of the Municipal Director, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.



A BY-LAW TO AUTHORIZE THE EXECUTION OF AN EASEMENT AGREEMENT WITH KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD (KPRDSB) AND THE CORPORATION OF THE TOWN OF COBOURG

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 51092-0090 (LT) – PT LT D PL 44 & PT of Lots 3 and 4 Block L Caddy Plan (Formerly Part of LT 18 Con Hamilton) Town of Cobourg, Being PT 3 39R10869 for the purpose of a Pedestrian Waterfront Board Walk.

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 Kawartha Pine Ridge District School Board 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. This by-law shall take effect upon the date of passing.

READ and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE "A"

Easement Agreement in Gross

"Attached"

ACKNOWLEDGEMENT AND DIRECTION

TO: MARK WILLIAM NOBLE
(Insert lawyer's name)

AND TO: TEMPLEMAN LLP
(Insert firm name)

RE: BOARDWALK EASEMENT ("the transaction")
(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 escrow 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 Agreement has been reviewed by me/us and that I/We shall be bound by its terms;~~
- 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 _____, the _____ (Transferor/Chargee), 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.
- Other documents set out in Schedule "B" attached hereto.

Dated at Cobourg, this _____ day of April, 20 19.

WITNESS

(As to all signatures, if required)

THE CORPORATION OF THE TOWN OF COBOURG

PER: _____, MAYOR

PER: _____, CLERK

Properties

PIN 51092 - 0090 LT *Interest/Estate* Easement Add Easement

Description SERVIENT LANDS - PART OF PIN 51092-0090 (LT) - PT LT 3 BLK L PL CADDY
(FORMERLY LT 18 CON B HAMILTON) COBOURG; PT LT 4 BLK L PL CADDY
(FORMERLY LT 18 CON B HAMILTON) COBOURG; PT LT D PL 44 COBOURG; BEING
PART 3 39R10869; COBOURG

Address DURHAM ST
COBOURG

Consideration

Consideration \$0.00

Transferor(s)

The transferor(s) hereby transfers the easement to the transferee(s).

Name KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD
Acting as a company

Address for Service 1994 Fisher Drive
Peterborough, ON K9J 6X6

I, Chris Arnew, Superintendent of Business and Corporate Services, have the authority to bind the corporation.

This document is not authorized under Power of Attorney by this party.

Transferee(s)*Capacity**Share*

Name THE CORPORATION OF THE TOWN OF COBOURG
Acting as a company

Address for Service 55 King St. West
Cobourg, ON K9A 2M2

Statements

Schedule: See Schedules

Calculated Taxes

Provincial Land Transfer Tax \$0.00

File Number

Transferor Client File Number : 20170048

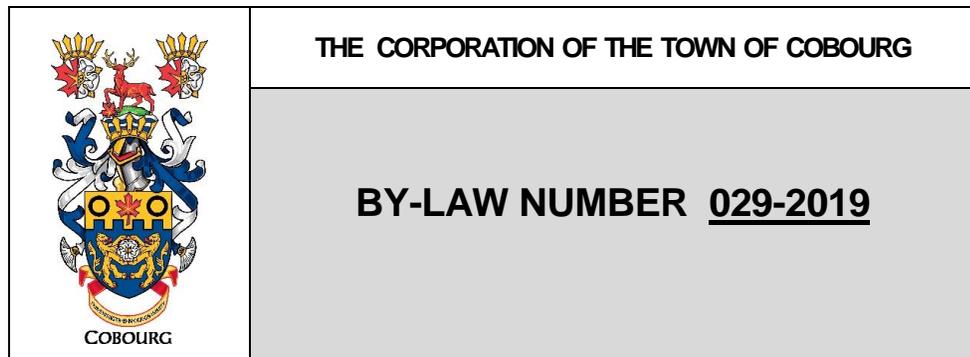
EASEMENT IN GROSS

THE TRANSFEROR doth grant unto the Transferee in perpetuity, subject to section 7, its successors and assigns, the non-exclusive, free, uninterrupted and unobstructed right and easement, IN GROSS to enter on the property described as follows:

PART OF PIN 51092-0090 (LT) - PT LT D PL 44 & PT OF LOTS 3 & 4 BLOCK L CADDY PLAN (FORMERLY PART OF LT 18 CON B HAMILTON) TOWN OF COBOURG, BEING PT 3 39R10869 (the "servient lands") for the purpose of constructing, installing, operating, maintaining, inspecting, repairing, altering, and replacing a pedestrian boardwalk and associated lighting, ramps, railings, structures, supports and related equipment and fixtures (the "Boardwalk") as the Transferee may from time to time or at any time hereafter deem requisite, upon and across the servient lands.

TOGETHER with the right to free uninterrupted and unobstructed access to and from the servient lands for the Transferee, its servants, agents, workmen, vehicles, supplies and equipment and for members of the public as authorized by the Transferee from time to time, at all times, and together with such bicycles or non-motorized forms of transport as are reasonably required, and for all purposes and things necessary for or incidental to the exercise and enjoyment of the rights hereby granted.

1. The rights and easement hereby granted are subject to the Transferee, at its own expense and in a good and workmanlike manner, restoring, to the extent possible and as far as practicable the surface of the servient lands not occupied by the Boardwalk and ancillary structures, as well as any other affected portion of the Transferor's lands, to the same condition as existed prior to the carrying out of any work by the Transferee pursuant to its rights hereunder.
2. The Transferee agrees to maintain the Boardwalk in good condition and repair, free of snow and ice, as would a prudent municipality in the Province of Ontario and as provided for in the Municipal Act and any regulation made pursuant to the Municipal Act or any other applicable law. Where the Boardwalk is not maintained during the winter season, the Transferee shall post, during such period, appropriate signage at access points indicating the Boardwalk is not maintained during the winter season and that persons using the Boardwalk do so at their own risk.
3. The Transferee hereby covenants and agrees with the Transferor that:
 - (a) The Transferee shall indemnify and save harmless the Transferor from all liabilities, losses, charges, expenses, demands, damages, costs, claims, suits or actions arising out of the exercise by the Transferee of any of its rights hereunder or in any manner relating thereto.
 - (b) If the Transferor is, without fault on its part, made a party to any litigation commenced by or against the Transferee related to the Boardwalk, the Transferee will protect, indemnify and hold the Transferor harmless and pay all expenses and reasonable legal fees incurred by the Transferor in connection with such litigation.
 - (c) The obligations of the Transferee to indemnify the Transferor in respect of occurrences during the term of this easement, shall survive any termination of this easement, notwithstanding anything to the contrary.
 - (d) The Transferee shall pay off and cause to be discharged any construction liens which may be registered against the lands of the Transferor pursuant to the Construction Lien Act, Ontario in connection with any work undertaken by or on behalf of the Transferee as outlined herein, within fourteen (14) days of receiving notice of the registration thereof.
 - (e) All work carried out by the Transferee upon the said lands shall be carried out in such a manner as will result in minimal interference with the normal operations or reasonable use of the property of the Transferor.
4. The Transferor covenants not to construct or erect any buildings, structures or improvements (including fences or the planting of trees or shrubs) upon, under, along or across the servient lands nor in any way interfere with the easement hereby granted to the Transferee.
5. The Transferor hereby agrees that the Transferee shall have the right to sever, fell, cut, trim and remove at any time all trees, shrubs, bushes and branches, stumps and roots, and to prevent or control the growth of same within the limits of the servient lands, which may at any time interfere with the Transferees use of the Boardwalk.
6. The burden and benefit of this grant of easement shall run with the lands and shall extend to, be binding upon and enure to the benefit of the parties hereto and their respective successors and assigns.
7. The Transferee acknowledges that this easement may be terminated by the Transferor in its sole, unfettered and subjective discretion at any time upon nine (9) months written notice in which case the Transferee shall, at its own expense, remove the Boardwalk and restore the servient lands and any other portion of the Transferor's lands affected by such removal, to the substantially the same condition as existed prior to construction of the Boardwalk, on or before the expiration of such nine (9) month period.
8. All covenants herein contained shall be construed to be several as well as joint and wherever the singular is used in this grant of easement the same shall be construed as including the plural where the context so requires.



A BY-LAW TO AUTHORIZE THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF COBOURG AND THE COBOURG FARMERS MARKET FOR USE OF THE ROTARY HARBOURFRONT PARK, MARKET BUILDING AND THE VICTORIA HALL SQUARE PARKING LOT.

WHEREAS pursuant to Section 113 of the Municipal Act, 2001, as amended, which provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market;

AND WHEREAS at the Regular Council meeting held on April 29, 2019 the Council of the Corporation of the Town of Cobourg authorized the Mayor and Municipal Clerk to execute an agreement with the Cobourg Farmers Market for use of the Rotary Harbourfront Park, Market Building and the Victoria Hall Square Parking Lot;

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

1. **THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Agreement with the Cobourg Farmers Market and the Town of Cobourg to lease the Rotary Harbourfront Park, Market Building and the Victoria Hall Square Parking Lot on Saturdays between the hours of 6:00 a.m. to 2:00 p.m. from Saturday, May 4, 2019 through to Saturday, December 21, 2019, as set out in the Agreement.
2. **THAT** all vendors must leave the area no later than 2:30 p.m. in order to allow public access to the Municipal Park.
3. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK

SCHEDULE 'A'
FARMERS MARKET RENTAL AGREEMENT

"Attached"

FARMERS MARKET AGREEMENT
BYLAW 000-2019

THIS AGREEMENT made and signed in duplicate as of
the _____ day of _____, 2019.

Between

THE CORPORATION OF THE TOWN OF COBOURG
(Hereinafter called the
"Landlord")

of the FIRST PART

and

THE COBOURG FARMERS MARKET
(Hereinafter called the
"Tenant")

of the SECOND PART

**In consideration of the rents, covenants and agreements hereinafter contained the
above parties hereby agree to the terms as follows:**

Cobourg Farmers Market Season Rental Hours

The rental season for the Farmers Market shall be **Saturdays, 6:00 a.m. to 2:00 p.m., from
Saturday, May 4, 2019 through to Saturday, December 21, 2019.**

Cobourg Farmers Market Operational Hours

Operational hours for the Farmers Market are **Saturdays, 8:00 a.m. to 1:00 p.m., from
Saturday, May 4, 2019 through to Saturday, December 21, 2019.**

All vendors and their customers **MUST** vacate all rental facilities by **2:30 p.m.** at the latest.

Rental Facilities

Rental Facilities for the Farmers Market will consist of three distinct areas, as detailed in
attached **Schedules "A" & "B"**.

Area 1 – Rotary Harbourfront Park

Municipal Address is 35 Albert Street, Cobourg, Ontario.

Set up is limited to the outside edge of the grass oval surrounding the concrete pad in Rotary
Harbourfront Park, restricted to the South West Power Pedestal and the East property
adjacent to the Parking Lot.

Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, May 4, 2019 through to Saturday, October 26, 2019, with the exception of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate Rotary Harbourfront Park by **2:30 p.m.**

No Vendor Vehicles will be permitted in Rotary Harbourfront Park.

Area 2 - Market Building

Municipal Address is 201 Second Street, Cobourg, Ontario.
Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate the Market Building by **2:30 p.m.**

As per Building Code, the maximum capacity for the Market Building is 75 persons. Access to the second floor of the Market Building is restricted.

Area 3 - Parking Lot

Rental facilities will include the parking lot to the south of Victoria Hall and to the east of the Market Building for use of vendor displays.
Rental hours are **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**
All vendors and their customers **must** vacate the Parking Lot by **2:30 p.m.**

Vendor Vehicles must park in designated Municipal Parking Lots with applicable passes.

Public Parking will not be permitted during the Cobourg Farmers Market Rental Hours of **Saturdays, 6:00 a.m. to 2:00 p.m., from Saturday, November 2, 2019 through to Saturday, December 21, 2019, with the addition of Saturday, June 29, 2019.**

Acceptance of Premises

The Tenant agrees to accept all Rental Facilities on an "as-is" basis.

Rental Rate

The 2019 Daily Rental Fee for the Cobourg Farmers Market for the Market Building Rental Facilities during the term of this agreement is **\$85.00 plus HST.**
The 2019 Daily Rental Fee for the Cobourg Farmers Market for Rotary Park Rental Facilities during the term of this agreement is **\$100.00 plus HST.**

Attached Account Schedule Report (**Schedule C**) details dates, times and Rental Facilities.

As this Rental Rate does not accurately reflect the current Fees and Charges Schedule (attached **Schedule D**), the Daily Rental Rate for Rotary Park Rental Facilities will be increased annually by a minimum of \$15 to achieve the established Rental Rate as per Fees and Charges Schedule by 2023. The proposed schedule increase follows.
Proposed 2020 Daily Rental Fee - \$115; Proposed 2021 Daily Rental Fee - \$130;
Proposed 2022 Daily Rental Fee - \$145; Proposed 2023 Daily Rental Fee - \$160;
HST is in addition to all Rental Fees.
Please note that these phased in amounts may be adjusted for any future Facility Rental Rate increases.

Site Plan

Cobourg Farmers Market Administration must provide a proposed site plan for all rental facilities to the Town of Cobourg a minimum of two weeks prior to the start of the season, **April 20, 2019**.

Cobourg Farmers Market Administration must provide a finalized site plan for all rental facilities must be submitted prior to **June 15, 2019**.

Loading & Unloading

No vehicles are permitted on the grassed areas of Rotary Harbourfront Park.

Cobourg Farmers Market Administration and Vendors must load and unload in the designated loading and unloading area.

Market Building Keys

Two Keys will be made available to the Cobourg Farmer's Market Administration at the beginning of each season and must be returned at the end of the Season. Cobourg Farmer's Market Administration will be required to sign attached **Schedule E**, Market Building Key Agreement and assume all responsibility for Market Building Keys.

No keys are required nor will be issued for Rotary Harbourfront Park.

Telephone

The telephone located within the Market Building is available for local and emergency calls only. Collect calls and long distance calls are not permitted from this telephone.

No telephone is required nor will be issued for Rotary Harbourfront Park.

Furniture

Town of Cobourg shall provide 2 five foot tables, 2 six foot tables and 30 chairs for use within the Market Building by Tenant during rental period. Tenant must assume full responsibility for set up and tear down of the furniture as well as return of the furniture to the designated storage area.

No furniture will be provided for Rotary Harbourfront Park.

Additional Cleaning and/or Damage Charges

At the sole discretion of the Town of Cobourg, an additional charge may be levied should extra cleaning be required and/or should any damage occur during Cobourg Farmers Market Facility Rentals.

Refuse and Recycling

The Tenant will be responsible for removal and disposal of all refuse and recycling generated from internal and external rental facilities, except for the washroom facilities within the Market

Building, the recycling bin in the main foyer of the Market Building and the external Municipal refuse containers.

Storage of Equipment

The Town of Cobourg will provide a secure area for the exclusive use of the Cobourg Farmer's Market Administration during the term of this Agreement. All items **must** be removed upon termination of the Agreement. The Town of Cobourg will not be held responsible for damage or theft of said items. A key will be provided to the Cobourg Farmer's Market Administration at the beginning of the season and must be returned at the end of the season. Cobourg Farmer's Market Administration will be required to sign attached **Schedule F, Market Building Storage Key Agreement** and assume all responsibility for the Market Building Storage Key.

No storage area will be provided for Rotary Harbourfront Park.

Please note, access to the storage area shall be restricted should the Market Building be in use by another Rental Party.

Parking Passes

One Municipal Parking Pass will be provided by the Town of Cobourg for each Registered Cobourg Farmer's Market Vendor. These passes are valid in any Municipal Parking Lot on Saturdays between 8:00 a.m. and 2:30 p.m. The Tenant will provide a list of Vendors to the Town a minimum of two weeks prior to the start of the season, **April 20, 2019**.

Refreshment Vehicles

All Farmers Market Food Vendors, operating as Refreshment Vehicles, must be located in one designated area, as approved by the Town of Cobourg. Vendors must comply with Refreshment Vehicle By-laws # 043-2015 & 090-2016. Vendors and Cobourg Farmers Market Administration must also complete and submit **APPLICATION FOR SPECIAL EVENT REFRESHMENT VEHICLE LICENCE (Schedule G)** a minimum of one week prior to the start of the season, **April 20, 2019**.

Vendors and Cobourg Farmers Market Administration must also comply with Cobourg Fire Regulations concerning Refreshment Tents/Stands & Open Air Food Vendors (**Schedule H**).

Applicable By-laws

By-law 080-2014 Prohibiting Members of the Public from parking vehicles in the parking lot facility during the operational hours of the Cobourg Farmer's Market. Any such vehicles left on the premises will be ticketed and towed at the owner's expense. A sign will be posted to said by-law.

By-law 019-2015 Prohibit Smoking and the Use of Other Tobacco products in public places.

By-law 008-2009 Cobourg Sign By-Law which regulates Sandwich Board Signs.

By-laws # 043-2015 & 090-2016 regulating Refreshment Vehicles.

By-law # 043-2015 regulating Noise.

By-law # 043-2015 regulating use of Town of Cobourg Parks

By-law # 053-2009 regarding depositing of Waste.

Insurance and Indemnification

The Tenant shall maintain Public Liability Insurance in the amount of \$5 million for the lease of the parking lots and Market Building. The Tenant shall indemnify and save harmless The Corporation of the Town of Cobourg and all persons for whom it is lawfully responsible, from any and all liabilities, damages, costs, claims, suits or actions arising out of any damage to property including loss of use thereof, and any injury to any person or persons (including death resulting at any time therefrom) occasioned by any act or omissions of the Tenant including its officers, agents, servants, employees, contractors, customers, invitees or licensees, arising out of the work performed or occasioned by any cause whatsoever.

The Tenant shall provide proof of insurance to the Town of Cobourg prior to the beginning of the Farmer's Market Season, **May 4, 2019**.

On-Site Farmer's Market Contact

The Tenant will provide the Town of Cobourg with an on-site contact for the entire rental period of the Farmer's Market. The contact information will include the name, phone number and email.

This will be the sole source contact for any incidents, discrepancies and disputes that occur at any Farmer's Market Events.

This contact information must be provided a minimum of two weeks prior to the start of the Season, **April 20, 2019**.

Should this information change during the Season, the Farmer's Market Administration is required to notify the Town of Cobourg a minimum of five days in advance of the booked Farmer's Market Events.

Legal Counsel

The Tenant acknowledges that he/she had an opportunity, prior to executing this Agreement, to review and seek independent legal advice with respect to the contents of this Agreement.

Term

This agreement will expire on **December 21, 2019**.

Attached Schedules

- Schedule A** Market Building Rental Areas
- Schedule B** Rotary Harbourfront Park Rental Areas
- Schedule C** Account Schedule Report
- Schedule D** Town of Cobourg Fees & Charges Schedule
- Schedule E** Market Building Key Agreement
- Schedule F** Market Building Storage Key Agreement
- Schedule G** Special Event Refreshment Vehicle Licence Application
- Schedule H** Cobourg Fire Regulations concerning Refreshment Tents/Stands & Open Air Food Vendors

In witness whereof the parties have affixed their signatures duly authorized.

Acknowledged and agreed this _____ day of _____, 2019.

THE CORPORATION OF THE TOWN OF COBOURG

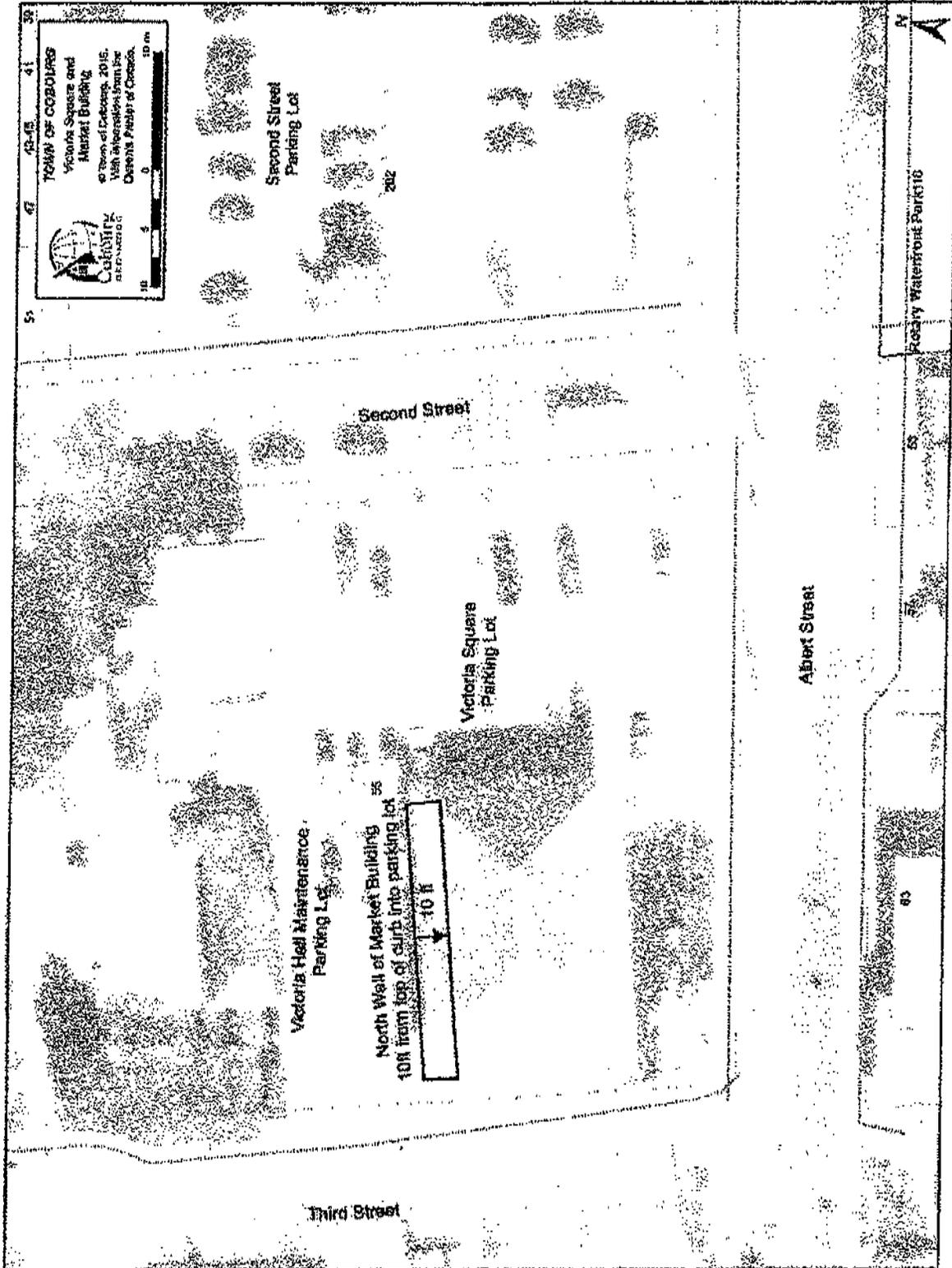
Mayor, John Henderson

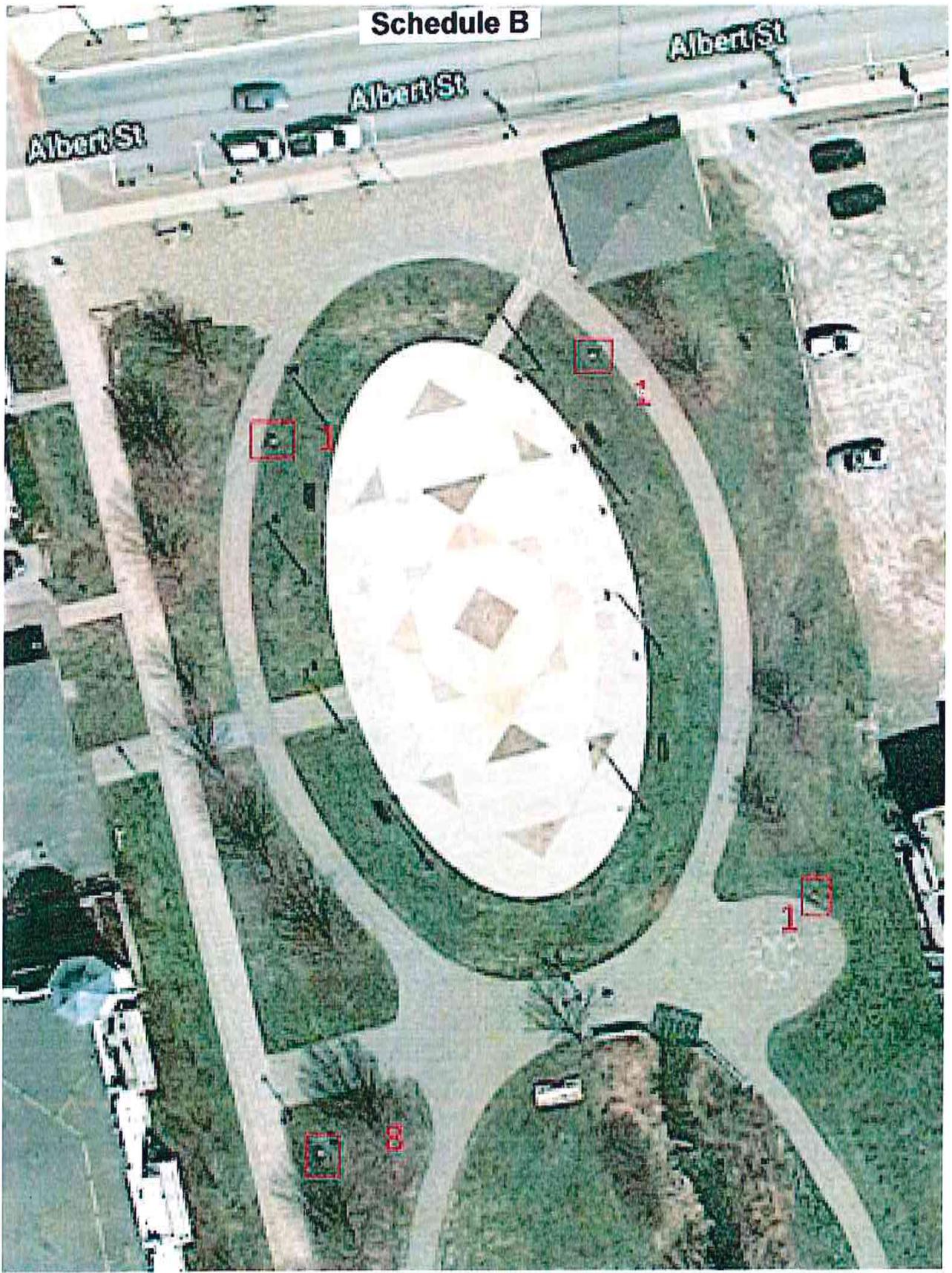
Municipal Clerk, Brent Larmer

COBOURG FARMER'S MARKET ADMINISTRATION

President, Elaina Asselin

Schedule A







Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Schedule C

Phone: 905-372-4301

Fax: 905-372-7558

Cobourg Farmers Market

Account Schedule - By Date

5/4/2019 - 12/31/2019

Date	Day	Complex	Facility	Event Type	Event Time	Dur.	Rate	Other Chg	Tax	Total
5/4/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/11/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/18/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
5/25/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/1/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/8/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/15/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
6/22/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/6/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/13/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/20/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
7/27/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/3/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/10/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/17/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/24/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
8/31/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/7/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/14/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/21/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
9/28/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/5/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/12/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/19/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
10/26/2019	Sat	Waterfront	Rotary Harbourfront Park	Event	6:00 AM-2:00 PM	8/0	100.00	0.00	13.00	113.00
						200 (hrs) / 0 (min)	Sub Total		\$2,500.00	
							Tax		\$325.00	



Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Phone: 905-372-4301

Fax: 905-372-7558

Cobourg Farmers Market



Grand Total \$2,825.00



Town of Cobourg

55 King Street West
Cobourg, ON K9A 2M2

Account Schedule Report

Phone: 905-372-4301

Fax: 905-372-7658

Cobourg Farmers Market

Account Schedule - By Date

5/4/2019 - 12/31/2019

Date	Day	Complex	Facility	Event Type	Event Time	Dur.	Rate	Other Chg	Tax	Total
6/29/2019	Sat	Vic Hall	Market Building	Event	8:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/2/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/9/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/16/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/23/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
11/30/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/7/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/14/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05
12/21/2019	Sat	Vic Hall	Market Building	Event	6:00 AM-2:00 PM	8/0	85.00	0.00	11.05	96.05

72 (hrs) / 0 (min)

Sub Total \$765.00

Tax \$99.45

Grand Total \$864.45

Schedule D

DEPARTMENT / ITEM	FEES AND CHARGES
PARKS – Bandshell Fees	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours \$125.00 / days
* All prices are plus HST.	
PARKS – Beach Fees	
Beach use for events	**
Beach Volleyball - Adult	1 st year: \$2.00 / Court 2 nd year: \$3.00 / Court
Beach Volleyball - Youth	3 rd year: \$3.75 / Court
*All price are plus HST.	
Charitable Fund Raising Events and Approved Community Events	\$10.00
All others	\$55.00 / 4 hours
All others	\$125.00 Full day
Extra - Hydro – Unlock and Securing	\$35.00
Extra – Additional Picnic Tables (Over 10 Tables) Both include delivery and p/u.	\$2.50 per table for Charity \$3.50 per table
*All price are plus HST.	
PARKS – Refreshment Tent	
Refreshment Tent Permit in Parks	\$50.00
PARKS – Softball / Baseball User Fees	
DONEGAN PARK	
Adult	\$27.00
Minor	\$10.00
Lights	\$30.00
LEGION FIELDS	
Adult	\$27.00 / diamond / game \$40.00 / double header
Minor	\$10.00
Lights	\$30.00
*All prices are plus HST	
PARKS – Softball / Baseball / Soccer User Fees	
OTHER PARKS	
Adult	\$25.00
Minor	-
Lights	-
Adult	Practice \$9.00
Minor	Practice \$6.00
Lights	Practice \$30.00
* All prices are plus HST.	

DEPARTMENT / ITEM	FEES AND CHARGES
VICTORIA HALL – Market Building Rental (Full Day = More than 3 hrs 8:30am – 4:30pm Short Term = Less than 3 hrs 8:30am – 4:30pm)	
Damage Deposit and Cleaning Fee	\$200.00 to \$500.00 As per signed agreement
Multiple Rental User (Min. 4 rentals / year booked and paid for in advance)	\$150.00 (Full Day) \$95.00 (Short Term)
Non-Profit Group	\$150.00 (Full Day) \$95.00 (Short Term)
One Time Rental Fee	\$200.00 (Full Day) \$135.00 (Short Term)
Replacement Key Fee	\$85.00
Set up Fee	\$25.00
*All price are plus HST.	

Schedule E



COBOURG

THE CORPORATION OF THE TOWN OF COBOURG

ACKNOWLEDGEMENT OF RECEIPT OF MARKET BUILDING KEY

I, _____ acknowledge that I am now in receipt of Market Building Keys # A18 & A19.

I further acknowledge that I will maintain full responsibility for Market Building Keys # A18 & A19, and agree to return Market Building Keys # A18 & A19 by 12:00 noon on **January 31, 2020**

I agree that should I fail to return Market Building Keys # A18 & A19, by the agreed upon time, I agree to pay the Replacement Key Fee of \$85.00 per key.

Signed by Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Signed by Town Representative

KEY RETURN DATE: _____ TIME: _____

TOWN REPRESENTATIVE INITIALS _____ RENTER INITIALS _____

Schedule F



THE CORPORATION OF THE TOWN OF COBOURG

ACKNOWLEDGEMENT OF RECEIPT OF MARKET BUILDING STORAGE CUPBOARD KEY

I, _____ acknowledge that I am now in receipt of Market Building Storage Cupboard Key #5.

I further acknowledge that I will maintain full responsibility for Market Building Storage Cupboard Key #5, and agree to return this Storage Cupboard Key #5 by 12:00 noon on **January 31, 2020**

I agree that should I fail to return Market Building Storage Cupboard Key #5, by the agreed upon time, I agree to pay the Replacement Key Fee of \$85.00.

Signed by Applicant

Name: _____

Address: _____

Phone: _____

Email: _____

Date: _____

Signed by Town Representative

KEY RETURN DATE: _____ TIME: _____

TOWN REPRESENTATIVE INITIALS _____ RENTER INITIALS _____



Schedule G

APPLICATION FOR SPECIAL EVENT REFRESHMENT VEHICLE LICENCE Pursuant to By-laws # 043-2015 & 090-2016

Event Information

PROPOSED EVENT: _____

PROPOSED DATES: _____

Applicant Information

NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

Business Information

BUSINESS NAME: _____

PROPOSED LOCATION: _____

LIST OF MAIN MENU ITEMS: _____

Refreshment Vehicle Information

VEHICLE YEAR, MAKE & MODEL: _____

VEHICLE PLATE: _____

Licence History

Have you ever been refused a Municipal Licence or had one suspended or revoked?

If yes, details: _____

Declaration

I am the Applicant herein and I am aware that specific information must be obtained in order to process this application. I acknowledge that the foregoing information may contain "personal information" as defined under Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Town for the administration of this Special Event Refreshment Vehicle Licence. I certify the above information to be correct in all respects. I hereby agree to comply with all requirements of By-laws #043-2015 & 090-2016 relating to Refreshment Vehicle Licences.

Signature of Applicant

Date

Required Documentation – Completed by Community Organization

As per Refreshment Vehicle By-laws # 043-2015 & 090-2016, the Community Organization sponsoring the Event is responsible for ensuring that a Refreshment Vehicle Operator complies with all By-laws. The Community Organization is also responsible for verifying each Applicant has obtained the following required documentation and ensure that the documentation is valid and current. All Refreshment Vehicles licensed under this Special Event Licence are required to maintain and keep on hand at all times the following required documentation.

- | | |
|---------------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Written Approval of Organizer | <input type="checkbox"/> CIR, Criminal Information Record |
| <input type="checkbox"/> Insurance Policy (\$5 million) | <input type="checkbox"/> Fire Department Approval Report |
| <input type="checkbox"/> Public Health Inspector Report | <input type="checkbox"/> Proof of Ownership |

Declaration by Community Organization Sponsoring Event

COMMUNITY ORGANIZATION: _____

NAME OF REPRESENTATIVE: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

I represent the Community Organization Sponsoring this Event. I have inspected and verified all the required documentation for this Refreshment Vehicle Licence Applicant herein and certify that the Refreshment Vehicle Licence Applicant herein complies with all aspects of Refreshment Vehicle By-laws # 043-2015 & 090-2016. As the Indemnitor, I undertake to indemnify the Corporation of the Town of Cobourg from any and all liability, loss, or damage the Corporation of the Town of Cobourg may suffer as a result of claims demands, costs, or judgements against the Corporation of the Town of Cobourg arising from the operation and services of this Refreshment Vehicle licensed by the Corporation of the Town of Cobourg in accordance with the provisions contained in By-laws # 043-2015 & 090-2016, being By-laws to license, regulate refreshment vehicles within the Town of Cobourg.

Signature of Representative of Community Organization Date

*Personal information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

For Town of Cobourg Use Only

Received by: _____ Date Received: _____

Licence Issue Date: _____ Assigned Licence #: _____

Authorizing Signature: _____

Licence is only valid from Start Date of Special Event to End Date of Special Event.

Schedule H



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
VICTORIA HALL
55 KING STREET WEST
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-4301
Toll Free 1-888-972-4301
Fax: (905) 372-7558
www.cobourg.ca

FARMER'S MARKET Food Vendor & Refreshment Vehicle Requirements

The following requirements shall be followed at all times to ensure general public safety. **Any contravention of these requirements may result complete or partial closure of your operation.**

Refreshment Tents / Stands & Open Air Food Vendors

- Deep fat fryers shall **not** be used unless equipped with an approved fixed fire extinguishing system as per N.F.P.A. #96 (National Fire Protection Association) – “*Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment*”.
- Where a fixed extinguishing system is present, a valid (within six months from the date of the event) certificate of service/inspection issued by a qualified person shall be provided.
- Every refreshment tent / stand & open air food vendor shall be provided with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable “K” class fire extinguisher shall be provided.
- TSSA and ESA requirements (as stated above) may be applicable.
- Tents and canopies used to shelter cooking equipment shall be flame retardant and shall not exceed 120 square feet in area. (i.e. 10' x 12').
- A minimum clearance of 3m (10') shall be maintained between cooking equipment and all other non-flame retardant tents, combustible structures and large tents used for assembly occupancy.
- A minimum clearance of 10m (33') shall be maintained between cooking equipment and designated heritage buildings, including the Victoria Park band shell, Fire Hall Theatre, Market Building and Victoria Hall.
- All cooking equipment shall be kept a safe distance from overhanging trees and other foliage.

Any questions regarding the above information may be directed to the Cobourg Fire Department by calling (905) 372-9789.



THE CORPORATION OF THE TOWN OF COBOURG

LEGISLATIVE SERVICES DEPARTMENT
VICTORIA HALL
55 KING STREET WEST
COBOURG, ONTARIO, K9A 2M2

Telephone: (905) 372-4301
Toll Free 1-888-972-4301
Fax: (905) 372-7558
www.cobourg.ca

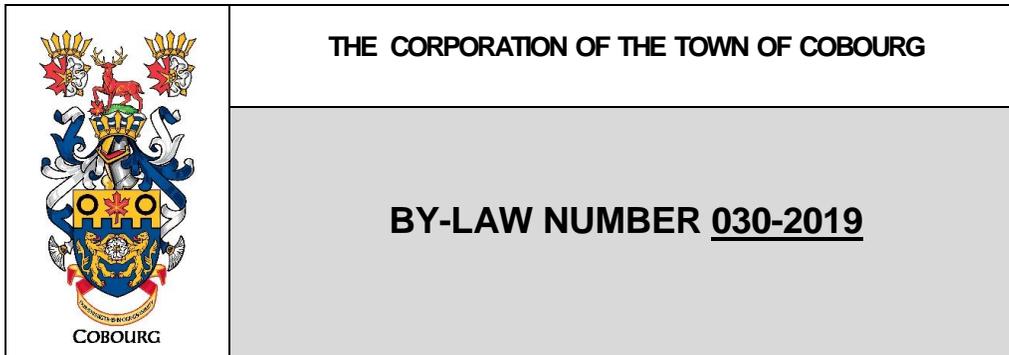
FARMER'S MARKET Food Vendor & Refreshment Vehicle Requirements

The following requirements shall be followed at all times to ensure general public safety. **Any contravention of these requirements may result complete or partial closure of your operation.**

Refreshment Vehicles (as defined in By-law 043 - 2015)

- Cooking appliances that produce grease laden vapours and smoke must be equipped with an approved fixed fire extinguishing system and commercial exhaust hood system as per N.F.P.A. #96 (National Fire Protection Association) - "*Standard for the Removal of Grease Laden Vapors and Smoke from Commercial Cooking Equipment*".
- Where a fixed extinguishing /hood system is present, a valid certificate of service/inspection issued by a qualified person shall be provided. (Valid within 6 month of the date of the event)
- Every refreshment vehicle shall be equipped with a portable fire extinguisher with a minimum 2A/10BC rating. Where an approved fixed extinguishing system is required, a portable "K" class fire extinguisher shall be provided.
- A Field Approval Notice issued by the Technical Standards and Safety Authority (TSSA) and a valid Annual Inspection Certificate (per TSSA Director's Order #FS-056-06) shall be provided. TSSA is the authority having jurisdiction over propane/natural gas equipment. The local TSSA Inspector shall be notified prior to the operation of every refreshment vehicle by calling 1.705.761.1802.
- A valid Certificate of Inspection issued by the Electrical Safety Authority (ESA) shall be provided. ESA is the authority having jurisdiction over all electrical installations, including portable generators. Inquiries regarding applicable permits shall be made directly to the ESA at 1.877.372.7233.

Any questions regarding the above information may be directed to the Cobourg Fire Department by calling (905) 372-9789.



A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND COLLECTION OF TAXES FOR THE YEAR 2019.

WHEREAS it is necessary for the Council of the Corporation of the Town of Cobourg pursuant to Section 307 of the *Municipal Act, 2001 Ch.25* as amended to levy on the whole rateable property according to the last revised assessment roll the sums as set forth for various purposes in Schedule “A” attached hereto for the current year;

AND WHEREAS pursuant to the County of Northumberland By-Law Number 2019-06 tax ratios which establish the relative amounts of taxation to be borne by each property class have been adopted as set out in Schedule “B”;

AND WHEREAS the property classes have been prescribed by the Minister of Finance under the *Assessment Act R.S.O. 1990*, Clause A. 31 as amended and Regulations thereto;

AND WHEREAS pursuant to the County of Northumberland By-Law Number 2019-02 to adopt estimates of all sums required by the County of Northumberland for the purposes of the county and to provide a levy on its constituent municipalities as set out in Schedule “C”;

AND WHEREAS pursuant to the Province of Ontario Regulation 98/06 being a regulation to amend Ontario Regulation 400/98 made under the Education Act, the Council of the Town of Cobourg is directed to levy specified tax rates on the assessment for school purposes as set out in Schedule “D”;

AND WHEREAS an interim levy was made before the adoption of the estimates for the current year;

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

1. For the year 2019, the Corporation of the Town of Cobourg shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment and Farmland Assessment the rates of taxation as set out in Schedule “A” attached to this by-law.
2. THAT the estimates for the year 2019 for General Municipal Purposes as set out in Schedule “E” attached hereto are hereby adopted.
3. THAT the levy provided for in this by-law in the amount of \$23,985,529 shall be reduced by the amount of the interim levy for 2019.

4. For payments-in-lieu of taxes due to the Corporation of the Town of Cobourg, the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2019.
5. For the railway rights of way taxes due to the Corporation of the Town of Cobourg in accordance with the Regulations as established by the Minister of Finance, pursuant to the *Municipal Act, 2001* the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2019.
6. THAT the Treasurer is hereby authorized to mail to the person taxed a written or printed notice specifying amount of taxes payable to him or cause it to be mailed to the address of the residence or place of business of such person.
7. THAT for Residential and Farm Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 31st day of May, 2019 and on or before the 6th day of September, 2019.
8. THAT for Commercial, Industrial, Multi-Residential and Pipeline Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 6th day of September, 2019 and on or before the 1st day of November, 2019.
9. THAT a percentage charge is hereby imposed and the Treasurer is authorized to impose the percentage charge as a penalty for non-payment of taxes or any class or installment thereof in accordance with the provision of By-law Number 36-84.
10. THAT the Treasurer is authorized to receive payments on account of taxes for the year in advance of the day fixed for payment of any installment of such taxes.
11. THAT where the Treasurer received part payment on account of taxes due for any year, he shall credit such part payment first on account of the interest and penalty charges, if any, added to such taxes.
12. THAT in default of payment of any instalment by the day named for payment thereof, the subsequent instalment or instalments shall forthwith become payable.
13. THAT the Treasurer is hereby directed to levy and collect the taxes in accordance with the provisions of the Municipal Act with respect to the levy of rates and collection of taxes.
14. If any section or portion of this By-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the Town of Cobourg that all remaining sections and portions of this By-law and of Schedule "A" continue in force and effect.

15. Schedule "A", "B", "C", "D" and "E" attached hereto shall be and form a part of this By-law.

THAT this By-law shall come into force upon the final passing hereof.

By-law read and passed in Open Council this 29th day of April 2019.

MAYOR

MUNICIPAL CLERK

BY-LAW NUMBER 030-2019

**SCHEDULE "A"
TAX RATES FOR 2019
TOWN OF COBOURG**

2019 TAX RATES					
		TOWN	COUNTY	EDUCATION	TOTAL
Residential	RT	0.0083059	0.0047306	0.0016100	0.0146465
Multi-Residential	MT	0.0165118	0.0094611	0.0016100	0.0276829
New Multi-Residential	NT	0.0083059	0.0047306	0.0016100	0.0146465
Commercial	CT	0.0125851	0.0071678	0.0129000	0.0326529
Commercial - Vacant	CU	0.0088096	0.0050174	0.0090300	0.0228570
Commercial - New	XT	0.0125851	0.0071678	0.0103000	0.0300529
Commercial - New - Vac	XU	0.0088096	0.0050174	0.0072100	0.0210370
Industrial	IT	0.0193527	0.0110222	0.0129000	0.0432749
Industrial - Vacant	IU	0.0125793	0.0071644	0.0083850	0.0281287
Farmlands	FT	0.0020765	0.0011826	0.0004025	0.0036616
Pipelines	PT	0.0099513	0.0056677	0.0112971	0.0269161
Managed Forest	TT	0.0020765	0.0011826	0.0004025	0.0036616

BY-LAW NUMBER 030-2019

Schedule "B"

**Tax Ratios for the
County Of Northumberland
(By-law #2019-06)**

CLASS	TAX RATIO
Residential / Farm	1.0000
Multi-Residential	2.0000
New Multi-Residential	1.0000
Commercial:	
- Occupied	1.5152
- Vacant Units	1.0606
- Vacant Land	1.0606
Industrial:	
- Occupied	2.3300
- Vacant Units	1.5145
- Vacant Land	1.5145
Pipelines	1.1981
Farmlands	.2500
Managed Forest	.2500

BY-LAW NUMBER 030-2019

SCHEDULE "C"

**2019
COUNTY OF NORTHUMBERLAND LEVY**

<u>LOWER TIER MEMBER</u>	<u>2019 GENERAL LEVY</u>
Town of Cobourg	\$13,695,936
Municipality of Port Hope	\$10,995,876
Municipality of Trent Hills	\$7,924,007
Township of Hamilton	\$7,411,028
Municipality of Brighton	\$7,139,952
Township of Alnwick/Haldimand	\$5,362,134
Township of Cramahe	\$3,708,706
2019 Requirement	\$56,237,639

BY-LAW NUMBER 030-2019

SCHEDULE "D"

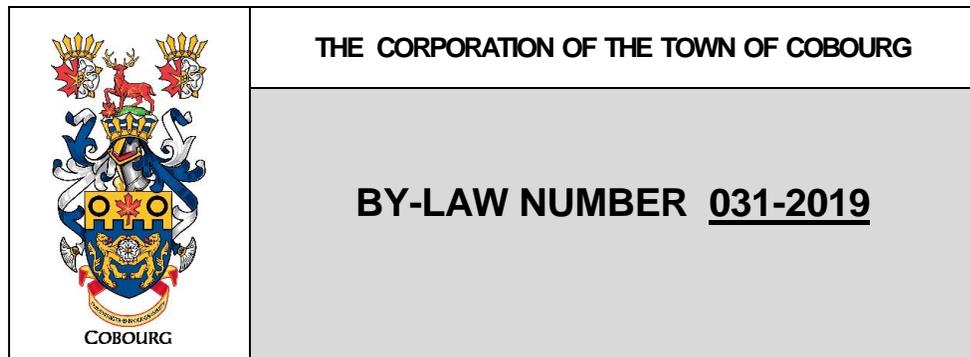
**COMMERCIAL AND INDUSTRIAL & PIPELINE TAX RATES
FOR EDUCATION IN
THE COUNTY OF NORTHUMBERLAND**

<u>PROPERTY CLASS</u>	<u>2019 TAX RATES</u>
Commercial:	
- Occupied	.0129000
- Occupied – New Construction	.0103000
- Vacant Units	.0109650
- Vacant Lands	.0109650
- Vacant Lands – New Construction	.0087550
Industrial:	
- Occupied	.0129000
- Vacant Units	.0083850
- Vacant Lands	.0083850
Pipeline:	.0112971

BY-LAW NUMBER 030-2019

**SCHEDULE "E"
TOWN OF COBOURG
2019 CURRENT OPERATING BUDGET**

<u>FUNCTION</u>	<u>2019 BUDGET</u>
NET EXPENDITURES	
GENERAL GOVERNMENT	\$3,307,928
PROTECTION – POLICE	6,199,538
PROTECTION –OTHER	3,539,051
PUBLIC WORKS	4,300,927
ENVIRONMENTAL	37,425
SOCIAL & FAMILY	196,500
PARKS & RECREATION	3,559,915
CULTURE & COMMUNITY	1,672,319
PLANNING & RESIDENTIAL	456,097
COMMERCIAL & ECONOMIC DEVELOPMENT	660,229
TOTAL OPERATING:	23,929,929
CAPITAL LEVY	154,000
LONG TERM DEBT CHARGES	650,700
NET EXPENDITURES	24,734,629
REVENUES	
PROVINCIAL GRANTS	105,100
OTHER GRANTS	24,000
OTHER INCOME	100,000
MISC. LEVIES	520,000
TOTAL REVENUES OTHER THAN TAXATION	749,100
TAXATION	23,985,529



A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (25 JAMES STREET EAST AND 321 JOHN STREET).

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 23rd day of April, 2019 regarding an application by Trinity Housing of Cobourg Corporation to re-zone the 0.4ha (0.98 ac) parcel of land 25 James Street East and 321 John Street (hereinafter referred to as the “Subject Lands”) to permit a 27 unit expansion to the existing 20 unit residential complex;

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 information surrounding the subject matter, and deems it advisable to amend By-Law Number 85-2003, as amended;

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

1. **THAT** By-law No. 85-2003, Section 10.2.7 is hereby deleted and a new subsection 11.2.14 be added as follows:

“11.2.14 High Density Residential 5 Exception 14 (R5-14) – 25 James Street East and 321 John Street

11.2.14.1 Defined Area

R5-14, as shown on Schedule A, Map 6 to this By-law.

11.2.14.2 Permitted Uses

The uses permitted in Section 11.1.1 and 11.1.2

11.2.14.3 Permitted Buildings and Structures

The buildings and structures permitted in Section 11.1.3

11.2.14.4 Regulations for Uses in the R5-14 Zone

The regulations of Section 11.1 shall apply to the uses permitted in the R5-14 Zone, with the exception of the following special provisions:

(i) Density

A total of 47 apartment dwelling units are permitted on the property (0.4 ha), of which at least 13 dwelling units shall be designated “affordable” as defined in Section 10.6.3 of the Cobourg Official Plan, 2017 and be implemented in accordance with the terms and conditions specified by the Municipality via an Agreement.

(ii) Parking

Parking shall be calculated with a minimum 0.7 parking spaces per residential dwelling unit, and may include up to 3 compact car/motorcycle spaces having a minimum width of 2.7 m and a minimum depth of 4.8 m.

(iii) Zone Boundary

Notwithstanding any other provisions of this By-law, the regulations for the lands zoned R5-14 shall apply to the entire gross lands located within the boundary of the R5-14 Zone irrespective of the lot lines associated with 25 James Street East and 321 John Street.

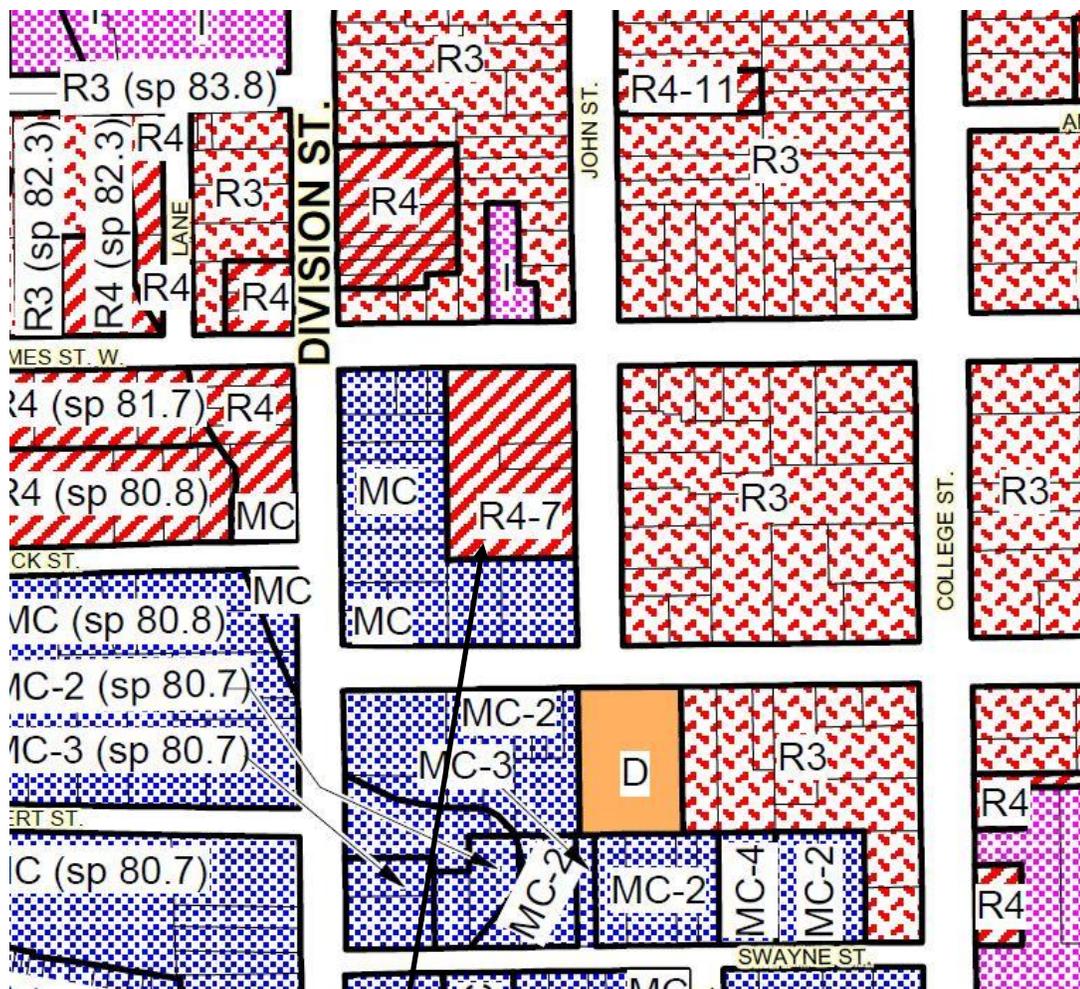
2. **THAT** Schedule 'A', Map 6, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands as illustrated on Schedule "B" attached hereto from "Residential Four Exception 7 (R4-7) Zone" to "Residential Five Exception 14 Holding [R5-14(H)] Zone".
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 Development and/or Facilities Agreement with the Municipality and/or other authority having jurisdiction. The Agreements shall address technical matters both internal and external to the Subject Lands, including but not limited to: plans and/or other documentation pertaining to the architectural, landscape and urban design; vehicular access, visitor parking, site circulation, pedestrian connections and access; infrastructure and servicing; fencing and buffering; provision of affordable housing; 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 By-law shall take effect upon the date of final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

By-law read and passed in Open Council this 29th day of April, 2019.

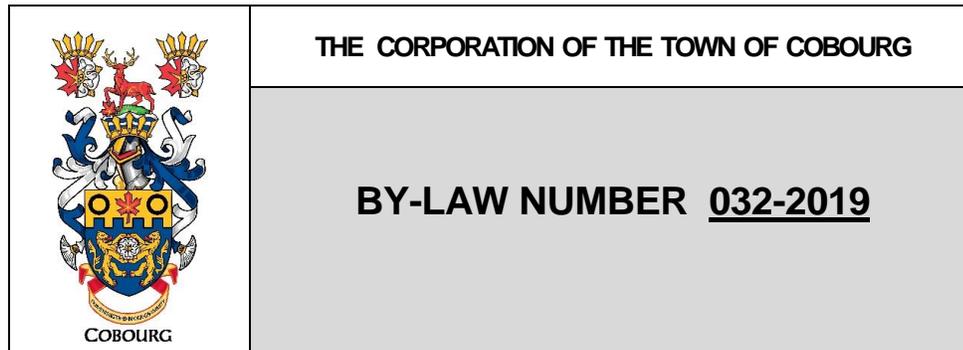
MAYOR

MUNICIPAL CLERK

SCHEDULE 'B'



To be changed from Medium Density Residential Type 4 Exception 7 (R4-7) to High Density Residential Type 5 Exception 14 Holding (R5-14[H])



A BY-LAW TO ADOPT AMENDMENT NO. 78 TO THE OFFICIAL PLAN OF THE COBOURG PLANNING AREA (25 JAMES STREET EAST, TRINITY HOUSING CORPORATION OF COBOURG).

The Municipal Council of the Corporation of the Town of Cobourg, in accordance with the provisions of Section 17 of the Planning Act, R.S.O. 1990, as amended, hereby enact as follows:

1. AMENDMENT NO. 78 to the Official Plan of the Town of Cobourg is hereby adopted;
2. THAT this By-law shall take effect upon the date of final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

By-law read and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK

**AMENDMENT NO. 78
TO THE OFFICIAL PLAN OF
THE CORPORATION OF THE TOWN OF COBOURG**

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Statement of Components

PART I The Preamble

 I-1 Purpose

 I-2 Location

 I-3 Basis

PART II The Amendment

 II-1 Introduction

 II-2 Details of Amendment

 II-3 Implementation and Interpretation

Figure 1

PART III The Appendices

THE STATEMENT OF COMPONENTS

PART I - THE PREAMBLE does not constitute part of the Amendment.

PART II - THE AMENDMENT consisting of the attached schedules and text constitutes Amendment No. 78 to the Official Plan of the Town of Cobourg.

PART III - THE APPENDICES do not constitute part of this Amendment. The appendices contain supporting information and background reports, which form part of the basis for the Amendment.

PART I - THE PREAMBLE

1. PURPOSE

This is an amendment to the Official Plan of the Town of Cobourg. The purpose of this Official Plan Amendment is to modify Schedule A (Land Use Plan) by changing the land use designation of 25 James Street East from “*Residential Area*” to “*High Density Residential Area*” (refer to **Figure 1** of the Amendment), with “*Special Provisions*” being added to permit 47 residential units on a 0.4 ha parcel creating a density of 118 u/ha..

2. LOCATION

The amendment generally affects a 0.4 ha (0.98 ac) parcel of land at 25 James Street East (including the property formerly known as 321 John Street), as shown on **Figure 1** of the Amendment.

3. BASIS

The subject lands are designated “*Residential Area*” on Schedule “A” Land Use Plan, with a “*Special Provision*” policy to recognize the existing 20-unit apartment building on a 0.36 ha parcel of land (now known as 25 James Street East). The Residential Area designation permits low and medium density residential uses, such as single detached, semi-detached, duplex and townhouse dwellings. The proposed amendment would change the land use designation of a consolidated 0.4 ha (0.98 ac) parcel of land to “*High Density Residential Area*” with a “*Special Provision*” policy to permit the development of a 27 unit expansion to the existing 20 unit residential apartment building.

The High Density Residential Area designation permits high density residential uses such as multiple unit and apartment buildings. The designation permits a residential density from 50 to 100 units per hectare, however the proposal, with 47 units on 0.4 ha, results in a density of 118 u/ha. The bonusing provisions of Section 9.2.6 in the Official Plan permit Council to authorize up to a 20% increase in density (or height) where specific goals of the municipality are being met. One of the listed goals is the provision of affordable housing. Given that half of the new development and all of the existing development are classified as “affordable” units as per the Provincial Policy Statement (PPS), the County Official Plan and the Cobourg Official Plan, the use of the Bonusing provision has been deemed to be acceptable and forms the basis for the subject amendment.

The development proposal and proposed amendment were evaluated in accordance with the policies of the PPS, the Growth Plan for the Greater Golden Horseshoe and the Cobourg Official Plan, applicable regulations and good planning principles. The following conclusions were reached as a result of the aforementioned evaluation:

- l) The proposed amendment would be consistent with the PPS and conform to the Provincial Growth Plan because:
 - the site is fully serviced and constitutes intensification within an urban settlement area;
 - the proposed amendment will provide an appropriate range and mix of housing types and densities in the neighbourhood including affordable housing;
 - the proposed new development would not impact the heritage attributes and value of the adjacent designated buildings;

- the subject lands will be well served by public transit ;
- II) The proposed amendment would appropriately achieve the policies of the Cobourg Official Plan and the Town's Urban and Landscape Design Guidelines;
 - III) The development of a new addition to the affordable housing complex already existing at 25 James Street East would result in a desirable and compatible land use within an established residential and mixed-use neighbourhood;

Given the conclusions of the background analysis, the suggested amendment to the Official Plan is reasonable and justified to permit the intended land use. This Official Plan Amendment:

- I. Amends Schedule "A" (Land Use Plan) to change a 0.4 ha (0.98 ac) consolidated parcel of land located at 25 James Street East (including the former 321 John Street property), from "*Residential Area*" to "*High Density Residential Area*".
- II. Removes the existing *Residential Area - Special Provisions* policy 3.4.4.5 for the property at 25 James Street East
- III. Includes a new site-specific "*Special Provisions*" policy to address the maximum density of 118 u/ha (based on 47 units on a 0.4 ha parcel) within the *High Density Residential Area* section.

PART II - THE AMENDMENT

1. Introduction

All of this part of the document entitled Part II - The Amendment, consisting of the following text constitutes Amendment No. 78 to the Official Plan of the Town of Cobourg.

2. Details of the Amendment

The Official Plan of the Town of Cobourg is hereby amended as follows:

- 2.1 By amending Schedule "A" (Land Use Plan) to change the land use designation on the lands shown on **Figure 1** to this Amendment from "*Residential Area*" to "*High Density Residential Area*".
- 2.2 By removing the site specific "*Special Provisions*" policy 3.4.4.5 for 25 James Street East which recognized 20 units on 0.36 ha parcel in the Residential Area Section.
- 2.3 By adding a site specific "*Special Provisions*" policy for 25 James Street East (including the former 321 John Street property) which recognizes a maximum residential density of 47 dwelling units on a 0.4 ha parcel in the High Density Residential Area section, as follows:

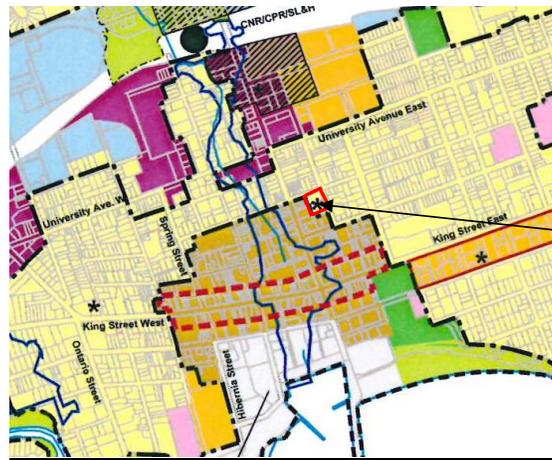
"3.5.4.4 25 James Street East (including the former 321 John Street property)

Notwithstanding any other policies of this Plan, the maximum density of the subject property shall be 47 dwelling units on 0.4 hectares."

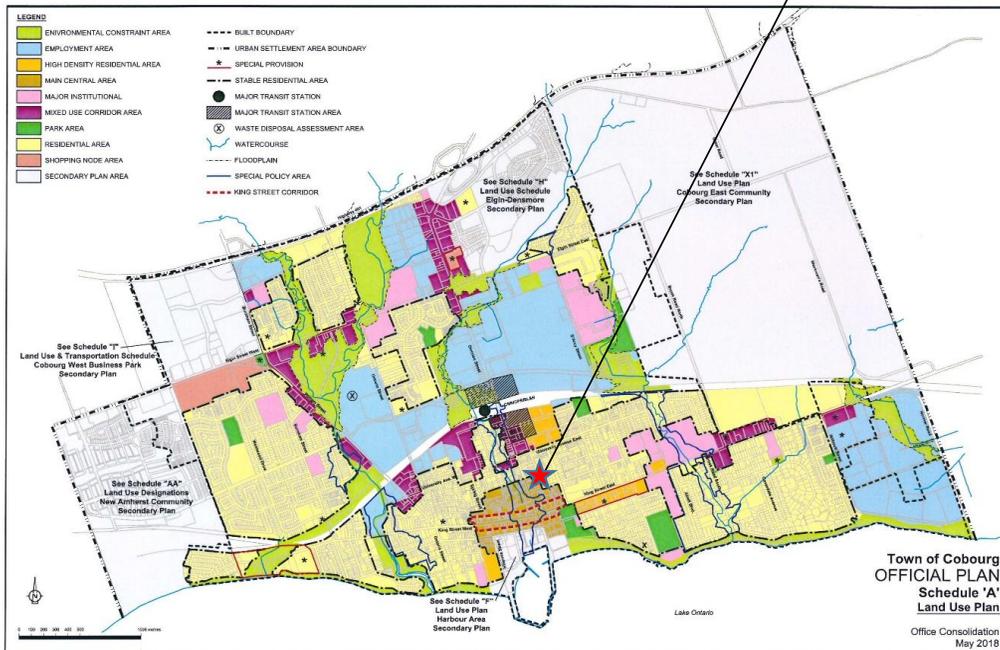
3.0 Implementation and Interpretation

The implementation and interpretation of this amendment shall be in accordance with the respective policies of the Official Plan of the Town of Cobourg.

Figure 1

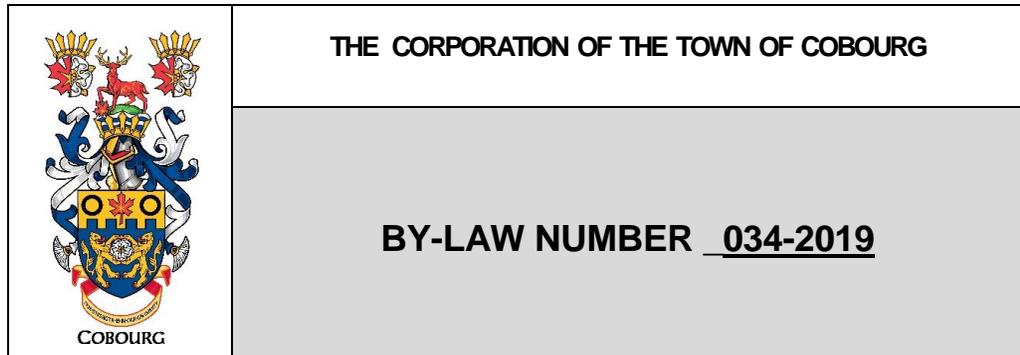


Area Subject to the Amendment



PART III - THE APPENDICES

The municipal staff Planning Report, dated April 11, 2019, and other supporting documentation associated with the Application OPA-1-19 from Clark Consulting Services, Asurza Engineers, Erik Hanson, Andrew Smith Design, D.G. Biddle & Associates Ltd., and Cressman Tree Maintenance & Landscape Ltd. which formed the basis for the Amendment are held in the offices of the Planning Department, Victoria Hall, 55 King Street West, Cobourg, Ontario, K9A 2M2



A BY-LAW TO AMEND BY-LAW NO. 021-2014, BEING A BY-LAW FOR THE LICENSING AND REGISTRATION OF DOGS AND FOR THE REGULATION OF DOGS AND PROHIBITING THE RUNNING AT LARGE OF ANIMALS WITHIN THE TOWN OF COBOURG.

WHEREAS pursuant to Section 11 of the Municipal Act, 2001, as amended, municipalities have the authority to pass by-laws with respect to animals;

AND WHEREAS at the Regular Council meeting of March 17, 2014 Council passed a By-law for the licensing and registration of dogs and for the regulation of dogs and prohibiting the running at large of animals within the Town of Cobourg;

AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it expedient to pass such a by-law for the regulation of Cat(s) or Kitten(s) where reasonably necessary to avoid any adverse impact to residents of the Town;

NOW THEREFORE BE IT RESOLVED that the Council of The Corporation of the Town of Cobourg hereby enacts as follows:

- 1. THAT** Section 2.7 be deleted from By-law No. 021-2014, and be replaced to include the following section:

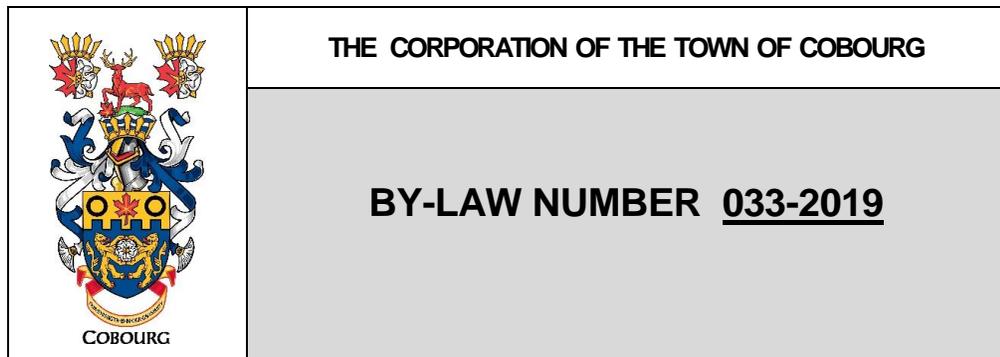
2.7 Dog Tag licencing fees are waived for Registered Special Service Dogs and Special Services Dogs if the owner can produce evidence to the Municipality demonstrating the dog is required as a Guide Dog, Service Dog, Trained Personal Service Dog, Court House Facility Dog, Court Support Dog or Law Enforcement Dog to the satisfaction to the Municipal Clerk.

- 2. THAT** this By-law shall come into force and effect upon final passing.

READ and passed in Open Council this 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK



A BY-LAW TO ASSUME THE MUNICIPAL ROADS, PARKLAND, WALKWAYS, OPEN SPACES AND ALL WORKS AND SERVICES WITHIN SUBDIVISION PLANS 39M-864 AND 39M-828 OF PHASE 1 AND 2, FORMALLY KNOWN AS FOOTE CRESCENT, COBOURG.

WHEREAS Council for the Corporation of the Town of Cobourg accepts the as-constructed streets and municipal services within and complementary to the Brook Meadows Subdivision;

AND WHEREAS certain streets and the municipal services within the Brooks Meadows Subdivision are to be assumed for public use and for maintenance purposes;

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

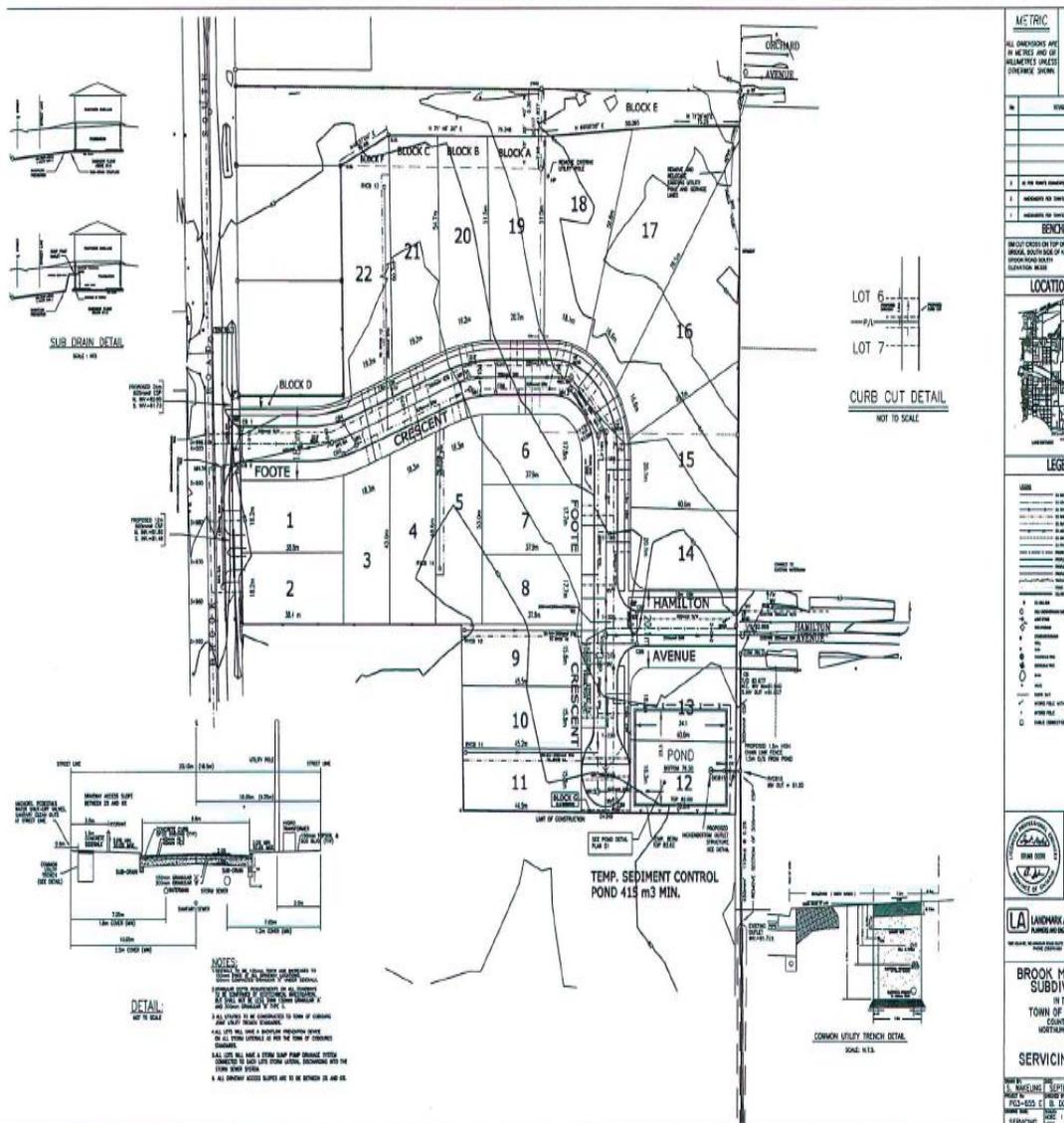
1. **THAT** all works and services within the Subdivision Agreement Phase 1 and 2, Plans 39M-864 and 39M-828 are hereby assumed by the Corporation of the Town of Cobourg.
2. **THAT** Phase 1 and 2, Plans 39M-864 and 39M-828 in the Town of Cobourg, County of Northumberland, as described in Schedule 'A' and Schedule 'B' annexed hereto and made part of this by-law, is hereby assumed by the Corporation of the Town of Cobourg.
3. **THAT** this By-law shall be registered on title in the Registry Office of the Land Registry Division of the County of Northumberland (No. 39).
4. **THAT** By-law No. 025-2019, being a by-law to dedicate the lands of Phase 1 and 2, Plans 39M-864 and 39M-828 as a Public Highway within the Town of Cobourg be hereby repealed.

By-law read and passed in Open Council on this 29th day of April, 2019.

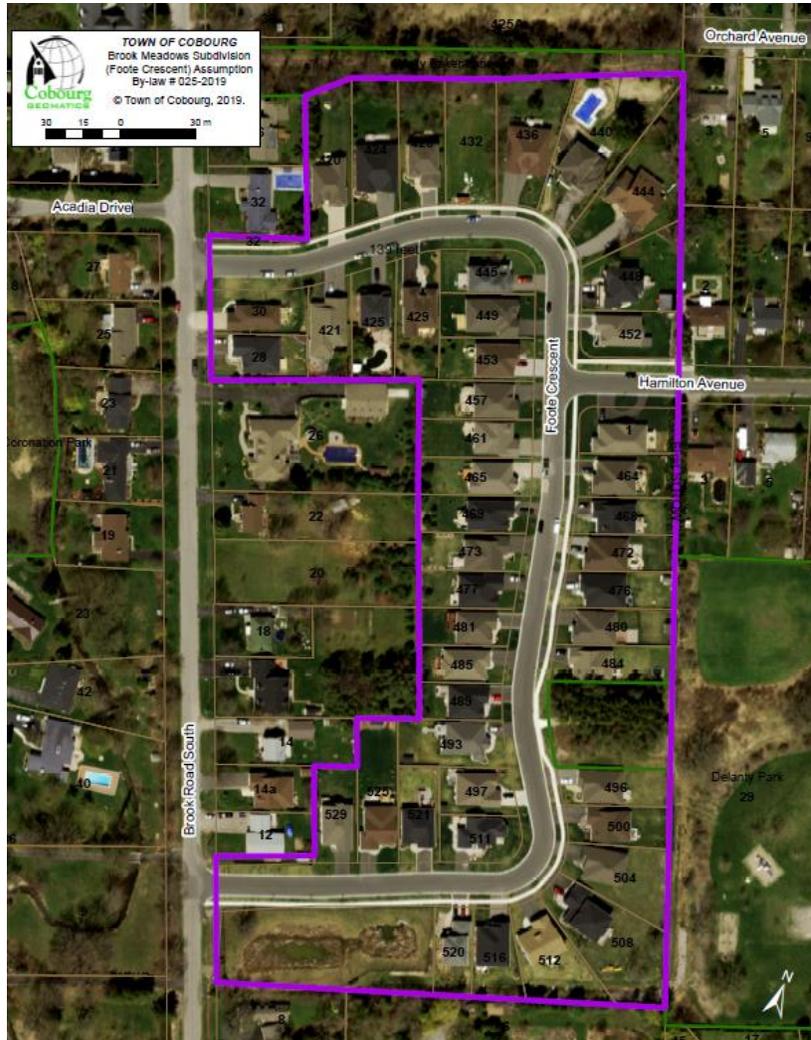
MAYOR

MUNICIPAL CLERK

Schedule "A"



Schedule "B"



 <p>Downtown Cobourg</p>	BOARD of MANAGEMENT of the Cobourg DBIA	
	DBIA BOARD OF MANAGEMENT REGULAR MEETING MINUTES	
	Date: March 7th, 2019	Meeting Location: Conference Room

A regular meeting of the DBIA Board of Management Committee 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
Rino Ferreri
Deputy Chief Paul VandeGraaf

REGRETS

MINUTES PREPARED BY Melissa Graham

1. CALL TO ORDER

The meeting was called to order at 8:33am by Chairperson J. Greaves.

2. APPROVAL / ADDITIONS TO THE AGENDA

1.0 Approve agenda as presented

Moved by L. Trozzolo: THAT the agenda be approved as amended with the additions of the Police Services Report, Summer Student, Wifi-Downtown and Downtown Cleanup day.

Carried

3. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by members.

4. ADOPTION OF MINUTES

1.0 Approve the meeting minutes from February 5th, 2019.

Moved by A. Da Silva: THAT the meeting minutes from February 5th, 2019 be approved as presented.

5. PRESENTATIONS / DELEGATIONS

There were no presentations or delegations.

6. COMMUNICATIONS / CORRESPONDENCE

There were no communications or correspondence.

7. REPORTS

7.1. Chairperson Report - J. Greaves

7.1.1. Board training - April 25, 2019

It was decided that DBIA Coordinator schedule the Board Training session on April 25, 2019 with other BIA's in the area. DBIA Coordinator will confirm that total number of BIA's attending for accounting purposes.

7.1.2. 12/04/2018: Business Achievement Award tickets allocation.

With the sponsorship of the Business Achievement Awards the Board of Management was given six (6) tickets to be shared within the Board. It was discussed that the six tickets would be available for the Board of Management members only, and any additional tickets will be paid for by attendee.

7.1.3. Chamber of Commerce Liaison

Due to a conflict of schedules, the Chamber Director is unable to make the new date/time of the Board of Management meeting. The Chair will reach out to the Chamber Director and discuss future reporting options.

7.1.4. Website Data Server

There were some concerns regarding the server location for the new website. Chairperson Greaves will reach out to Netfirms whom hosts the new downtowncobourg.ca website to confirm location of the servers for data collection purposes.

7.1.5. King Street Closures for Events

Members of the DBIA Membership have asked about the events being extended to the east end of King Street past Division. Deputy Chief VandeGraaf spoke with fellow protective services in Cobourg with regards to closing the street east of Division. The intersection of Division and King cannot be closed due to emergency access needed for other streets. Further event prep and discussion will be needed, as it is difficult to get vendors for the full length of King Street.

7.1.6. Strategic Plan

The Strategic Plan questions were sent by Kay Matthews OBIAA Executive Director. The Board of Management decided to create the strategic plan vision for the membership but at a Board level. The DBIA Coordinator will provide a breakdown of the cost from Kay Matthews, as well as get additional quotes for Board approval.

7.1.7. Summer Student

Currently waiting for confirmation on Canada Summer Jobs funding. It was discussed that the Board of Management consider re-hiring an assistant for the DBIA Coordinator.

7.1.8. Wifi in Downtown

The cost associated with the Wifi is much too expensive. This is something that will be revisited by the Town of Cobourg Council in regards to the future Victoria Square development if funding is available.

7.1.9. Downtown Clean-Up

The Town of Cobourg is having a cleanup Pitch In Week from April 22th - April 29th. It is recommended that the membership be involved within the Downtown Business Improvement Area to spring clean. April 27th, 2019 would be the date of the cleanup event to kick start the spring/summer season. DBIA Coordinator will provide membership information on how to get involved.

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

7.3. Treasurer Report - L. Trozzolo - No Report

7.4. Marketing Report - A. Da silva - No Report

7.5. Special Events Report - R. Ferreri

7.5.1. Event Meeting Notes

7.5.2. Winter Brews Pub Crawl

7.5.3. Balloon Tower Quotes for Girls Night Out

Moved by R. Ferreri: THAT the DBIA Board of Management approve the spending of \$1469 (HST included) for three 45-minutes magic shows and 90 minutes of roaming magic from Nathaniel Rankin for the Busker Festival. **DBIA_011_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the spending of \$960.50 (HST included) for three (3), 45-minute shows by John Park (The Funny Waiter) for the Busker Festival. **DBIA_012_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the spending of \$1017 (HST included) for three (3) roaming characters for a total of four hours of roaming Busker Festival. **DBIA_013_2019**

Carried

Moved by R. Ferreri: THAT the DBIA Board of Management approve the spending of \$1130 (HST included) for three (3), 35 minutes hula hoop fire shows by Bex in Motion for the Busker Festival. **DBIA_014_2019**

Carried

Moved by Deputy Mayor S.Seguin: THAT the DBIA Board of Management approve the purchase of 56 balloon pillars from Beachcombers Hot Tubs for the amount of \$1751.50 (HST included) for Girls Night Out. **DBIA_015_2019**

Carried

7.6. Membership Report - J. Fitzgerald

7.6.1. Membership Engagement Survey:

Membership director J. Fitzgerald discussed the feedback from the Membership Engagement Survey. There were 24 responses were received. DBIA Coordinator and Membership director would like to walk around to meet businesses for further feedback.

7.7. Beautification Report - J. McCuaig

7.7.1. Flag Program:

Beautification Director J. McCuaig provided three options for a Flag Program to be carried through the DBIA membership. It was further discussed that there should be a full plan created with a policy with rules for the membership. Deputy Mayor Seguin will review the Banner Policy for Board/Town consideration.

Additionally, due to the outside elements the banners that were created in 2017 have become worn and tattered. DBIA Coordinator will provide the appropriate information to let the Public Works department know of the damaged banners that require replacement.

7.8. Coordinator Report - J. Leslie

J. Leslie provided key highlights of her report for the Board of Management. The following projects were discussed;

- Sponsorship - BMO is sponsoring Saturday's on Second Street, Scotiabank will continue the sponsorship of Sidewalk Sale, Kawartha Credit Union has also agreed to sponsor the Harvest Festival.
- Winter Brews - Was received quite well, as it had great feedback. There was a video created and has been posted to social media outlets.
- Policy creations for the following: Updating the Policy and Procedures Manual, social media, email, events, ticket policy, vendors, entertainment, temporary staff/volunteers, on-boarding, committees.
- Strategic Planning and board training
- Updating Business Directory

7.9. Cobourg Police Services Report -

Deputy Chief VandeGraaf provided a report to the Board of Management for information purposes.

[DBIA Board Report March 2019 CPS](#)

8. COUNCIL REPORTS

8.1. Councillor A. Bureau

Councillor Bureau met with the Farmers Market to amend the relationship between them and the DBIA. DBIA Chair J. Greaves and DBIA Coordinator J. Leslie met with Farmers Market to move forward with the relationship and support each other.

The Cultural Master Plan is holding a Public Event on March 21, 2019 at 6:00-8:00pm at the Cobourg Community Centre.

Councillor Bureau is also working with the Manager of Events and Tourism to promote all businesses in Cobourg including DBIA.

8.2. Deputy Mayor S. Seguin -

Deputy Mayor Seguin discussed items from the recent MOU meeting. The Chair, Treasurer, and Beautification Director will continue to meet with Town of Cobourg staff to ensure partnership with the DBIA and Town of Cobourg on items such as; Banners, Flags, Christmas Decorations and Henley Arcade.

9. UNFINISHED BUSINESS

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

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

10. NEW BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 10:28am by Chairperson Greaves. Next meeting is scheduled on Thursday April 4th, 2019 at 8:30am.



ADDRESS ALL CORRESPONDENCE TO THE CHIEF OF POLICE

Cobourg Police Service

Kai Liu
Chief of Police

Report:

In Camera Session: NO

Date of report: March 06, 2019
Date of meeting: March 07, 2019

Members of the
Cobourg DBIA – Board of Management

Subject: Monthly Police report on Downtown

Background:

The purpose of this report is to bring awareness to the police activity specific to the Downtown area. This report will reflect the previous month's calls for service, proactive initiatives and other issues of concern.

Report:

The month of February the Cobourg Police Service had a total of 700 calls for service. The calls in relation to the downtown are broken down in the table on the next page, totaling 118 calls for Service. Calls of note are as follows:

Robbery – February 12, 2019 – Mr. Sub. Accused was arrested a very short time after the robber by responding officers. This is amazing work by the front line patrols in their daily activity!

Pub Crawl – February 23, 2019 - This was yet another very successful event organized by the DBIA. The Cobourg Police Service deployed Special Constables, Auxiliary Members under the guidance of Acting Sergeant Reeves. They handed out taxi chits to all people looking for a safe way home. There was not police intervention other than our presence required! This is a tribute to the type of event that was organized and the positive impact our partnership has created for all enjoying the Downtown Business Area.

DBIA area in the Town of Cobourg

(In between Spring/Hibernia Street and College/McGill Street and in between Orange/Covert Street and Albert/Queen Street)

Address	Reportable	Non-Reportable*	Comments
Spring Street	5	0	Alarm, Municipal By-Laws, Suspicious Person, Shoplift
Hibernia Street	1	0	Nuisance Phone Calls
Albert Street	5	6	Reportable: Mental Health Act, Suspicious Person, Traffic Complaint, Unwanted Persons - Non: Property Checks at Frink
Third Street	2	0	Police Assist, Suspicious Person
Second Street	1	0	Motor Vehicle Collision
Division Street	11	0	911 Hang-Up, Ambulance Assist, Assaults, Bail Violation, Harassment, Mental Health Act, Police Assist, Suspicious Person, Unwanted Person
Covert Street	0	0	
George Street	1	0	Unwanted Person
Orange Street	7	0	Ambulance Assist, Break and Enters, Officer Stand-By, Suspicious Person, Suspicious Vehicle, Theft
McGill	0	0	
Swayne Street	13	0	Landlord-Tenant Dispute, Mental Health Act, Missing Persons, Police Assist, Police Info, Officer Stand-By, Unwanted Person
College Street	0	0	
King Street West	21	29	Reportable: Ambulance Assists, Bail Violation, Fraud, Mental Health Act, Mischief, Missing Person, Person Well-Being Check, Police Assist, Police Infos, Robbery, Suspicious Person, Theft, Towed Vehicle, Traffic Complaint, Trespass to Property Act - Non: Executed Warrant, Foot Patrols, Overnight Guests, Person Check-Ins, Pub Crawl Event
King Street East	16	0	Reportable: Alarm, Ambulance Assist, Animal Complaint, Domestic Disputes, Family Dispute, Police Assists, Police Infos, Suspicious Person, Suspicious Vehicle, Unwanted Persons - Non: Executed Warrant
Queen Street	0	0	
Total	83	35	

Respectfully Submitted,
 Deputy Chief Paul VandeGraaf
 Cobourg Police Services.

 <p>Downtown Cobourg —</p>	BOARD of MANAGEMENT of the Cobourg DBIA	
	DBIA BOARD OF MANAGEMENT SPECIAL MEETING MINUTES	
	Date: March 18 th , 2019	Meeting Location: Conference Room

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

Councillor Adam Bureau
Deputy Mayor Suzanne Seguin
Julie McCuaig
Joan Greaves
Julie Dreyer
Lou Trozzolo
Rino Ferreri
Jenna Leslie - Staff

REGRETS:

Deputy Chief Paul VandeGraaf
Jenna Fitzgerald
Amanda Da Silva

MINUTES PREPARED BY Melissa Graham

1. CALL TO ORDER

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

2. AGENDA ADDITIONS

2.1. Correspondence regarding Flag Program

3. APPROVAL / ADDITIONS TO THE AGENDA

3.1. Approval of the Special Meeting agenda as presented.

Moved by J. Dreyer: THAT the DBIA Board of Management approve the Special Meeting agenda as amended.

Carried

4. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest by members.

5. COMMUNICATIONS/CORRESPONDENCE

5.1. Flag Correspondence:

Moved by J. Dreyer: THAT the DBIA Board of Management accept the flag correspondence for information purposes.

Carried

6. PRESENTATIONS / DELEGATIONS

There were no presentations or delegations.

7. REPORTS

7.1. Flag Program

A proposed draft documents for the Downtown Flag Policy, Flag Program Guidelines, and Flag Program Contract were presented to the Board of Management for approval.

Moved by J.Dreyer: THAT the DBIA Board of Management approve the Downtown Flags Policy, Flag Program Guidelines and Flag Program Contract as presented.

DBIA_016_2019

Carried

Moved by J.Dreyer: THAT the DBIA Board of Management approve the expenditure of \$4,411.50 (plus HST) for 173 new Canada flags in the DBIA area; FURTHER THAT the DBIA Board of Management approve the expenditure of \$2,162.50 (plus HST) for the removal/storage of the flags in Fall 2019. **DBIA_017_2019**

Carried

8. ADJOURNMENT

The meeting was adjourned by Chairperson J. Greaves at 8:53am.

Next meeting April 5th, 2019 at 8:30am.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES	
	Date: February 13, 2019	Meeting Location: Committee Room

A regular meeting of the Cobourg Heritage Advisory Committee held on February 13, 2019 at 4:00PM in the Committee Room, Victoria Hall. The following members were present:

Graham Andrews, Chair
Felicity Pope
Nicole Beatty, Councillor
Jolinka Burnie

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

Regrets:
Catherine Richards
Kenneth Bagshaw, Vice-Chair
Loren Turner

CALL TO ORDER

The meeting was called to order by the Chair at 4:04PM

APPROVAL / ADDITIONS TO THE AGENDA

Approval of the February 13, 2019 agenda

DECLARATIONS OF INTEREST BY MEMBERS

No declaration of interest by members were made

ADOPTION OF MINUTES

Minutes from the January 16, 2019 meeting

Moved by Councillor N. Beatty "THAT the minutes of the January 16, 2019 meeting be accepted as written."

Carried

NEW BUSINESS

163 Sydenham Street - Consent application for severance- D.Johnson

Moved by Councillor N. Beatty "WHEREAS the Cobourg Heritage Advisory Committee has reviewed the Consent Application, however the Committee hereby recommends/advises that:

- i) the new development shall conform to the policies of the West Heritage Conservation District Plan for Infill Development;
- ii) a Certified Heritage Professional (CAHP) or an Architect with significant heritage experience should be enlisted for the design of the new dwelling; and
- iii) a Cultural Heritage Impact Assessment (CHIA) may or may not be required, depending on the nature and extent of the proposed development."

Carried

Civic Awards Nominations

Discussion of potential nominees.

Committee members decide to support a nominee in the Environment category
Letter of support to be drafted by F.Pope.

Friends of Heritage Cobourg

N. Beatty presented ideas for an umbrella group(s) for heritage advocacy.
Discussion surrounding how to save significant heritage resources from "demolition by neglect" Discussion of options for Sidbrook

Heritage Master Plan

D. Johnson lead a discussion regarding Priority Action Items from the Heritage Master Plan. Cobourg Heritage Advisory Committee proposes to review new tourism and other brand marketing initiatives as it relates to Heritage in the Town of Cobourg.
Staff to Invite Ashley Purdy the Town's Communication Manager and Kara Euale the Manager of Marketing and Events for the Community Services Division to a future meeting

New Cobourg Heritage District- (Place Holder)

No Discussion

Cobourg Heritage Advisory Committee Meeting Minutes

FEBRUARY 13, 2019

20th Century Heritage- (Place Holder)

No Discussion

Committee Refresher/ Training Session

Request a special meeting date

The Chair and Secretary to consult with the Municipal Clerk to schedule a session in the near future.

Cobourg District Historical Society - New Street Name

Correspondence received

Moved by L.Turner WHEREAS THAT, the Cobourg Heritage Advisory Committee supports the request from the Cobourg and District Historical Society with the following recommendation that:

“Jackson” be added to the Municipal Naming Policy as a potential street name within Cobourg

Carried

Waterfront Floating Playground- F.Pope

Discussion about the visual impacts and items from the report from the Director of Community Services.

Cobourg Heritage Advisory Committee no longer has any concerns.

STAFF APPROVAL SUMMARY LISTS

D. Johnson presented the staff approval summary list memo dated February 1, 2019 to the Cobourg Heritage Advisory Committee.

MEMO: Dated February 1, 2019- D.Johnson

ADJOURNMENT

The meeting adjourned at 5:59PM

FUTURE MEETINGS

February 27, 2019 - Back-up meeting

March 20, 2019 - Regular meeting



**INTER OFFICE
MEMO**

**LEGISLATIVE SERVICES
DEPARTMENT**

To: Brent Larmer, Municipal Clerk, Manager of Legislative Services
From: Angela Stewart, Licensing Officer, Legislative Services Department
Subject: Outdoor Patio Application
Date: April 15, 2019

Legislative Services has received an Application for a Permit for an Outdoor Patio in front of Black Cat Cafe, 4 King Street West.

As per the Section 6a, Circulation of Application, of the Outdoor Patio By-law 022-2002, *“a copy of the Application shall be sent to the Municipality’s Clerk for placement on Council’s Agenda in the form of a communication.”*

In addition, Section 7j, Approval of Application, of the Outdoor Patio By-law 022-2002, states the Licensing Officer shall issue a Permit where *“the Council has not advised of any concerns with respect to the issuance of the requested Permit within fifteen (15) days of the placement of the Application on the Council’s Agenda.”*

Sincerely,

Angela Stewart
Licensing Officer



APPLICATION FOR OUTDOOR PATIO PERMIT

Pursuant to By-law #022-2002

Application Type

New

Applicant Information	
NAME:	<u>MARY SCHULTZ</u>
ADDRESS:	<u>375 MERTON ST</u> <u>#114 TORONTO M4S 1B4</u>
PHONE #:	<u>647-407-1294</u> EMAIL: <u>mareint@aol.com</u>
Business Information	
BUSINESS NAME:	<u>BLACK CAT</u>
BUSINESS ADDRESS:	<u>4 KING ST W. COBOURG K9A 2L9</u>
DESCRIPTION OF TYPE OF BUSINESS:	<u>CAFE</u>
PATIO LOCATION:	<u>MAIN ST. FRONT OF BUSINESS</u>
PATIO LICENSED FOR THE CONSUMPTION OF ALCOHOL?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Requirements	
<input checked="" type="checkbox"/>	SITE PLAN DRAWING TO SCALE: Precise description of the limits of that portion of the sidewalk within which the Applicant wishes to place, construct, install, maintain and use an Outdoor Patio
<input checked="" type="checkbox"/>	SITE PLAN DRAWING TO SCALE DETAILING LAYOUT OF FURNISHINGS & DETAILED DESCRIPTION & ILLUSTRATION OF TYPE AND NUMBER OF FURNISHINGS (i.e. tables, chairs, signage, awnings, umbrellas and platforms, lighting, decorative accessories, plant materials and containers)
<input checked="" type="checkbox"/>	SITE PLAN DRAWING TO SCALE DETAILING LOCATION OF FENCING & DETAILED DESCRIPTION & ILLUSTRATION OF TYPE, DESIGN, HEIGHT, MATERIALS AND COLOURS OF PROPOSED FENCING
<input checked="" type="checkbox"/>	\$2 MILLION LIABILITY INSURANCE (Attach Copy of Policy)
<input checked="" type="checkbox"/>	WRITTEN CONSENT OF BUILDING OWNER IF TENANT
<input checked="" type="checkbox"/>	HEALTH UNIT APPROVAL (Attach copy of Approval)
<input type="checkbox"/>	ALCOHOL LICENCE IF APPLICABLE (Attach copy of Licence) <u>N/A</u>

Provisions

- The Outdoor Patio must be used in conjunction with and as part of an eating establishment located on private lands adjoining the sidewalk
- Operating Season: **April 1, 12:01 a.m. to October 15, 11:00 p.m.** of current year
- Operating Hours: Until **11:00 p.m.** every night
- Removal of all objects within and forming part of the Outdoor Patio on or before **October 31** of current year
- Restoration of the sidewalk on or before **October 31** of current year

Compliance

- Applicant is responsible for ensuring there is no deviation from approved plans
- Applicant is responsible, at their sole expense, to maintain the Outdoor Patio at all times in a safe, clean and neat manner
- Applicant is responsible for ensuring nothing encumbers or interferes with pedestrian flow along or adjacent to the sidewalk or highway

Licence History

Have you ever been refused a municipal licence or had one suspended or revoked?

- Yes
- No

If yes, details: _____

Declaration

I am the applicant herein and am aware that certain information must be obtained in order to process this application.

I acknowledge that the foregoing information may contain "personal information" as defined under the Municipal Freedom of Information and Protection Privacy Act, 1990, and that such information is required pursuant to the provisions of the Municipal Act and will be utilized by the Town for the administration of this Outdoor Patio Permit.

I certify the above information to be correct in all respects. I hereby agree to comply with all of the provisions and requirements of By-law #022-2002 relating to Outdoor Patios.

I certify that the proposed use of this Proposed Outdoor Patio would not be contrary to any other By-law of this Municipality, or Provincial or Federal Statute or Regulation.

Apr. 3 / 2019
Date

[Handwritten Signature]
Signature of Applicant

*Personal Information on this form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 c. M56, as amended. Inquiries about the collection of personal information should be directed to the Municipal Clerk.

For Office Use Only

Application Fee: First time (New \$250)

Cash _____ Cheque Debit Author # _____ (Please attach Receipt)

Received by: A. Stewart Date Received: 04/15/2019

Notes: _____

Required Approvals (Attach Comments):

Circulation Date: 04/15/2019
Comment Due Date (within 30 days of Circulation Date): 05/15/2019

- BUILDING: No concerns regarding the Proposed Use of Sidewalk
- PLANNING: Proposed Use complies with all applicable provisions of the Zoning By-law
- POLICE SERVICES: No concerns with respect to the issuance of the Permit
- FIRE DEPARTMENT: Proposed Use complies with all applicable standards and regulations with respect to fire protection and prevention
- HERITAGE DISTRICT COMMITTEE (if applicable): Proposed Patio adheres to Heritage District Guidelines

Required Notification (Attach Communications):

- MUNICIPAL CLERK FOR NOTIFICATION TO COUNCIL:
Copy of Application sent to Clerk for Placement on Council Agenda
Council Meeting Date: _____
Comment Due Date (within 15 days of Council Meeting Date): _____
- NOTIFICATION OF NEIGHBOURS:
All Neighbours within a 15 metre radius of Applicant's Business (Attach List) by Mail/Fax
Newspaper Ad (Attach Notification & Advertisement)
Notification Due Date (within 30 Days of Receipt of Application): _____
Comments Due Date (within 15 Days of Notification): _____
- NOTIFICATION IN NEWSPAPER:
Notification Due Date (within 30 Days of Receipt of Application): _____
- SIGNED INDEMNITY AGREEMENT (Attach Agreement)

Permit Issue Date: _____

Assigned Permit #:

Authorizing Signature: _____

Permit is valid for April 1, 12:01 a.m. to October 15, 11:00 p.m. of current year, and must be renewed annually.



Town of Cobourg
 55 King Street West
 Cobourg Ontario K9A 2M2

RECEIPT OF PAYMENT

Page 1

BLACK CAT CAFE

Receipt Number: 49569
 Tax Number: 106985716
 Date: April 16, 2019
 Initials: FG

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
General	LICGN	Licences - General	1	\$0.00	\$250.00	N/A
Cheque Number: 000182					Subtotal:	\$250.00
					Taxes:	\$0.00
					Total Receipt:	\$250.00
					Cheque:	\$250.00

Total Amount Received: \$250.00
 Rounding: \$0.00
 Amount Returned: \$0.00

CREATIVE FORCE

creativeforce.ca

Erastus Burley, Creative Director - 289.600.9879 - erastus@creativeforce.ca

BLACK CAT PATIO DESIGN & CONSTRUCTION

4 King St. W, Cobourg, ON K9A 2L9

OWNER: Mary Schultz, 647-407-1294

DESIGN & CONSTRUCTION: Creative **FORCE**

MATERIALS

- Uprights will be steel with a flange at the base for connection to the concrete.
- 3 horizontal 4"x4" pressure treated beams will be used in each of the three railing sections.
- The East and West railing sections will be connected to the South section for stability.

East Section: 6'9" L x 3' H x 4" D

West Section: 10'9" L x 3' H x 4" D

South Section: 15' L x 3' H x 4" D

INSTALLATION

- The patio will be installed immediately following approval by the municipality.
- Construction of the patio will partially take place onsite.
- The steel uprights will be connected to the concrete using tapcons. Number of contact points TBD based on direction from the municipality.

FURNITURE & FINISH

- Black folding tables and chairs.
- Pressure treated 4" x 4" beams will be sealed with clear polyurethane.
- Steel uprights will be flat black.
- Hardware will be black.
- Railing mounted planters will be installed for foliage. Count TBD.

CREATIVE FORCE

creativeforce.ca

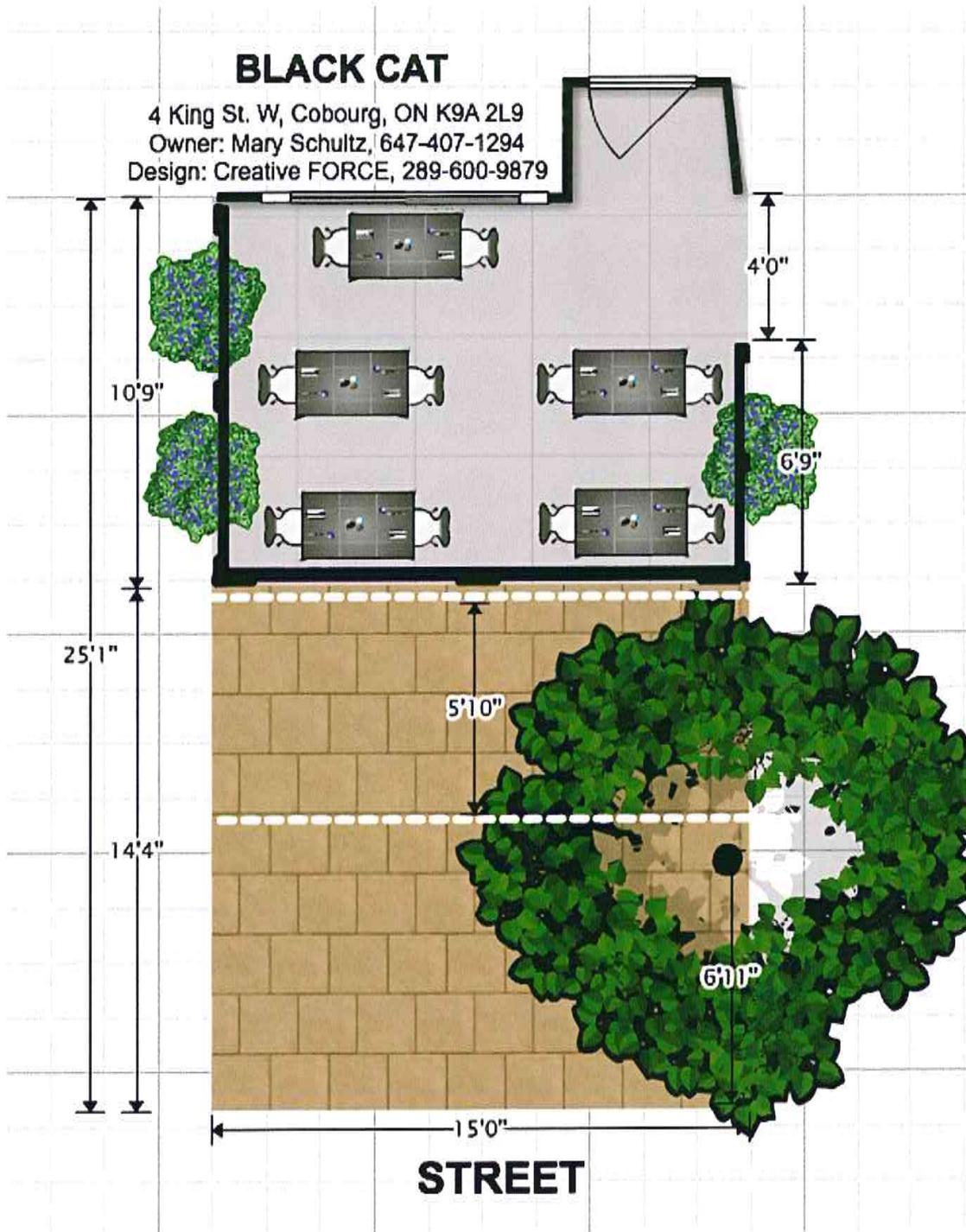
Erastus Burley, Creative Director - 289.600.9879 - erastus@creativeforce.ca

STYLE & CONCEPT



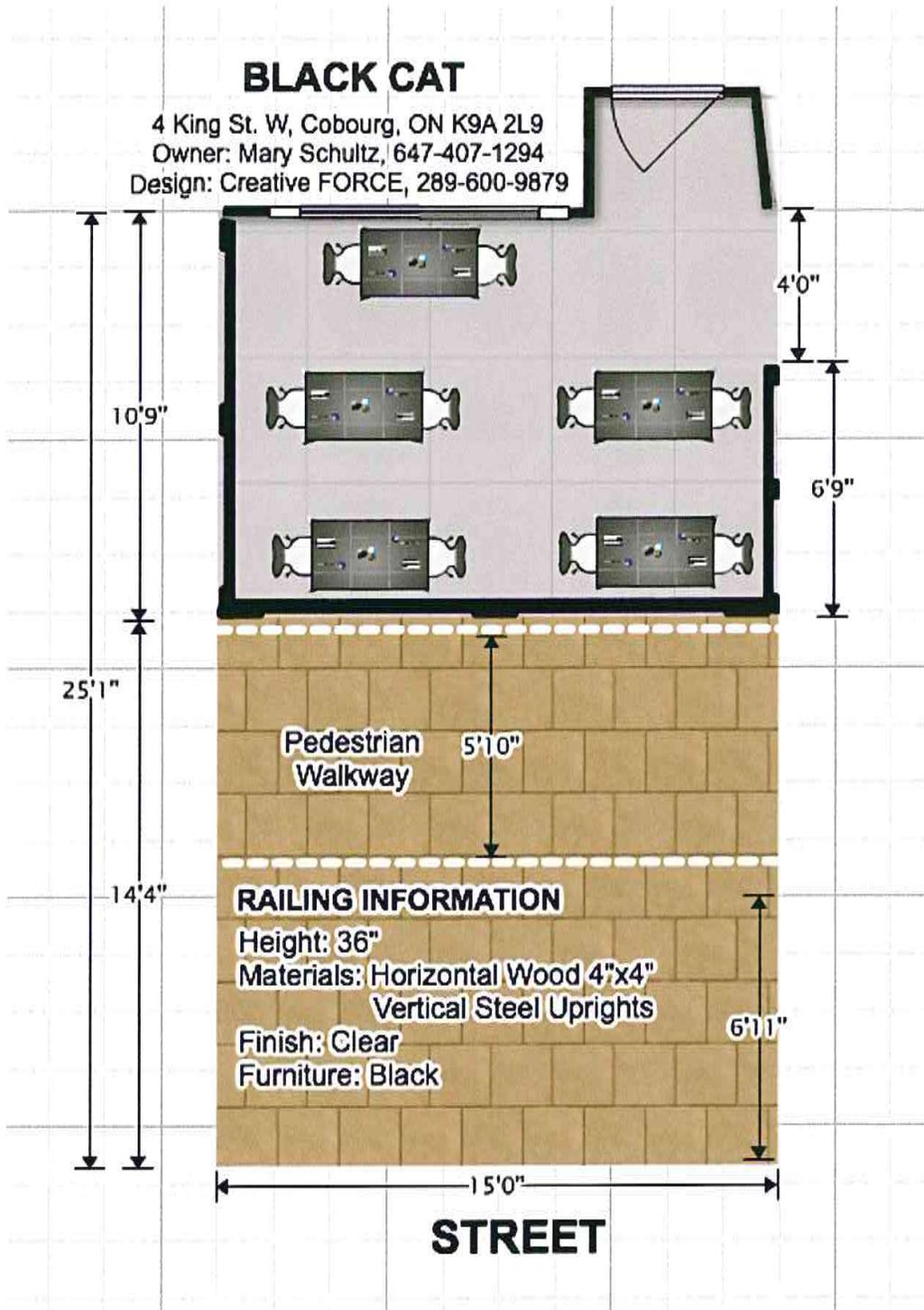
BLACK CAT

4 King St. W, Cobourg, ON K9A 2L9
Owner: Mary Schultz, 647-407-1294
Design: Creative FORCE, 289-600-9879



BLACK CAT

4 King St. W, Cobourg, ON K9A 2L9
Owner: Mary Schultz, 647-407-1294
Design: Creative FORCE, 289-600-9879





CERTIFICATE OF INSURANCE – COMMERCIAL LIABILITY

Certificate Issued To:
The Corporation of the Town of Cobourg
 55 King Street West,
 Cobourg, ON K9A 2M2

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.

AGENT or BROKER

James W. Gordon Insurance Brokers

Insured:
Black Cat 2604260 Ontario Ltd.
 Mary Schultz
 375 Merton St. Apt. 114
 Toronto, ON M4S 1B4

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policies period indicated, notwithstanding any requirements, terms or condition of any contract or other document with respect to which this certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. **LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

Type of Insurance	Policy Number	Effective Date (DD/MMM/YYYY)	Expiry Date (DD/MMM/YYYY)	Limits	
Commercial General Liability (Occurrence Based) Checked Boxes Show Coverage Included in Policy <input type="checkbox"/> Personal & Advertising Injury Liability <input type="checkbox"/> Products and Completed Operations <input checked="" type="checkbox"/> Employers' Liability <input checked="" type="checkbox"/> Tenants Legal Liability <input type="checkbox"/> Non Owned Automobile <input type="checkbox"/> Cross Liability Clause & Severability of Interest	50482C01	16/APR/2018	19/JAN/2019	Each Occurrence	\$2,000,000
				Aggregate Limit	\$3,000,000
				Tenants Legal Liability	\$600,000
				Med. Expense Any one Person	\$25,000
				Non Owned Automobile	\$2,000,000
Umbrella Liability Policy <input type="checkbox"/> Umbrella Liability Policy				Each Occurrence	None
Other - Describe in Remarks					None

Additional Insured; has been added, but only with respect to liability arising out of any claims, losses, damage, demands, suits and expenses (including legal expenses) which may result from the operations of the Named Insured and not with respect to liability arising out of any claims, losses, damage, demands, suits and expenses which result from the sole negligence of or any independent acts or omissions by or on behalf of (The Corporation of the Town of Cobourg).

Form ELI-0115-0610

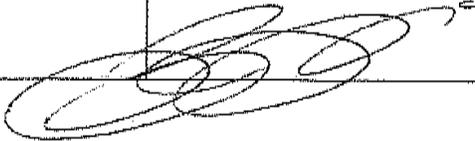
INSURER

HTM INSURANCE COMPANY
 1185 ELGIN STREET WEST
 PO BOX 201
 COBOURG, ON
 K9A 4K5

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative:



Date: April 19, 2018

Friday March 29th, 2019

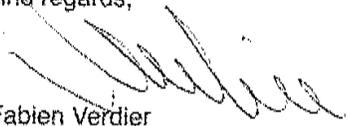
To Whom It May Concern,

My name is Mr. Fabien Verdier. I am the owner of 4 King Street West, Cobourg, ON K9A 2L9. Mary Schultz, owner of Black Cat, has informed me that she intends to apply for a patio permit for the 2019 spring/summer season.

I support her intention to apply for a patio. As the building Landlord & Owner, I give my permission for her to do so. It is my understanding that the patio will meet all required municipal codes and be maintain properly throughout the season.

If you require additional information, please contact me at 416-570-3406

On behalf of Miss. Schultz,
My kind regards,


Mr. Fabien Verdier

REIDREV Management Inc

[Print](#) | [Close Window](#)

Subject: Patio application

From: Jim Keating <jkeating@hkpr.on.ca>

Date: Thu, Apr 04, 2019 8:47 am

To: "blackcatcobourg@gmail.com" <blackcatcobourg@gmail.com>, "erastus@creativeforce.ca" <erastus@creativeforce.ca>

Hello Erastus,

The health unit has no objections for a patio at the Black Cat Café located at 4 King Street West, Cobourg.

Regards,

April 4, 2019.

Jim Keating, BAsC, CPHI(c)
Public Health Inspector, Environmental Health Dept.
HKPR District Health Unit,
200 Rose Glen Road,
Port Hope Ontario, L1A 3V6
jkeating@hkpr.on.ca
1-866-888-4577, ext 1667
(F) 905-885-9551

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Council Report # 2019-21

Title: Affordable and Rental Housing Pilot Program Interim Policy
Prepared by: Rebecca Carman, Housing Services Manager
Reviewed by: Lisa Horne, Director
Approved by: Jennifer Moore, CAO
Strategic Plan: Sustainable Infrastructure and Services
Council Date: April 17, 2019

Recommendation

“Whereas the Council of the County of Northumberland recognizes the need to support and encourage the creation of affordable and rental housing across Northumberland;

And Whereas the Council of the County of Northumberland has approved the Northumberland County Affordable Housing Strategy and directed staff to examine options for implementation;

Now Therefore Be It Resolved That County Council enact Policy 2019-01: Affordable and Rental Housing Program as an interim measure to support affordable rental housing in Northumberland County.”

Purpose

The purpose of this report is to seek Council's support in the creation of an interim policy to support housing projects seeking funding from other levels of government in order to build affordable and rental housing.

Background

On March 20, 2019, Northumberland County Council received the Northumberland County Affordable Housing Strategy and directed staff to action next steps, specifically focusing on the implementation of foundational action items and working with member municipalities. It is anticipated that implementation of the Northumberland County Affordable Housing Strategy and the Affordable and Rental Housing Pilot Program may take between twelve and eighteen months to fully implement.

At the same time, existing federal housing programs are requiring proponents to receive support from another level of government, predominantly lower and upper-tier municipalities. As a result, the proposed policy introduces an interim Affordable and Rental Housing Program policy that provides delegated authority to the County Chief Administrative Officer and Director of Finance/Treasurer that will allow for measured support of rental and affordable housing across the County through existing tools and programs.

Consultations

Internal consultations have occurred with the Chief Administrative Officer and departments of Finance, Planning and Community and Social Services. Legal counsel is being sought on interpretation of the *Municipal Act, 2001* specifically O.Reg 603/06 and any amendments that may be required to By-law 2017-17.

Legislative Authority/Risk Considerations

Considerations have been given to the *Municipal Act, 2001*, O. Reg. 603/06 and Northumberland County By-law 2017-17 Municipal Housing Facilities. In addition, the need to examine alternate policy options may be required leading to the full implementation of the Affordable and Rental Housing Pilot Program, including an amended Municipal Housing Facilities By-law. In addition, in order to provide some flexibility to the term 'affordable housing', the Municipal Housing Facilities By-law will need to be updated to support the implementation of the interim policy.

Discussion/Options

The interim policy proposes parameters for County staff to provide support and incentives to housing projects seeking funding through federal and/or provincial programs to create new rental housing in Northumberland County.

The policy is specifically intended to support projects requiring a municipal contribution in order to be successful in receiving funding from other levels of government. At present, there are four tools available to Northumberland County that can be utilized to create additional housing:

1. Tax Increment Equivalent Grants (TIEGs) for property taxes through a Municipal Housing Facilities By-Law for affordable housing projects/units.
2. Expedited timelines for development review and prioritized plumbing and sewage inspections.
3. Rent supplements through the Rent Supplement and Service Level Standard Reserve Account or other County programs.
4. Any other applicable tools available to the County under current legislation that supports projects seeking funding from other levels of government. This may include a letter from the Service Manager confirming need and/or affordability of the project.

The policy delegates authority to the Chief Administrative Officer and Director of Finance/Treasurer to make decisions in accordance with relevant legislation and County by-laws and within the following parameters for each of the four (4) proposed tools:

1. Tax Increment Equivalent Grants (TIEGs): TIEGs can be considered when a project meets the definition of affordable rental housing as outlined in the Municipal Housing Facilities By-Law (By-law #2017-17) and subject to updates as required.
 - a. All projects receiving a TIEG will be required to fulfill all requirements as set out in the Municipal Housing Facilities By-Law and enter into an agreement with the County designating the project as a Municipal Housing Facility.
 - b. TIEGs will be negotiated over a period of ten years and will, where possible, be done in conjunction with matching TIEGs at the respective member municipality.
 - c. The Chief Administrative Officer and Director of Finance/Treasurer will consider the estimated assessed value of the new building to estimate the amount of potential future foregone tax revenue over the full 10 year period.
 - d. The Chief Administrative Officer and Director of Finance/Treasurer are authorized to provide TIEGs in line with the Affordable Housing Targets as outlined in the Northumberland County Affordable Housing Strategy. Specifically, consideration will be given over a rolling average of ten years up to a maximum of 90 affordable rental units per year.
 - e. An annual upset limit will be set based on estimated costs of achieving yearly Affordable Housing Strategy targets. The estimated upset limit under this policy will be \$54,000 per annum in foregone taxation (or approximately \$600/unit per annum) on a rolling average basis. The provided estimation is for the purposes of meeting an upset limit and actual costs will be dependent on final MPAC assessment of properties upon construction completion.
2. Expedited timelines for plumbing and septic inspections and expedited approvals where appropriate: The Chief Administrative Officer and Director of Finance/Treasurer are authorized to support all projects that are eligible for this support based on the capacity of the Plumbing and Septic Inspections Department at the time of application.
3. Rent Supplements: The Chief Administrative Officer and Director of Finance/Treasurer are authorized to support projects through the offering of rent supplement agreements for reasonably priced units as per the availability of funding and program guidelines (where applicable) within Housing Services.
4. Other applicable tools: The Chief Administrative Officer and the Director of Finance/Treasurer are authorized to utilize other applicable tools where there is no impact to County levy, and can be achieved within existing program budgets and timelines.

County staff will be required to complete due diligence on all potential projects that include a review of all submitted applications (information provided to other government funding programs), organizational profile, financial viability, building information including unit sizes, key building features, proposed rent and other fees, estimated assess valuation of post-construction building and other documentation as required to verify viability and project sustainability.

All supports provided will align with recommendations and actions in the Northumberland County Affordable Housing Strategy, specifically aiming to meet affordable housing targets (90 affordable units per year).

There are currently limited funds available to support the creation of rent supplement agreements. However, the Affordable Housing Strategy acknowledges the role Rent Supplements and other municipally funded rental subsidy programs can play in providing affordable rent to low income households. Further, the creation of a rent supplement program

which houses individuals from the centralized waitlist would provide the County with an opportunity to better meet its service level standards as legislated by the provincial government. It will likely become prudent to examine the feasibility of creating a County-funded rent supplement program in the next several months to support the Affordable Housing Strategy and ongoing efforts to meet legislated service level standards.

Financial Impact

At present, the financial impact is based on the potential offering of TIEGs for affordable rental housing over a 10 year period. While this is not a direct levy impact, it does represent a time-limited loss of potential future foregone tax revenue. As a result, a limit has been set in terms of the total amount to be authorized by the Chief Administrative Officer and Director of Finance.

Other potential financial impacts could include a draw from reserves for the creation of rent supplement or the future requirement to create a more robust County-funded rent supplement program.

Member Municipality Impacts

This policy can be applied in conjunction with member municipality incentives to encourage the creation of affordable and rental housing across the County.

Conclusion/Outcomes

It is recommended that County Council enact Policy 2019-01: Affordable and Rental Housing Program and delegate authority to implement this policy to the Chief Administrative Officer and Director of Finance/Treasurer.

Attachments

1. Policy 2019-01: Affordable and Rental Housing Program
2. By-law 2017-17 – Municipal Housing Facilities

POLICY

Type of Policy: Housing – Community and Social Services		Policy No. 2019-01
Name of Policy • Affordable and Rental Housing Program	Procedures •	Target Group • Internal and External
Council Approval:	Effective Date:	Supercedes:

Policy Statement

Northumberland County recognizes the need to support and encourage the creation of rental housing, both purpose-built rental and affordable rental housing stock. Northumberland County is committed to the implementation of the Affordable Housing Strategy's Action Plan, specifically the Affordable and Rental Housing Pilot Program.

This policy provides Northumberland County staff with the authority to support the creation of affordable and rental housing through the utilization of funds and incentives available through applicable policies, service agreements and reserve accounts.

Definitions

Purpose built rental housing: multi-residential housing developed whereby its intended purpose is to operate as rental housing. Often times, purpose built rental housing will be required to be operated as rental housing for a specific time period.

Affordable rental housing: rental housing units that are 100% of Canada Mortgage Housing Corporation (CMHC) Average Market Rent (AMR) or less. The depth of affordability required will vary by project and be correlated with the depth of incentive provided. Adhering to sector best practices, affordable rental housing will be encouraged as a component of mixed market developments.

Tax Increment Equivalent Grant: a grant that provides partial or full relief to property taxes based on the increased assessed value from pre-construction to completed construction for a set period of time.

Objectives

The objective of this policy is to establish parameters for County staff to provide support and incentive to housing projects that are seeking funding through federal and/or provincial programs to create rental housing in Northumberland County.

This policy is intended to support the Northumberland County Affordable Housing Strategy, its objectives, actions and targets in the creation of a diverse housing supply within Northumberland County, in particular rental housing.

POLICY

This policy is intended to specifically support projects requiring a municipal contribution in order to be successful in receiving funding. There are currently four (4) tools available to the County in order to support the creation of new rental housing:

1. Tax Increment Equivalent Grants (TIEGs) for property taxes through a Municipal Housing Facilities By-Law for affordable housing projects/units.
2. Expedited timelines for development review and prioritized plumbing and sewage inspections.
3. Rent supplements through the Rent Supplement and Service Level Standard Reserve Account or other County programs.
4. Any other applicable tools available to the County under current legislation that supports projects seeking funding from other levels of government. This may include a letter from the Service Manager confirming need and/or affordability of the project.

Authority

By adoption of this policy, County Council delegates authority to implement this policy, through the approval and allocation of funds to the approved signing authorities of the County (specifically the Chief Administrative Officer, Director of Finance/Treasurer and their designated alternates), provided that Council shall approve any agreements under this Policy by By-law. County Council will be provided with a project profile update for all projects approved under this policy at the following Council meeting through a Staff Report.

The Chief Administrative Officer and Director of Finance/Treasurer may also delegate supporting work of this policy to other County staff where appropriate. The Chief Administrative Officer and Director of Finance/Treasurer will make decisions in accordance with relevant legislation and County by-laws and will make decisions within the following parameters for each of the four (4) proposed tools:

1. Tax Increment Equivalent Grants (TIEGs): TIEGs can be considered when a project meets the definition of affordable rental housing as outlined in the Municipal Housing Facilities By-Law (By-law #2017-17 and subject to updates as required).
 - a. All projects receiving a TIEG will be required to fulfill all requirements as set out in the Municipal Housing Facilities By-Law and enter into an agreement with the County designating the project as a Municipal Housing Facility.
 - b. TIEGs will be negotiated over a period of ten years and will, where possible, be done in conjunction with matching TIEGs at the respective member municipality.
 - c. The Chief Administrative Officer and Director of Finance/Treasurer will consider the estimated assessed value of the new building to estimate the amount of potential future foregone tax revenue over the full 10 year period.
 - d. The Chief Administrative Officer and Director of Finance/Treasurer are authorized to provide TIEGs in line with the Affordable Housing Targets as outlined in the Northumberland County Affordable Housing Strategy. Specifically, consideration will be given over a rolling average of ten years up to a maximum of 90 affordable rental units per year.

- e. An annual upset limit will be set based on estimated costs of achieving yearly Affordable Housing Strategy targets. The estimated upset limit under this policy will be \$54,000 per annum in foregone taxation (or approximately \$600/unit per annum) on a rolling average basis. The provided estimation is for the purposes of meeting an upset limit and actual costs will be dependent on final MPAC assessment of properties upon construction completion.
2. Planning and Development: Expedited timelines for development review related to County land use planning and inspection services; and, prioritized plumbing and sewage inspections where appropriate: The Chief Administrative Officer and Director of Finance/Treasurer are authorized to support all eligible projects based on the capacity of the Planning and Inspections Department at the time of application.
3. Rent Supplements: The Chief Administrative Officer and Director of Finance/Treasurer are authorized to support projects through the offering of rent supplement agreements for reasonably priced units as per the availability of funding and program guidelines (where applicable) within Housing Services.
4. Other applicable tools: The Chief Administrative Officer and the Director of Finance/Treasurer are authorized to utilize other applicable tools where there is no impact to County levy, and can be achieved within existing program budgets and timelines.

Scope

This policy applies to the creation of new rental housing in Northumberland County that requires support of a municipal level of government to receive funding from another level of government.

Procedures

Upon receipt of request for support from a proponent seeking County support on a rental project, County staff will review and evaluate the project for affordability and alignment with Northumberland County's Affordable Housing Strategy and the Ten Year Housing and Homelessness Plan.

County staff will complete due diligence on the proposed project including:

- a review of submitted applications (information provided to other government funding programs);
- Organizational profile of proponent, including past projects and governance structure;
- Financial viability;
- Unit size breakdown, key building features (accessibility, energy efficiency, etc.), rent to be charged, utilities and other fees to be charged;
- Estimated assessed valuation of post-construction building; and
- Other documentation as required to verify viability and project suitability.

POLICY

County staff may be required to meet with proponent to review project and submitted information, and may be required to issue a letter of support in principle for the project if applicable and required in funding applications. Letters of support can be written in principle based on the successful delivery of the agreed-to product, contingent on funding availability and may be required at an early stage in the project funding application to confirm availability of incentives and/or support of the Service Manager.

The proponent will be expected to keep the County informed of progress and status of funding application submission and notification of funding allocations.

Upon successful allocation of funding, County staff will provide Council with a report outlining key project details, number of units supported by the County and other prevalent information.

Prior to the distribution of funds or other incentives, Northumberland County will enter into a Municipal Housing Facilities Agreement as required for the provision of TIEGs and will receive Council Approval of this agreement.

Review

This policy will remain in place until the full implementation of the Affordable and Rental Housing Pilot Program is complete. At that time, it will be rescinded and replaced by the Affordable and Rental Housing Pilot Program and related policies.

Attachments

By-law # 2017-17 Municipal Housing Facilities



By-law #2017-17

**Being a By-law to
Provide for Municipal Housing Facilities**

Whereas the Corporation of Northumberland County is the Service Manager and is authorized to operate and manage housing as well as establish, fund and administer programs for the provision of residential accommodation in its service area under the *Social Housing Reform Act, 2000*, S.O. 2000, c.27;

And Whereas subsection 110 (1) of the *Municipal Act, 2001*, SO 2001, c 25 allows municipalities to enter into agreements for the provision of municipalities facilities by any person;

And Whereas Municipal and School Capital Facilities - Agreements and Tax Exemptions, O Reg 603/06, made under the *Municipal Act, 2001*, allows the council of the municipality to enter into an agreement under subsection 110 (1) of the *Municipal Act, 2001* for the provision of a variety of enumerated classes of municipal capital facilities;

And Whereas one of those enumerated classes is municipal housing project facilities;

And Whereas the said O Reg 603/06, as amended, requires that before a By-Law authorizing an agreement respecting municipal housing project facilities is entered into a municipal housing facilities By-Law must be enacted, which must comply with requirements set out in that Regulation;

And Whereas County Council is of the opinion that making use of subsection 110 (1) of the *Municipal Act* is a desirable means of increasing the supply of affordable housing by providing financial or other assistance at less than fair market value to private and non-profit housing providers on the criteria set out in this By-Law;

Now Therefore be it Enacted as a By-law of the Council of the Corporation of the County of Northumberland as follows:

1. **That** In this By-Law,

"Act" means the *Municipal Act, 2001*, S.O. 2001. c.25, as amended, and its

regulations;

“affordable housing” means housing units in which the maximum monthly occupancy cost for each unit is less than or equal to the average rent for the particular area of the County for that size of unit;

“average rent” for any calendar year means average monthly rent for different parts of the County by unit type as determined in the annual rental market survey of rents for the prior calendar year published by CMHC;

“County” or “Northumberland County” means the municipal corporation known as Northumberland County or the geographic area of Northumberland County, as the context requires;

“Municipality” or “Municipality of Northumberland” means the municipal corporation known as the Corporation of the County of Northumberland, as the context requires;

“CMHC” means the Canada Mortgage and Housing Corporation;

“Council” means the Council of the Corporation of Northumberland County;

“housing provider” means a corporation or individual legally entitled to own real property in Northumberland County;

“low or moderate income households” means individuals or families who, if the affordable housing was rented to them would spend thirty percent or more of their gross annual income, as determined by the housing provider after making all reasonable inquiries, on an annualized monthly occupancy cost for the unit;

“monthly occupancy costs” means the sum of monthly rent payable to the landlord of a housing unit, inclusive of utilities and exclusive of parking, telephone, cable and other similar fees;

“municipal housing project facilities” means the municipal housing project facilities class of municipal capital facilities, as set out in O Reg 603/06, as amended;

“municipal housing project facilities agreement” means a municipal housing project facilities agreement as set out in Section 2 of this By-Law;

“municipal housing project facilities By-Law” means a By-Law enacted by Council pursuant O Reg 603/06, as amended;

“unit size” means the size of a unit within a municipal housing project facility or potential municipal housing project facility, measured by the number of bedrooms;

“waiting list” means the County Coordinated Access System or successor waiting list.

2. County Council may pass By-Laws permitting the County to enter into municipal housing project facilities agreements with the housing service providers, pursuant to subsection 110 (1) of the Act, as amended, for the provision of municipal housing project facilities.

3. The County shall not enter into an agreement mentioned in Section 2 unless it is determined that the housing units to be provided as part of the municipal housing project facilities:

- a) fall within the definition of affordable housing; and
- b) meet a threshold for affordability for low and moderate income households as established by Council for specific municipal project facilities.

4. The municipal housing project facilities agreement shall include but shall not be limited to the following terms and conditions:

- a) the term of the agreement, which shall not be less than twenty (20) years;
- b) the number of housing units being provided;
- c) that each unit in the municipal housing project facilities shall meet the definition of affordable housing;
- d) the monthly occupancy costs which can be charged for each housing unit in the municipal housing project facility for the first year of the term, and the mechanism by which such monthly occupancy costs may annually increase and the restrictions on such annual increases;
- e) provisions reflecting those matters set out in Sections 8, if applicable;
- f) that housing units subject to the agreement shall not be rented to the housing provider or shareholders or directors of the housing provider, or any individual not at arm's length to the housing provider or shareholders or directors of the housing provider, unless the housing provider is a non-profit co-operative as defined in the *Co-operative Corporations Act*, R.S. O. 1990, c.35, as amended, or is a not-for-profit corporation;
- g) Tenants will be selected in accordance with the *Housing Services Act, 2011*, SO 2011, c 6, Sch 1, Regulations under that Act and any policies adopted by the County in accordance with that Act;
- h) the County must register the agreement on title;
- i) the municipal housing project facilities agreement shall be binding on the housing provider's heirs, successors and assigns;
- j) that during the time period in which the municipal housing project facilities agreement is in force, the housing provider shall, as a condition precedent to a sale to a subsequent purchaser, require the subsequent purchaser to enter into an agreement with the County, and that agreement shall impose the terms of the municipal housing project facilities agreement on that subsequent purchaser;
- k) that in addition to a general indemnity, the housing provider shall specifically

- indemnify the County if the provision set out in clause (i) is breached;
- l) a list of the benefits being conveyed to the housing provider under this By-Law, including their estimated present day monetary value;
 - m) that if the housing provider does not carry out its obligations under the agreement, the housing provider shall pay to the County the entire amount of benefits conveyed under the agreement, together with any applicable costs and interest; and
 - n) such other contractual provisions which are required to be inserted based on fundamental contractual drafting principles satisfactory to the County;
 - o) a communication protocol with the County with respect to services provided under the agreement for the purpose of project monitoring and enforcement.
5. The municipal housing project facilities agreement may require that the housing providers enter into a separate rent supplement agreement with the County if targeted individual/families are on the centralized waiting list.
 6. A municipal housing project facilities agreement may allow for the provision, lease, operation or maintenance of the municipal housing project facilities by any person, including the County or another municipality.
 7. With respect to the provision, lease, operation or maintenance of the municipal housing project facilities that are subject to the agreement, the County may provide for financial or other assistance at less than fair market value or at no cost to the housing provider. Such assistance may include:
 - a) giving or lending money and charging interest; and/or
 - b) giving, lending, leasing or selling property.
 8. It is Council's intention that new multi-residential buildings constructed and approved by County Council under the Affordable Housing Program, which are to be used as municipal housing project facilities, shall be subject to property taxes at a rate equal to or lower than the rate applied to single family residential properties, either through tax reduction or exemption where permissible, or by adoption of preferential tax ratios as permitted under the *Municipal Act, 2001*, S.O. c.25, as amended and the regulations thereunder. Property tax reduction or exemptions will be site specific and be detailed within the Municipal Housing Project Facilities Agreement per Section 2.
 9. Subject to subsections 110 (15), (17), (18) and (19) of the Act, Municipal Council may exempt from taxation, for municipal and school purposes, land or a portion of it on which municipal housing project facilities are or will be located that,
 - a) is the subject of a municipal housing project facilities agreement;

- b) is owned or leased by the housing provider; and
 - c) is partially or entirely occupied and used or intended for use for affordable housing.
10. A municipal housing project facilities agreement containing the provisions for development charge exemptions may provide a full or partial exemption for the facilities from the payment of development charges imposed by the Municipality under the *Development Charges Act, 1997, S.O. 1997, c.27*.
 11. If a municipal housing project facilities agreement is to contain those provisions set out in Section 10, a By-Law distinct from the By-Law referred to in Section 2 shall be passed, and the information set out in Section 10 shall be inserted into that By-Law.
 12. The By-Law referred to in Section 11 shall specify an effective date, which shall be the date of passing of the By-Law or a later date.
 13. Upon passing of a By-Law referred to in Section 11, the Municipal Clerk shall give written notice of the contents of the By-Law to:
 - a) Municipal Property Assessment Corporation;
 - b) The Clerk of any other municipality that has any municipal jurisdiction over the land impacted by the By-Law; and
 - c) The secretary of any school board if the area of jurisdiction of the board includes the land impacted by the By-Law;
 14. The Clerk for the Corporation of Northumberland County.
 15. The County may establish a reserve fund to be used for the exclusive purpose of renovating, repairing or maintaining facilities that are provided under a municipal housing project facilities agreement. A municipal housing project facilities agreement may provide for contributions to the reserve fund by any person.
 16. In the event that any Municipality within Northumberland County initiates a municipal housing project facilities agreement, referred to in Section 11, the County shall be consulted prior to the Municipal By-Law being enacted.
 17. This By-Law may be cited as the Municipal Housing Facilities By-Law for the Corporation of the County of Northumberland.

18. Should any sections of this by-law, including any section or part of any schedules attached hereto be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

That By-law 2017-17 be introduced, and be deemed to be read a first, second and third time, be passed, signed and sealed this 15th, day of March, 2017.





Mark Walas, Warden



Cathie Ritchie, Clerk

4/23/2019

By-law 2017-17 Provide for Municipal Housing Facilities

Cathie Ritchie, Clerk
Page 1 of 6



Northumberland
County

Resolution

Moved By <u>John Henderson</u>	Agenda	Resolution No.
Last Name Printed <u>JOHN HENDERSON</u>	Item 9b	2019-04-17-64
Seconded By <u>[Signature]</u>		
Last Name Printed <u>Vink</u>	Council Date:	April 17, 2019

“Whereas the Council of the County of Northumberland received Report No. 2019-22 Community Safety and Wellbeing; and

Whereas it has been identified that the governance and coordination of the development of the Northumberland Community Safety and Wellbeing plan should be administered and led from a County level; and

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland authorize County staff to establish the advisory committee to plan and develop the Northumberland Community and Safety Plan and maintain compliance with the amendment to the *Police Services Act, 1990.*”

Recorded Vote Requested by _____	Carried <u>[Signature]</u>
Councillor's Name	Warden's Signature
Deferred _____	Defeated _____
Warden's Signature	Warden's Signature



Council Report 2019-22

Title: Community Safety and Wellbeing

Prepared by: Sarah Tanner, Community and Customer Services Manager, Community and Social Services

Reviewed by: Lisa Horne, Director, Community and Social Services

Approved by: Jennifer Moore, CAO

Strategic Plan: Thriving and Inclusive Communities

Council Date: April 17, 2019

Recommendation

“Whereas the Council of the County of Northumberland received Report No. 2019-22 Community Safety and Wellbeing; and

Whereas it has been identified that the governance and coordination of the development of the Northumberland Community Safety and Wellbeing plan should be administered and led from a County level; and

Now Therefore Be It Resolved That the Council of the Corporation of the County of Northumberland authorize County staff to establish the advisory committee to plan and develop the Northumberland Community and Safety Plan and maintain compliance with the amendment to the *Police Services Act, 1990.*”

Purpose

The purpose of this report is to update the Council of the Corporation of the County of Northumberland of the legislated requirements of the Police Services Act amendment which came into effect on January 2019. This report is also seeking approval from the Council for the County Community and Social Services Department to lead and coordinate the planning and development of the Community Safety and Well-being plan and co-design this required plan including reporting mechanisms, with the 7 member municipalities and other County stakeholders and ensure compliance with provincial legislation.

Background

The new legislative requirements related to Community Safety and Wellbeing planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990* (PSA). Municipalities have two years from this date to develop and adopt a plan (i.e., by January 1, 2021).

This timeframe was based on learnings and feedback from the eight pilot communities that tested components of the Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario booklet.

In the circumstance of a joint plan, all municipalities involved must follow the same timeline to prepare and adopt their first CSWB plan.

Planning for Community Safety and Wellbeing requires taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations (including, but not limited to, local government, police services, health/mental health, education, social services, and community and custodial services for children and youth) The plan requires developing and implementing evidence-based strategies and programs to address local priorities (i.e., risk factors, vulnerable groups, and protective factors) related to crime and complex social issues on a sustainable basis.

The stated objective for co-designing this plan is to move away from reactionary, incident-driven responses and re-focusing efforts and investments towards the long-term benefits of social development, prevention, and in the short-term, mitigating acutely elevated risk.

With local government leadership, the plan will encourage meaningful multi-sectoral collaboration and including developments that are centred on the community, focused on outcomes and evidence-based (i.e., derived from or informed by the most current and valid empirical research or practice).

Consultations

The Northumberland CAO group has discussed this new legislated requirement and has asked that the County of Northumberland take the lead role in the development and coordination of the Community Safety and Wellbeing plan.

County staff have met with the Financial Controller and data manager for required risk driven reporting (for the Situation Table) who is situated in the Port Hope Police Service. There is strong support from this stakeholder that the County of Northumberland lead the coordination and development of the Community Safety and Wellbeing plan on behalf of all stakeholders across Northumberland, and will offer support for risk identification data collection requirements.

County staff has participated in Provincial webinars for Service Managers and other community stakeholders. There is support and interest from the Ministry for Municipalities to work together to develop and publish the required plans, and for upper tier Municipalities to lead and coordinate both the advisory committees and the implementation of planning frameworks.

Legislative Authority/Risk Considerations

The legislative requirement for Community Safety and Well Being plans has come from the Police Services Act 2018 amendment which came into effect on 1st January 2019.

The responsibility to prepare and adopt a CSWB plan applies to:

- ▶ Single-tier municipalities;
- ▶ Lower-tier municipalities in the County of Oxford and in counties; and
- ▶ Regional municipalities, other than the County of Oxford.

Discussion/Options

The development of a Northumberland County Community Safety and Wellbeing Plan will further enhance communication and collaboration among sectors, agencies and organizations and encourage increased understanding of and focus on local risks and vulnerable groups.

Developing a County-wide plan will help to build on the modernization and transformation of service delivery. Included in this will be the realignment of resources and responsibilities to better respond to priorities. These activities and associated improvements will be planned, monitored and reported, to map effectiveness and progress toward the shared goals and agreed targets which are required to be published in the Community and Safety Wellbeing plan.

Successful planning and implementation will help ensure healthier, more productive individuals that positively contribute to the community; and reducing the financial impact of social determinants of health and crime. This will be achieved through cost-effective approaches that offer significant return on investments. Current County-wide case conferencing initiatives are already in place and these demonstrate that working jointly with agencies providing front line services to people is an effective way to share information and resources (e.g. situation table, Homelessness coordinated response team). This work ensures that services are provided to those individuals with complex needs.

Financial Impact

It is anticipated that the financial impact to the Council of the Corporation of the County of Northumberland to lead the development of the plan within the legislated timeline incurs costs of staff time and minimal associated costs for consultation and administration.

Member Municipality Impacts

The creation of the required Community Safety and Wellbeing plan being led by the County will have beneficial impact for member municipalities. The opportunity to share the required activity including consultation, the development of the plan and the collection and analysis of the data and reporting that will be required will be most effective and efficient on a County-wide basis. Lower tier Municipalities will have critical influence on the advisory committee and subsequent planning and implementation groups. All municipalities will be involved and have a role in the required community consultations and identifying their local priorities and risks. Other stakeholders across Northumberland are also required to be involved.

Conclusion/Outcomes

The creation of a Northumberland plan will help address identified risks and opportunities through evidence-based programs and strategies, focusing on social development, prevention and risk intervention.

It is recommended that the Council of the Corporation of the County of Northumberland support the creation of a County of Northumberland Community Safety and Wellbeing plan and that County staff lead and coordinate the planning, development and required reporting of the Community Safety and Well-being plan and ensure compliance with provincial legislation.

Attachments

N/A



Community Safety and Well Being

Sarah Tanner
Community and Customer Services Manager
Community and Social Services Department

Legislative timeframe requirements

- ▶ The new legislative requirements related to CSWB planning came into force on January 1, 2019, as an amendment to the *Police Services Act, 1990* (PSA).
- ▶ Municipalities have two years from this date to develop and adopt a plan (i.e., by January 1, 2021).

CSWB planning involves:

- ▶ taking an integrated approach to service delivery by working across a wide range of sectors, agencies and organizations
- ▶ proactively develop and implement evidence-based strategies and programs to address local priorities related to crime and complex social issues on a sustainable basis.

The CSWB plan must include

- ▶ Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data;
- ▶ Evidence-based programs and strategies to address those priority risk factors; and
- ▶ Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

Advisory Committee

- ▶ An ideal committee member should have enough knowledge about their respective sector to identify where potential gaps or duplication in services exist and where linkages could occur with other sectors.
- ▶ The committee member(s) should have knowledge and understanding of the other agencies and organizations within their sector, and be able to leverage their expertise if required.

Membership of the CSWB advisory committee



- ▶ A person who represents the local health integration network, or an entity that provides physical or mental health services
- ▶ A person who represents an entity that provides educational services;
- ▶ A person who represents an entity that provides community or social services in the municipality, if there is such an entity;
- ▶ A person who represents an entity that provides community or social services to children or youth in the municipality, if there is such an entity;
- ▶ A person who represents an entity that provides custodial services to children or youth in the municipality, if there is such an entity;
- ▶ An employee of the municipality or a member of municipal council
- ▶ A representative of a police service board or, if there is no police service board, a detachment commander of the Ontario Provincial Police (or delegate)

The municipal council is responsible for establishing the process to identify membership for the advisory committee and has discretion to determine what type of process they would like to follow to do so.

Northumberland Situation Table

Conclusion Grouping	# of Discussions	Percentage	Northumberland	
			# of Discussions	Percentage
Overall risk lowered	4962	69.66%	101	74.26%
Still AER	1076	15.11%	19	13.97%
Rejected	684	9.60%	11	8.09%
Other	401	5.63%	5	3.68%
Total	7123	100.00%	136	100.00%

Table 1- Provincial Conclusions- Northumberland Conclusions – May 2015- June 2018

Reporting requirements

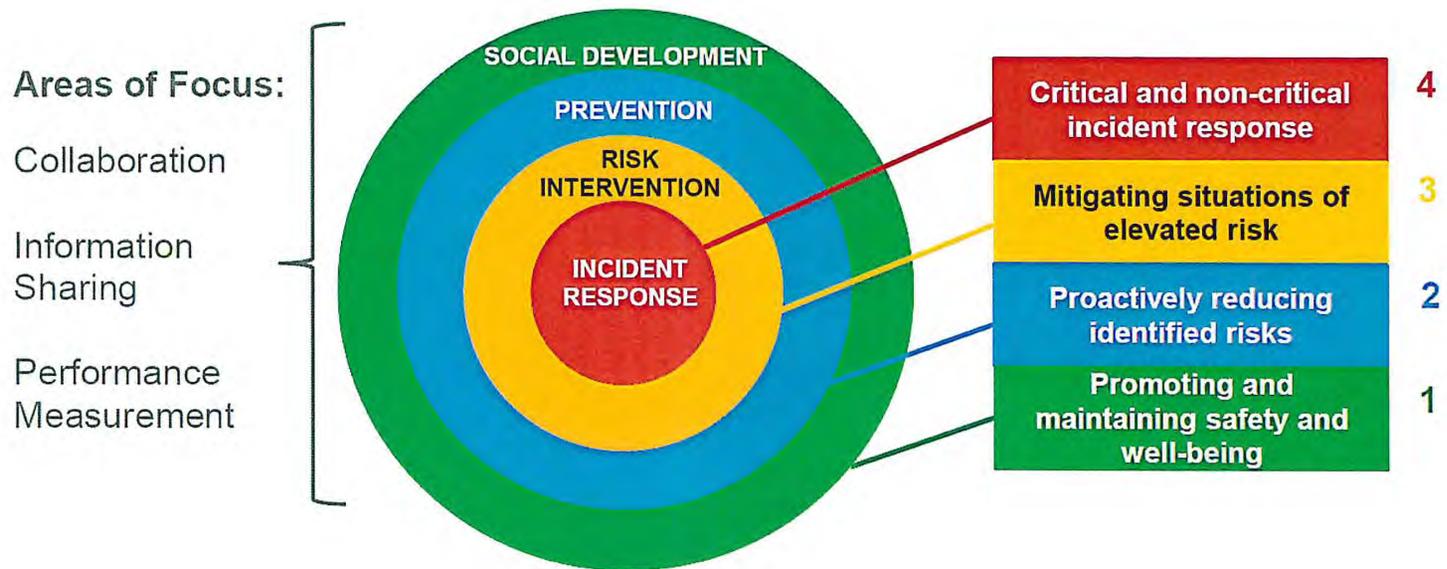
The new legislation identifies that a municipality is required to provide the Minister of Community Safety and Correctional Services with any prescribed information related to (upon request):

- ▶ The municipality's CSWB plan, including preparation, adoption or implementation of the plan;
- ▶ Any outcomes from the municipality's CSWB plan; and
- ▶ Any other prescribed matter related to the CSWB plan.

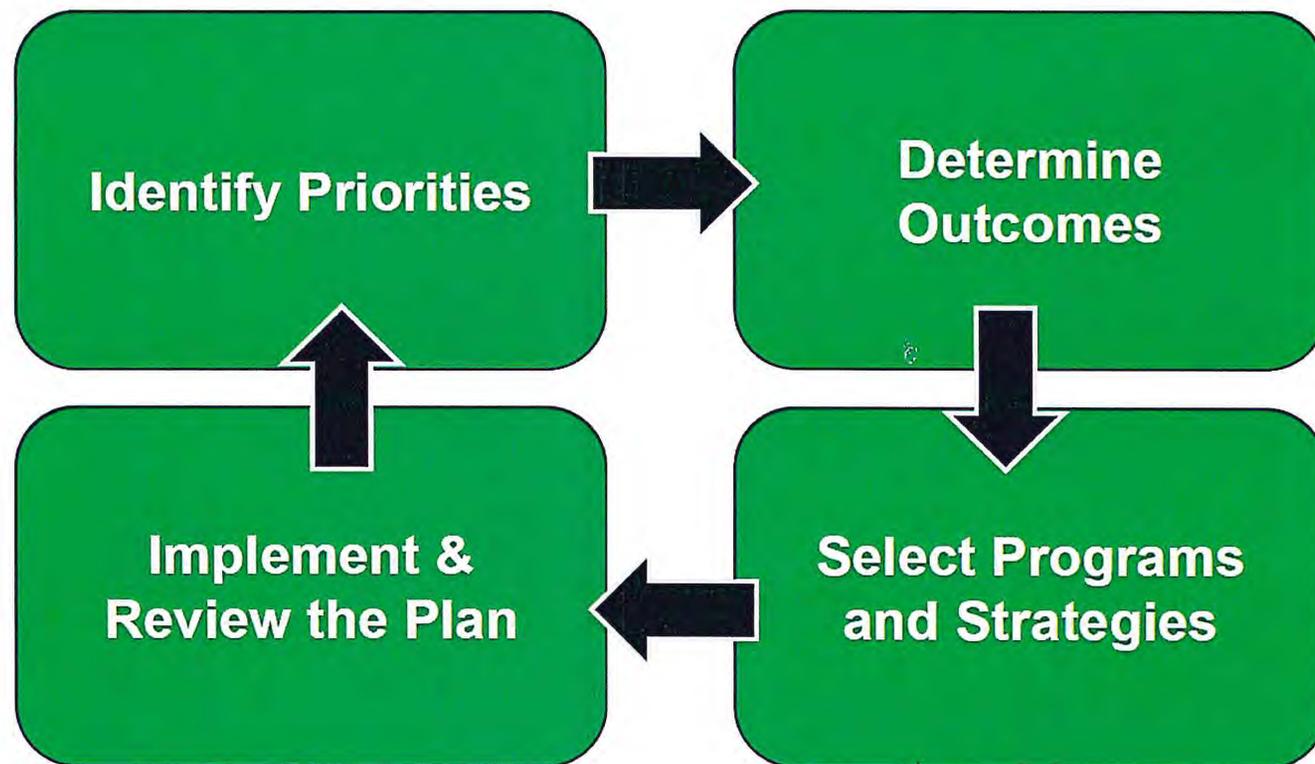
Additional requirements related to monitoring CSWB plans may be outlined in regulation in the future.

The Framework

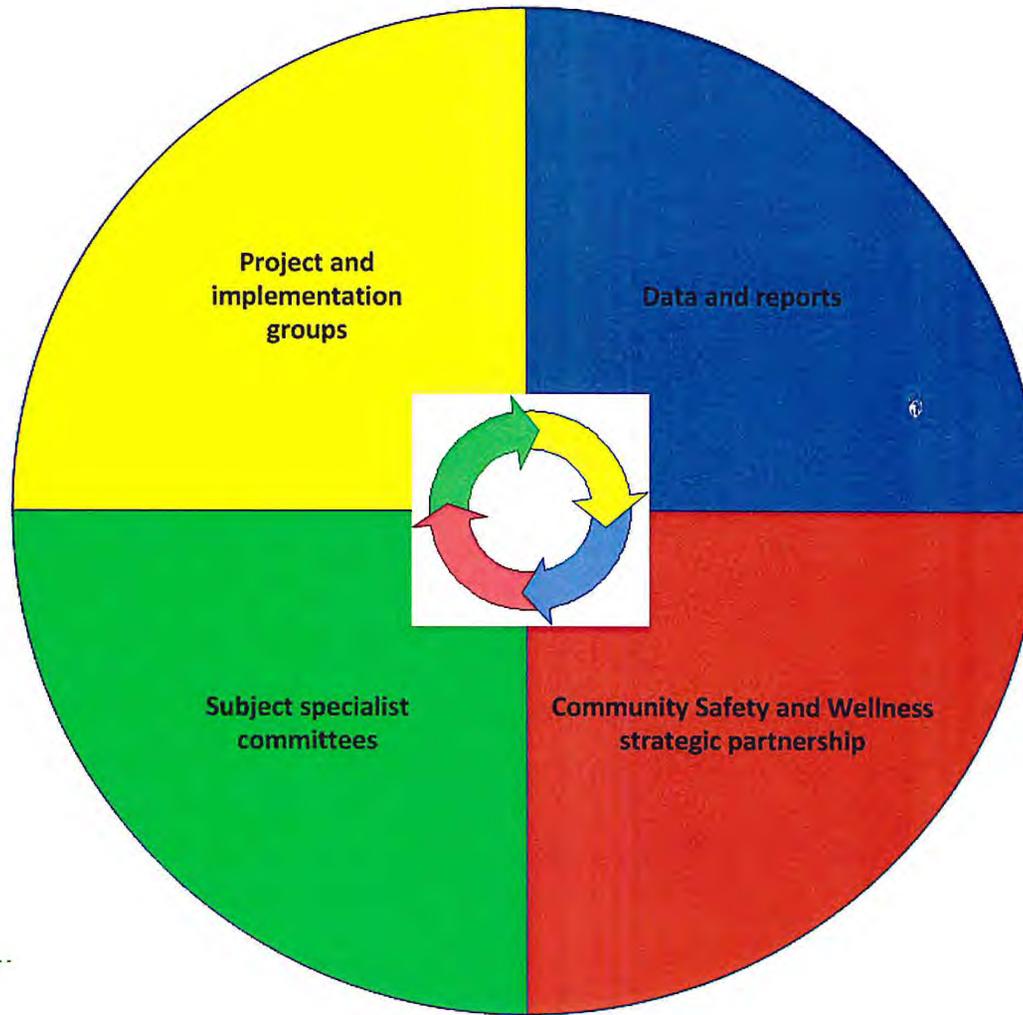
CSWB Planning Framework



How to Plan



Northumberland Wheel



▶ Thank you.

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
(Sent via email to: premier@ontario.ca)

The Honourable Christine Elliott
Deputy Premier and Minister of Health and Long-Term Care
Hepburn Block 10th Floor
80 Grosvenor Street
Toronto, ON M7A 1E9
(Sent via email to: christine.elliottco@ola.org)

April 24, 2019

Dear Premier Ford and Minister Elliott

Re: 2019 Ontario Budget, Protecting What Matters Most - Chapter 1, A Plan for the People: Modernizing Ontario's Public Health Units

Ontario's local public health system is an efficiently run and essential part of keeping communities safe and healthy. Public health delivers excellent return on investment and works on the front line to protect our communities from illness and promote health and wellbeing. The services provided by public health, centred on Ontario's Public Health Standards, ensure that our population stays out of the health care system and remain well for as long as possible.

As the Chair of the Board for the Haliburton, Kawartha, Pine Ridge (HKPR) District Health Unit, the Board and I unequivocally support HKPR District Health Unit and its staff in the work that they do. The needs of Ontarians are variable and preserving partnerships locally is essential. Local knowledge and expertise to ensure the health of our communities is not something that our region can afford to lose.

Our Board of Health was surprised and are concerned to learn of the Government of Ontario's plans to restructure Ontario's public health system. The proposed \$200 million per year reduction in funding for local public health services represents a significant strain on the ability of local public health agencies like HKPR District Health Unit to continue to deliver on their mandate. A reduction in funding that represents 26% of the budget cannot happen without cutting services. These cuts will impact our ability to deliver the front-line public health services that keep people out of hospitals and doctors' offices and will ultimately mean a greater downstream cost to the health care system.

HKPR District Health Unit's Board is requesting the Province of Ontario maintain and augment the health protection, promotion, and prevention mandate in the service of public health. We request that the Province of Ontario stop the planned reduction of Ontario public health units from 35 to 10 and the planned reduction by \$200 million from public health.

... /2

PROTECTION · PROMOTION · PREVENTION

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Fax · 705-457-1336

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108 Angeline Street South
Lindsay, Ontario K9V 3L5
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Fax · 705-324-0455

Honourable Doug Ford
Honourable Christine Elliott
April 25, 2019
Page 2

Money invested into public health is money well spent; prevention is the fiscally responsible investment for our communities. There is strong evidence to support the excellent return on investment that public health offers, with an average of \$14 of upstream savings for every \$1 investment in public health services. It has been fifteen years since the last major public health crisis in this province, and we have learned well from those lessons. We do not wish to repeat the mistakes of the past; the cuts proposed by this government have the potential to jeopardize our ability to protect the health of the people of Ontario.

Ontario has an integrated, cost-effective, accountable and transparent public health system. Boards of health oversee the provision of preventative programs and services tailored to address local needs across the province. The public health system works upstream to reduce demands and costs to the acute care sector while providing essential front-line services to local communities. Modest investments in public health generate significant returns in the long term. In short, public health plays an important role in our work, our families, and our communities. Divestment would be a loss for all.

The Board of Health for the HKPR District Health Unit implores your government to leave the current structure as it is, delivering excellent and local preventative care to our community. The information we have to date is concerning and we request a detailed timeline to allow for the planning and stability in the delivery of such well-needed public health services. How will this proposed system re-structuring 'modernize' healthcare and improve on an already well-functioning system? Please provide details of how the HKPR District Health Unit and other units across Ontario will continue to deliver services under the new model with a much leaner budget. Public Health Units currently deliver quality preventative care throughout Ontario, saving the province billions of dollars in health care delivery costs.

Sincerely

BOARD OF HEALTH FOR THE HALIBURTON,
KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT



Cammie Jaquays
Chair, Board of Health

Cl:ed

Attached: 2019 Ontario Budget Summary, Dr Lynn Noseworthy, Medical Officer of Health at Haliburton, Kawartha, Pine Ridge District Health Unit

cc (via email): Hon. H. Angus, Deputy Minister of Health and Long-Term Care
Dave Piccini, MPP Northumberland-Peterborough South
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock
Dr. David William, Chief Medical Officer of Health
Municipalities within the Haliburton, Kawartha, Pine Ridge District Health Unit area
Ontario Boards of Health
Loretta Ryan, Association of Local Public Health Agencies
Board of Health Members



DATE: April 18, 2019

TO: The Board of Health

FROM: Dr. A. Lynn Noseworthy
Medical Officer of Health

Re: 2019 Ontario Budget

Background

On Thursday April 11, 2019 the Government of Ontario presented its 2019 Budget - Protecting What Matters Most. The proposed provincial budget has implications for the health of the public in Ontario as well as the public health system in Ontario (see attached responses from the Association of Local Public Health Agencies (alPHA) (Attachment 1) and the Ontario Public Health Association (OPHA)(Attachment 2)). The focus of this report will be on the implications of the 2019 Ontario Budget for the public health unit system in Ontario.

The following information has been excerpted from page 119 of the 2019 Ontario Budget:

“As part of its vision for organizing Ontario public health, the government will, as first steps in 2019–20:

- Improve public health program and back-office efficiency and sustainability while providing consistent, high-quality services, be responsive to local circumstances and needs by adjusting provincial–municipal cost-sharing of public health funding; and
- Streamline the Ontario Agency for Health Protection and Promotion to enable greater flexibility with respect to non-critical standards based on community priorities.

The government will also:

- Establish 10 regional public health entities and 10 new regional boards of health with one common governance model by 2020–21;
- Modernize Ontario’s public health laboratory system by developing a regional strategy to create greater efficiencies across the system and reduce the number of laboratories; and

- Protect what matters most by ensuring public health agencies focus their efforts on providing better, more efficient front-line care by removing back-office inefficiencies through digitizing and streamlining processes.”

The following information has been excerpted from page 276-277 of the 2019 Ontario Budget:

“Highlights of the program expense outlook over the medium term include the following:....

- Modernizing public health units through regionalization and governance changes to achieve economies of scale, streamlined back-office functions and better coordinated action by public health units, leading to annual savings of \$200 million by 2021–22;”

For the public health system, the proposals as outlined above will:

- Adjust the provincial-municipal cost-sharing of public health funding;
- Establish 10 regional public health entities and 10 new regional boards of health with one common governance model by 2020-2021; and
- Project annual savings of \$200 million by 2021-2022.

Discussion

The duties and responsibilities of boards of health in Ontario are outlined in the *Health Protection and Promotion Act, R.S.O 1990*, the Ontario Public Health Standards, Accountability Agreements with the provincial government and in many other pieces of legislation. The mandate of public health is to protect and promote health and prevent disease. The specific public health programs and services provided by boards of health are listed below:

- Population Health Assessment
- Health Equity
- Effective Public Health Practice
- Emergency Management
- Chronic Disease Prevention and Well-Being
- Food Safety
- Healthy Environments
- Healthy Growth and Development
- Immunization
- Infectious and Communicable Diseases Prevention and Control
- Safe Water
- School Health
- Substance Use and Injury Prevention

Public health programs and services show a return on investment. The following information is excerpted from alPHa's pre-budget consultation submission to the Minister of Finance in January 2019 (see attachment 3 and 4).

“Public Health makes a critical contribution to alleviating pressures on our hospitals and doctors’ offices, by delivering programs and services that keep people from becoming ill in the first place. While it is difficult to accurately measure the impacts (one cannot count the number of outbreaks that didn’t happen because of a vaccine campaign or cases of food poisoning that were prevented through regular inspection of restaurants), studies have nonetheless demonstrated that public health interventions are good value for money and an excellent return on investment.

The following are only a few examples of the return on investment in public health:

- Every \$1 spent on immunizing children with the measles-mumps-rubella vaccine saves \$16 in health care costs.
- Every \$1 invested in community water fluoridation yields an estimated \$38 in avoided costs for dental treatment.
- Every \$1 spent on mental health and addictions saves \$7 in health costs and \$30 dollars in lost productivity and social costs.
- Every \$1 invested in tobacco prevention programs saves up to \$20 in future health care costs,
- Every \$1 spent on early childhood development and health care saves up to \$9 in future spending on health, social and justice services.”

What will be the impact of the proposed changes for the public health unit system in Ontario as outlined in the 2019 Ontario Budget? Currently there are 35 local boards of health and 35 public health units in the province. If the Provincial Budget is approved as written, the number of boards of health and public health units will be decreased to 10 and there will be \$200 million in annual savings, which is essentially a reduction in funding to the public health system. This \$200 million reduction represents an over 26% cut in the provincial funding of public health.

We expect such a significant reorganization of the public health system “will cause major disruptions in every facet of the system”. ([alPHa’s presentation to the Toronto Board of Health](#)) In our Health Unit’s response to the previous provincial government’s Report of the Minister of Health and Long-Term Care’s Expert Panel on Public Health (Attachment 5) we noted many risks to population health related to disrupting an entire public health system.

The significant funding cut for the public health system proposed in the 2019 Ontario Budget “will greatly reduce our ability to deliver the front-line public health services that keep people out of hospitals and doctors’ offices.” ([alPHa’s presentation to the Toronto Board of Health](#)). These cuts will have consequences for the health of our population.

It is ironic as we approach the 19th anniversary of the contamination of Walkerton's drinking water, that the provincial government is proposing significant cuts to the public health system as well as the Ministry of Environment, Conservation and Parks.

In May 2000, as a result of the contamination of the drinking water system in Walkerton, seven people died and over 2,300 people became ill. I have excerpted below some of the findings from Part One: [A Summary Report of the Walkerton Inquiry](#) related to provincial budget reductions:

“Before the decision was made to significantly reduce the MOE’s budget in 1996, senior government officials, ministers, and the Cabinet received numerous warnings that the impacts could result in increased risks to the environment and human health. These risks included those resulting from reducing the number of proactive inspections – risks that turned out to be relevant to the events in Walkerton. The decision to proceed with the budget reductions was taken without either an assessment of the risks or the preparation of a risk management plan. There is evidence that those at the most senior levels of government who were responsible for the decision considered the risks to be manageable. But there is no evidence that the specific risks, including the risks arising from the fact that the notification protocol was a guideline rather than a regulation, were properly assessed or addressed.

In February 1996, the Cabinet approved the budget reductions in the face of the warnings of increased risk to the environment and human health.”

The proposed changes to the public health system in Ontario as well as the \$200 million cut to funding are of significant concern to the provincial public health sector. We are concerned about the lack of consultation regarding these proposed changes, the speed of implementation, the potential impact on public health programs and services and ultimately the health of the population of the province. The risks associated with the proposed changes to Ontario’s public health system and the funding cuts as outlined in the 2019 Ontario Budget should be identified and mitigated through consultation with the broader public health community.

The provincial funding of public health represents less than 2% of the overall budget for the health sector. Public health units have faced considerable financial challenges over the years including a three-year provincial funding freeze between 2014 and 2018. For the Haliburton, Kawartha, Pine Ridge District Health Unit this has meant closing branch offices, better utilizing technologies, decreasing our staff complement and reorganizing our structure. We embrace continuous quality improvement including looking for efficiencies throughout our organization, streamlining processes, digitizing as much as possible given our limited funding while ensuring that our programs and services are responsive to local circumstances and needs.

Presentations have been made to other boards of health regarding these proposed changes and funding cuts. I have included links to presentations made to the [City of Toronto Board of Health by its Medical Officer of Health](#) and the [President of the Association of Local Public Health Agencies](#) to give you a sense of what our public health colleagues are saying about the 2019 Ontario Budget and its implications for the public health system and for the health of the population of the province.

Summary

For the public health system, the proposals as outlined in the 2019 Ontario budget will:

- Adjust the provincial-municipal cost-sharing of public health funding;
- Establish 10 regional public health entities and 10 new regional boards of health with one common governance model by 2020-2021; and
- Project annual savings of \$200 million by 2021-2022.

The proposed changes to the public health system in Ontario as well as the \$200 million cut to funding are of significant concern to the provincial public health sector. We are concerned about the lack of consultation regarding these proposed changes, the speed of implementation, the potential impact on public health programs and services and ultimately the health of the population of the province. Through consultation with the broader public health community, risks associated with the proposed changes to Ontario's public health system and the funding cuts as outlined in the 2019 Ontario Budget should be identified and mitigated.

Recommendation

THAT the Board of Health work with the entire public health system, the Association of Local Public Health Agencies and the Provincial Government to ensure that Ontario's public health system continues to draw strength from dedicated local voices and effective partnerships and maintains the capacity to deliver essential front-line health protection and promotion services while working to meet the Government's stated goals of broader municipal engagement, more efficient service delivery, better alignment with the health care system and more effective staff recruitment and retention.

Respectfully submitted,



A. Lynn Noseworthy, MD, MHSc, FRCPC

ALN/ed

Attachment 1



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 Toronto ON M5E 1J3
 Tel: (416) 595-0006
 Fax: (416) 595-0000
 E-mail: mail@alphaweb.org

Providing leadership in public health management

NEWS RELEASE

April 12th, 2019

For Immediate Release

Ontario Budget 2019 – Reducing Investments in Public Health

The Association of Local Public Health Agencies (alPHA), which represents Ontario's Medical Officers of Health, Boards of Health members and front-line public health professionals throughout the province, is surprised and deeply concerned to learn of the Government's plans to restructure Ontario's public health system and reduce its funding by \$200M per year.

"Investments in keeping people healthy are a cornerstone of a sustainable health care system. We have spent considerable time since the election of the new Government communicating the importance of Ontario's locally-based public health system to ending hallway medicine," said alPHA President Dr. Robert Kyle. "The reality is that this \$200M savings is a 26% reduction in the already-lean annual provincial investment in local public health. This will greatly reduce our ability to deliver the front-line local public health services that keep people out of hospitals and doctors' offices."

In order to achieve this reduction, the Government is proposing to replace 35 public health units and 35 local boards of health with 10 larger regional entities with boards of health of unknown composition and size. As alPHA pointed out in its response to the previous Government's Expert Panel on Public Health Report (which proposed a similar reduction), the magnitude of such a change is significant and will cause major disruptions in every facet of the system. "The proposed one-year time frame for this change is extremely ambitious, and we hope that the government will acknowledge the need to carefully examine the complexities of what it is proposing and move forward with care and consideration," added Dr. Kyle.

Public Health initiatives show a return on investment. Much of the success of our locally-based public health system can be attributed to partnerships with municipal governments, schools and other community stakeholders to develop healthy public policies, build community capacity to address health issues and promote environments that are oriented towards healthy behaviours. The health protection and promotion needs of Ontarians vary significantly depending on their communities, and preserving these partnerships is essential to meeting them regardless of the number of public health units.

We look forward to receiving more details of this plan from the Ministry so that we can work with them to ensure that Ontario's public health system continues to draw strength from dedicated local voices and effective partnerships and maintains the capacity to deliver essential front-line health protection and promotion services while working to meet the Government's stated goals of broader municipal engagement, more efficient service delivery, better alignment with the health care system and more effective staff recruitment and retention.

- 30 -

For more information regarding this news release, please contact

Loretta Ryan
 Executive Director
 (547) 325-9594
 (416) 595-0006 ext. 22

Attachment 2

From Pegeen Walsh, Ontario Public Health Association (OPHA)

April 12, 2019

Dear OPHA Members,

On April 11th, Ontario Finance Minister Fedeli tabled his 2019 provincial budget entitled, [*Protecting What Matters Most*](#). The most unexpected budget measures were the government's plans to make changes to public health, including the creation of 10 regional public health entities and boards of health, adjustments to provincial-municipal funding arrangements and streamlining of Public Health Ontario. In asking officials for more details during the budget lock up, I was advised that the details related to these changes are not available now and will be worked out with municipalities.

As mentioned in earlier news reports, the budget included major new investments in transit, new child care tax credits and the alarming expansion of the sale of and access to alcohol. However, it was encouraging to see that the government is committed to a new dental program for low income seniors, an initiative that our colleagues in the Ontario Association of Public Health Dentistry have been calling for some time. The budget focusses on getting back to balanced budgets by 2023-24 while creating jobs, protecting "critical" public services (e.g. health, education) and cutting "waste." While there are numerous references to streamlining services and creating efficiencies, it unclear what this might mean for various government funded programs.

There was not mention of health promotion initiatives such as healthy eating, Smoke-Free Ontario, tobacco taxation, measures to counter tobacco contraband or poverty reduction plans. While I was able to hear Health Minister Elliott speak last night at the annual meeting of the Registered Nurses of Ontario about the government's plans for an integrated sustainable health care system, she made no reference to the planned changes to public health.

Outlined below and attached is a summary of the key measures that will affect Ontario's public health system as well as other initiatives that affect health care and the determinants of health. We'll keep you informed as more information becomes available.

Overview of Budget Measures Related to Health and the Determinants of Health

Listed below in bullet format is a summary of the health-related measures included in the 2019 budget papers. More information can be found [here](#).

Health:

Changes to Public Health System:

- establish 10 regional public health entities and new regional boards of health with a common governance model by 2020-21

- *Rationale:* the current system does not allow for consistent service delivery, could be better coordinated with the broader health care system, better aligned with current government priorities and support more effective staff recruitment and retention (see page 119)
- Remove back-office inefficiencies through digitizing and streamlining processes so that public health can focus their efforts on better, more efficient front-line care
- adjust provincial-municipal cost sharing of public health funding in 2019-21
 - *Rationale:* improve public health program and back office efficiency and sustainability, provide consistent high quality services and be responsive to local circumstances and needs
 - streamline the Ontario Agency for Health Protection and Promotion to enable greater flexibility with respect to non-critical standards based on community priorities in 2019-20
 - modernize Ontario's public health laboratory system by developing a regional strategy to create greater efficiencies across the system and reduce the number of laboratories
 - some \$200M in savings are projected by 2020-21 from public health modernization and governance changes

Dental Program for Seniors:

- a new dental program for low-income seniors who lack benefits; those with incomes less than \$19K or seniors couples with income less than \$32K without benefits would be able to receive dental services in public health units, community health centres and Aboriginal Access Centres
- to begin by late summer 2019 and be funded at \$90M annually when fully implemented
- by winter 2020, expand to underserved areas, including mobile dental buses and increased dental suites in public health units
- *Other:* developing a cross-government seniors strategy to support independent living

Alcohol:

- new measures to increase choice and convenience by expanding the sale of beer and wine to corner stores, big box stores and more grocery stores
- introducing legislation that would give municipalities the power to make bylaws about where alcohol can be consumed in public areas (e.g. parks)
- creating a tailgating permit for eligible sporting events
- extending hours of alcohol service at licensed establishments to start at 9am, rather than 11am, seven days a week as well as for by the glass licences and special occasion permits; there are to be consultations on further measures related to additional extension of hours
- give wineries, cideries, breweries and distilleries more flexibility to promote their products by removing requirements related to serving sizes at manufacturing sites
- introducing legislation to put a pause on a wine tax increase scheduled for April 2019
- changing rules to allow happy hour advertising
- explore ways to lower beer costs at Royal Canadian Legion halls by fall of 2019

Health Care:

- *Ontario Health Agency*: consolidate six provincial agencies and 14 Local Health Integrated Networks into a new single agency resulting in \$350M in savings over time
- *Ontario Health Care teams*: early adopters to be announced this summer with province wide adoption by 2020
- *digital first health strategy*: increase the use of virtual care and allow people to access their own health information
- *hospitals*: \$384M to support annual hospital operating costs; \$17B in capital grants over the next 10 years
- *home and community care*: an annual increase of \$267M to fund operational costs
- *mental health*: \$3.8B over 10 years to support community health, justice services, supportive housing, acute mental health inpatient beds and a mental health and addictions system
- *expanded scope for practice*: for certain professions (e.g. pharmacists, nurse practitioners, dental specialists and optometrists)
- *centralized procurement*: to purchase products and devices for hospitals, home, community and long-term care

Dis/Ability:

- \$1.3M over two years to support the Rick Hanson Accessibility certificate program in selected communities to determine ways to remove barriers for those with visible and invisible disabilities

Education:

- increased funding of \$1B in annual funding for school renewal over the next three years; committed to a new education plan where "no teacher is being fired"
- lowered tuition fees for post-secondary education by 10%, giving students choices for paying non-essential fees; elimination of free tuition
- tying 60% of funding to performance outcomes by 2024-25 (e.g. ability to provide education that lead students to jobs)
- creating an new Northern Ontario Internship Program
- *Physical Activity*: \$5M over three years to increase participation in physical activity at schools and meet the needs of a broader range of students (e.g. by promoting involvement in cricket)
- *Indigenous Curriculum*: \$3.7M to fund a revised First Nations, Metis and Inuit studies high school curriculum and the Indigenous Graduation Coach Program

Child Care:

- Introducing new Ontario Childcare Access and Relief from Expenses tax credit (CARE)
 - up to \$6,000 per child under 7 years old for low income families; up to \$3,750 per child aged 7-16; and up to \$8,250 per child with a severe disability;
 - up to \$1B over the next five years to create 30,000 child care spaces in schools operated by for-profit and not-for-profit operators

- changes to regulations effecting home based care and recreational after-school programs (e.g. from two children under two in care to being able to have three; from being six years old to four years old to access recreational programs)

Cannabis:

- continued commitment to an open allocation of licenses where numbers are only limited by market demand

Housing:

- reference to an earlier commitment made by the government to a Housing Supply Plan

Environment:

- reference to earlier commitments outlined in the government's Environment Plan, including the \$400M emissions reduction fund
- launch of a provincial climate change impact assessment
- an online platform where people can report pollution that is effecting them
- a public campaign to educate people about the cost of the carbon tax and Ontario's new environment plan
- a forestry strategy to increase the wood supply and create conditions for the industry to create jobs

Social Assistance:

- Ontario Works recipients will be able to earn up to \$300 a month without a reduction in assistance
- Ontario Disability Support Program recipients will have annual exemption of \$6,000 per year in earnings they can keep up from \$200 per month
- integration of social assistance employment services into Employment Ontario to help job seekers, including social assistance recipients find jobs
- \$1B in savings to be gained through changes to the rate structure, rule changes and better employment outcomes

Employment:

- reduction of WSIB premiums and corporate taxes to save business' \$5B in 2019
- creating programs to encourage people to enter the skilled trades, get retrained (e.g. a micro-credentials pilot to provide people with the skills employers are seeking), a pilot to bring skilled immigrants to smaller communities

Transit:

- Kids 12 and under to travel free in GO trains and buses
- creating an integrated regional transit plan, including \$11.2B for four rapid transit projects in the GTA

- investing in municipal transit priorities

Justice System:

- develop justice centres that integrate justice, health, education, housing and social services to address risk factors that drive gun and gang related violence
- \$16.4M over two years to create a provincial strategy to combat gun and gang violence
- streamlining of legal aid to save \$164M starting in 2020-21

Finances:

- a Fiscal Sustainability, Transparency and Accountability Act that will require the Government to establish a debt burden reduction strategy, report on progress and deliver its budget by March 31st; an Accountability Guarantee where the Premier and the Minister of Finance will pay a fine equal to 10% of their salary if they miss a reporting deadline
- no tax increases
- while government revenue is projected to grow at 3%, program expenses are projected to only grow at 1%; the government is looking to save 8 cents on each dollar spent
- for health this means an increase year over year from \$63.5M in 2019-20 to \$64.6M in 2020-21 but a decline in the children's and social service sector from \$16.7 in 2019-20 to \$16.5 in 2020-21
- continuous review of government programs to ensure they are efficient, effective and modern and draw on best practices from around the world; ministries have identified 4% in administrative efficiencies to save \$1.7B by 2023-24
- consolidation of provincial procurement to save \$1B annually as well as \$1B in savings from changes to social assistance

Attachment 3



alpha's members are the public health units in Ontario.

alpha Sections:

Boards of Health Section

Council of Ontario Medical Officers of Health (COMOH)

Affiliate

Organizations:

Association of Ontario Public Health Business Administrators

Association of Public Health Epidemiologists in Ontario

Association of Supervisors of Public Health Inspectors of Ontario

Health Promotion Ontario

Ontario Association of Public Health Dentistry

Ontario Association of Public Health Nursing Leaders

Ontario Dietitians in Public Health

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January 25, 2019

The Honourable Victor Fedeli
Minister of Finance
c/o Budget Secretariat
Frost Building North, 3rd floor
95 Grosvenor Street
Toronto ON M7A 1Z1

Submitted via e-mail: submissions@ontario.ca

Dear Minister Fedeli,

Re: Budget 2019

On behalf of the Association of Local Public Health Agencies (ALPHA) and its member Medical Officers of Health, Boards of Health and Affiliate organizations, I am writing to provide input for your consideration as you develop the 2019 Ontario Budget.

Specifically, we are recommending that the integrity of Ontario's public health system, as outlined in this submission, be maintained and reinforced with assurances from the Province that it will continue its funding commitment to cost-shared programs and make other strategic investments that address the government's priorities of improving services and ending hallway medicine.

Public Health is on the Front Line of Keeping People Well

ALPHA's members are the medical officers of health, members of boards of health and managers of the major public health programs. These are the people on the front lines of delivering the programs and services that prevent disease and promote health in every community in Ontario. For more than 180 years, Ontarians have enjoyed a strong, locally-based public health system that puts their health and wellbeing at the front and centre.

Public Health Delivers an Excellent Return on Investment

Public Health makes a critical contribution to alleviating pressures on our hospitals and doctors' offices, by delivering programs and services that keep people from becoming ill in the first place. While it is difficult to accurately measure the impacts (one cannot count the number of outbreaks that didn't happen because of a vaccine campaign or cases of food poisoning that were prevented through regular inspection of restaurants), studies have nonetheless demonstrated that public health interventions are good value for money and an excellent return on investment.

Providing Leadership in Public Health Management

The following are only a few examples of the return on investment in public health:

- Every \$1 spent on immunizing children with the measles-mumps-rubella vaccine saves \$16 in health care costs.
- Every \$1 invested in community water fluoridation yields an estimated \$38 in avoided costs for dental treatment.
- Every \$1 spent on mental health and addictions saves \$7 in health costs and \$30 dollars in lost productivity and social costs.
- Every \$1 invested in tobacco prevention programs saves up to \$20 in future health care costs ,
- Every \$1 spent on early childhood development and health care saves up to \$9 in future spending on health, social and justice services.

Public Health is an Ounce of Prevention that is Worth a Pound of Cure

The 2017 report of the Auditor General of Ontario (AGO) contained a chapter on the Ministry of Health and Long-Term Care's (MOHLTC) Chronic Disease Prevention program, which concluded that most chronic diseases (e.g., diabetes, cancer, etc.) are preventable, or their onset can be delayed by addressing physical inactivity, smoking, unhealthy eating and excessive alcohol consumption. The Institute for Clinical Evaluative Sciences estimated that 22% of the Province's spending on health care was attributable to those four modifiable risk factors associated with chronic diseases, which totaled \$90 billion in health care costs, including hospital care, drugs and community care, between 2004 and 2013.

The MOHLTC's own estimates conclude that major chronic diseases and injuries accounted for 31% of direct, attributable health care costs in Ontario. Preventing chronic diseases not only helps to reduce the financial burden on the health care system but it also creates a better quality of life that in turn supports individuals' ability to contribute to vibrant communities and a strong economy. Public Health leads in reducing the modifiable risk factors behind chronic disease and injury. The effective execution of this role is limited only by its capacity.

Public Health Contributes to Strong and Healthy Communities

Boards of health in each of Ontario's public health units provide programs and services that are tailored to improve the health of the entire population starting with addressing needs at the local level. In so doing, they form the local foundation of a province-wide system that works "upstream" to address risks to health thereby reducing the demand on and costs to the health care system. These activities are outlined and mandated in the *Ontario Public Health Standards: Requirements for Programs, Services and Accountability* under the Health Protection and Promotion Act and fall under the following categories:

- Chronic Disease Prevention and Well-being
- Food Safety
- Healthy Environments
- Healthy Growth and Development
- Immunization
- Infectious and Communicable Diseases Prevention and Control
- Safe Water
- Substance Use and Injury Prevention

Four "Foundational Standards" ensure that population health assessment, a focus on health equity, effective public health practice through quality assurance and transparency, and emergency management are considerations in each of these categories.

Boards of health tailor the requirements to meet local needs in collaboration with a wide array of community partners (local medical/health care communities, municipalities, school boards, etc.) or develop new programs to address the specific health needs of their communities.

Public Health is Money Well Spent

Boards of health budgets are paid for by their respective obligated municipalities in accordance with the Health Protection and Promotion Act (HPPA) with the MOHLTC providing offsetting grants of up to 75% for mandatory programs and up to 100% for priority programs.

According to the 2018-19 MOHLTC Expenditure Estimates, the operating estimate for the entire Population and Public Health Program (which includes internal Ministry expenses, funding for Public Health Ontario and the local grants) is \$1.267 billion, or about 2% of the total MOHLTC operating expenses. We believe that this demonstrates the tremendous value of Ontario's system of local public health given its significant impact on the health of the people of Ontario.

Having applied the lessons learned from several public health crises that emerged in Ontario in the first decade of the new millennium (the Walkerton tragedy (2000), SARS (2003) and pandemic influenza (2009)), Ontario's public health system is more clearly understood and more robust now than it was then. Investing in public health has given Ontario a mature, integrated, cost-effective, and accountable public health system.

We have demonstrated that modest investments in the public health system can generate significant returns, including better health, lower costs and a stronger economy. We believe first and foremost that the integrity of Ontario's locally-based public health system, as outlined above, should remain intact. In addition, we believe that an explicit commitment to the ongoing provision of the 75% provincial share of public health funding along with additional strategic investments in the public health system will address your Government's priorities of improving services, ending hallway medicine and addressing Ontario's fiscal challenges.

Public Health's broad efforts in the areas of health protection and promotion and disease prevention touch upon where we live, work and play, improving our quality of life and promoting healthy communities across the province. Further investments in these efforts will only strengthen their contributions to your Government's goals of cutting hospital wait times and ending hallway health care, improving the delivery of government programs and services, and even putting money back in people's pockets by keeping them healthy and able to contribute to the prosperity of the Province of Ontario.

In closing, thank you for the opportunity to present this information as you deliberate on how Ontarians' tax dollars are to be spent over the coming year. We would be pleased to discuss our submission with you further. To schedule a meeting, please have your staff contact Loretta Ryan, Executive Director, alPHa, at loretta@alphaweb.org or 647-325-9594.

Yours sincerely,



Dr. Robert Kyle,
alPHa President

COPY:

Honourable Christine Elliott, MPP, Deputy Premier and Minister of Health and Long-Term Care
Stephen Crawford, MPP, Chair, Standing Committee on Finance and Economic Affairs
Timothy Bryan, Committee Clerk, Standing Committee on Finance and Economic Affairs
Helen Angus, Deputy Minister, Health and Long-Term Care
Dr. David Williams, Chief Medical Officer of Health and Population and Public Health, MOHLTC
Peter Donnelly, President & CEO, Public Health Ontario

About alPHa

The Association of Local Public Health Agencies (alPHa) is a not-for-profit organization that provides leadership to the boards of health and public health units in Ontario.

Membership in alPHa is open to all public health units in Ontario and we work closely with board of health members, medical and associate medical officers of health, and senior public health managers in each of the public health disciplines – nursing, inspections, nutrition, dentistry, health promotion, epidemiology and business administration.

The Association works with governments, including local government, and other health organizations, advocating for a strong, effective and efficient public health system in the province. Through policy analysis, discussion, collaboration, and advocacy, alPHa's members and staff act to promote public health policies that form a strong foundation for the improvement of health promotion and protection, disease prevention, and surveillance services in all of Ontario's communities.

Contact: Loretta Ryan, Executive Director
loretta@alphaweb.org or 647-325-9594

Further information on alPHa can be found at: www.alphaweb.org

Attachment 4



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Improving and Maintaining the Health of the People
The Contribution of Public Health to Reducing Hallway Medicine

As the Government of Ontario considers one of its most high-profile election commitments – the elimination of “Hallway Medicine” in Ontario – this paper has been developed to explain the work of the public health sector and to highlight the important role that the sector can play in meeting that challenge.

One of the answers to keeping people out of hospital hallways is to reduce the demand for hospital and primary care services. Building healthy communities through an efficient, proactive and locally managed public health system, mandated to lead on preventative measures to protect and promote the health of Ontarians, can go a long way to reducing that demand.

Ontario’s public health system delivers value for money, ensuring Ontarians remain healthy, and are able to contribute fully to a prosperous Ontario. Studies have shown tremendous return on investment. For example, every \$1 spent on:

- **mental health and addictions** saves \$7 in health costs and \$30 dollars in lost productivity and social costs;
- **immunizing children** with the measles-mumps-rubella vaccine saves \$16 in health care costs; and
- **early childhood development and health care** saves up to \$9 in future spending on health, social and justice services.

A systematic review of international public health investments published in 2017 concludes that cuts to public health budgets in high income countries represent a false economy and are likely to generate billions of dollars of additional costs to health services and the wider economy.

At the same time, the public health system supports an effective health care system by reducing the demand for hospital services through:

- advising and convening diverse stakeholders (e.g. schools, police, healthcare) to improve mental health and addictions treatments in community settings;
- ensuring people are treated for sexually transmitted infections and tuberculosis and preventing infections and related hospital visits;
- safeguarding the community from harms caused by impure drinking water and environmental hazards;
- reducing the impact of outbreaks, such as influenza in Long Term Care Homes and hospitals; and
- providing a point of access to supports and information for people with greater needs, whether rural, newcomers or others isolated in urban environments.

In short, public health actions now can result in fewer emergency room and doctor’s office visits today and in the future.

The geographic breadth of Ontario means that the needs of residents differ from region to region. Public health and community-based programs and services require localised input and delivery, leveraging existing partnerships with schools, municipalities, business networks, health care providers and social services organizations, resulting in the ability to quickly and efficiently respond to the needs

of the people:

- In 2016, the Middlesex-London Health Unit identified an outbreak of HIV in London. Provincially, HIV rates largely driven by men who have sex with men, had been declining for a decade. In London, rates were spiking, and driven by IV drug use. The Health Unit put boots on the ground, assembled an outreach team to find people on the street, and connected them with HIV testing and treatment. Today, the outbreak is over.
- As the opioid crisis became critical in 2017, Ottawa Public Health supported people most at risk, informed schools and parents, made naloxone available across the city, and created a new real-time surveillance system. Today, the public health unit is using the surveillance data to inform and organize a Mental Health and Substance Use Summit, with The Royal Hospital. A broad range of stakeholders is identifying actions to increase prevention and create a more integrated approach to improve mental health assessment and access to treatment.
- Recently, the North Bay Parry Sound Health Unit identified a need for enhanced dental services for low-income adults, based on data about high rates of emergency room visits for dental problems. The health unit solved the problem by starting a now well-used dental clinic for people who meet the financial and program criteria.
- Last year, Toronto Public Health completed implementation of a wireless strategy that allows personal services setting inspectors and nurses inspecting vaccine fridges in doctors' offices to complete their visits using tablets that upload results in real time rather than recording the inspection on paper and entering it on the website later. This means that results of inspections, information on the BodySafe website that people use each day to shop for a nail salon or other personal service, is the most current information.
- Local public health units are increasingly using technology to serve people, improving convenience and cost-effectiveness, such as through interactive web-based prenatal education and chats with nurses on Facebook and by using on-line video to observe people taking tuberculosis medication instead of in-person observation. Such innovations begin locally and have spread across the province.

These local solutions show that, when combined with stable, designated funding, the public health system has the capacity to relieve pressure on doctors and hospitals. Furthermore, accountability is firmly established by provincial legislation and policy ensuring that the money spent on public health is spent effectively and with purpose.

Together we serve the people of Ontario to ensure:

- that healthy people can support a strong economy, providing a direct economic impact;
- coordination of responses to community health concerns such as mental health and addictions, in partnership with community level organizations;
- reduction of pressures on doctors and hospitals by concentrating on the health of the community, starting at birth; and,
- a significant, cost-effective contribution to the elimination of hallway medicine.

In conclusion, public health works as a system that is greater than the sum of its parts - leveraging the skills and experience of nutritionists, nurses, health promoters, inspectors, epidemiologists, doctors, dentists and dental hygienists, board members and administrators, and more - to together support and protect the health of the people of Ontario. Public health delivers promotion, protection and prevention services on behalf of, and in partnership with, the Ontario Government.

Attachment 5



www.hkpr.on.ca - info@hkpr.on.ca

1-866-888-4577

October 30, 2017

Honourable Dr. Eric Hoskins
Minister of Health and Long-Term Care
10th Floor, Hepburn Block
80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

Re: Consultation on the *Public Health within an Integrated Health System: Report of the Minister's Expert Panel on Public Health*

On behalf of the Board of Health for, and staff of, the Haliburton, Kawartha, Pine Ridge District Health Unit, I would like to thank you for the opportunity to provide our Health Unit's comments regarding the Report of the Minister's Expert Panel on Public Health.

The Board of Health discussed the Expert Panel Report at its September and October meetings and endorsed the attached resolution supporting responses of both the Association of Municipalities of Ontario and the Association of Local Public Health Agencies to the Report. (Attachment 1)

The Board of Health and staff had many questions regarding the Report and its recommendations (Attachment 2) including "Given the current system is well-aligned to support the overarching goal of "developing a health care system that puts patients first" as outlined in the Discussion Paper "Patients First - A Proposal to Strengthen Patient-Centred Health Care in Ontario", the main question remains why change the system"?

Most of the work of public health is outside and upstream from the health care sector. Public health is already part of the broader health system, through its role in community-based health promotion, disease prevention and health protection, working with its many non-health care sector partners as well as health care sector partners. Public health needs to keep its autonomous identity with local governance overseeing local delivery of public health programs and services to protect and promote population health.

We are very concerned about the effects of the widespread changes that have been proposed for the public health system, whose raison d'être is to protect and promote population health. We are only as strong as our weakest link. With a public health system under significant stress related to the proposed standard changes, we should be concerned that the checks and balances in place within the current public health system will be undermined as these proposed changes are implemented and to what end – for what purpose?

.../2

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Honourable Dr. Eric Hoskins
 October 31, 2017
 Page 2

Public health is the interface between the community and the health care sector. By integrating public health into the health care sector, the focus of public health will be on the health care sector, not the community, where the work of public health has its greatest impact on the overall health of the population. Paradoxically, there will be an eventual increased burden on the health care sector as the overall health of the population declines and this is a complete contradiction to the intent of the Patient's First Action Plan.

During our staff discussions regarding the Expert Panel report we considered the determinants of health, how we are currently connected with our community and the health care sector, risks to population health and direct and indirect costs related to disrupting an entire public health system. (Attachment 3)

In public health, the "patient" is our population. We respectfully request that in your deliberations regarding structural, organizational and governance changes for Ontario's public health sector within a transformed health system and the Expert Panel's recommendations, you consider the health of public health's "patient", the entire population of the province, first.

Sincerely

BOARD OF HEALTH FOR THE HALIBURTON,
 KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT



A. Lynn Noseworthy, MD, MHSc, FRCPC
 Medical Officer of Health

ALN:ed

Copy: Dr. Bob Bell, Deputy Minister
 Sharon Lee Smith, Associate Deputy Minister
 Roselle Martino, Assistant Deputy Minister
 Dr. David Williams Chief Medical Officer of Health
 Carmen McGregor, President, alPHa
 Linda Stewart, Executive Director, alPHa
 Lynn Dollin, President, AMO
 Pat Vanini, Executive Director, AMO
 Lou Rinaldi, MPP, Northumberland—Quinte West
 Laurie Scott MPP, Haliburton—Kawartha Lakes—Brock
 Deborah Hammons, CEO, Central East LHIN
 Paul Huras, CEO, Southeast LHIN

Attachments: 3

ATTACHMENT # 1

RESOLUTION #2017-02- Board of Health October 19, 2017

Title:	Response of the Board of Health for the Haliburton, Kawartha, Pine Ridge District Health Unit to the Report of the Minister's Expert Panel on Public Health – Public Health within an Integrated Health System
WHEREAS	In January 2017, the Minister of Health and Long-Term Care established an Expert Panel on Public Health to provide advice on structural, organizational and governance changes for Ontario's public health sector within a transformed health system;
WHEREAS	On July 20, 2017, the Ministry of Health and Long-Term Care released the Report of the Minister's Expert Panel on Public Health – Public Health within an Integrated Health System ;
WHEREAS	The Expert Panel made recommendations regarding: Optimal Organizational Structure for Public Health; Optimal Geographic Boundaries; Optimal Leadership Structure; and Optimal Approach to Governance;
WHEREAS	The Expert Panel's recommendations included that Ontario: establish 14 regional public health entities; establish catchment areas for the 14 regional public health entities that are consistent with LHIN boundaries and respect existing municipal boundaries; and establish a consistent governance structure for regional boards of health with specific features regarding governance, appointees, size, Indigenous representation, Francophone representation, diversity and inclusion, qualifications, appointment process, board compensation, committees, and succession planning and implementation;
WHEREAS	The Expert Panel also proposed leadership considerations for regional public health entities and their functional departments as well as local public health service delivery areas;
WHEREAS	The Expert Panel recognized that if implemented, the recommendations will mean large organizational change for the sector. While the Expert Panel was not asked to make specific recommendations about implementation, it identified the following elements that should be considered in developing an implementation plan: legislation; funding; and transition planning/change management;
WHEREAS	On October 12, 2017, the Association of Municipalities of Ontario (AMO) released its response to the Expert Panel's Report;
WHEREAS	In its response AMO indicated that after consideration by its Board of Directors and Health Task Force it does not support the recommendations of the Expert Panel on Public Health and urged the government not to adopt them given there is no clear evidence to justify such changes to the public health system. AMO also indicated in its response that integrating public health within the health care system, would completely change and dilute over time the mandate of the local public health system;
WHEREAS	On October 17, 2017, the Association of Local Public Health Agencies (alPHa) released its response to the Expert Panel's Report;
WHEREAS	In its response, alPHa indicated that its members have been consistent and clear that the mandates of Local Public Health (LPH) and healthcare are and should remain separate and distinct; irrespective of the influence of local circumstances, alPHa is collectively concerned that the attempt to align these mandates to the degree recommended by the Expert Panel will be to the detriment of its members' ability to promote and protect health at the community level; alPHa believes that the LPH system has many strengths that would be eroded by the Expert Panel proposals; alPHa urges that the following

overarching concerns be carefully considered as part of any analysis for potential implementation: system disruption, fit with the work of LPH, meeting local needs, and LPH capacity;

- WHEREAS** In its response, alPHa also indicated that given the concerns that it expressed about the massive systemic change proposed by the Expert Panel aimed at fostering LPH-LHIN collaboration, it would like to propose that the work of the Public Health Work Stream that was established to define the formal relationship between LHIN Chief Executive Officers (CEOs) and LPH Medical Officers of Health (MOH) under the *Patients First Act, 2016* be allowed to further develop as an alternative solution;
- WHEREAS** In addition, alPHa recommended that the initiatives underway including the new Standards for Public Health Programs and Services, new Accountability Framework, and findings of the Public Health Work Stream and other provincial and national actions in progress be implemented and evaluated before the Expert Panel recommendations are given further consideration; and
- WHEREAS** The Board of Health has the same concerns as AMO and alPHa regarding the Expert Panel Report;
- NOW THEREFORE BE IT RESOLVED** that the Board of Health for the Haliburton, Kawartha, Pine Ridge District Health Unit endorse both the AMO and alPHa responses to the Expert Panel Report on Public Health and that AMO and alPHa are so advised;
- AND FURTHER** that the Premier of Ontario, Minister of Health and Long-Term Care, MPPs for Northumberland—Quinte West and Haliburton—Kawartha Lakes—Brock, Municipalities of Northumberland and Haliburton Counties and the City of Kawartha Lakes, Chief Medical Officer of Health, Assistant Deputy Minister, Population and Public Health Division, Ministry of Health and Long-Term Care, Central East LHIN CEO, South East LHIN CEO, and Ontario boards of health are so advised.

ATTACHMENT # 2

**Board of Health for, and staff of, the Haliburton, Kawartha, Pine Ridge District Health Unit: Expert Panel
Report - Feedback to the Ministry of Health and Long-Term Care**

October 30, 2017

1. What questions do you have about the Expert Panel report and its recommendations?

Given the current system is well-aligned to support the overarching goal of “developing a health care system that puts patients first” as outlined in the Discussion Paper “Patients First - A Proposal to Strengthen Patient-Centred Health Care in Ontario”, the main question remains why change the system?

Additional questions around that point are as follows:

1. What is the purpose of integrating public health within the health care sector given that most of the work of public health is outside and upstream from the health care sector? Public Health is already part of the broader health system, through its role in community-based health promotion, disease prevention and health protection, working with its many non-health care sector partners as well as health care sector partners. Public health needs to keep its autonomous identity with local governance overseeing local delivery of public health programs and services to protect and promote population health.
2. Why is the province considering such a transformational change to public health to integrate it with the health care sector when we know that the major determinants of health are income, housing, nutritious food, education, employment, transportation, etc. and that public health continues to work with its many partners to address these issues?
3. Why is the province considering such a transformational change when the experience of other provinces in Canada has shown that when public health is included within the health care sector, public health has been eroded through the loss of resources and public health programs and services?
4. What are the risks to population health related to disrupting an entire public health system?
5. What are the costs (direct and indirect) related to disrupting an entire public health system?
6. How will creating regional boards of health covering multiple upper tier jurisdictions provide improved local public health programs and services, particularly for the rural areas of the province, where population health needs are vastly different from population health needs in more urban areas?
7. How will the governance of public health be enhanced if local oversight is diminished by the creation of regional boards of health covering multiple health unit jurisdictions?
8. Who will be sitting on the committees of these regional boards and will they have the expertise and time to take on the high level of workload for these new committees?
9. Will obligated municipalities be expected to continue to pay a proportion of the costs of public health without representation on the regional boards?
10. Much of the work of public health is carried out in partnership with municipalities, school boards, and other entities including community coalitions. How will these current partnerships be supported as public health is drawn into the health care sector and its more acute issues?

11. Why is the province considering such a transformational change to an entire system that is already under stress due to program and accountability changes that are to be implemented in January 2018?
 12. Why is the province considering such a transformational change to an entire system when there is to be a provincial election in June 2018?
 13. What are the benefits of splitting off the Executive Officer role of the Medical Officer of Health (MOH) as we know such a splitting widens the responsibility-authority gap of MOHs?
 14. How will the MOHLTC navigate the process to re-negotiate with the unions across the province?
 15. What about the services that local health units provide to the municipalities, how will this be sorted out? Are the local municipalities, beyond AMO, aware of these proposed changes?
 16. What are the specific goals that the MOHLTC is trying to achieve?
 17. Why didn't the report put our population and communities first? Public health's "patient" is the population and this report didn't put our patient first.
 18. Where did the Expert Panel get the information related to rural and smaller health units on page 9 (background)? The challenges of the current structure aren't necessarily our experience. As there weren't any rural public health representatives on the Panel, where was this expertise obtained?
 19. Is there a strategy for re-distribution of MOHs?
 20. How will decreased customer service arising from eroded local public health be addressed?
 21. How has the Expert Panel been informed by the experience of other amalgamations? Have the success/cost/disadvantages been considered? e.g integration of CCACs into LHIN structure under Patients First.
 22. Will the municipalities continue to provide their obligated share of health unit funding with less representation on the regional board?
 23. Is this a step toward bringing public health under the governance of LHIN's?
 24. Is this a way for the province to exercise control in the consolidation of collective agreements across the province?
 25. The proposed geographic boundaries for health regions includes a mix of rural and urban populations, which is of concern because some of the health units that are mostly rural are to be combined with a mostly urban region where local health priorities and population needs are significantly different. How will this be addressed?
 26. What does the centralization of surveillance and information systems at the provincial level mean to regional/local surveillance and monitoring as discussed in the proposal?
 27. Does the regionalization of surveillance and monitoring affect or improve the access to data systems that we have at a local level now?
 28. When does the Ministry expect to implement the proposal?
 29. How much impact will implementation of this proposal have on jobs across health units in the province?
 30. Is there a plan to do a cost benefit analysis?
 31. Was there any significant improvement in health /efficiencies evaluated in other provinces where a similar system was implemented?
- 2. What in the report and its recommendations is helpful for Ontario's public health sector? Why?**
1. It has provided an opportunity for public health to reflect on its roles, responsibilities, programs and services, and partnerships within its local communities and how it should continue to ensure that population health is promoted and protected.

2. The report highlights the fact that public health is a collective of autonomous municipally-based entities initially created in 1882 and there is a need for us to stay in that role to bridge the gap between public health and the health care sector giving rise to a true health system. Health units have a long-standing role in the community in promoting and protecting health and preventing disease through ties to local municipalities and other community partners. Reviewing this report shows the need for health units to remain autonomous entities within the health system, promoting and protecting health and preventing disease.
3. With centralization comes standardization as opposed to each health unit doing its own delivery of services in its own unique way; this would provide uniform delivery of programs across rural and urban health units – this would be helpful on the legal/prosecution/enforcement side of public health.
4. The breaking down of silos with delivery of programs coming from a regional level.
5. Greater access for local public health service delivery areas to other resources.
6. Economies of scale/efficiencies from shared resources/program planning rather than 36 health units independently creating local programming.
7. Recommendations for skills-based boards.
8. The opportunity for consistency in service delivery across public health units and the promotion of shared resources with potential cost savings; however, possibly at the risk of loss of control of the delivery of services.
9. Overcoming challenges of data collection and sharing resources for more provincial public health guidance across all public health.
10. Recommendations for boards to reflect the communities that they serve in terms of diversity and inclusiveness, Indigenous populations, gender, etc.
11. Fewer health regions will help in standardization across various health regions in the province; however, that can still be considered within the existing structure in that the proposed changes in OPHS recommend a LHIN-PHU collaboration. Health units have already been collaborating with LHINS in terms of how the two systems can work together.
12. Independent governance with skilled people is an excellent recommendation.

3. What concerns you in the report and its recommendations? Why?

1. There does not appear to be due consideration of the role that local public health plays in protecting and promoting population health, local public health programs and services and the risks to population health if the proposed changes are implemented.
2. There is nothing contained in the report about the cost of implementation, who is paying for the changes, or the implementation of the new Standards for Public Health Programs and Services.
3. There is no indication of the timeline for implementation, how the process will begin and what will be involved in the transition.
4. On page 25 it is noted that the current public health funding model may be a barrier. This needs to be addressed as it is not clearly outlined how this funding model can be flagged as a concern, but be noted as a minor point in the report.
5. Smaller municipalities value the role they have and work they do with local public health units and there is a concern that these partnerships would be lost in the implementation of the proposed model.
6. There is no indication of the experience LHIN boards have with public health.
7. What is the rationale for the Expert panel recommendations? What are the benefits?

4. What do you believe is absolutely essential for Board of Health and Staff to be communicating to the government regarding the report of the Expert Panel on Public Health? Why?

1. We should all be very concerned about the effects of the widespread changes that have been proposed for the public health system, whose *raison d'être* is to protect and promote population health. We are only as strong as our weakest link. With a public health system under significant stress related to the proposed standard changes, we should be concerned that the checks and balances in place within the current public health system, will be undermined as these proposed changes are implemented and to what end – for what purpose?
2. If the province wishes to have more of a population health lens applied to LHIN health care sector planning, it should provide sufficient resources to the LHINs to hire their own epidemiologists to support their health care sector planning. The costs to hire LHIN-based epidemiologists would be significantly less than the costs to implement the Expert Panel's recommendations.
3. Public health is the interface between the community and the health care sector. By integrating public health into the health care sector, the focus of public health will be on the health care sector, not the community, where the work of public health has its greatest impact on the overall health of the population. Paradoxically, there will be an eventual increased burden on the health care sector as the overall health of the population declines and this is a complete contradiction to the intent of the Patient's First Action Plan.
4. Looking at the ministry's commitment to public health and disease prevention, can we invest the money that would have been used to implement the structural changes by reallocating it to public health to enhance our work and reduce the future costs to the health care sector.
5. Public health needs to hear the bottom line re: the MOHLTC goal in implementing these recommendations. Has the MOHLTC considered the result of similar integrations in other provinces?
6. How will the voice of public health to advocate for legislative change to support healthy public policy be impacted by closer alignment with the LHINs in the broader health system.
7. Will the MOHLTC hear the input of public health or will the Expert Panel's recommendations be implemented without due consideration of the input requested and provided?
8. There are other innovative ways/opportunities to collaborate amongst local public health units that don't require the change contemplated by the Expert Panel recommendations through transfer payments where designated local public health units become centres of excellence providing support across multiple health units for a given area of responsibility.
9. Don't forget that our communities and the population we serve – Public Health's patient is the population; our patient needs to be first.
10. Take time to get all the facts to inform a decision regarding the Expert Panel recommendations including a cost/benefit analysis.
11. Public health often advocates for unfavourable positions (e.g., tobacco bylaws, municipal alcohol policies), bringing public health into closer alignment with the LHINs will introduce a different regulatory/political lens on our work.
12. How are these recommendations different than the recommendations of the Capacity Review Committee report? Why weren't those recommendations all implemented? What would make this more feasible? Formerly, there was political/BOH input to not implement those recommendations.
13. All concerns that various agencies have with respect to the proposal should be addressed.
14. While well intended, implementing this report will lead to the loss of public health control, funding and services that meet the unique needs of rural communities in Ontario.

15. This report will result in further eroding of public health, not a strengthening as recommended in other reports.
16. To move this proposal ahead, the provincial government must consider a myriad of legislative, funding and implementation issues as explained throughout.
17. A cost-benefit analysis should be done.

ATTACHMENT # 3

Staff Feedback RE: Additional questions posed during office meetings to discuss

“Public Health within an Integrated Health System - Report of the Minister’s Expert Panel on Public Health”

October 3, 4 and 5, 2017

1. What determines the health of our community?

- Social Determinants of Health:
 - Income
 - Mental Health
 - Transportation
 - Housing/food
 - Social Inclusion
 - Poverty
 - Geographical/Rural vs Urban
 - Employment and working conditions
 - Health Literacy
 - Access to healthcare
 - Access to healthy foods
 - Healthy lifestyles
- Needs – align with local needs
- Built Environment
- Determinants – access to services (PH, social)
- Employment
- Policy
- Absence of chronic disease/injury
- Education
- Social opportunities

2. How are we currently connected with our community?

- HBHC screens, visits
- Workshops/training
- Access to funding

- 18-month speech/reading promotion
- Falls prevention
- Fentanyl – increase awareness-patch for patch
- Engagement with municipalities
- Personal interactions with clients
- Social media (Facebook, website, Twitter and YouTube)
- Advocating community support
- Specific skill sets
- Customer service
- Local data/reports/stats
- Office presence within communities
- Judicial and legal supports
- Engagement with schools/families/seniors/local business/service groups/coalitions/community boards
- Coalitions
- Community boards
- Collaborations – community, schools, OEYCs, health care providers, LTCFs, cottagers' associations, municipal, social services, NGOs, PARN, MTO, neighbouring health units
- Exchange (provision of information)
- Sexual Health clinics
- Immunization clinics
- Tobacco cessation
- Harm Reduction
- Vector Borne Diseases
- Rabies follow-up
- Transportation services
- Peri-natal services
- Internal policy development (SFOA, Age-Friendly, BFI)
- Community paramedicine
- Nutri-STEP
- Early childhood development
- Biological endowment
- Workplaces
- Ministries- Labour, Housing, Indigenous Affairs, MCSS, Environment & Climate Change, Transportation

3. How are we currently connected with the health care sector?

- IPAC at LTC
- Subcommittee at hospital – breastfeeding, perinatal
- Vaccine to local health care providers
- STI meds to health care providers
- Lunch and learns to health care providers
- Access to dental
- Referrals to other health care providers
- Partners to connect with health care providers – falls prevention workgroup-materials back to facilities
- Fax Facts
- Email/fax, outreach to health care providers, website
- Reportable infections/follow up, assistance
- Pharmacies
- Partners in service delivery
- Outbreaks/inspections

4. What are the risks to population health related to disrupting an entire public health system?

- Local needs not met/no local representation
- Rural vs urban
- Increased strain on health care system
- Increase in costs
- Increase in illnesses due to lack of prevention
- Lack of supports/isolation
- Confusion/intimidation in community – lack of information
- Lack of customer service
- Who will focus on the social determinants of health?
- Will there be a loss of upstream health promotion?
- Loss of focus on the entire population vs treatment of individual patients/clients
- Integrating medical public health with medical could result in losing significance and funding (decrease in allocation of funds).
- Population health – prevention sidelined – leads to decrease in population health, which leads to poorer health (increased injuries, poorer outcomes for children and families).

- Loss of partnerships
- Loss of services for rural population
- Board structure – lose our voice at table
- Oral health – viewed as less important – loss of, or discontinuation of service Proposed change is a risk to population health
- Loss of local services, presence and control
- Difficult to continue working locally
- Loss of face in community
- Loss of money to acute care
- Coalition building loss

5. What are the costs (direct and indirect) related to disrupting an entire public health system?

- Reducing layers lowers cost
- Income lost to area (employment)
- Upfront cost to change the system
- How does this trickle to service delivery?
- Money diversion to acute care
- Loss of jobs
- Pandemic- no or inadequate resources
- Cuts to programming- municipal funding
- Cost to disentangle regional health units from regional governments
- Human resources costs related to all the changes
- Loss of productivity in the community
- Cost to relationships with community partners (municipal ties)
- ? change in funding for public health
- Mileage costs
- Office reductions or increases
- Contract re: negotiations with unions
- Cost to standardize systems (reporting, phones, technology)
- Variance in salaries
- Do municipalities have to pay if they are not represented?



**NORTHUMBERLAND HILLS
HOSPITAL FOUNDATION**
Better Care for Our Community

Monday, April-15-19

To: The Town of Cobourg.

The Northumberland Hills Hospital would like to continue to host the Annual Wine & Ale in the Park event. This event will take place on Thursday, June 27th 2019, from 6:00 p.m. – 9:00 p.m. within a refreshment tent with a capacity of 400 persons. The expected attendance is 200 people and municipal alcohol policies will be adhered to.

The Northumberland Hills Hospital Foundation will provide volunteers and staff to oversee this event.

If you should have any further questions or concerns please contact Natasha Jacobs, Special Events Officer at the NHH Foundation, at (905) 372-6811 ext 3065 or at Njacobs@nhh.ca

Thank you for your support!

With gratitude,

Natasha Jacobs



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 8, 2019

WHEREAS at the Regular Council Meeting on April 29, 2019, Council considered a letter from the Northumberland Hills Hospital Foundation, regarding a request for Council to deem the annual Wine and Ale Park Event as one of Municipal Significance to obtain a 'Special Occasion Permit' for the event to be held on June 7, 2019;

NOW THEREFORE BE IT RESOLVED that Council approve the request from the Northumberland Hills Hospital Foundation and declare the Wine and Ale Park Event as an event of Municipal Significance in the Town of Cobourg.



We Serve

LIONS CLUB OF COBOURG

RE: COBOURG WATERFRONT FESTIVAL

Request for letter of municipal significance

To: The Town of Cobourg.

The Lions Club of Cobourg wishes again this year (2019) on June 27th - July 1st in conjunction with the Waterfront Festival to operate a refreshment tent. Said refreshment tent would be a component of the annual Lions Club of Cobourg portion of the Canada Day Celebration. Capacity of 400 persons in the tent will be adhered to. As well as municipal alcohol policy and other by-laws.

As in previous years the Lions Club of Cobourg will provide hired security personnel (Kawartha Security), volunteers and other club members to oversee and staff this venue.

We are requesting a letter of Municipal significance in order for the Lions Club of Cobourg to obtain a Special Occasion Permit with the AGCO.

If there are any other questions please feel free to contact Mike Olsen at 905-926-0628 mike.olsen@durhamcollege.ca or Randall Ross at 905-373-9703 rross050@gmail.com regarding this matter.

On behalf of the Lions Club of Cobourg thank you for your support.

Sincerely,

Mike Olsen co-chair Lions Club of Cobourg Canada Day Celebration



**The Corporation of the
Town of Cobourg**

Resolution

Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 8, 2019

WHEREAS at the Regular Council Meeting on April 29, 2019, Council considered a letter from the Lions Club of Cobourg, regarding a request for Council to deem the refreshment tent at the Waterfront Festival, as one of Municipal Significance to obtain a 'Special Occasion Permit' for the event to be held on June 27 to July 1, 2019;

NOW THEREFORE BE IT RESOLVED that Council approve the request from the Lions Club of Cobourg and declare the Event as an event of Municipal Significance in the Town of Cobourg.



Rotary Club of Cobourg

Charter Number 997 District 7070
P.O. BOX 882 COBOURG, ONTARIO K9A 4S3
Meetings Friday, 12:10, Best Western Cobourg Motor Inn

April 12, 2019

Town of Cobourg
Municipal Clerk's Office
55 King Street West
Cobourg, Ontario
K9A 2M2

To whom it may concern;

To comply with the requirements of the Special Occasion Permit the Rotary Club of Cobourg is notifying the municipal clerk's department that the club is hosting the Northumberland Ribfest on August 16th, 17th, and 18th in Victoria Park.

The event will consist of a fenced in area of approximately 100,000 square feet in which there will be a refreshment tent, food vendors, entertainment, and market place. The license area will be contained inside the fenced portion that will be from the Bandshell northerly to Queen Street and easterly to the Lion's Pavilion.

The hours of operation will be as follows. **Fri. Aug. 16/2019**

Refreshment tent	12 noon to 11pm
Entertainment	1pm to 10pm

Sat. Aug. 17/2019

Refreshment tent	11am to 11pm
Entertainment	Noon to 10pm

Sun. Aug. 18/2019

Refreshment tent	Noon to 7pm
Entertainment	Noon to 7pm

Further to this notice, there is a requirement that events of municipal significance must be designated as such by a resolution of the municipal council. Could you please put this issue on the agenda for the next available meeting and furnish me with a copy of the resolution when past so I can include it with the Special Occasion Permit Application. If you have any questions or need further information, please contact me at 905-377-1638.

Sincerely

A handwritten signature in black ink, appearing to read "Tom McLean".

Tom McLean



Moved By _____
Last Name Printed _____

Resolution No.:

Seconded By _____
Last Name Printed _____

Council Date:
April 8, 2019

WHEREAS at the Regular Council Meeting on April 29, 2019, Council considered a letter from the Rotary Club of Cobourg, regarding a request for Council to deem the Northumberland Ribfest as one of Municipal Significance to obtain a 'Special Occasion Permit' for the event to be held on August 16, 17 and 18, 2019;

NOW THEREFORE BE IT RESOLVED that Council approve the request from the Rotary Club of Cobourg and declare the Northumberland Ribfest as an event of Municipal Significance in the Town of Cobourg.



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

Notice of Motion Form

Printed Name: Nicole Beatty

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

Subject: For Cobourg Council to consider commencing all its meetings, inclusive of Committee of the Whole, Regular Council and Public Engagement sessions, with a traditional land acknowledgement statement.

Which Notice of Motion reads as follows:

Action recommended that Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings.

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

Nicole Beatty
 Council Member Signature

April 17, 2019
 Date

CLERK'S USE ONLY

Date and Time Received on: Thursday, April 18, 2019
 For the Regular Council Meeting Meeting on April 29, 2019

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



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

Notice of Motion Form

Printed Name: Nicole Beatty

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

Subject: Property 411 King Street East (Sidbrook)

Which Notice of Motion reads as follows:

Action recommended to direct Staff to provide a detailed plan on how the Town of Cobourg could execute the Property Standard order on 411 King Street East, Cobourg.

Nicole Beatty
 Council Member Signature

April 17, 2019
 Date

CLERK'S USE ONLY

Date and Time Received on: Thursday April 18, 2019

For the Regular Council Meeting on April 29th, 2019

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



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

Notice of Motion Form

Printed Name: Nicole Beatty

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

Subject: Cobourg Beach Courtyard – Beach Bar

Which Notice of Motion reads as follows:

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

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

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

Nicole Beatty
Council Member Signature

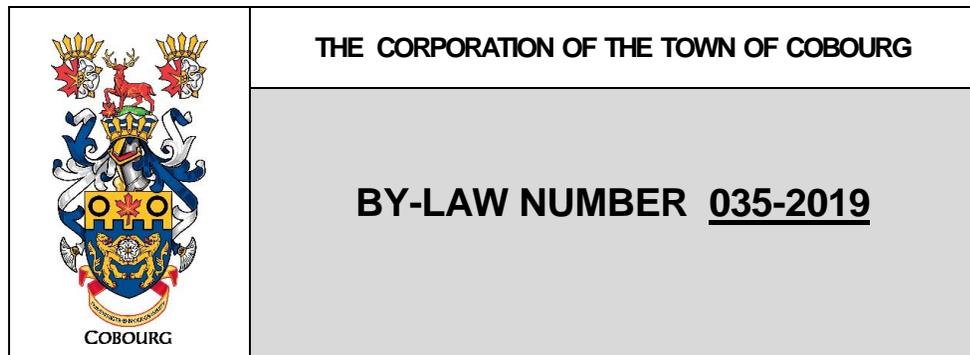
April 25, 2019
Date

CLERK'S USE ONLY

Date and Time Received on: April 25th, 2019

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

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



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 APRIL 29, 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 April 29, 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 April 29, 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 April 29, 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 29th day of April, 2019.

MAYOR

MUNICIPAL CLERK