



The Corporation of The Town of Cobourg
Parks and Recreation Advisory Committee

Tuesday, December 8, 2020

10:00 A.M.

Electronic Participation

Admin Meeting is inviting you to a scheduled Zoom meeting.

Topic: Parks and Recreation Advisory Committee

Time: Dec 8, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86953157656?pwd=UG9TMHhldTMzQ1NoVjY3RmVNYWY0QT09>

Meeting ID: 869 5315 7656

Passcode: 655824

Dial by your location

+1 647 374 4685 Canada

+1 647 558 0588 Canada

Pages

1. CALL TO ORDER

2. APPROVAL/ADDITIONS TO THE AGENDA

Action Recommended:

THAT the Agenda dated December 8, 2020 be approved as presented/amended.

3. DECLARATIONS OF INTEREST BY MEMBERS

4. ADOPTION OF MINUTES

Action Recommended:

THAT the minutes dated November 3, 2020 be adopted as presented/amended.

5. DELEGATIONS/PRESENTATIONS

6. COMMUNICATIONS/CORRESPONDENCE

6.1. Cobourg Brainstormers Correspondence

3

6.2. Cobourg Budget Meeting Delegation Letter

5

6.3. Letter Regarding Marina Finances

9

7. REPORTS

7.1. Beach Survey Input (Jamie Kramer, Accessibility Coordinator)

- 7.2. Beach Management - Other Municipalities (Teresa Behan)
- 7.3. Marketing and Events Advertising Budget (Teresa Behan) 12
- 7.4. Beach Survey (Beth Bellaire)
- 7.5. Annual Work Plan (Beth Bellaire) 16
- 7.6. Special Meeting of Council on December 3 - Waterfront Condition Assessment (Beth Bellaire)
- 7.7. 2020 Tree Planting Report (Teresa Behan)
8. **NEW BUSINESS**
9. **UNFINISHED BUSINESS**
- | ITEM | DUE DATE |
|---|--|
| Trash To Treasures | Spring 2021 |
| Adult Fitness Park | Extended to March 2022 |
| Legal opinion Prior to Further Attempts to Regulate On-Water Activities | Deferred until a new legal opinion is complete |
10. **CLOSED SESSION**
- Action Recommended:
- THAT The Parks and Recreation Advisory Committee meet in Closed Session in accordance with Section 239 (2) (b) of the *Municipal Act, 2001*, regarding:
- s. 239 (2) (b) Personal matters about an identifiable individual including municipal or local board employees.
11. **NEXT MEETING**
- Meeting schedule for 2021 (First Tuesday of every month at 1:00pm)
12. **ADJOURNMENT**

To: Parks and Recreation Advisory Committee

From: Cobourg Brainstormers

Date: November 16, 2020

Subject: Final Conclusions from our Group

Our committee has been meeting now for the past couple of months to come up with suggestions for the PARAC concerning the Beach/Park/Waterfront. We appreciated the response we received from your committee and trust that you will continue with your constructive discussions to formulate a logical, workable and economical solution to the waterfront issues that we have described.

We did not see a discussion of beach costs during the Nov. 3rd PARAC meeting and would appreciate an answer to the questions we posed in our letter. Since most discussions have some economic consequences, it would be useful to have that information routinely included as part of the decision making. See below:

Stop Beach Tourism Targeted Marketing

What private businesses do to attract tourists to enhance their own economic development is their concern, not ours; however, as taxpayers and stakeholders we do have questions regarding the use of beach tourism as a vehicle to foster “Economic development”

- How much Town money is being spent yearly to attract beach tourists and for what purpose? Is it effective?
- Why are residents funding this through our tax dollars instead of leaving businesses to do their own marketing and attraction of dining/shopping visitors?
- Is there an annual beach budget like the standalone business units for the campground, marina and CCC? If so, where can residents find it to review the Town’s spending on items like beach grooming and lifeguard stations?

We also did not see a discussion regarding our comments about the proposed survey. In our letter, we said,

Survey

We no longer recommend that the Town conduct another survey given that many residents have expressed a lack of confidence in the results of previous surveys.

Should you decide to proceed with the survey, we have some suggested questions below.

N.B. Since residents do attend PARAC Zoom meetings, it would have been helpful to see Richard and Trish's proposed survey questions as they were discussed.

If COVID continues to be a concern next summer:

- Do you want the beach to be completely closed for the season?
- OR
- Do you want the beach safely open during the week for residents only?

The Waterfront Plan of 2018 showed kayak/canoe use on the beach.

- Would you like some public storage to be made available for residents' kayaks/canoes in the West Harbour?
- Are you familiar with the washroom locations at the waterfront?
- Taking into consideration potential increased costs of providing them, do you think more washrooms are needed during the 8 peak weekends during July and August?
- Would you like your tax dollars spent to attract visitors to Victoria Beach?
- Taking into consideration the potential extra work required in making adjustments, do you think changes need to be made to allow free beach parking for residents during the season that runs Victoria Day to Thanksgiving?

In closing, we would like to thank you once again, for taking our suggestions and making them a basis for some of your discussions and trust that you will contact us if we may be of any future assistance to your committee.

Sincerely

Cobourg Brainstormers
bt.quinn@outlook.com

From: [REDACTED]
To: [Brent Larmer](#)
Cc: [REDACTED]
Subject: (EXTERNAL SOURCE) delegation for Cobourg budget meeting to be shared with council Nov 23/20
Date: November 23, 2020 12:17:34 PM

Hi Brent,

Many thanks for circulating this with council today. Could you please put an accent on Seguin and confirm you have received this email?

Best
Terry Marrocco

For Budget Meeting Nov 23, 2020

Dear Honorable Deputy Mayor Seguin and Cobourg Town Council,

How can we do better than a tree?

Delegation for 2021 Cobourg Budget, re strategic plan create a climate action plan,
Potential Opportunity to collaborate: Urban Forest Management Plan and Retrofitting..

For our long-term vision of Cobourg, do we see us enjoying green canopied streets or do we see solar paneled congregated dwellings, no tall trees, nor shade for greenery, residents would walk, cycle to go to community gardens and local parks? We must plan our budgets now to align with the vision we have for 5, 10, 20 years hence.

Request to integrate budget to green standards plan, including retrofitting plan with using costed budget items for our trees, grass, shrubs, and Cobourg Urban forest plan. We must collaborate now in the planning stages with urban forest canopy and retrofitting.

Re Status of Our Urban Forest Plan drafted in 2018,... 2020 revised update of budget is for new tree planting \$70,000. Urban forest first directive to hire a lead still is not done to integrate this with other Cobourg departments.

In the committee of the Whole Oct 26, 2020 report, our arborist' urban forest

Cobourg. Now his plan must be costed to start getting bylaws and regulations and rest of first year of plan with all departments in order to get the Urban forest plan off the shelf and implemented economically in Cobourg.

Also at Oct 26 meeting, Judy Smith our Environmental officer outlined the need for retrofitting here in Cobourg. She also said we need to plant more trees. With retrofitting as it currently stands, the solar panels would dictate that only mature trees be spared. Certainly, no potential mature trees planted near any retrofitting. This potential conflict with trees can be avoided now with direct collaboration. We need an integrated sustainability plan which encompasses trees and many different researched components for human made alternatives to climate change.

Judy Smith and Rory Quigley are most knowledgeable, can we give them the resources to collaborate to have BOTH tree canopy AND energy sustainable homes?

Attached, below

Article "A nature-based approach to climate change", Bill Morris and John Lounds December 30, 2019 Globe and Mail, which includes adaptations to flooding as well as cooling etc.

Sincerely,

Cobourg residents:

Terry Marrocco,
Bonnie Westcott,
Yvonne Michalski,
Dianne Graham,
Nancy Marrocco,
Marie-Noelle Maillard,
Patricia Morgan, 711
Sister Mary Rowell,
Rob Hunter,

A nature-based approach to climate change

- The Globe and Mail (Ontario Edition)
- December 30, 2019
-

FRANK GUNN/ THE CANADIAN PRESS

Bill Morris was the president of Accenture Canada until his retirement in 2019.

John Lounds is the president and CEO of the Nature Conservancy of Canada.

As concern about climate change reaches new levels, Canada has a rare opportunity to be a bigger percentage of the climate solution than it is a percentage of the problem.

It's simple math. We emit 1.6 per cent of the world's greenhouse gases, but we possess a much greater share of the globe's pristine habitats. Specifically, we boast 9 per cent of the forests and one-quarter of the wetlands remaining on Earth. Ecosystems such as forests, wetlands and grasslands play a critical role in sequestering and storing carbon. Recent studies show that nature can provide around one-third of the climate solution. With our abundance of the world's natural assets, we have the opportunity and responsibility to champion nature's role in fighting climate change by protecting and restoring our forests, wetlands and grasslands.

Nature is not the whole answer, but it could be a consequential part of addressing what for many is now an intractable state of affairs. Some will debate whether it can solve a third of the problem but given that nature only attracts 3 per cent of climate capital, there's serious upside and opportunity.

A nature-based approach offers a menu of solutions for removing carbon from the atmosphere while we wait for advanced technologies to become viable. This is why the federal government promises to plant two billion trees over the next decade, helping Canada meet its 2050 commitments.

Planting trees is a proven, scale-able remedy for absorbing carbon. In addition, it will help to cool urban areas, create buffers along our waterways and restore wildlife corridors in Southern Canada. We should get on with it, ensuring it's sustainable and biodiverse.

Beyond trees, we know agriculture accounts for 8.5 per cent of Canada's emissions and offers potential for atmospheric carbon removal. We need to support farmers and ranchers with programs that incentivize carbon storage such as cover crops and conserving natural grasslands for pasture. Conservation solutions in Canada's peatlands are vital for these tremendous carbon sinks, particularly when permafrost starts to melt. Our coastlines and wetlands also offer natural solutions to adapt to the effects of climate change such as floods. What's missing is a prioritized list of answers for Canada accompanied by how much of the problem each can solve, and at what cost.

While Ottawa intends to spend at least \$3-billion on planting trees and land conservation over the next 10 years, what gets less attention is how large corporations are emerging as funders of nature-based solutions.

Each week we hear corporations announcing net-zero carbon targets with nature playing an important role. When its employees spoke up, Amazon announced a net-zero target and US\$100-million to restore forests and wetlands. The global airline industry is setting emission-reduction targets and offsetting carriers'

remaining carbon. Maple Leaf Foods and Canadian Natural Resources have comprehensive plans including nature-based solutions to support their own net-zero commitments. Between public and private funders – and enabled by the sustainable finance movement – there is now a growing demand for nature-based solutions.

How can Canada lead? We can continue to set high standards for sustainable forestry, protect and restore our southern forests, wetlands and grasslands, and work with Indigenous and local communities in the north to conserve large areas of natural habitats. We could collaborate with our world-leading banks, insurers and pension funds to create deal structures that are compelling to our landowners. We might even create a carbon offset market that's trusted, transparent and efficient. And since this would-be fertile ground for Canadian scientists and technologists, how about an institute for nature-based solutions?

One challenge is ensuring we don't sacrifice emissions reductions by enabling organizations and individuals to simply offset their footprints. But set aside the challenges. We should jump on this now. If one large, sparsely populated country can demonstrate how to leverage nature for solutions, we can improve the planet's prospects and create a new, clean industry at the same time.

Albert Einstein famously said that “we shall need a substantially new way of thinking if humanity is to survive.” He also said “look deep into nature and then you will understand everything better.”

When it comes to nature, Canada is poised to lead the way.

Marina Budget

Nov 20, 2020

Fully User-Pay Promise

Past Mayor's and CAO's have said "The Marina is fully user-pay" Boat and yacht owners should pay their own way.

June 2009

"Deputy Mayor Gil Brocanier said all money for the marina comes from marina revenues and its reserves, not the taxpayer".

Northumberland News Jun 17, 2009

Nov 2013

From COW Report by Bill Watson Nov 18, 2013

3.0 BACKGROUND Cobourg Marina operates as a standalone business unit within the town's corporate structure. As a result the marina does not receive funding from the municipal tax base. The town relies solely on revenues generated from use fees to pay all of the capital and operating cost of the marina

<https://cobourg.civicweb.net/document/73091>

Feb 2016

"The Cobourg marina facility operates on a user pay basis being wholly funded from fees received for rentals and usage."

From report by CAO Stephen Peacock
<https://cobourg.civicweb.net/document/73091>

During this homelessness and pandemic crisis in Cobourg, with many single mon's struggling to find a place to live, as well as food, it's hard for us to remember back when every dollar counts. Are we going to take money from them by using tax dollars to support the marina? This expensive, exclusive-use facility has less than 200 participants.

...” internet research: the results showed conclusively that rents rise after tax changes sufficiently to fully absorb 80-90% of the change in landlord tax payments! This estimate is highly significant statistical”

This is a perfect opportunity for Councillor's, who truly believe in fairness to the poor in Cobourg, to draw a line in the sand, to say NO to public money being spent to pay for the Marina.

This is the fundamental question: Will our Council continue to maintain the promise that the Marina is “fully user-pay.”

The current Marina Reserve Fund stands at \$ 475K

		MARINA BUDGET	
	Item	Money spent & owing	Planned Spending
1	2014 - 32 dock / slip additions	\$ 290K	
2	Raising electrical wiring, high lake water (2020)	\$ 260K	
3	Remained of \$310K – spent next year		\$ 50K
4	Dock Replacement over next 5 years – info from Paul Gauthier		\$ 1.2M
5			
6	Security gates (2021)		\$ 60K
7			
8	Upgrade G dock 50A (2021)		\$ 31K
9	Power to C D docks (2022)		\$ 100K
10			
11	TOTAL	\$ 550K	\$ 1.441M
12	<i>Estimated annual debt service @3.5% for 15 years</i>	\$ 58K	\$ 130K
13			

This total debt service is more than double the expected marina net profit.(which for the last 9 years has averaged \$ 77K)

From item 4: Is Paul Gauthier correct about the \$ 1.2M. Doesn't council, in order to make an informed decision, deserve a professional / independent and up-to-date reserve fund study?

If you care what the residents want for their town - read the 19 pages of the Waterfront User Needs RESIDENTS Survey. (especially page 2, and 7 and 8 and 11)

EXTRA Explanations

- Reduced 2020 revenue at Marina because of Covid 19 and high water.
- Operations budget is approx. \$ 760 K (a huge budget for a seasonal facility)
- Marina current Reserve Fund stands at approx. \$ 475 K
- The push to spend extra millions on travelift for a hundred boaters used twice a year to lift 50 boats
- Listen carefully because, in the past, staff has promised "revenue generation" but has not promise "profit generation"
- Paul Gauthier reported in 2015 in his 15 page asset management report for \$ 1.2 M dock replacement he specifically states that the Marina cannot afford a travelift *"The projected reserve fund is insufficient to fund the cost for boat handling equipment, storage compound expansion and replacement of Dock's C, D, E, & F. Alternate source of funding will be required to cover these cost"- Sept 2015*
(Paul Gauthier <https://cobourg.civicweb.net/document/59406>)

*Ted Williams
Cobourg Resident*



THE CORPORATION OF THE TOWN OF COBOURG

COMMUNITY SERVICES DIVISION
COBOURG COMMUNITY CENTRE
750 D'ARCY STREET
COBOURG, ON, K9A 0G1

Telephone: (905) 372-7371
Toll Free: 1-888-972-7371
Fax: (905) 372-1985

File No.

MEMO

To: Parks and Recreation Advisory Committee

From: Kara Euale, Manager, Marketing and Events

Subject: Marketing and Events Department Re: Beach Advertising

The Cobourg Beach is a wonderful asset that is enjoyed by local individuals and families and out of town guests. While the beach does help attract thousands of visitors each year to the region, the Marketing and Events Department does not focus any of our efforts on promoting the beach on its own. The goal of the Marketing and Events Department is to encourage visitors to explore Cobourg while providing them information on programs and activities during their stay so that they will extend their visits within the region and spend more money locally.

Each year, the Marketing and Events Department's Advertising and Promotion budget is used to develop programs and campaigns for the Victoria Park Campground, Cobourg Marina, Concert Hall at Victoria Hall, Community Events and Tourism. Campaigns are developed to attract tourists as well as promote local programs and cultural activities to Cobourg residents.

The primary expenses each year are items such as the following:

- **Experience Cobourg Guide:** In 2019 this was a 48 page booklet that promoted Cobourg's history & heritage, cultural programming, restaurants and boutique shopping, community events and activities at Victoria Beach.
- **CTM Distribution:** The Marketing and Events department works with CTM to distribute our visitor guide to tourism information centres from Toronto to Ottawa.
- **Cobourg Leisure Guide:** Broken down into four sections, Arts & Culture, Recreation, Teams and Associations and Groups and Clubs, the Cobourg Leisure Guide is intended to be a resource for local residents who are looking for recreation and cultural programs and activities in the area.
- **Design Support/Annual Web Service Fees:** All program development, writing and daily design work are completed in house by staff. However, major projects such as the design of the Experience Cobourg guide and web design updates are contracted out. This budget line also includes annual service fees for the website and IT support.

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



Page 12 of 33
TownCobourg



Town of Cobourg



experiencecobourg.ca



THE CORPORATION OF THE TOWN OF COBOURG

COMMUNITY SERVICES DIVISION
COBOURG COMMUNITY CENTRE
750 D'ARCY STREET
COBOURG, ON, K9A 0G1

Telephone: (905) 372-7371
Toll Free: 1-888-972-7371
Fax: (905) 372-1985

File No.

- **Concert Hall/Cobourg Box Office:** Developing marketing materials and external advertising for the Cobourg Box Office and shows at the Concert Hall at Victoria Hall.
 - **Experience Cobourg eNewsletter:** email newsletter distributed to patrons of the Concert Hall and those who have registered for information from Experience Cobourg.
- **Experience Partner Program:** Marketing materials developed for guests of the Victoria Park Campground, Cobourg Marina and the Concert Hall at Victoria Hall. In partnership with local businesses, the program encourages patrons and guests to explore local shops and restaurants to receive a discounted price.
- **Special Cultural Programming:**
 - In 2019 the Marketing and Events Department; extended the daily Victoria Hall Walking Tours to include the Sifton Cook Heritage Centre and the Marie Dressler Museum, worked with the Northumberland Hills Studio Tour to host the first ever artist gala at the Cobourg Community Centre and organized an event to unveil the Cobourg Afghanistan War Memorial.
 - In 2020 the department updated the *Armistice 18* Poppy Trail to include WWII information. A video and updated guide has been developed so that the Town can offer these tours for years to come.
 - In 2020/2021 staff are developing new walking tours to explore Cobourg's monuments and Art in Public Spaces as well as additional materials to strengthen our history and heritage pages on ExperienceCobourg.ca
- **Photography:** Each year staff set aside budget to develop new photographs or video for all of the departments within the Community Services Division. These items can be used for future promotional materials or for the Cobourg Leisure Guide. In 2020, as an opportunity to incorporate virtual programming due to COVID-19, staff used this budget line to develop the Seasonal Photography Contest. Through this program, local residents and guests are encouraged to explore Cobourg and take original photographs. Winners are awarded gift cards to local businesses.

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



Page 13 of 33
TownCobourg



Town of Cobourg



experiencecobourg.ca



THE CORPORATION OF THE TOWN OF COBOURG

COMMUNITY SERVICES DIVISION
COBOURG COMMUNITY CENTRE
750 D'ARCY STREET
COBOURG, ON, K9A 0G1

Telephone: (905) 372-7371
Toll Free: 1-888-972-7371
Fax: (905) 372-1985

File No.

Paid Advertisements:

As listed above, the primary focus of the Advertising and Promotions budget is spent on developing marketing campaigns and materials to encourage local residents and guests to explore more of Cobourg. While we would love to conduct additional external promotion, we do benefit from Cobourg's proximity to the GTA and the fact that it is already a destination of choice for many. Therefore, we focus our budget on communicating programs and services to tailor the experience of those who are already coming to Cobourg.

In 2019, approximately \$17,000 was spent on external facing advertising. These ads were placed to promote Cobourg's community events and cultural programming.

- **Festival and Events Ontario:** Published a listing of community festivals and events.
- **Globe and Mail Travel insert:** Published a listing of community festivals and events.
- **Local Radio:** Various radio ads placed to promote local community events and Concert Hall programming.
- **Billboard Campaign:** Partnered with local marketing initiative, The Weekend Route, promoting local towns between Toronto and Kingston by taking HWY 2 rather than the 401.
- **Northumberland Hills Studio Tour:** Published a listing of community festivals and events in the NHST booklet.
- **Facebook Ads:** Various ads placed to promote concert hall listings and cultural programming.
- **Canadian TODS:** 401 signage signaling exits for Victoria Hall and the Cobourg Harbour (annual contract).

Advertising and Promotions Budget:

In 2019, the Marketing and Events Department's Advertising and Promotions budget was \$100,000 of which \$31,000 was recovered through the sale of advertising.

In 2020, the Marketing and Events Department's Advertising and Promotions budget was \$75,000 of which \$34,000 was to be recovered through the sale of advertising. Due to COVID-19 this budget was reduced to \$39,000. Although some annual contracts had already been invoiced prior to the onset of COVID-19, it is estimated that only \$30,000 will be spent this year.

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



Page 14 of 33
TownCobourg



Town of Cobourg



experiencecobourg.ca



THE CORPORATION OF THE TOWN OF COBOURG

COMMUNITY SERVICES DIVISION
COBOURG COMMUNITY CENTRE
750 D'ARCY STREET
COBOURG, ON, K9A 0G1

Telephone: (905) 372-7371
Toll Free: 1-888-972-7371
Fax: (905) 372-1985

File No.

Research and Return on Investment:

"Tourism contributes more than \$5 billion annually in tax revenues for the provincial government, meaning that the total economic contribution of tourism is larger than agriculture, forestry and mining combined. The tourism industry contributes to the province's economy and quality of life by creating jobs, promoting pride of place and celebrating diverse communities across the province." Tourism Industry Association of Ontario 2018.

The Marketing and Events Department collects data on tourism in Cobourg through surveys, website traffic reporting and cell phone tracking devices. According to our survey data, in 2018, 49% of tourists shopped locally and 59.7% ate locally. Through our work with Laridae Communications, we hope to further this research in 2020 by working with community partners and stakeholders to gauge the impact of tourism on local businesses.



For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



Page 15 of 33


TownCobourg



Town of Cobourg



experiencecobourg.ca

	THE CORPORATION OF THE TOWN OF COBOURG
	ADVISORY COMMITTEE ANNUAL REPORT AND WORK PLAN
TO:	Mayor and Council Members
FROM: TITLE	Beth Bellaire Chair, Parks and Recreation Advisory Committee
DATE OF MEETING:	Committee of the Whole –
SUBJECT:	Parks and Recreation Advisory Committee – Annual Report and Work Plan
REPORT DATE:	[Date]

1.0 MEMBERSHIP

Dora Body
 James McGrath
 Miriam Mutton (appointed December 2020)
 Richard Pope
 Patricia Whitney (Co-Chair)
 Emily Chorley(Councillor, Coordinator of Parks and Recreation Services)

2.0 EXECUTIVE SUMMARY

3.0 MEETINGS OF THE COMMITTEE

October 1, 2019
 October 10, 2019 (Special Meeting)
 November 5, 2019
 December 3, 2019

January 7, 2020
 February 4, 2020
 March 3, 2020
 July 7, 2020
 August 4, 2020
 September 8, 2020
 October 6, 2020
 November 3, 2020

4.0 COMMITTEE PURPOSE

The purpose of the Parks and Recreation Advisory Committee is to provide strategic and policy advice and recommendations to Council on matters related to parks, open spaces, waterfront, recreation facilities, and recreation programs that enhance the quality of life of residents and visitors, reflect the needs of the community, and support and encourage active and healthy lifestyles.

5.0 HIGHLIGHTS/ ACCOMPLISHMENTS

This report covers the period of October 1, 2019 to November 3, 2020. Although the 2019-2020 meeting schedule was interrupted by COVID-19, the Parks and Recreation Advisory Committee was quite busy and looks forward to a productive year ahead.

Our Work Plan for 2020 included fifteen (15) items, most of which were tied to the Town of Cobourg's Strategic Plan; we were able to address eleven (11) of these. Following is a summary of the actions we have taken with reference to these eleven items.

PRAC Objective #2 (linked to Strategic Plan: People, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation): *Follow up on progress of Outdoor Adult Fitness Park (status of applications for funding; location of park; choice of equipment, evaluation of usage, etc.)*

Action: PRAC had a presentation from Keith Oliver at their February 4th meeting. Shortly after this, a grant was acquired, but because of COVID-19, this project was put on hold until a later time. The funding is good until March 2022. PRAC continues to monitor the status of this initiative.

PRAC Objective #3 (linked to #3 Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation): *Provide advice to Council regarding best practices for creating an age-friendly community; in particular, identify areas for improvement related to the mandate of Parks and Recreation - request report from Staff on progress to date and planned next steps.*

Action: At the March 3, 2020 meeting of PRAC, the Committee had a presentation by Krista Williams, Recreation Coordinator, regarding the various programming available through the Seniors Centre at the CCC. Feedback from members was provided but no motions were forthcoming. Following the meeting, Krista provided a tour of the Seniors' Centre and other parts of the CCC. Although no motions were made, feedback and suggestions were provided to staff.

PRAC Objective #4 (linked to #4 Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier): *Provide analysis and feedback on results of public engagement process regarding the East Pier.*

Action:

The following motion was approved at the October 10, 2019 meeting of PRAC:

Moved by Member McGrath:

THAT the Parks and Recreation Advisory Committee has observed that the public will seems to be to retain the campground, that service upgrades are a necessary cost and should be adopted but THAT cosmetic upgrades such as the interface improvements require more in-depth study before a thoughtful recommendation can be made by this Committee. Carried

The following motion was approved at the October 10, 2019 meeting of PRAC:

Moved by Councillor Chorley:

THAT having considered the East Pier and Campground Staff Report of October 4, 2019 and the accompanying Public Engagement Report, the Parks and Recreation Advisory Committee recommends that Council approves the procurement of engineering and other professional services to develop drawings, costs and tender documents for the following: • East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4); • East Pier enhancement as deemed appropriate by Council. Carried

PRAC Objective #5 (linked to Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected): *Consider actions that could best achieve this goal and make recommendations to Council*

Action:

At the October 1, 2019 meeting of PRAC, Richard Pope presented on behalf of the Willow Beach Field Naturalists who are advocating for the establishment of a Natural Heritage Waterfront Park. At this meeting, PRAC approved the following motion

Moved by Member Whitney:

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

PRAC Objective #6 (linked to Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives): *Consider ways to increase tree canopy of Cobourg, particularly within its parks - staff in process of preparing a report by October 2019, so address this accordingly.*

Action:

The following motion was approved at the November 5, 2019 meeting of PRAC:

Moved By Member Pope:

THAT the Parks and Recreation Advisory Committee recommends that Council

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

The following motion was approved at the January 7, 2020 meeting of the PRAC:

Moved by Member Mutton:

THAT the Parks and Recreation Advisory Committee recommends that the position of Community Stewardship Coordinator be explored to support the realization of the Urban Forest Management Plan following the update to be provided by the Town Arborist. Carried.

The following motion was approved at the January 7, 2020 meeting of the PRAC:

Moved by Member Body:

THAT In 2019 more trees were cut down than planted resulting in a reduction in the urban tree canopy.

The Parks and Recreation Advisory Committee recommends that Council increase the budget for tree planting to \$100,000 in 2020.

FURTHER THAT an extra \$50,000 be allocated for replacement of trees removed due to the Emerald Ash Borer. Carried

At the Sep. 8, 2020 meeting of PRAC, the committee reviewed the UFMP Annual Report memo, and approved the following motion:

Moved by Member Mutton:

THAT the Parks and Recreation Advisory Committee recommends that the Town of Cobourg recognize Professor Elwood Pricklethorn and

his team for their contribution to community service for the environmental education of

all ages on the topic of urban trees. Carried

PRAC Objective #7 (linked to Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands):

Study the impact of Bill 108 on parkland in new developments and make recommendations to Council as required to coincide with a review of policy on this

Action: At the Sep. 8, 2020 meeting of PRAC, Member Mutton addressed concerns regarding changes the provincial government is making to the Parkland Dedication Relief process. The Director of Building & Planning was invited to the October meeting at which he reviewed the process. Most changes will not impact Cobourg at this time. He will forward information on current amounts in the Parks Reserve.

PRAC Objective #8 (linked to Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg): *Include an analysis of impact of special events on parks in conjunction with other committees developing a new policy to address this.*

Action: The following motion was approved at the August 4, 2020 meeting of PRAC:

Moved by Member Mutton:

Whereas the beach areas are an important public asset to the citizens of Cobourg, the Parks and Recreation Advisory Committee recommends that Council request staff to investigate and report on how comparable beach front communities are managing and regulating their beaches and waterfronts for public access. Carried.

In response, Council approved the following motion: *WHEREAS at the Committee of the Whole Meeting on August 24, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation from the Committee on the Cobourg Beach; NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Parks and Recreation Advisory Committee (PRAC) and request staff to investigate and report on how comparable beachfront communities are managing and regulating their beaches and waterfronts for public access, with the report provided to PRAC by December 1, 2020; and FURTHER THAT Council request PRAC to receive public input on how the Town of Cobourg can manage the popularity of Victoria Park Beach, and provide recommendations to Council by March 1, 2021.*

A report will be coming to PRAC in December, and PRAC is engaged in developing a survey for Bang the Table to elicit public opinion on this issue.

PRAC Objective #9 (linked to Strategic Plan: Programs, Strategic Action #3: Implement a comprehensive management plan for all of the Town's assets): *Provide Feedback to Council on Staff's Asset Management Plan for Parks and Recreation*

Action: At the Sep.8, 2020 meeting of PRAC, Member McGrath addressed the financial status of the CCC, particularly as it applied to the hosting of large events such as concerts. The following motion was approved:

Moved by Member McGrath:

WHEREAS the Cobourg Community Centre (CCC) is operating in a deficit each year; AND WHEREAS the Parks and Recreation Advisory Committee is tasked with advising council on policy related to the CCC and the best use of the CCC for the residents of Cobourg; AND WHEREAS, in order to advise on the policies to apply to the CCC specifically in relation to major events, the Parks and Recreation Advisory Committee requires

information concerning the CCC's funding and budget; BE IT RESOLVED THAT:

Staff provide to the Parks and Recreation Advisory Committee the following information in regard to the latest 5 major events:

- Time the venue was unavailable for normal usage together with forgone revenue for ice rental and other activities during that time*
 - Revenue*
 - Advertising and sponsorship revenue*
 - Advertising expenses including preparation, printing, distribution*
 - Event revenues guarantees if any*
 - Full-time staff costs including wages, salaries, and benefits*
 - Part-time staff costs including recruiting, wages, salaries and benefits*
 - Management cost allocation*
 - Material costs*
 - Costs for any required special equipment*
 - Cost gap guarantees*
 - Utilities*
 - Rentals*
 - Insurance*
 - Janitorial services*
 - Recycling/waste removal*
 - Security/police*
 - Ticketing and gate costs including bank and credit card fees*
- Carried.*

This motion was not supported by Council.

PRAC Objective #10: *Feedback on Budget for Parks and Recreation component for 2020 and 2021*

Action: PRAC provided budget feedback through its motions regarding the tree canopy for the town (Objective #6) and through its motion regarding the CCC (Objective #9)

PRAC Objective #14: *Provide comment and advice on issues as requested by Council, from time to time*

1) In September 2019, Council made the following motion with regards to the Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour:

THAT Council refer the Lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the report's recommendations; and

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

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

Action:

At the November 5, 2019 meeting of PRAC, there were presentations from Steve Wilkes, Coach of Survivor Thrivers; Nancy Marshall, Trish Russell, and Sandy Ward of the Survivor Thrivers; Jeremy Fowlie, Head Coach/ED of the Cobourg Dragon Boat and Canoe Club; and Alan Clough, from the Cobourg Yacht Club, all regarding the Lifesaving Society's Safety Audit.

The following motion was approved at the November 5, 2019 meeting of PRAC:

Moved by Richard Pope:

THAT the Parks and Recreation Advisory Committee recommends that Council receive the Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour for information purposes; and FURTHER THAT the Town direct the Town of Cobourg Risk Manager to conduct a full study of the Harbour Safety based on extensive consultation and observation with the main Harbour users, including but not limited to; the Marina, the Sailing Club, the Cobourg Dragon Boat and Canoe Club and the Survivor Thrivers; and FURTHER THAT Staff present the results of said report/study to the Parks and Recreation Advisory Committee for comments before sending to Council. Carried

The following motions were approved at the July 7, 2020 PRAC meeting:

Moved by Member Whitney:

Whereas it is not clear whether the Town has jurisdiction to control activities on the water. It is recommended THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained prior to any further attempt to regulate on water activities AND further to release the original opinion. Carried

Moved by Member Mutton:

THAT the Parks and Recreation Advisory Committee recommends that Council instructs staff to implement select recommendations from the Aquatic Safety Audit as follows: #1, 2, 12, 13 and 15.

Carried

Moved by Member McGrath: *THAT in order to create a consolidated safety procedure and emergency manual the Parks and Recreation Advisory Committee recommends THAT a joint working group is formed with one member from each user group and appropriate staff; and charging said group with writing such a procedure manual and submitting to Council and the Parks and Recreation Advisory Committee.*

The user groups will include:

Survivor Thrivers

Cobourg Yacht Club

Cobourg Dragon Boat & Canoe Club

Coast Guard

Learn to Sail

Green Canoe

These motions were adopted by Council at their May 11, 2020 Council meeting.

PRAC Objective #15: Respond to Presentations and Delegations to the Parks & Recreation Advisory Committee as required

Following is a summary of the presentations made to PRAC by either staff, committee members, or the public, as well as the actions taken by PRAC as a result:

- 1) Oct. 1, 2019: Presentation by Laurie Wills, Director of Public Works regarding Parking Revenue. Action: None
- 2) Oct. 1, 2019: Presentation by Member Pope, Willow Beach Field Naturalists, regarding a proposal that will be made to Council about the creation of a natural waterfront park in Cobourg. Action: See PRAC Objective #5
- 3) Dec. 3, 2019: Presentation by Ted Williams, Cobourg Resident, regarding the Marina and Campground Finances. Action: PRAC asked staff for corresponding data from their records, so staff shared the Cobourg Waterfront Brochure that contained pertinent financials for the Marina and Campgrounds.
- 4) Dec. 3, 2019: Rory Quigley, Town Arborist, presented an update on the Urban Forest Master Plan. Action: See details under PRAC Objective #6
- 5) Jan. 7, 2020: Miriam Mutton presented on the recent Seniors Open House. Action: See details under PRAC Objective #3
- 6) Feb. 4, 2020: Ted Williams, follow up on Marina's asset management. Action: none taken
- 7) Feb. 4, 2020: Keith Oliver, presentation on status of Adult Fitness Park. Action: See details under PRAC Objective #2
- 8) Mar. 3, 2020: Krista Williams - Seniors Centre Update. Action: See details under PRAC Objective #3
- 9) Jul. 7, 2020: Alan Cloug, Cobourg Yacht Club: comments on Staff's Report regarding the Lifesaving Society's Aquatic Safety Audit report. Action: See details under PRAC Objective #14
- 10) Sep. 8, 2020: Miriam Mutton reported on Parkland Dedication Relief and concerns regarding how recent changes by the provincial government might affect the Town's ability to acquire new parkland from new developments. Action: See details under PRAC Objective #7

There were four (4) PRAC Objectives which saw no progress; these were:

PRAC Objective #1 (linked to Strategic Plan: People, Strategic Action #2: Implement a municipal youth program): Provide advice to Staff through Council on setting up a Youth Advisory Committee

Action: Chairperson communicated with Clerk who is responsible for this item. Due to COVID-19, no progress has been made on this initiative. Brent Larmer will notify PRAC when process is reactivated.

PRAC Objective #11 (linked to Parks Master Plan (2013) Recommendation #2: Trails Master Plan):

Request Staff to prepare a comparative report that indicates progress in the past six years towards what was envisioned, that is, "a connected network of pedestrian trails and cycling routes that link parks together and integrate other Town destinations."

PRAC Objective #12 (linked to Parks Master Plan (2013) Supply of Parks and Services (page10)

Request Staff to prepare an updated chart that compares level of service (amount of parkland provided per 1000 persons) to other similar communities, to determine whether we have increased our level of service both in absolute terms as well as relative to the other comparator communities and to provide a report on any financial implications of any suggested actions.

PRAC Objective #13 (linked to Parks Master Plan (2013) Park Facility Standards (page11).

Request Staff to prepare a report showing our present level of service with respect to recommended levels

6.0 FUTURE GOALS/OBJECTIVES

The Parks and Recreation Committee will continue to use the Town's Strategic Plan as its guide to identify goals and objectives.

The Committee will also refer to the Parks Master Plan (2013), the Waterfront User Needs Assessment and Detailed Design (May 2018), the Urban Forest Management Plan (July 2018), the Town of Cobourg Recreation Strategy and Implementation Plan (December 2016), and the Cobourg Community Centre Campus Master Plan Final Report (December 2014). Each of these documents have goals, objectives, and action items that have provided guidance to Staff and Council. It is important that these reports are reviewed to ensure they are not just "sitting on a shelf gathering dust," but are being actively used to direct improvements in programming and development of resources. The Committee sees part of its mandate is to review progress against these plans.

However, the Committee also recognizes that it cannot request too many reports from staff, since there needs to be a balance between making progress and reporting on that progress. Therefore, the Committee has included a limited number of requests for updates from Staff over the course of the year with hopes of striking the right balance.

Given these considerations, the Committee has determined the following goals for the next twelve months:

- Repair and Rejuvenate the East Pier: This continues to be a major undertaking of the Town. The Committee will continue to provide feedback and recommendations to ongoing surveys and developments.
- The West Harbour: Also a central goal of the Town's Strategic Plan, the Committee includes the safeguarding and protection of the West Harbour as one of its central objectives as well. We look forward to responding to the ongoing Public Engagement.
- The Town's Tree Canopy: The Urban Forest Management Plan recognized that Cobourg needed to increase its tree canopy and set a long-term goal of achieving a coverage level of 35% by 2037 (pg. 31) – up from the 27.2% coverage of 2018 (pg. 12) . The Committee will continue to monitor this issue and make recommendations as necessary.
- The Town's Parkland Supply: The Cobourg Parks Master Plan (2013) identified that Cobourg lagged behind other waterfront communities of similar size in Ontario in its ratio of hectares of parkland per 1000 persons. The Committee's goal is for Cobourg to increase its coverage from the 2013-level of 4.3 to narrow the gap to the average of the comparator towns, that is, 5.7, while taking financial impacts into consideration.
- Trail Connectivity, including the Waterfront Trail: The Cobourg Parks Master Plan (2013) set a goal to “create an integrated and connected network of park and public open spaces.” The Cobourg Waterfront User Needs Assessment and Detailed Design Plan (2018) also recognizes the need for connectivity, especially in the waterfront area. Finally, the Town's Strategic Plan notes a desired outcome to be “a community that prioritizes biking, walking, and public transportation as means to mitigate the effects of climate change.” Given the increased focus on outdoor activity as we live through the COVID-19 pandemic, the Parks and Recreation Advisory Committee sees this as an area of growing importance and so will set a goal of measuring where we are now and identifying areas needing attention to realize the goals set by the Town.
- The CCC and other Town-operated Recreational Facilities: Coinciding with Town's Strategic Plan actions of (1) improving the financial performance of Town-operated facilities and (2) implement a comprehensive management plan for all of the Town's assets, and on the data provided in the Parks Master Plan (2013) that identified deficiencies in the number of various types of facilities (eg; baseball diamonds, tennis courts, etc.), the Committee will focus on a goal of measuring where we are now.
- Outdoor Adult Fitness Park: The Committee will continue to track progress on this addition to Cobourg's commitment to the Canadian Sport for Life Program. The Committee's goal is for Cobourg to provide an outdoor fitness park that will encourage adults of all ages to not only become more active but to maintain their activity levels as they age.

- Age-Friendly Community Designation: Identified in the Strategic Plan is a goal to achieve this designation. This robust designation consists of eight dimensions. The goal of the Parks and Recreation Advisory Committee is that the Town of Cobourg will achieve the designation for the dimensions related to our mandate, that is, Outdoor Spaces and Public Buildings, Social Participation, Respect and Social Inclusion, and Civic Participation and Employment. The Committee will continue to monitor seniors' programming in Cobourg.
- Youth Advisory Committee: A focus on engaging youth is present in several of the plans. Staff identified this as an action item for the fall of 2019, but then the pandemic struck. The Committee's goal is that Cobourg will have a Youth Advisory Committee that represents the breadth of the youth demographic, that is both creative and productive, and that provides meaningful participation for the youth involved; accordingly, we will provide input to the Clerk once this initiative is reactivated.

7.0 PUBLIC ENGAGEMENT

Subject to approval of the Parks and Recreation Advisory Committee's 2021 Work Plan, in 2021, we will assist with consulting on relevant issues as required. Public engagements for The East Pier, the Campground, and the West Harbour are ongoing. Another public engagement is indicated by Council for the West Harbour. We are also in the process of developing a survey for use on the Bang-the-Table platform to elicit feedback on the management of the Beach for future years.

8.0 EDUCATION

Subject to approval of the Parks and Recreation Advisory Committee's 2021 Work Plan, in 2021, assist with consulting on relevant issues as required.

9.0 TERMS OF REFERENCE AMENDMENTS (IF APPLICABLE)

Once Council has approved the Sustainability and Climate Change Committee's definition of sustainability, we will provide recommendations on how best to embed sustainability into our terms of reference.

10.0 2021 BUDGET ITEM RECOMMENDATIONS (IF APPLICABLE)

To provide the necessary resources for the Parks & Recreation Department to undertake the action items identified in the 2020 Work Plan, in particular, to include \$2000 for the Trash-to-Treasure pilot project that was approved in 2020 but postponed by COVID-19.

11.0 SUMMARY AND CONCLUSION

Over the past year, the Committee has focussed on procedures that govern us as well as identifying segments of the Strategic Plan that require our input. Our work plan for next year reflects the issues we've identified as needing attention this year. We have also responded to presentations from the public and look forward to addressing more such ideas in the future.

12.0 COMMUNICATION RESULTS

Beth Bellaire, Chair, Parks and Recreation Advisory Committee

[Jodi Ware-Simpson Secretary, Parks and Recreation Advisory Committee

13.0 ATTACHMENTS

Parks and Recreation Advisory Committee – 2021 Work Plan

Parks and Recreation Advisory Committee 2020 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)	Actions Taken (Actions taken by PRAC and any results of those actions)
#1 Strategic Plan: People, Strategic Action #2: Implement a municipal youth program Provide advice to Staff through Council on setting up a Youth Advisory Committee	Staff target of Nov. 2019 to start process; will provide feedback accordingly		1. Cobourg's youth participate in community activities and events 2. The Town is enriched by the skills, ideas, and perspectives of its youth	Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: People, Strategic Action #2: Implement a municipal youth program	Chairperson communicated with Clerk who is responsible for this item. Due to COVID-19, no progress has been made on this initiative. Brent Larmer will notify PRAC when process is reactivated.
#2 Strategic Plan: People, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation Follow up on progress of Outdoor Adult Fitness Park (status of applications for funding; location of park; choice of equipment; evaluation of usage, etc.)	Feb-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Request an update from the Fitness Park Working Group (Keith Oliver)	Strategic Plan: people, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation	PRAC had a presentation from Keith Oliver at their February 4th meeting. Shortly after this, a grant was acquired, but because of COVID-19, this project was put on hold until a later time. The funding is good until March 2022. PRAC will continue to monitor this initiative and provide feedback when appropriate.
#3 Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation Provide advice to Council regarding best practices for creating an age-friendly community; in particular, identify areas for improvement related to the mandate of Parks and Recreation - request report from Staff on progress to date and planned next steps	Mar-20		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Collaborate with the Accessibility Advisory Committee	Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation	At the March 3, 2020 meeting of PRAC, the Committee had a presentation by Krista Williams, Recreation Coordinator, regarding the various programming available through the Seniors Centre at the CCC. Feedback from members was provided during discussion but no motions were forthcoming. Following the meeting, Krista provided a tour of the Seniors' Centre and other parts of the CCG.
#4 Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier Provide analysis and feedback on results of public engagement process regarding the East Pier	Oct-19		1. The Town of Cobourg will be good stewards and practise sustainable actions 2. A community that prioritizes biking, walking, and public transportation as a means to mitigate the effects of climate change		Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier	<p>The following motion was approved at the October 10, 2019 meeting of PRAC: Moved by Member McGrath: <i>THAT the Parks and Recreation Advisory Committee has observed that the public will seem to be to retain the campground, that service upgrades are a necessary cost and should be adopted but THAT cosmetic upgrades such as the interface improvements require more in-depth study before a thoughtful recommendation can be made by this Committee</i>Carried</p> <p>The following motion was approved at the October 10, 2019 meeting of PRAC: Moved by Councillor Chorley: <i>THAT having considered the East Pier and Campground Staff Report of October 4, 2019 and the accompanying Public Engagement Report, the Parks and Recreation Advisory Committee recommends that Council approves the procurement of engineering and other professional services to develop drawings, costs and tender documents for the following: • East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4); • East Pier enhancement as deemed appropriate by Council.</i> Carried</p> <p>At the October 1, 2019 meeting of PRAC, Richard Pope presented on behalf of the Willow Beach Field Naturalists who are advocating for the establishment of a Natural Heritage Waterfront Park. At this meeting, PRAC approved the following motion Moved by Member Whitney: <i>THAT the Parks and Recreation Advisory Committee supports the concept of a Natural Heritage Waterfront Park including the Ecology Garden, West Beach, West Headland and West Harbour.</i> Carried</p>
#5 Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected Consider actions that could best achieve this goal and make recommendations to Council	Jan-20		1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions		Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected	<p>The following motion was approved at the November 5, 2019 meeting of PRAC: Moved By Member Pope: <i>THAT the Parks and Recreation Advisory Committee recommends that Council consider an increase of the Budget Line for Tree Planting in the Town of Cobourg to be considered as part of the 2020 Parks Department Budget,with the amount to be determined based on the report from the Town Arborist to Municipal Council in early 2020.</i> Carried.</p> <p>The following motion was approved at the January 7, 2020 meeting of the PRAC: Moved by Member Mutton: <i>THAT the Parks and Recreation Advisory Committee recommends that the position of Community Stewardship Coordinator be explored to support the realization of the Urban Forest Management Plan following the update to be provided by the Town Arborist.</i> Carried.</p> <p>Further:The following motion was approved at the January 7, 2020 meeting of the PRAC: Moved by Member Bode: <i>THAT in 2019 more trees were cut down than planted resulting in a reduction in the urban tree canopy.</i></p> <p>The Parks and Recreation Advisory Committee recommends that Council increase the budget for tree planting to \$100,000 in 2020.</p> <p>FURTHER THAT an extra \$50,000 be allocated for replacement of trees removed due to the Emerald Ash Bore. Carried</p> <p>At the Sep. 8, 2020 meeting of PRAC, the committee reviewed the UPMP Annual Report memo, and approved the following motion: Moved by Member Mutton: <i>THAT the Parks and Recreation Advisory Committee recommends that the Town of Cobourg recognize Professor Elnwood Pritchettorn and his team for their contribution to community service for the environmental education of all ages on the topic of urban trees.</i> Carried</p> <p>At the Sep. 8, 2020 meeting of PRAC, Member Mutton addressed concerns regarding changes the provincial government is making to the Parkland Dedication Relief process. The Director of Building & Planning was invited to the October meeting at which he reviewed the process. Most changes will not impact Cobourg at this time. He will forward information on current amounts in the Parks Reserve.</p>
#6 Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives Consider ways to increase tree canopy of Cobourg, particularly within its parks - staff in process of preparing a report by October 2019, so address this accordingly	Nov-19		1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions	Sustainable Cobourg Sustainability and Climate Change Advisory Committee	Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives	<p>The following motion was approved at the November 5, 2019 meeting of PRAC: Moved By Member Pope: <i>THAT the Parks and Recreation Advisory Committee recommends that Council consider an increase of the Budget Line for Tree Planting in the Town of Cobourg to be considered as part of the 2020 Parks Department Budget,with the amount to be determined based on the report from the Town Arborist to Municipal Council in early 2020.</i> Carried.</p> <p>The following motion was approved at the January 7, 2020 meeting of the PRAC: Moved by Member Mutton: <i>THAT the Parks and Recreation Advisory Committee recommends that the position of Community Stewardship Coordinator be explored to support the realization of the Urban Forest Management Plan following the update to be provided by the Town Arborist.</i> Carried.</p> <p>Further:The following motion was approved at the January 7, 2020 meeting of the PRAC: Moved by Member Bode: <i>THAT in 2019 more trees were cut down than planted resulting in a reduction in the urban tree canopy.</i></p> <p>The Parks and Recreation Advisory Committee recommends that Council increase the budget for tree planting to \$100,000 in 2020.</p> <p>FURTHER THAT an extra \$50,000 be allocated for replacement of trees removed due to the Emerald Ash Bore. Carried</p> <p>At the Sep. 8, 2020 meeting of PRAC, the committee reviewed the UPMP Annual Report memo, and approved the following motion: Moved by Member Mutton: <i>THAT the Parks and Recreation Advisory Committee recommends that the Town of Cobourg recognize Professor Elnwood Pritchettorn and his team for their contribution to community service for the environmental education of all ages on the topic of urban trees.</i> Carried</p> <p>At the Sep. 8, 2020 meeting of PRAC, Member Mutton addressed concerns regarding changes the provincial government is making to the Parkland Dedication Relief process. The Director of Building & Planning was invited to the October meeting at which he reviewed the process. Most changes will not impact Cobourg at this time. He will forward information on current amounts in the Parks Reserve.</p>
#7 Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands Study the impact of Bill 108 on parkland in new developments and make recommendations to Council as required to coincide with a review of policy on this	According to staff schedule to Amend Parkland Dedication by-law (estimate Spring 2020)				Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands	
#8 Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg Include an analysis of impact of special events on parks in conjunction with other committees developing a new policy to address this	Apr-20			Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg	<p>The following motion was approved at the August 4, 2020 meeting of PRAC: Moved by Member Mutton: <i>Whereas the beach areas are an important public asset to the citizens of Cobourg, the Parks and Recreation Advisory Committee recommends that Council request staff to investigate and report on how comparable beach front communities are managing and regulating their beaches and waterfronts for public access.</i> Carried.</p> <p>In response, Council approved the following motion: WHEREAS at the Committee of the Whole Meeting on August 24, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation from the Committee on the Cobourg Beach; NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Parks and Recreation Advisory Committee (PRAC) and request staff to investigate and report on how comparable beachfront communities are managing and regulating their beaches and waterfronts for public access, with the report provided to PRAC by December 1, 2020; and FURTHER THAT Council request PRAC to receive public input on how the Town of Cobourg can manage the popularity of Victoria Park Beach, and provide recommendations to Council by March 1, 2021.</p> <p>A report will be coming to PRAC in December, and PRAC is engaged in developing a survey for Bang the Table to elicit public opinion on this issue.</p>

#9 Strategic Plan: Programs, Strategic Action #3: Implement a comprehensive management plan for all of the Town's assets Provide Feedback to Council on Staff's Asset Management Plan for Parks and Recreation		Aug-20			Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."	At the Sep 8, 2020 meeting of PRAC, Member McGrath addressed the financial status of the CCC, particularly as it applied to the hosting of large events such as concerts. The following motion was approved: Moved by Member McGrath: <i>WHEREAS the Cobourg Community Centre (CCC) is operating in a deficit each year; AND WHEREAS the Parks and Recreation Advisory Committee is tasked with advising Council on policy related to the CCC and the best use of the CCC for the residents of Cobourg; AND WHEREAS, in order to advise on the policies to apply to the CCC specifically in relation to major events, the Parks and Recreation Advisory Committee requires information concerning the CCC's funding and budget; BE IT RESOLVED THAT:</i> <i>Staff provide to the Parks and Recreation Advisory Committee the following information in regard to the latest 5 major events:</i> <ul style="list-style-type: none">• Time the venue was unavailable for normal usage together with forgone revenue for ice rental and other activities during that time• Revenue• Advertising and sponsorship revenue• Advertising expenses including preparation, printing, distribution• Event revenues guarantees (if any)• Full-time staff costs including wages, salaries, and benefits• Part-time staff costs including recruiting, wages, salaries and benefits• Management cost allocation• Material costs• Costs for any required special equipment• Cost gap guarantees• Utilities• Rentals• Insurance• Janitorial services• Recycling/waste removal• Security/police• Ticketing and gate costs including bank and credit card fees Carried. This motion was not supported by Council.
#10 Feedback on Budget for Parks and Recreation component for 2020 and 2021	October 2019 October 2020		The 2020 and the 2021 Budgets will address the needs of Parks & Rec Department, as determined by Council		Strategic Plan: Financial responsibility is woven throughout the pillars of the Town's plan	See actions taken under Action Items #6 and #9
#11 Parks Master Plan (2013) Recommendation #2: Trails Master Plan Request Staff to prepare a comparative report that indicates progress in the past six years towards what was envisioned, that is, "a connected network of pedestrian trails and cycling routes that link parks together and integrate other Town destinations."		May-20	The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Places - Desired Outcome "A community that prioritizes biking, walking, and public transportation as means to mitigate the effects of climate change."	
#12 Parks Master Plan (2013) Supply of Parks and Services (page10) Request Staff to prepare an updated chart that compares level of service (amount of parkland provided per 1000 persons) to other similar communities, to determine whether we have increased our level of service both in absolute terms as well as relative to the other comparator communities and to provide a report on any financial implications of any suggested actions.		May-20	The Town will achieve its goals as outlined in the Parks Master Plan, page 10, of 5.7 ha/1000people.		Strategic Plan: Places - Desired Outcomes "Cobourg's natural environment will be safeguarded and protected" "The Town of Cobourg will be good stewards and practise sustainable actions."	
#13 Parks Master Plan (2013) Park Facility Standards (page11) Request Staff to prepare a report showing our present level of service with respect to recommended levels		May-20	The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."	
#14 Provide comment and advice on issues as requested by Council, from time to time 1) Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour Status of the report: The following motion was made by Council: THAT Council refer the Lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations; and FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.	ongoing					At the November 5, 2019 meeting of PRAC, there were presentations from Steve Wilkes, Coach of Survivor Thrivers; Nancy Marshall, Trish Russell, and Sandy Ward of the Survivor Thrivers; Jeremy Fowle, Head Coach/EO of the Cobourg Dragon Boat and Canoe Club, and Alan Clough, from the Cobourg Yacht Club, all regarding the Lifesaving Society's Safety Audit. The following motion was approved at the November 5, 2019 meeting of PRAC: Moved by Richard Pope: <i>THAT the Parks and Recreation Advisory Committee recommends that Council receive the Lifesaving Society Aquatic Safety Audit of the Cobourg Harbour for information purposes; and FURTHER THAT the Town direct the Town of Cobourg Risk Manager to conduct a full study of the Harbour Safety based on extensive consultation and observation with the main Harbour users, including but not limited to; the Marina, the Sailing Club, the Cobourg Dragon Boat and Canoe Club and the Survivor Thrivers; and FURTHER THAT Staff present the results of said report/study to the Parks and Recreation Advisory Committee for comments before sending to Council.</i> Carried The following motions were approved at the July 7, 2020 PRAC meeting: Moved by Member Whitney: <i>Whereas it is not clear whether the Town has jurisdiction to control activities on the water. It is recommended THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained prior to any further attempt to regulate on water activities AND further to release the original opinion.</i> Carried Moved by Member Mutton: <i>THAT the Parks and Recreation Advisory Committee recommends that Council instructs staff to implement select recommendations from the Aquatic Safety Audit as follows: #1, 2, 12, 13 and 15.</i> Carried Moved by Member McGrath: <i>THAT in order to create a consolidated safety procedure and emergency manual the Parks and Recreation Advisory Committee recommends THAT a joint working group is formed with one member from each user group and appropriate staff; and charging said group with writing such a procedure manual and submitting to Council and the Parks and Recreation Advisory Committee.</i> The user group will include: <i>Survivor Thrivers Cobourg Yacht Club Cobourg Dragon Boat & Canoe Club Coast Guard Learn to Sail Green Canoe Northumberland YMAA</i>
#15 Respond to Presentations and Delegations to the Parks & Recreation Advisory Committee as required 1) Oct. 1, 2019: Presentation by Laurie Wills, Director of Public Works regarding Parking Revenue 2) Oct. 1, 2019: Presentation by Richard Pope, Willow Beach Field Naturalists, regarding a proposal that will be made to Council about the creation of a natural waterfront park in Cobourg 3) Dec. 3, 2019: Presentation by Ted Williams, Cobourg Resident, regarding the Marina and Campground Finances 4) Dec. 3, 2019: Rory Quigley, Town Arborist, presented an update on the Urban Forest Master Plan 5) Jan. 7, 2020: Miriam Mutton presented on the recent Seniors Open House 6) Feb. 4, 2020: Ted Williams, followup on Marina's asset management 7) Feb. 4, 2020: Keith Oliver, presentation on status of Adult Fitness Park 8) Mar. 3, 2020: Krista Williams - Seniors Centre Update 9) Jul. 7, 2020: Alan Clough, Cobourg Yacht Club: comments on Staff's Report regarding the Lifesaving Society's Aquatic Safety Audit report 10) Sep. 8, 2020: Miriam Mutton reported on Parkland Dedication Relief and concerns regarding how recent changes by the provincial government might affect the Town's ability to acquire new parkland from new developments.	ongoing					1) Rec'd for Information purposes 2) See actions under Action Item #5 3) The Director emailed the Cobourg Waterfront brochure which included key Campground and Marina financials to members 4) See Action Item #6 5) See actions under Action Item #3 6) no decision 7) See action under Action Item #2 8) See actions under Action Item #3 9) See actions under Action Item #14 10) See actions under Action Item #7

Parks and Recreation Advisory Committee 2021 Work Plan

Action Item (Identify specific action items integral to accomplish the stated objective)	Timeline (Identify target start and completion dates)	Actions and Resources (Describe what actions will be taken to achieve the listed item and identify what Committee resources, if any, will be necessary (Sub-Committees and/or Committee Member(s) responsible to lead the objective, as appropriate)	Expected Outcome (Outline expected achievements and deliverables from each action item. Ideally, these are measurable indicators of success which can be reported through Annual Reports)	Partners or Stakeholders (Identify opportunities or needs to collaborate with groups or organizations within or outside of the Town)	Alignment to the Strategic Plan (Describe how the Action Item is aligned to the current Town of Cobourg Strategic Plan)
Strategic Plan: People, Strategic Action #2: Implement a municipal youth program Provide advice to Staff through Council on setting up a Youth Advisory Committee	Staff targeted Nov. 2019 to start process, but COVID delayed initiative; PRAC will provide feedback when appropriate		1. Cobourg's youth participate in community activities and events 2. The Town is enriched by the skills, ideas, and perspectives of its youth	Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: People, Strategic Action #2: Implement a municipal youth program
Strategic Plan: People, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation Follow up on progress of Outdoor Adult Fitness Park (status of applications for funding; location of park; choice of equipment, evaluation of usage, etc.)	ongoing; Town acquired funding which can be deferred until March 2022		1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Request an update from the Fitness Park Working Group (Keith Oliver)	Strategic Plan: people, Strategic Action #3: Encourage healthy lifestyles across all age groups by promoting and raising awareness about public health and active transportation
Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation Provide advice to Council regarding best practices for creating an age-friendly community; in particular, identify areas for improvement related to the mandate of Parks and Recreation - request report from Staff on progress to date and planned next steps			1. Residents of all ages are engaged in a wide variety of physical activities 2. Cobourg residents are healthy and happy	Collaborate with the Accessibility Advisory Committee	Strategic Plan: People, Strategic Action #4: Continue to pursue the Age-Friendly Communities Designation

Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier Provide analysis and feedback on results of public engagement process regarding the East Pier and as directed by Council	ongoing;		1. The Town of Cobourg will be good stewards and practise sustainable actions 2. A community that prioritizes biking, walking, and public transportation as a means to mitigate the effects of climate change		Strategic Plan: Places, Strategic Action #6 - Repair and rejuvenate the East Pier
Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected Consider actions that could best achieve this goal and make recommendations to Council; consider ways to mitigate e-coli problems due to geese population and buildup of silt			1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions		Strategic Plan: Places, Strategic Action #7, part two: The natural environment of the West Harbour will be safeguarded and protected
Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives Consider ways to increase tree canopy of Cobourg, both within its parks and throughout the town; consider joint Town/public initiatives			1. Cobourg's natural environment will be safeguarded and protected 2. The Town of Cobourg will be good stewards and practise sustainable actions	Sustainable Cobourg Sustainability and Climate Change Advisory Committee Community groups	Strategic Plan: Partnerships, Strategic Action #3: Continue to work with Sustainable Cobourg and other stakeholders on greening Cobourg initiatives
Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands Study the impact of Bill 108 on parkland in new developments and make recommendations to Council as required to coincide with a review of policy on this	According to staff schedule to Amend Parkland Dedication by-law (estimate Spring 2020)				Strategic Plan: Prosperity, Strategic Action #1: Develop a policy for establishing shovel-ready development lands

Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg Include an analysis of impact of special events on parks in conjunction with other committees developing a new policy to address this				Collaborate with the Coordinator of Arts, Culture, and Tourism	Strategic Plan: Prosperity, Strategic Action #4: Explore innovative solutions to improve the connectivity between the beach/waterfront and downtown Cobourg
Strategic Plan: Programs, Strategic Action #3: Implement a comprehensive management plan for all of the Town's assets Provide Feedback to Council on Staff's Asset Management Plan for Parks and Recreation					Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assets."
Feedback on Budget for Parks and Recreation component for 2020 and 2021			The 2021 Budget will address the needs of Parks & Rec Department, as determined by Council		Strategic Plan: Financial responsibility is woven throughout the pillars of the Town's plan
Parks Master Plan (2013) Recommendation #2: Trails Master Plan Request Staff to prepare a comparative report that indicates progress in the past six years towards what was envisioned, that is, "a connected network of pedestrian trails and cycling routes that link parks together and integrate other Town destinations."			The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Places - Desired Outcome "A community that prioritizes biking, walking, and public transportation as means to mitigate the effects of climate change."

Parks Master Plan (2013) Supply of Parks and Services (page10) Request Staff to prepare an updated chart that compares level of service (amount of parkland provided per 1000 persons) to other similar communities, to determine whether we have increased our level of service both in absolute terms as well as relative to the other comparitor communities and to provide a report on any financial implications of any suggested actions.			The Town will achieve its goals as outlined in the Parks Master Plan, page 10, of 5.7 ha/1000people.		Strategic Plan: Places - Desired Outcomes "Cobourg's natural environment will be safeguarded and protected" "The Town of Cobourg will be good stewards and practise sustainable actions."
Parks Master Plan (2013) Park Facility Standards (page11) Request Staff to prepare a report showing our present level of service with repect to recommended levels			The Town will achieve its goals as outlined in the Parks Master Plan		Strategic Plan: Programs Strategic Action #3 "Implement a comprehensive management plan for all of the Town's assests."
Provide comment and advice on issues as requested by Council, from time to time	ongoing				
Respond to Presentations and Delegations to the Parks & Recreation Advisory Committee as required	ongoing				