



The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
AGENDA

Tuesday, October 13, 2020, 6:00 p.m.

Electronic Participation

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>MOMENT OF REFLECTION</u>	
3. <u>ADDITIONS TO THE AGENDA</u>	
4. <u>DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST</u>	
5. <u>ADOPTION OF MINUTES OF THE PREVIOUS MEETING</u>	
5.1. Adoption of the September 21, 2020 Regular Council Minutes.	9
<u>Action Recommended:</u> THAT Council adopt the minutes of the Regular Council meeting held on September 21, 2020.	
5.2. Adoption of the Public Planning Meeting Minutes for the Affordable & Rental Housing Community Improvement Plan (CIP) for the Town of Cobourg held on Monday September 28, 2020.	21
<u>Action Recommended:</u> THAT Council adopt the minutes of the Public Planning Meeting held on Monday September 28, 2020.	
5.3. Adoption of the Public Planning Meeting Minutes for the proposed Draft Plan of Subdivision submitted by Vandyk - West Park Village Limited held on Monday September 29, 2020.	45
<u>Action Recommended:</u> Adoption of the Public Planning Meeting Minutes for the proposed Draft Plan of Subdivision submitted by Vandyk - West Park Village Limited held on Monday September 29, 2020.	
6. <u>PRESENTATIONS</u>	
6.1. Judy Smith, Environmental Officer, Northumberland County, regarding the Town of Cobourg Community Climate Action Plan, Update 2020.	48
7. <u>DELEGATIONS</u>	
8. <u>DELEGATION ACTIONS</u>	
9. <u>REPORTS</u>	

9.1.	General Government Services	
9.1.1.	Committee of the Whole Meeting Minutes held on Monday October 5, 2020.	80
	<u>Action Recommended:</u> THAT Council approve the minutes of the Committee of the Whole Meeting held on October 5, 2020.	
9.1.2.	Committee of the Whole meeting notes held on October 7, 2020	87
	<u>Action Recommended:</u> THAT Council approve the minutes of the Committee of the Whole Meeting held on October 7, 2020.	
9.1.3.	Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2021 Municipal Council Meeting Schedule.	99
	<u>Action Recommended:</u> THAT Council receive and approve the 2021 Municipal Council and Public Meeting Schedule for the Town of Cobourg.	
9.2.	Planning and Development Services	
9.2.1.	Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning By-Law Amendment, 265-327 Elgin Street East – Elgin Park Re-development, Northumberland County Housing Corp., Barry Bryan Associates	104
	<u>Action Recommended:</u> THAT Council receive the application of Complete Application for Zoning By-Law Amendment and refer the application to the Planning Department for a report; and FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting.	

10. MOTIONS

10.1.	General Government Services	
10.1.1.	Motion from the Committee of the Whole, regarding the Cancellation, Reduction or Refund of Taxes	110
	<u>Action Recommended:</u> WHEREAS at the Committee of the Whole Meeting on	

Wednesday October 7, 2020 Council considered a memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Taxes, first report for Tax Adjustments for 2020

NOW THEREFORE BE IT RESOLVED THAT Council THAT Council approve the reduction of Property Taxes in the amount of \$1,374,451.75:

Town of Cobourg - \$600,675.47

County of Northumberland - \$341,352.87

Education - \$431,130.99

DBIA - \$1,292.42

- 10.1.2. Motion from the Committee of the Whole regarding the Draft Audited Financial Statements for the fiscal year ending December 31, 2019.

111

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the Draft Audited Financial Statements for the fiscal year ending December 31, 2019;

NOW THEREFORE BE IT RESOLVED THAT Council approve and adopt the 2019 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2019 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the Municipal Act, 2001.

- 10.2. Planning and Development Services

- 10.2.1. Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-025, 264 Division Street, Cobourg. (Submitted by Gino Di Giovanni).

145

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo

from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 264 Division Street, Cobourg, (submitted by Gino Di Giovanni,) (HP-2020-025);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-025 to permit a new ground floor double pane glass window with a new 2"x6' pine mullion (to permit two pieces of glass) on the existing storefront window and masonry repairs at property known municipally as 264 Division Street, Cobourg, subject to finalization of details with Planning Staff.

10.3. Public Works Services

- 10.3.1. Motion from the Committee of the Whole, regarding Municipal Parking and Transit Fares in the Town of Cobourg

146

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Director of Public Works, regarding Municipal Parking and Transit Fare Update in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and

FURTHER THAT Council direct Staff to continue with reduced service hours until January 18, 2021 for conventional transit and to implement normal operational hours for Extended Specialized Wheels Service; and

FURTHER THAT Council ask the accessibility committee to look into free parking in all accessible parking spaces in the Town of Cobourg to see if it is feasible to implement and bring a recommendation to Municipal Council.

10.4. Arts, Culture and Tourism Services

- 10.4.1. Motion from the Committee of the Whole, regarding Downtown Seasonal Decorative Lights in the Town of Cobourg.

147

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Manager of Marketing and Events, regarding the request to enter into an agreement for Downtown Seasonal Decorative Lights in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST; and

FURTHER THAT the Town Cobourg Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

11. **BYLAWS**

11.1. Planning and Development Services

- 11.1.1. By-law No.061-2020, being a by-law to Authorize Execution of a Development Agreement with Calloway Reit (Cobourg) Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (66 Strathy Road, Cobourg).

148

Action Recommended:

THAT Council adopt By-law No.061-2020, being a By-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an amending agreement with Calloway REIT (Cobourg) Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the commercial development and expansion at 66 Strathy Road, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.

- 11.1.2. By-law No.062-2020, being a by-law to amend Zoning By-Law Number 85-2003. (SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg).

149

Action Recommended:

THAT Council adopt By-law No.062-2020, being a By-law to amend Zoning By-Law Number 85-2003, to remove the Holding (H) Symbol from the subject development lands. (SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg).

- 11.1.3. By-law No.063-2020, 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(East Village Subdivision – Phase 4) (Stalwood Homes). 151

Action Recommended:

THAT Council adopt By-law No.063-2020, being a By-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with 1141897 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of two, 2 ½ storey 10-plex buildings, at Block 94, and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, Cobourg.

- 11.1.4. By-law No.064-2020, being a by-law to amend Zoning By-Law Number 85-2003. (East Village Phase 4, Block 94, and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, Cobourg). 152

Action Recommended:

THAT Council adopt By-law No.064-2020, being a By-law to to amend Zoning By-Law Number 85-2003,to remove the Holding (H) Symbol from the subject development lands. (Lonsberry Drive, East Village Subdivision – Phase 4) 1141897 Ontario Ltd. (Stalwood Homes).

11.2. General Government Services

THAT the following bylaw(s) be passed:

1. Bylaw 061-2020 being a by-law to authorize Execution of a Development Agreement with Calloway Reit (Cobourg) Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (66 Strathy Road, Cobourg);
2. Bylaw 062-2020 being a by-law to amend Zoning By-Law Number 85-2003. (SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg);
3. Bylaw 063-2020 being a by-law to to authorize the Execution of a Development Agreement with 1141897 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg (Block 94, and Lots 88-90 Inclusive, Plan 39M-875, Lonsberry Drive, Cobourg); and
4. Bylaw 064-2020 being a by-law to amend Zoning By-Law Number 85-2003. (East Village Phase 4, Block 94, and Lots

88-90 inclusive, Plan 39M-875, Lonsberry Drive, Cobourg).

Action Recommended:

THAT leave be granted to introduce bylaws 061-2020 to 064-2020 and to dispense with the reading of the bylaws 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.

12. PETITIONS

13. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

14. CORRESPONDENCE

- 14.1. Correspondence, Honorable Sylvia Jones, Solicitor General, regarding an update on the on-going Solicitor General Office and Anti-Racism Directorate Initiatives in the Province of Ontario. 154

Action Recommended:

THAT Council receive the correspondence from the Office of the Solicitor General for information purposes.

- 14.2. Correspondence, Honorable Steve Clark, Minister of Municipal Affairs and Housing, regarding the Federal-Provincial Safe Restart Agreement - Municipal Operating Funding Stream Phase 2. 161

Action Recommended:

THAT Council receive the correspondence from the Honorable Steve Clark, Minister of Municipal Affairs and Housing for information purposes; and

FURTHER THAT Council authorize the Treasurer to submit an application under Phase 2 of the Federal Provincial Safe Restart Agreement for additional funding, pending the Treasurer's assessment and analysis following the Funding Agreement guidelines for future assistance needed to address COVID-19 expense and lost revenues for the Town of Cobourg.

- 14.3. Correspondence, Viloa Lyons, Cobourg Resident, regarding Mark it Red - awareness of Dyslexia in recognition of October International Dyslexia Awareness Month. 164

Action Recommended:

THAT Council proclaim the Month of October as International Dyslexia Awareness Month in the Town of Cobourg; and

FURTHER THAT Council direct Staff to look into the possibility and feasibility of lighting up Victoria Hall, on occasion for community awareness proclamation requests.

15. NOTICE OF MOTION

16. COUNCIL/COORDINATOR ANNOUNCEMENTS

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

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

17. 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.

17.1. Municipal Council Unfinished/Outstanding Business Tracking Table. 166

18. CONFIRMATORY BY-LAW

18.1. Bylaw 065-2020, being a bylaw to confirm the proceedings of the Council Meeting of October 13, 2020. 175

Action Recommended:

THAT leave be granted to introduce Bylaw 065-2020 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on October 13, 2020 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.

19. ADJOURNMENT



The Corporation of the Town of Cobourg
REGULAR COUNCIL MEETING
MINUTES

September 21, 2020, 6:00 p.m.
Concert Hall, Victoria Hall, Cobourg

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

Staff Present: Ian Davey, Treasurer/Interim Chief Administrative Officer
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Dean Hustiwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

His Worship Mayor Henderson called the Meeting to Order at 6:00 P.M.

2. MOMENT OF REFLECTION

The Mayor asked that Council and Members of the Public to pause for a Moment of Reflection.

3. ADDITIONS TO THE AGENDA

4. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

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

5. ADOPTION OF MINUTES OF THE PREVIOUS MEETING

5.1 Adoption of the Monday, August 31, 2020 Regular Council Minutes.

Resolution # 365-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

THAT Council adopt the minutes of the Regular Council meeting held on August 31, 2020.

Carried

5.2 Adoption of the Friday, September 4, 2020 Special/Emergency Council Meeting Minutes.

Resolution # 366-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council adopt the minutes the Friday, September 4, 2020 Special/Emergency Council Meeting Minutes.

Carried

6. PRESENTATIONS

7. DELEGATIONS

7.1 Erin Beatty and Duane Durham, Highland Shores Children's Aid, to raise awareness of Child Abuse Prevention Month (October).

E. Beatty and D. Duane, Highland Shores Children's Aid, spoke to Council regarding Child Abuse Awareness Month in October and raising awareness in the community.

After a question and answer period, E. Beatty and D. Duane was excused from the meeting (6:10 P.M.).

8. DELEGATION ACTIONS

8.1 Delegation Action, Highland Shores Children's Aid - Raise Awareness of Child Abuse Awareness Month.

Resolution # 367-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council receive the Delegation from Highland Shore Children's Aid for information purposes; and

FURTHER THAT Council encourage all of Council and the Community to support dress Purple day on October 27, 2020 to make a difference.

Carried

9. REPORTS

9.1 General Government Services

9.1.1 Committee of the Whole meeting Minutes held on Monday September 14, 2020.

Resolution # 368-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council receive and approve the minutes of the Committee of the Whole meeting held on September 14, 2020.

Carried

9.2 Planning and Development Services

9.3 Public Works Services

9.4 Parks and Recreation Services

9.5 Protection Services

9.6 Arts, Culture and Tourism Services

10. MOTIONS

10.1 General Government Services

10.1.1 Motion from the Committee of the Whole, regarding Diversity, Inclusion and Equity within the Town of Cobourg.

Resolution # 369-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on September 14, 2020 Council considered a memo from the Municipal Clerk/Manager of Legislative Services regarding Diversity, Inclusion and Equity within the Town of Cobourg; and

FURTHER THAT Municipal Council on June 29, 2020 provided Staff with a direction to draft and present a Diversity, Equity and Inclusion Policy for the Town of Cobourg that will encourage, promote, and insist upon awareness, equality, and acceptance by all residents and Municipal Staff in the Corporation of the Town of Cobourg; and

FURTHER THAT Staff recommend that the Municipal Council not only provide direction for a Diversity, Equity and Inclusion Policy, but that Council engage and establish a leadership approach in responding to a call for more municipal action on supporting diversity, inclusion and equity across the jurisdiction on the Town of Cobourg Community;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to create supporting governance structures with internal and external stakeholders from the Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; in order to identify and develop priorities, strategies and initiatives to support the Equity, Diversity and Inclusion effort in the Town of Cobourg; and

FURTHER THAT Council direct Staff to engage Cobourg's diverse community to help create potential draft terms of reference to advise Council and make recommendations to provide a monitoring and measuring role to help ensure that the Town applies a diversity, equity and inclusion lens to its policies, services and programs; and

FURTHER THAT Council direct Staff to make an application to join the Coalition of Inclusive Municipalities (CIM) as a commitment to

investing time and resources toward creating a more welcoming and inclusive community in which the CIM network brings together municipalities that want to improve their policies against racism, discrimination, exclusion and intolerance and together, the municipalities undertake initiatives to eliminate all forms of discrimination with a view to building open and inclusive societies; and

FURTHER THAT Council direct Staff to bring forward a report to a December Council Meeting or an earlier meeting presenting a status update on the recommendations approved and outlined within the Staff Report.

Carried

10.2 Planning and Development Services

10.3 Public Works Services

10.3.1 Motion from the Committee of the Whole, regarding implementing Poppies on Street Name Blades within the Town of Cobourg

Resolution # 370-20

Moved by Councillor Brian Darling

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on September 14, 2020 Council considered a memo from the Director of Public Works, regarding a process for implementing Poppies on Street Name Blades in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council request Staff to implement the process for the placement of poppies on the eight (8) Street Name Blades within the Town of Cobourg named in commemoration of fallen soldiers and veterans; and

FURTHER THAT the Town of Cobourg Municipal Naming Policy be amended to allow Poppies to be included on Street Name Blades as a Standard Practice.

Carried

10.4 Parks and Recreation Services

10.5 Protection Services

10.6 Arts, Culture and Tourism Services

10.6.1 Motion from the Committee of the Whole, regarding a Graffiti Art Installation in the Town of Cobourg.

Resolution # 371-20

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on September 14, 2020 Council considered a Notice of Motion from Councillor Adam Bureau, regarding a Graffiti Art Installation in the Town of Cobourg; and

FURTHER THAT the Town of Cobourg has increasingly have seen a spike in illegal Graffiti all over Cobourg on our walls, mailboxes and numerous other places; and

FURTHER THAT having a place where Graffiti Artists have a place to express their art work may curb the high costs of Cobourg tax payers and staff time to have to clean and repaint surfaces all over town and

FURTHER THAT having a Graffiti wall installed in the Town of Cobourg not only will help curb illegal Graffiti but will also show how talented these Artists are; and

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to bring back to the 2021 budget deliberations a report for costing and possible locations and options for partnership development with arts-based organizations, the availability of any potential grants/arts-based funding that may alleviate any pressure on the town's budget, as well as any by-law changes that may need to be considered by Council.

Carried

10.6.2 Motion from the Committee of the Whole, regarding approval to the extension of the Downtown Business Improvement Areas Board of Management Member Businesses Patio licenses installed within the Town of Cobourg Municipal Right-of-Way.

Resolution # 372-20

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on September 14, 2020 Council considered a motion from the Downtown Businesses Improvement Area Board of Management (DBIA) regarding a DBIA recommendation to extend the DBIA Area Outdoor Patio licenses within the Town of Cobourg Municipal Right-of-Way;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the Downtown Business Improvement Areas Board of Management (DBIA) recommendation to extend the Outdoor Patio By-law deadline date for removal of Outdoor Patios to November 30, 2020

Carried

11. BYLAWS

11.1 General Government Services

11.1.1 By-law No.053-2020, being a by-law to Appoint a Chief Administrative Officer for the Town of Cobourg.

Resolution # 373-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

THAT Council adopt By-law No.053-2020, being a By-law to appoint Tracey Vaughan as Chief Administrative Officer for the Town of Cobourg.

Carried

11.1.2 By-law No.052-2020, being a by-law to appoint a Deputy Clerk for the Town of Cobourg.

Resolution # 374-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

THAT Council adopt By-law No.054-2020, being a By-law to appoint Krystal Christopher as Deputy Clerk for the Town of Cobourg.

Carried

11.2 Planning and Development Services

11.2.1 By-law No.055-2020, being a by-law to Authorize Execution of a Development Agreement with her Majesty the Queen, in Right of Canada represented by the Minister of Fisheries and Oceans

Resolution # 375-20

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law No.055-2020, being a By-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with Her Majesty the Queen, in right of Canada represented by the Minister of Fisheries and Oceans, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the re-development of the existing Canadian Coast Guard Search and Rescue station at 114 Division Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.

Carried

11.2.2 By-law No.056-2020, being a by-law to amend Zoning By-Law Number 85-2003 (Canadian Coast Guard Search & Rescue, 114 Division Street, Cobourg).

Resolution # 376-20

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law No.056-2020, being a By-law to amend Zoning By-Law Number 85-2003, to remove the Holding (H) Symbol from the subject development lands. (Canadian Coast Guard Search & Rescue, 114 Division Street, Cobourg).

Carried

11.2.3 By-law No.057-2020, being a by-law to authorize Execution of a Development Agreement with the County of Northumberland, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (555 Courthouse Road And 983 Burnham Street, Cobourg).

Resolution # 377-20

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law No.057-2020, being a By-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with the Corporation of the County of Northumberland, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the redevelopment of the existing Golden Plough Lodge long term care home at 555 Courthouse Road and 983 Burnham Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.

Carried

11.2.4 By-law No.058-2020, being a by-law to amend Zoning By-Law Number 85-2003 (Golden Plough Lodge, 555 Courthouse Road & 983 Burnham Street, Cobourg)

Resolution # 378-20

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council adopt By-law No.058-2020, being a By-law to amend Zoning By-Law Number 85-2003, to remove the Holding (H) Symbol from the subject development lands. (Golden Plough Lodge, 555 Courthouse Road & 983 Burnham Street, Cobourg).

11.2.5 By-law No.059-2020, being a by-law to authorize Execution of a Pre-Servicing Agreement and Subdivision Agreement with

Mason Homes Limited and the Town of Cobourg. (425 & 425a King Street East – Kingswood, Cobourg).

Resolution # 379-20

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council adopt By-law No.059-2020, being a By-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a PreServicing Agreement and Subdivision Agreement with Mason Homes Limited for a residential subdivision development consisting of 27 townhouse dwelling units, subject to the finalization of details by municipal staff and applicable agencies.

Carried

11.3 Public Works Services

11.4 Parks and Recreation Services

11.5 Protection Services

11.6 Arts, Culture and Tourism Services

11.7 General Government Services

Resolution # 380-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

THAT leave be granted to introduce bylaws 053-2020 to 059-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

12. PETITIONS

13. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

13.1 Parks and Recreation Meeting Minutes - August 4, 2020

13.2 Cobourg Public Library Board Meeting Minutes - August 19, 2020

14. CORRESPONDENCE

14.1 Wayne Parsons, Cobourg Resident, regarding a parking concern on Campbell Street, Cobourg

Resolution # 381-20

Moved by Councillor Brian Darling

Seconded by Councillor Nicole Beatty

THAT Council receive the correspondence from Wayne Parsons and send to Municipal Staff for comment and review.

Carried

14.2 Notice from the County of Northumberland regarding the Passing of the County-Wide Development Charges By-law.

Resolution # 382-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council receive the Notice form the County of Northumberland for information purposes.

Carried

15. NOTICE OF MOTION

16. COUNCIL/COORDINATOR ANNOUNCEMENTS

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

17. UNFINISHED BUSINESS

17.1 Municipal Council Unfinished Business Tracking Table

18. CLOSED SESSION

18.1 Closed Session Items

Resolution # 383-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council meet in Closed Session pursuant to Section 239 (2) of the Municipal Act, 2001, regarding,

1. Section 239 (2)(b) Personal matters about an identifiable individual, including municipal or local board employees. - Personnel Matter, Human Resources.
2. Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board. - Northam Industrial Park - Potential Lease Agreement.

Carried

19. CONFIRMATORY BY-LAW

19.1 Bylaw 060-2020, being a bylaw to confirm the proceedings of the Council Meeting of Monday September 21, 2020.

Resolution # 384-20

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 060-2020 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on Monday September 21, 2020 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.

Carried

20. ADJOURNMENT

Resolution # 385-20


Moved by Councillor Nicole Beatty

THAT the Meeting Adjourn (8:52 P.M.)

Carried

Municipal Clerk B. Larmer

Mayor J. Henderson

	THE CORPORATION OF THE TOWN OF COBOURG
	PUBLIC MEETING NOTES
	<p>September 28, 2020 Concert Hall, Victoria Hall, Cobourg</p>

The Cobourg Municipal Council convened a Public Meeting this evening with the following persons in attendance:

Members present:	Mayor John Henderson Deputy Mayor Suzanne Seguin Councillor Nicole Beatty Councillor Aaron Burchat Councillor Adam Bureau Councillor Emily Chorley Councillor Brian Darling
Staff present:	Ian Davey, Interim Chief Administrative Officer/Treasurer Glenn McGlashon, Director of Planning and Development Brent Larmer, Municipal Clerk/Manager of Legislative Services Krystal Christopher, Deputy Clerk

CALL TO ORDER

Chair, Councillor Beatty, Coordinator of Planning and Development Services called the Meeting to Order at 5:04 PM.

INTRODUCTION

Chair, Councillor Beatty, explained the general purpose of the meeting, which was to receive submissions regarding the proposed Affordable & Rental Housing CIP. The Affordable & Rental Housing CIP is being developed in response to the rising need for affordable and rental housing options within the Town of Cobourg, and is intended to help execute the recently released Northumberland County and Town of Cobourg Affordable Housing Strategies (AHS).

DECLARATION OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest declared by Members.

NOTIFICATION PROCEDURE

The Deputy Clerk advised that the Notice published in the local newspaper, posted on the Municipal Website www.cobourg.ca and circulated to property owners in accordance with the provisions of the *Planning Act*.

EXPLANATION OF THE PROPOSED AFFORDABLE & RENTAL HOUSING CIP

Dana Anderson and Kelly Martel, MHBC Planning, provided an overview of the Town of Cobourg Affordable & Rental Housing CIP. Ms. Anderson and Ms. Martel's presentation highlighted the community improvement plan, project status, areas of focus, public engagement, programs being offered and financial management.

After a question and answer period, K. Martel and D. Anderson concluded their presentation and were advised to stand by to respond to questions from the public.

PUBLIC SUBMISSIONS

Chair, Councillor Beatty, Coordinator of Planning and Development Services, explained the order of public submissions and requests all persons addressing the public meeting to state their name and address for the official record of the public meeting.

The Town of Cobourg received the following Public Submissions:**Adam White, Cobourg Resident Submission - Attachment 'A'**

Adam White provided comments on the Affordable and Rental Housing CIP. Mr. White spoke to the need for further public consultation and raised concerns with the affordable housing threshold that was calculated. Mr. White presented recommendations and suggestions to build tiny houses to be applied to the focus areas outlined in the Affordable and Rental Housing CIP.

Meghan MacDonald, Habitat for Humanity Northumberland

Meghan MacDonald provided comments on the need for affordable and attainable housing noting that Habitat for Humanity Northumberland supports the Town of Cobourg adopting an affordable housing plan. Ms. MacDonald spoke to the importance of mixed use housing and in support of the various programs being offered by the program. Ms. MacDonald noted that she is appreciative of the Affordable and Rental

Housing CIP recognizing the importance of affordable purchase housing for home buyers.

Gigi Ludrof-Weaver, Cobourg Resident Submission

Gigi Ludrof-Weaver provided comments on the importance of creating sustainable housing and using healthy materials to build homes. Ms. Ludrof-Weaver made comments regarding the the lack of explanation in some areas of the report, discarding of construction waste, flexible housing in the CIP and utilizing the highest quality design to build homes.

Ben Burd, Cobourg Resident Submission - Attachment 'C'

Ben Burd provided comments in support of the Affordable and Rental Housing CIP and spoke to the cost to provide subsidies and grants. Mr. Burd provided recommendations and suggestions that the Town donate industrial lands to build affordable housing and the Town establish an in-house program to build their own affordable housing. Mr. Burd made comments regarding the definition of affordable housing and the timeframe for affordable housing to come onto the market.

Lou Ledinek, Cobourg Resident Submission

Lou Ledinek provided comments in support of the Affordable and Rental Housing CIP. Mr. Ledinek noted that he will be adding a secondary unit to his home and will be interested in applying for the program.

Keith Oliver, Cobourg Resident Submission - Attachment 'B'

Keith Oliver provided comments on the importance of an affordable housing policy and the waitlist for those needing access to affordable housing. Mr. Oliver spoke to the increase of existing housing, affordability and the challenges to addressing affordable housing supply. Mr. Oliver provided recommendations and suggestions that the Town, along with others, collaborate to establish a roundtable for affordable housing.

WRITTEN COMMENTS/SUBMISSIONS RECEIVED BY THE MUNICIPAL CLERK AS OF PRINTING OF AGENDA**Jennifer Moore, Chief Executive Officer, Northumberland County - Attachment 'D'**

Jennifer Moore provided written submissions in support of the Town of Cobourg developing an Affordable and Rental Housing CIP. Ms. Moore's written submission spoke to the affordable housing need in Northumberland; distinguishing affordable housing from Community (social) housing; aligning the County and Town affordable housing strategies; investing in affordable housing; and the County's implementation of the affordable housing strategy.

FURTHER NOTICE

Chair, Councillor Beatty, Coordinator of Planning and Development Services, advised that persons requiring notice of passage of the Town of Cobourg Affordable & Rental Housing Community Improvement Plan (CIP) are to advise the Municipal Clerk of their name and address to ensure receipt of notice.

ADJOURNMENT

Moved by Councillor Darling

THAT the meeting be Adjourned (7:06 PM)

Brent Larmer

From: Jamie Kramer
Sent: September 28, 2020 4:23 PM
To: Brent Larmer
Subject: FW: Delegation Request for today's Committee of the Whole Meeting

I'm not sure which planners are participating today but could we forward this to them please?

Warmest Regards,
Jamie Kramer

Phone: 905-372-4301 ext. 4306

From: Adam White [REDACTED]
Sent: September 28, 2020 8:22 PM
To: Jamie Kramer <jkramer@cobourg.ca>
Subject: Re: Delegation Request for today's Committee of the Whole Meeting

Questions about the aims of AHCIP and limited discussion:

In the AHCIP engage cobourg portal, there is no mention of how AHCIP will build social equity and well-being, no set milestones, and no project ideas listed in the AHCIP for discussion. What is asked to discuss are percentages of grants, and not programs to build sustainable, social and culturally strong communities.

I understand there is an AHCIP timeline that ends October 5. I believe there should be more consultation with Stakeholders because the need for a diversity of affordable housing hasn't been satisfied. Have community groups been consulted with? I didn't see an AHCIP sponsored post promoted on Facebook to allow for a more fulsome dialogue. I don't know how great of a reach this AHCIP had.

I think the AHCIP is taking its guidance from the Northumberland County Affordable Housing Strategy. In this strategy, it is recommended that 2% of all new housing units built each year be ownership housing units which are affordable to households with

moderate incomes. This is not logical because it saying 98% of residents shouldn't have access to affordable rent options and homeownership.

Furthermore, I don't understand how the affordable housing threshold was calculated, so that \$1,019 for rent, \$316, 190 for homeownership is affordable. It would be helpful if those numbers could be extrapolated for: single households, single parent households, indigenous households, student housing, senior households, people on fix income, and homeless. \$1,019 for rent, \$316, 190 for homeownership is not affordable for the majority of these people, and why there is an affordable housing problem in Cobourg.

- * Cobourg had a higher share of households with low incomes (33.6%) and a lower share of households with high incomes (35.6%).
- * Cobourg also had a higher unemployment rate (8.5% vs. 7.3%) and lower participation rate (52.7% vs. 56.7%) compared to Northumberland as a whole.
- * A greater share of Cobourg households are facing housing affordability issues (26.4% vs. 22.2%) and severe housing affordability issues (10.5% vs. 8.7%) compared to Northumberland as a whole. In addition, a much larger proportion of Cobourg households are in core housing need (15.6% vs. 11.9%).

The AHCIP has 5 focuses: a number of key focus areas and considerations were identified for the development of the Affordable and Rental Housing CIP: Purpose-Built Rental Housing; Smaller Units; Second Units; Mixed-Income Housing; and, Emergency and Transitional Housing;

The purpose of my delegation is to recommend building tiny houses which can be applied to these focus areas. I don't know if a zoning-by for tiny houses exist and whether a different development charge is applied.

There is a trailer park at Victoria Beach, so I see there is interest in tiny houses. I feel a tiny house village can emulate that trailer park.

Dear Brett, I want to attend and speak at today's Committee of the Whole. Because of my facial paralysis, I cannot speak with a face mask or covering. I am preparing a handout that I may want to distribute to Committee Members. When I made delegations to Oshawa Council Meetings, an assistant Clerk sat beside me and note took questions Council had for me.

Cordially Yours,

Adam White

I first want to say unequivocally that while Policy is important and while this CIP is especially important, I also want to say ... and ask you to remember ... that it is also only a "framework" a "pathway" to a solution to the housing crisis. **The question now is "what's next?"**

As the waiting list for affordable housing grows longer and as the price of existing housing increases year after year, what people are asking is "where is the solution?" and "how long do we have to wait?"

The present "solution" focuses on the housing needs of a narrow group of citizens and families, and relies on Government support. A recent example is the allocation of 3 billion dollars over 5 years by the Federal Government toward creating more "affordable" housing across Canada. By its own calculation it will result in 3,000 more units. In normal times the new demand will have far outstripped that supply over the next 5 years.

The problem that has long faced us, and which we seem reluctant to recognize is that Governments cannot effectively sustain this kind of support for ever. Government support may be necessary to a degree and in the short term, but it is not the solution. **The solution is up to us!**

We can only solve a problem if we understand its cause!

I believe there is something fundamentally wrong with the housing market and that nothing will change until that aberration is fully identified, understood and corrected. I know of several families each with a combined income of \$100,000 who cannot find adequate, stable housing.

How can this be in a free-enterprise economy where historically the response to an increase in demand has always been an increase in supply? In the case of housing affordable-to-all this is simply not happening. While the economy can produce something as complicated as an automobile with parts made in different countries, and put one if not two in every driveway, the same economy does not seem capable of satisfying the demand for something as simple and local as housing.

Why? Is it the cost of land? ... of not taking advantage of or further developing production and technological efficiencies in the housing industry? ... to what degree is not doing so a matter of scale and how can this be addressed by cooperation between developers? ... is it the difference between income groups? ... is it the influence of individuals retiring to Cobourg from Toronto? ... is it the lack of a variety in housing? ... is it the result of growth and development policies and Zoning By-Laws that are too prescriptive? ... is it simply that the housing industry is satisfied with the status quo and the long run of its success since the heady days of growth and prosperity that followed World War II? ... have those who are satisfied grown indifferent to the needs of others? ... have we failed to acknowledge affordable and stable housing as a human right?

My recommendation to Cobourg Town Council is that it take up a leadership role, and along with others, establish a Roundtable on Affordable Housing for All. This would involve an exchange of experience and ideas through a series of meetings open to all, from those most directly affected to those most capable of making change and to inspire cooperation, innovation and meaningful change.

If Council doesn't do this... who will?

Keith Oliver

Addendum:

Set-Back and Add-On Housing.

Existing examples that add to the rental stock, increase the diversity of an existing neighbourhood but do not change the character of the existing street:

150 James East,	seven unit three story apartment building
50 “ ”	single family home
78 “ West,	three rental units
343 Spring St	single family home
116 Chapel St	add-on unit
29/31 Chapel St	two unit semi-detached

Street scape effect:

159-167 Albert St	staggered frontage
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Innovation .. Thinking, planning and building “outside the box”!

Toronto - *existing, worth a visit*

Bedford Glenn Terraced Condos, Avenue Rd at Woburn Ave, Ernest Annau, Arch

Oaklands Atrium Apts. Townhouses, Avenue Rd at Cottinham, Dubois Plumb Architects.

Elsewhere

“the grow home” 2001 publication by McGill Queens University Press describing a form of housing that addresses issues around affordability with over 10,000 units built to date, especially in Montreal. Winner of the United Nations World Habitat Award.

Design, Planning and Technology

“The Waterloo Region Green Home”. Describes innovation used in many aspects of the 1993 construction and operation of a detached single family bungalow. Included a full basement made up of off-site precast concrete panels, simple energy efficiencies and much more.
(search for “waterloo region green home” and open www.tboake.com)

Grow Cottage, City of Philadelphia, Redevelopment Authority

One example of housing sold with space available for future development as family grows or finances permit.

The Court Garden House

1600 square foot total, includes private garden open to interior, suitable for compact clusters

The Unzer Condominiums, Terraced Housing and the use of pre-caste concrete panels

Site planning

How layout of two housing sizes and backyards can affect privacy, public space, community.
Ontario Ministry of Housing publication.

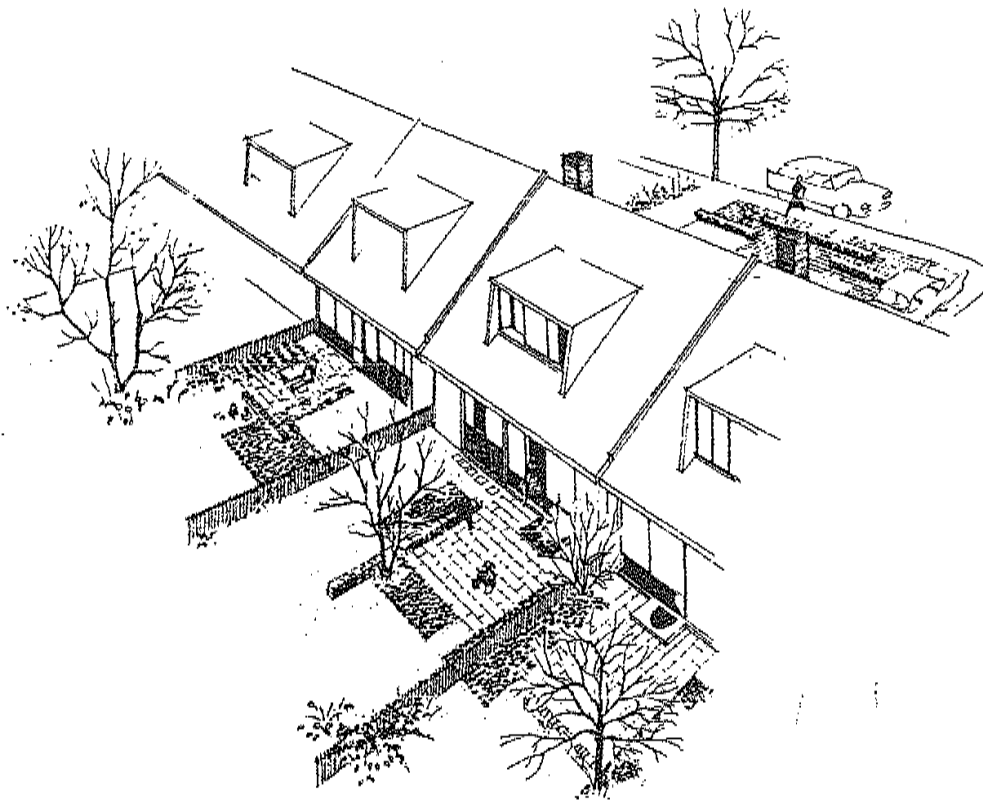
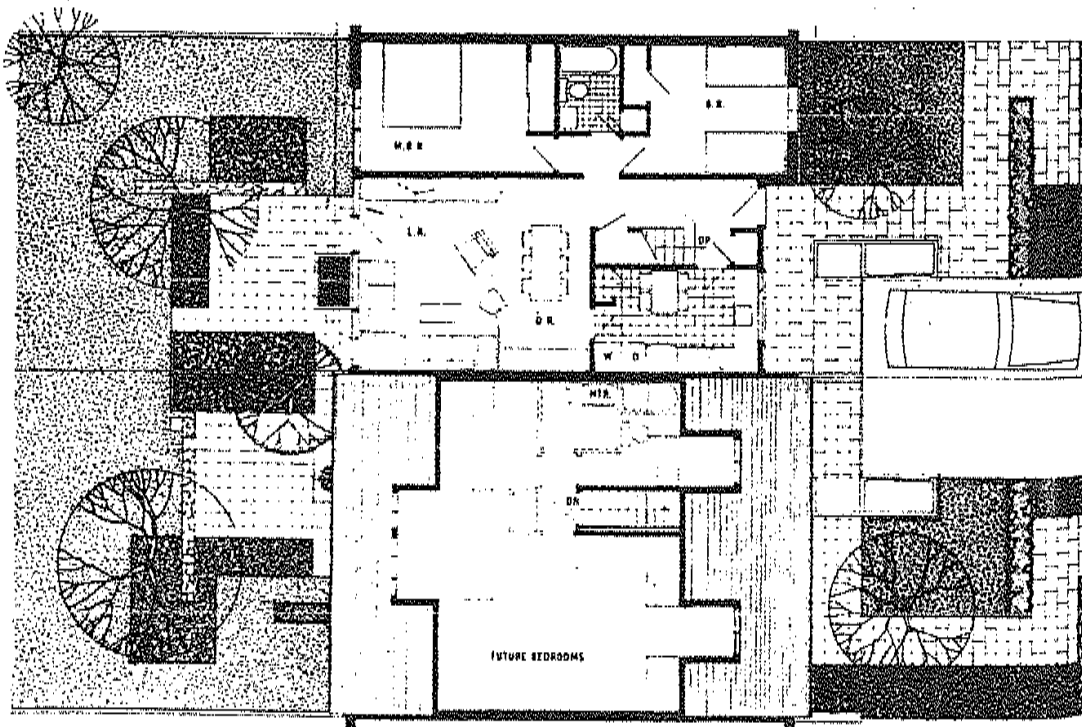


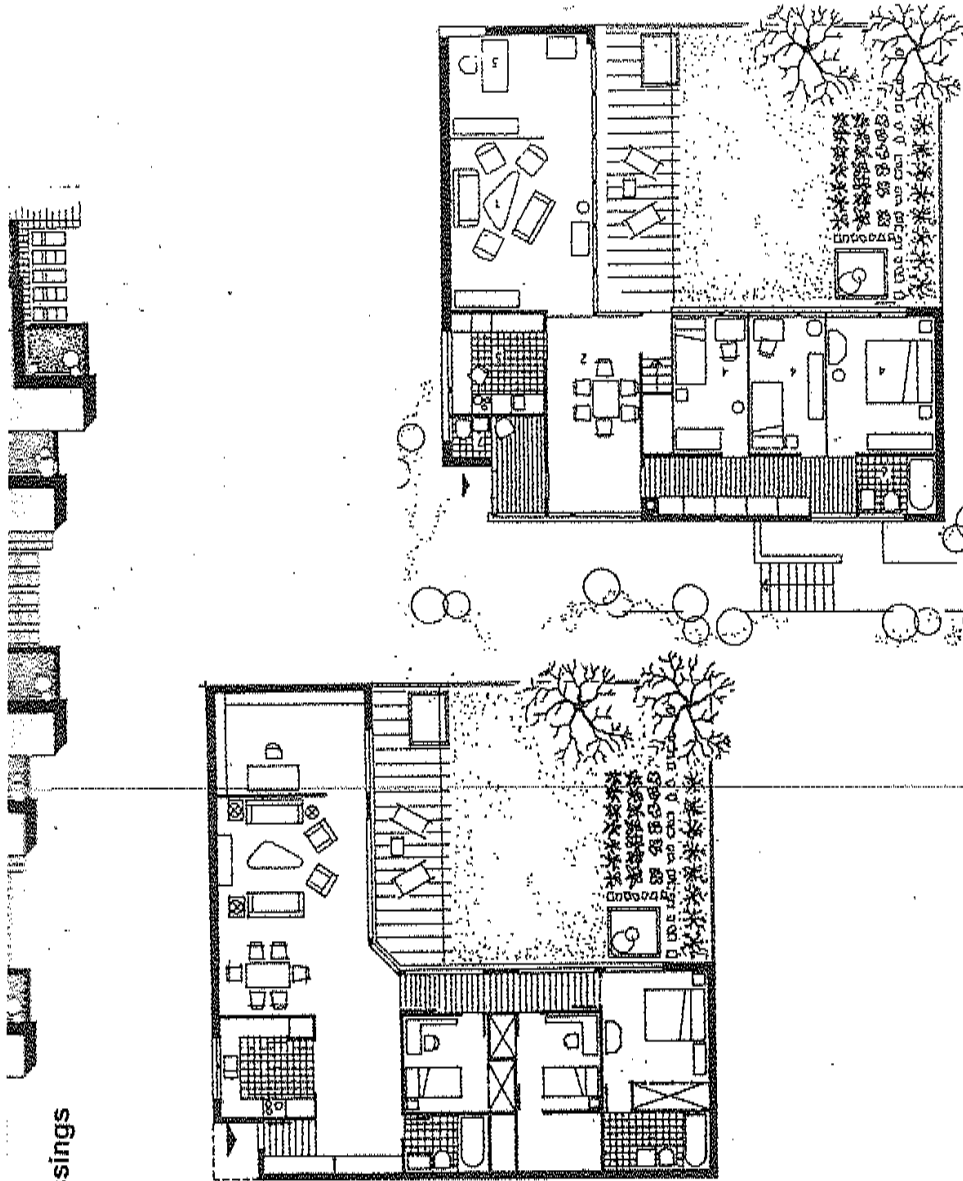
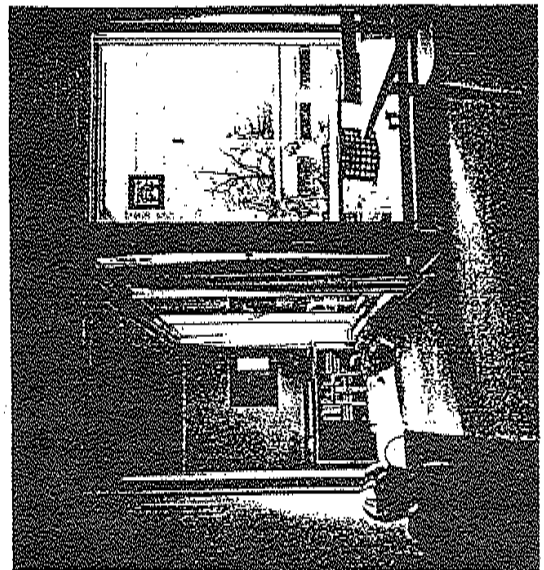
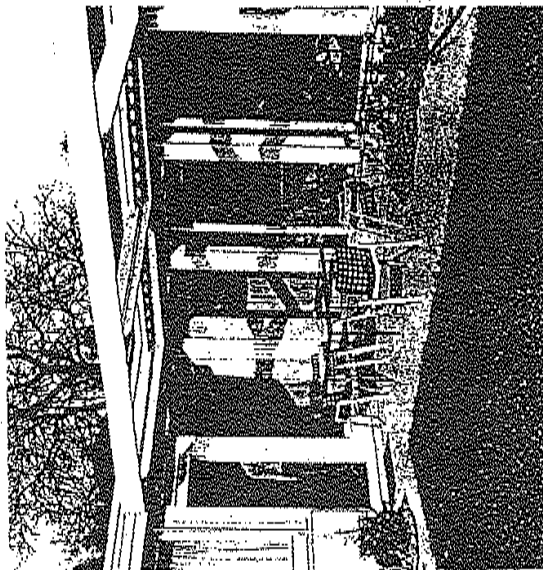
Figure 14. Eastwick Plan for a low-cost rowhouse showing unfinished attic for future expansion.
(Courtesy of the Redevelopment Authority of the City of Philadelphia)



Grow Cottage

1,000 sf first floor with second floor development potential

cluster with 4 public walkways crossings



Court Garden House

single storey dwelling unit plans
cluster with underground pkg

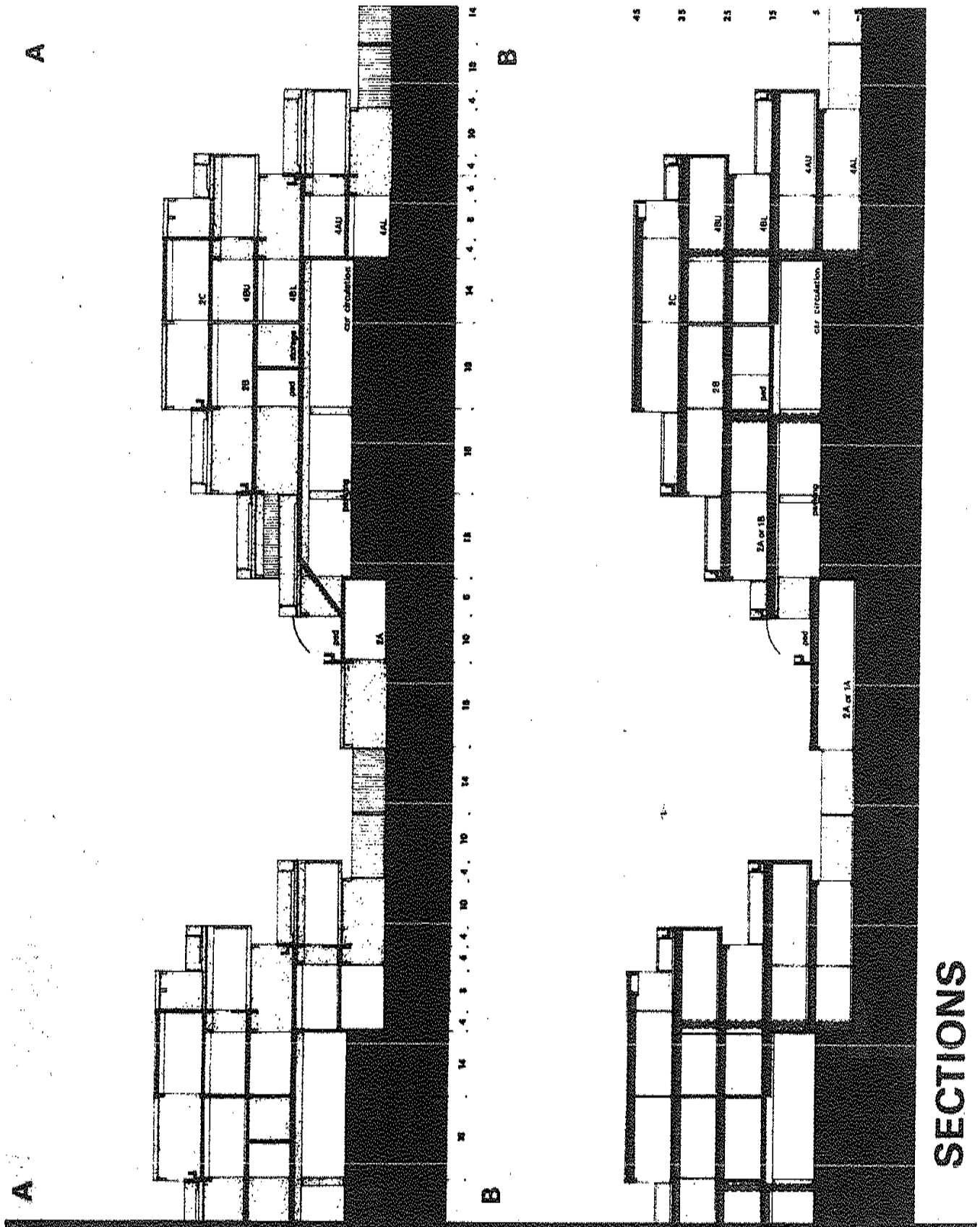
site res unit density	32/ha
net res density	24/ha
net bedroom density	
floor space index	2
pkg per res unit	275 sf
asphalt per res unit	
imp surface index	

Dwg No 1

Scale: plans 1:200, site 1:1000

Date: Dec 20, 1999

Keith Oliver / Danzeisen and Voser

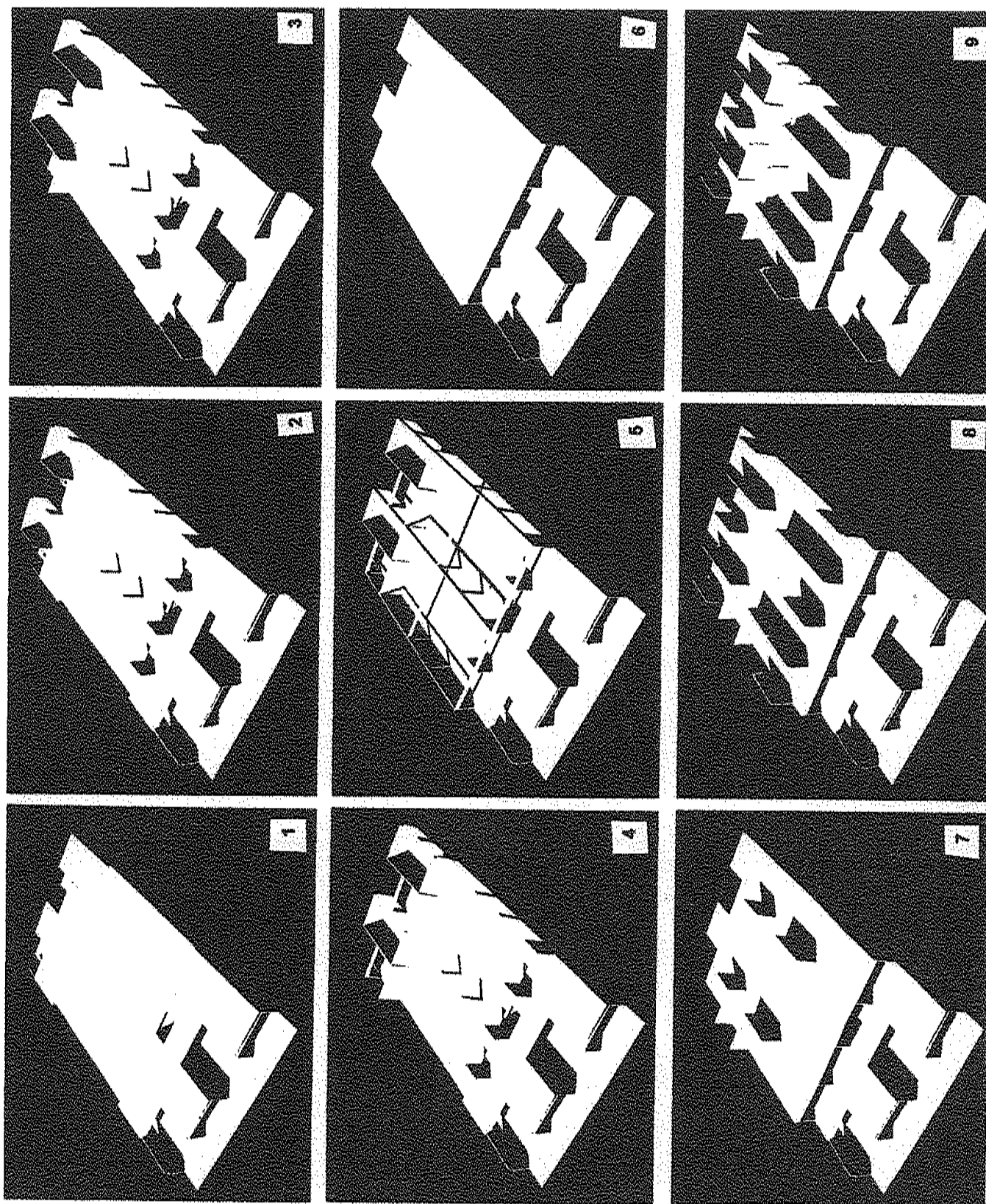


Unzer Colchester Condominiums

Office of Dan Kiley
Charlotte, Vermont

Sections AA, BB

Keith Oliver, Design
Dwg 1

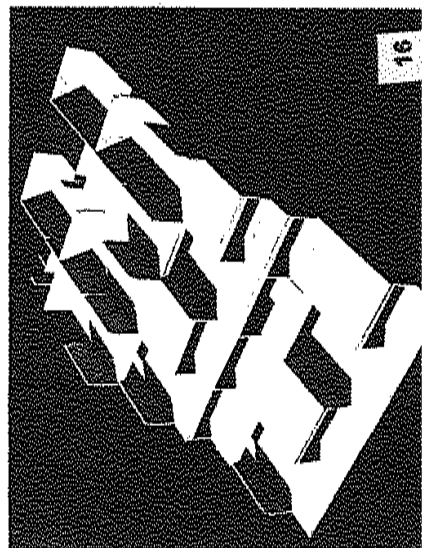
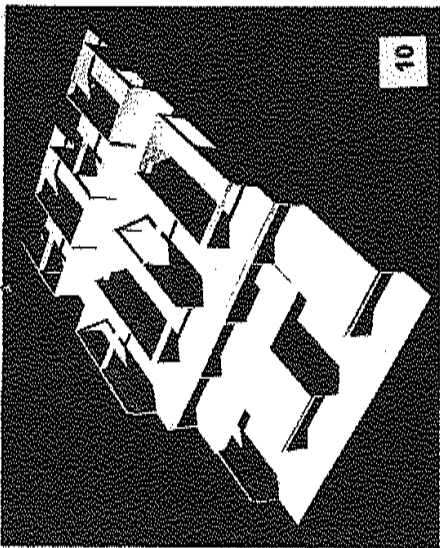
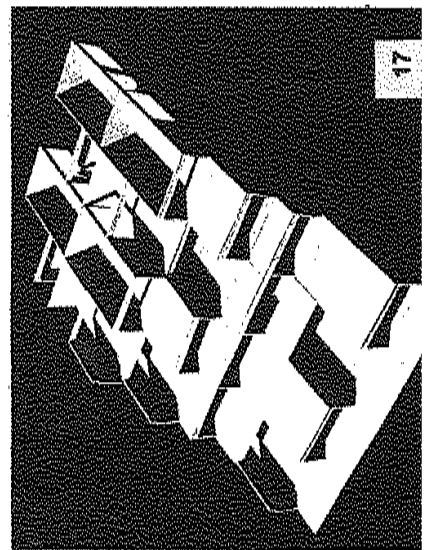
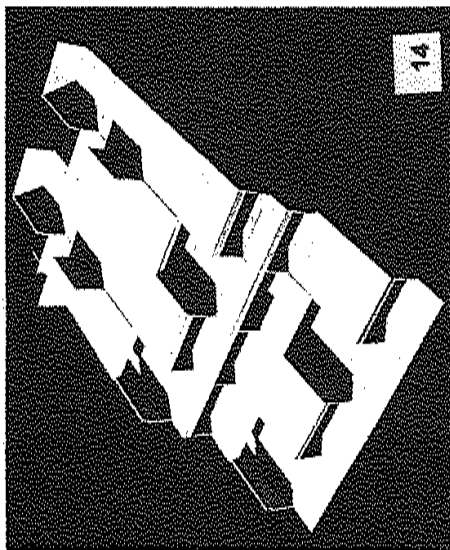
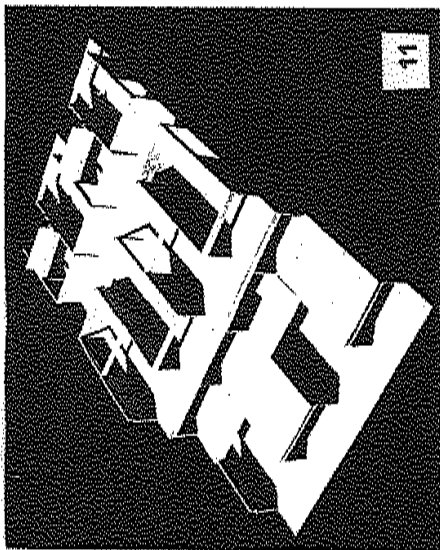
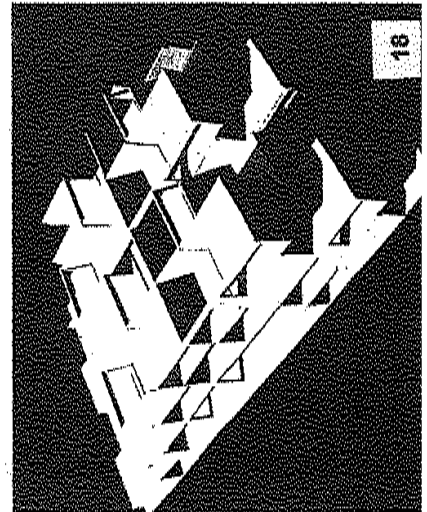


Office of Dan Kiley
Charlotte, Vermont

Unzer Colchester Condominiums

Pre-cast panel assembly sequence 1/2

Keith Oliver, Design
Dwg 2

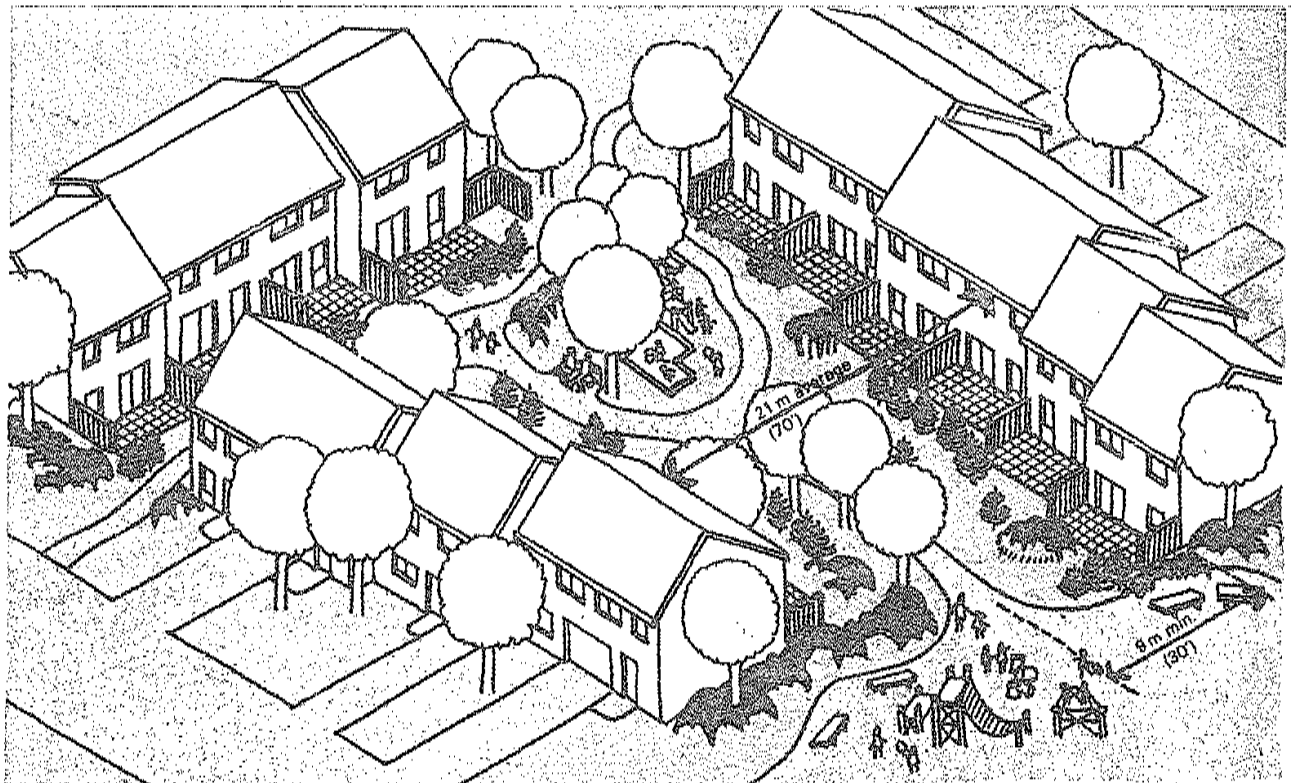
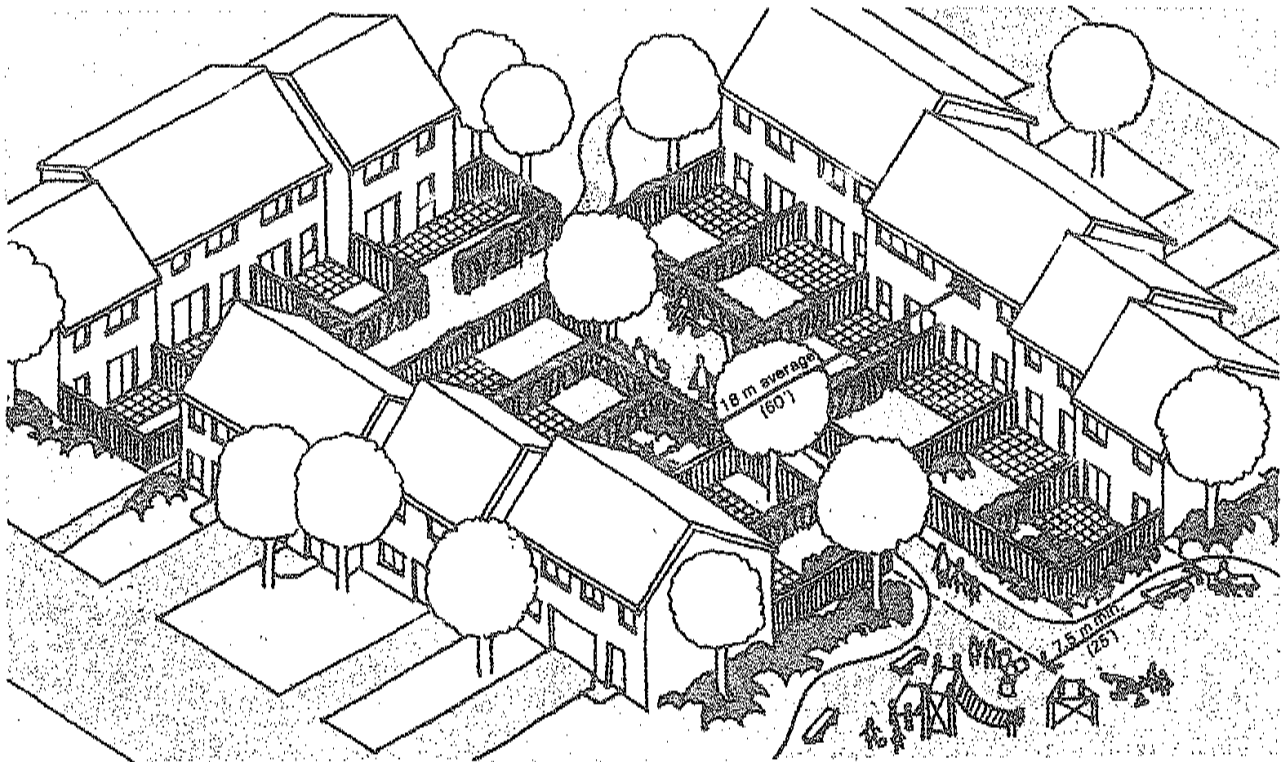


Office of Dan Kiley
Charlotte, Vermont

Unzer Colchester Condominiums

Pre-cast panel assembly sequence 2/2

Keith Oliver, Design
Dwg 3



b) Combined Model

Where a completely enclosed private outdoor living space is combined with a communal outdoor space.

Site planning

How a layout of two housing sizes and backyards can affect privacy, public space, community. Ontario Ministry of Housing..

I have two questions and a statement to make

questions:

1. "based on a programme of 30 units a year, how much lost revenue due to the collective grant programmes listed here, will be lost to the Town?"
 - a. When will the cost recovery begin and at what rate?
 - b. When can we expect the grants to pay for themselves?
2. "Was there a consideration of doing this programme 'in-house' in the 'non-profit' mode with selected builders following a public bidding process?"

It is now two years after the last election where the issue of affordable housing - was a moving force and we are at this point - examining the use of a CIP and how to build affordable housing. That means we are on the way to building housing and administering programs that can move the thousand people on the wait list into housing as soon as possible.

I have read the CIP executive summary, and conclude that Council once having setup the grant programmes they are at arms length from Council; all of the housing to be built will be built by the private sector and administered by Planning Staff. Relying on the Private sector is risky and will not produce a regular build programme. Another problem shows up in the Balder project - seventy odd units and ten will be "affordable". Who defines affordable and where will the subsidy, to make up the difference in rent when compared to market rent, for those units come from? A big problem will emerge when the building is sold; will the affordable units remain affordable. But most important of all just how many other units will get built by other builders? We have had a mandate for affordable housing in our policies for years just how many developers have used it?

There is an alternative but I don't see it here. Public housing. Houses/apartments built by the public sector and administered by the public sector. Why is this?

We are discussing a housing policy/tool in the CIP, and it ignores an alternative!

The provision of housing depends on many things, the cost of land, the cost of construction, the cost of regulation. Public projects eliminate the cost of regulation and if they have convertible public land it eliminates the cost of land acquisition.

Anyway here is a solution, in one sentence:

Take some of our public land, use some of the money that spins off the Northam Industrial Park and HoldCo, to build units.

Fleshed out it sounds like this:

- Take some of our public land, I would suggest the lands area available, at the moment - Kerr St, just North of the Home Hardware store and adjacent to the LUSI garages, but any other public land would do - think Tannery lands - not all of it is a brownfield.
- Use some of the money that spins off the Northam Industrial Park, I notice in the financial statements that the last six month period up to June 2020 paid \$887,100 to the Town. I suppose that a full year would be twice that. A large sum of money that would pay a debenture to finance the development. Although the LUSI dividend has been suspended it would be available as well when it comes back on stream, and the HOLDCO reserve must have a fair bit of cash in it as well.
- Just imagine how much cheaper the total cost of a unit is when it doesn't depend on the cost of the land or the profit margin demanded by the developer and eliminates the cost of regulation. That is the alternative that you have not looked at in this presentation!

Now you may want to dismiss this presentation out of hand because you may say that you have no jurisdiction in public housing, because the County does. The Town's strategic plan has as its number one priority.

Quote from Page 1 under Pillar - People

Action #1 Create a housing strategy that is in alignment with Northumberland's housing strategy

For you to let the County do all the work is an abdication of responsibility and a specious argument; you have a responsibility to the voters that believed you could do something when you told us during the last election that you would. This CPI is a good start but it will not make much of a dent in the over 1000 people on the wait list.

Besides the County's housing strategy calls for the construction of more units, If Cobourg is able to help surely that is in alignment with the County's strategy!

You, the Council, could do the easy thing and let the County NHA assume the responsibility for them once they have been built - no overhead no administration for you and the units still get built.

Finally I have an observation about the County Project - Elgin Park redevelopment, one that the Town is collaborating in:
18 fully functional units will be demolished, 4 ten unit buildings will be built - 40 total. BUT these units will be mixed market rentals and affordable units. If the ratio is 50:50 then the County will have only gained two more units in total at a huge cost, is this a proper way of doing things?

The affordable housing crisis cannot wait another two years for a minuscule number of units to be built.



September 25, 2020

Glenn McGlashon
 Director of Planning and Development
 Town of Cobourg
 Delivered via email

Dear Glenn,

Northumberland County is pleased to provide the Town of Cobourg with comments relating to the Town of Cobourg's draft Affordable and Rental Housing Community Improvement Plan (CIP). It is our understanding that the draft Affordable and Rental Housing CIP contains a number of potential programs and incentives in two primary areas of focus, specifically including purpose built rental housing and second suites. Please accept these comments and support in your work developing an Affordable and Rental Housing CIP.

Housing Need in Northumberland

As you know there is a significant need for more diverse housing options in Cobourg and across Northumberland, including affordable and rental housing options. Northumberland County works to raise awareness on the housing realities in our community. Some of these realities include:

- The average market rent in Northumberland is more expensive than neighbouring communities, including the City of Peterborough, the City of Kawartha Lakes and Hastings County
- The average resale price of a home in 2019 was \$484,177, increasing by 7.4% from 2018
- According to CMHC, there has been a decrease in the number of private primary market rental units between 2018 and 2019 (by one), with only 7 new purpose-built rental units created since 2016
- There are currently approximately 1,000 households on the centralized waitlist for subsidized housing (RGI) in Northumberland.
- In 2019, 340 households were added to the centralized waitlist and only 61 were housed. The average time spent on the waitlist is up to 10 years in Cobourg and Port Hope, 7 years in Campbellford, 6 years in Brighton, 4 years in Colborne and 3 years in Warkworth and Hastings
- Of the households that applied in 2019, 66% were non-senior households without dependents (one and two-person households, often looking for a one-bedroom unit); 28% were households with dependents; and 6% were seniors

Northumberland County Community & Social Services
 555 Courthouse Road, Cobourg, ON K9A 5J6
 Tel: 905-372-6846 or 1-800-354-7051 Fax: 905-372-6701
www.northumberlandcounty.ca

Northumberland County's Affordable Housing Strategy looked at local data collected through the 2016 and 2018 homelessness enumerations, waitlist statistics, local rental listings; custom data tabulations based on Statistics Canada 2016 Census; and data available through the CMHC. Based on this analysis, the Affordable Housing Strategy found that:

- 22.2% (7,925 households) of households are spending more than 30% on housing costs
- 8.7% (3,115 households) of households are spending more than 50% on housing costs
- The centralized waitlist has increased by approximately 260% in 10 years
- Northumberland has a larger and growing proportion of smaller households (1-2 persons) than Ontario, but has a much larger proportion of single detached dwellings
- The average market rent is not affordable to many low-income households
- Access to rental housing in Northumberland is limited, particularly in larger urban areas, where the rental market is characterized by high rents and low vacancy/availability rates. It is notable that in all three municipalities where data is available, rates are on track with, or lower than, the provincial average. The overall vacancy rate in Northumberland County is approximately 1.2%.

In addition, Cobourg's 2019 Affordable Housing Strategy found that:

- Cobourg is growing at a higher rate compared to Northumberland as a whole, and most of this growth is occurring in the older age groups. The number of Cobourg households increased at an even higher rate and are smaller (72.7% of all households in Cobourg are one- and two-person households).
- Cobourg had the highest proportion of renters, lone parent households and immigrant households among all member municipalities.
- Cobourg had a higher share of households with low incomes and a lower share of households with high incomes.
- A larger share of Cobourg households are facing housing affordability issues and severe housing affordability issues with a much larger proportion of Cobourg households in core housing need than Northumberland as a whole.
- In 2017, households would have to be earning an income in at least the 5th and 6th income deciles to afford housing (this has likely worsened over the past few years)

Distinguishing Affordable Housing from Community (Social) Housing

There are many terms that are used to describe affordable housing, including attainable housing, affordable housing, social housing and community housing. Some distinguishing factors of these different types of housing are offered below:

Attainable Housing

This is not a legislatively or policy defined term but is used locally in the economic development realm and focuses on housing that is modest and is 'attainable' by households in the mid-income realm or for youth starting out in their career. To date, this term has been used to describe purpose-built rental, home resales or newly constructed homes, acknowledging that the affordability challenge extends beyond low-income households that are eligible for support through other affordable housing programs.

The introduction of more attainable housing options is critical in addressing affordability across the housing continuum and with enough new stock being introduced may serve as a critical element

to correcting the unaffordability of current rental stock in Northumberland. In addition, attainable housing can also support job retention, job creation and youth retention strategies that are critical for the economic development strategies being considered throughout Northumberland.

Affordable Housing

Affordable housing is likely the most challenging term to define, as affordable housing is not necessarily housing that is affordable to all households. Typically, housing is considered affordable if it represents 30% or less of a household's before tax income.

For the purpose of incentivizing affordable housing it represents a level of affordability that meets the definition of various programs. Each funding program will have its own definition of affordable housing and these definitions will vary. The common approach is setting thresholds based on published data and may consider an average income level for a community.

Northumberland County has defined affordable housing as 100% of CMHC's Average Market Rent (AMR) as provided by the Ministry of Municipal Affairs and Housing (MMAH). This is defined in the County's Municipal Housing Facilities By-law and indicates the level of affordability required to receive County-funded incentives. As acknowledged by the County's Affordable Housing Strategy, rental subsidies will likely be needed in order to make housing affordable for low-income households.

It is important to note however that the County does follow provincial and federal definitions for funding programs, including those that provide a deeper level of financial incentives (e.g. Investment in Affordable Housing programs). The County may also set program-specific definitions when allowed by the province and federal government in providing individual household subsidies.

Social/Community Housing

Social housing, now referred to as community housing is legislated under the *Housing Services Act, 2011* and is housing that was created by the federal and provincial governments which has since been downloaded to service managers in Ontario. In Northumberland, most of this housing is overseen and predominately funded by the County levy through non-profit housing providers, co-operative housing providers and the local housing corporation (Northumberland County Housing Corporation (NCHC)). This type of housing offers rent-geared-to-income (RGI) subsidies to households based on their income and is housed through the County administered centralized waitlist.

Alignment with County and Town Affordable Housing Strategies

The work being completed by the Town of Cobourg to complete the draft Affordable and Rental Housing CIP, is a key action item and establishes the framework for the Town of Cobourg to consider financial incentives across the community for the creation of affordable and purpose built rental units.

The County's support of member municipalities creating CIPs was identified as a foundational action item in the 2019 Northumberland County Affordable Housing Strategy. Specifically, action item 1.5 identified as that the County "work with member municipalities who currently have community improvement plans (CIPs) or who are developing CIPs to include programs to support the development of affordable and rental housing."

This work was also identified in the Town of Cobourg's Affordable Housing Strategy in action item 19 identified that the Town consider over the short-term "expanding the current Community Improvement Plan (CIP) to allow for the provision of incentives to encourage the development of affordable and rental housing as part of the Northumberland Affordable and Rental Housing Pilot Program." This CIP is the required legislative tool to be able to consider broader incentives for affordable and rental housing as per the *Planning Act*, RSO 1990 ("*Planning Act*").

The Town has also actioned a foundational item as part of its Affordable Housing Strategy, specifically action item 17 that recommended the Town "consider implementing an interim approach to respond to applications related to purpose-built market-rate and affordable rental housing projects until the Northumberland Affordable and Rental Housing Pilot Program is in place." It is the County's understanding that the Town has considered and actioned available means to support the creation of affordable and rental housing while working to implement an Affordable and Rental Housing CIP. The County commends this work and is pleased to be supporting these developments as well through means available to us as well.

The draft Affordable and Rental Housing CIP serves as a key tool to address the two key housing gaps identified in the Town of Cobourg's Affordable Housing Strategy, namely the need to increase the affordable rental housing options in Cobourg and the need for housing and support service options to facilitate aging in place.

Legislative Ability to Invest in Affordable Housing

The County has engaged in a detailed legal analysis of legislative frameworks and tools that are required in order to invest in affordable and rental housing. At present, the County is precluded from considering a CIP as per s.28 of the *Planning Act*, as the County is not a prescribed upper-tier municipality, only local municipalities and 'prescribed upper-tier municipalities' are permitted to enact a CIP. As such, only alternative methods of supporting the provision of affordable housing are available to the County, such as the Municipal Capital Facilities (MCF) by-law and respective agreements.

The *Planning Act*, specifically Ontario Regulation 550/06 ("O Reg 550/06") also limits the elements that an upper-tier municipality's CIP may consider, specifically:

1. Infrastructure that is within the upper-tier municipality's jurisdiction;
2. Land and buildings within and adjacent to existing or planned transit corridors that have the potential to provide a focus for higher density mixed-use development and redevelopment; and
3. Affordable housing.

As a result, housing projects that are not considered affordable cannot be supported by the County (or any upper-tier municipality) through a CIP or a MCF by-law. It is important to recognize that neither O Reg 550/06 nor the *Planning Act* define "affordable housing" and as a result, it is suggested that the definition of "affordable housing" is left to the municipality to define in the CIP or the MCF.

The most recent County MCF By-law (By-law 2019-20) defines affordable housing as "housing units in which the maximum monthly rent for each unit is less than or equal to the average rent for

the particular area of the County for that size of unit, provided that where the maximum monthly rent includes utilities, the rent for each unit is up to \$100 more than the average rent for the particular area of the County for that size of unit". It is important to note as context to this definition, that currently CMHC does not provide data for all municipalities within the County and where it does, the data can be limited. As such, the 'average rent for the particular area of the County' is typically based on the Northumberland AMR as provided annually by the MMAH.

County's Implementation of the Affordable Housing Strategy

As you know, the County and member municipalities have begun implementing the Affordable Housing Strategy, while this work has been somewhat delayed by COVID-19, some critical first steps have been taken by the County over 2019 and 2020.

Specifically, the County has amended the MCF By-law and have adopted an Affordable and Rental Housing Policy in order to provide interim support to affordable housing projects while considerations are made to a joint implementation between the County and member municipalities.

In 2020, an Affordable Housing Strategy Implementation Working Group with representatives from each of the member municipalities was established. As you know, this group meets quarterly and has to date met twice, terms of reference have been developed and immediate next steps for this group include the consideration of data collection tools and processes, a review of planning-based policy recommendations and the consideration of frameworks required by municipalities to provide incentives – namely a CIP or a MCF by-law.

Some member municipalities currently have an MCF by-law. These were primarily adopted to accommodate for funding requirements under previous Provincial iterations of the Investment in Affordable Housing programs. If an MCF bylaw is the tool to which a member municipality will provide for incentives, the existing MCF bylaw would need to be reviewed and revised ensuring alignment with the County MCF bylaw and applicable affordable housing policies.

The County is working toward the development of template agreements for joint contribution alongside the long-term administration of these agreements. In addition to financial incentives to develop affordable housing projects, the County is considering options to support low-income households achieve affordability in these units, predominantly through the creation of rent supplement units in the affordable housing projects. To date, these agreements are being considered on a case-by-case basis and based on funding available to support these units.

Another key aspect of the implementation of the Affordable Housing Strategy includes the implementation of County-wide development charges enacted in By-law 2020-36. A component of this by-law includes the consideration of development charge exemption for units considered affordable as defined by the County's MCF by-law. Specifically, the County has the ability to exempt the applicable development charges for housing projects (or a portion thereof) that have a MCF agreement with the County for the provision of affordable housing.

The County is also working toward achieving foundational action items of the Affordable Housing Strategy in late 2020 and into 2021, including outlining an implementation strategy which includes a budget for supporting the development of affordable housing throughout Northumberland. The County will also be working with the Northumberland Affordable Housing Committee (NAHC) to

create the Yes in My Backyard (YIMBY) Committee to support municipalities in their work to implement Affordable Housing Strategies, while raising public awareness of the need for more affordable housing options across the continuum in all areas of the County. The County is also continuing to partner with member municipalities to identify landbanking opportunities to continue to develop shovel-ready, funding-ready projects.

The County also believes one of our key roles is working to ensure affordable housing options are available and affordable to low-income households. As a result, the expansion of rent supplement programming and the development of additional subsidized housing stock remains a priority of the County. Through the 2020 County budget, a commitment to maintain rent supplement units funded through the provincial Strong Communities Rent Supplement Program past program end in 2023 was made. In addition, a new rent supplement program was created called 'Made in Northumberland' that identified the need to incrementally increase the housing budget to support households from the centralized waitlist to obtain RGI housing in a market rent housing unit, in 2020 four households in three municipalities were supported with this funding.

The County is also making critical progress in its Elgin Park Redevelopment project, which will increase rental housing in Cobourg. Specifically, this site will see an increase in units from 18 to 40, including the addition of 10 RGI units and the introduction of 12 attainable market rental housing units. The County is also working with partners to develop 473 Ontario Street, which is in the very early stages of conceptualizing design and program parameters.


We look forward to our continued cooperation on the implementation of the Affordable Housing Strategies and our joint work to increase the supply of a diverse housing supply, including affordable housing. Should you require any further clarification, please contact Rebecca Carman, Housing Services Manager by email at carmanr@northumberlandcounty.ca or by phone at (905) 372-3329 ext. 2286.

Sincerely,



Jennifer Moore
Chief Executive Officer

cc: Councillor Nicole Beatty, Coordinator of Planning and Development, Town of Cobourg
Richard Stinson, Chair, Planning & Development Advisory Committee, Town of Cobourg
Ian Davey, Interim Chief Administrative Officer and Director of Corporate Services/Treasurer, Town of Cobourg
Lisa Home, Director of Community and Social Services, Northumberland County
Rebecca Carman, Housing Services Manager

	THE CORPORATION OF THE TOWN OF COBOURG
	PUBLIC MEETING NOTES
	<p>September 29, 2020 Concert Hall, Victoria Hall, Cobourg</p>

The Cobourg Municipal Council convened a Public Meeting this evening 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:

Glenn McGlashon, Director of Planning and Development
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Chirstopher, Deputy Clerk/Records Management Coordinator

CALL TO ORDER

Chair, Councillor Beatty, Coordinator of Planning and Development Services called the Meeting to Order at 5:00 PM.

INTRODUCTION

Chair, Councillor Beatty, Coordinator of Planning and Development Services, explained the general purpose of the Public Meeting, which is to hear submissions regarding the proposed Draft Plan of Subdivision comprised of sixty-two (62) freehold townhouse lots, ten (10) freehold semi-detached lots, a parkland block, a pedestrian walkway/emergency access block, and a service-commercial block on a 3.7 ha (12.1 ac) parcel of vacant land situated immediately west of Canadian Tire. The application includes a proposed municipal road extension of Greenly Drive with a connection to Carlisle Street. The Subject Lands are designated as "Neighbourhood General" and "Service Commercial" in the New Amherst Community Secondary Plan and zoned "Neighbourhood Residential 2 Exception 1 Holding [NR21(H)] Zone" and "District Commercial Exception 27 Holding [DC-27(H)] Zone" in the Comprehensive Zoning By-law 85-2003.

DECLARATION OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest declared by Members.

NOTIFICATION PROCEDURE

The Deputy Clerk advised that the Notice published in the local newspaper, posted on the Municipal Website www.cobourg.ca and circulated to property owners in accordance with the provisions of the *Planning Act*.

EXPLANATION OF A DRAFT PLAN OF SUBDIVISION

Glenn McGlashon, Director of Planning and Development, provided background information regarding the Application for Approval of Draft Plan of Subdivision 'CTC' Lands (west of Canadian Tire) Vandyk – West Park Village Limited that was received at the June 29th 2020 Regular Council Meeting.

Paul Demczak, Planner, Vandyk - West Park Village Limited, provided an overview and explanation of the application for approval of the proposed Draft Plan of Subdivision. (Vacant land situated immediately west of Canadian Tire). Mr. Demczack's presentation highlighted the location of the property, application history, public consultation and existing site condition. Mr. Demczack noted that the land will be sold in the future to another developer.

PUBLIC SUBMISSIONS

Chair, Councillor Beatty, Coordinator of Planning and Development Services, explained the order of public submissions and requested all persons addressing the public meeting to state their name and address for the official record of the public meeting.

The Town of Cobourg received the following Public Submissions**Linda Whittenbols, Cobourg Resident Submission**

Linda Whittenbols provided comments in opposition of the development and raised concerns regarding the maintenance of the land, traffic congestion, parking issues, and the laneway access onto Greenly Drive.

Francine Birket, Cobourg Resident Submission

Francine Birket provided comments in opposition of the development and spoke to parking issues, traffic congestion on the laneway leading to Carlisle Street and the increase of traffic in the area. Ms. Birket provided recommendation and suggestions to extend Greenly Drive to Highway 2.

Jackie Kirtley, Cobourg Resident Submission

Jackie Kirtley provided comments in opposition of the development and spoke to traffic congestion in the area, pedestrian safety concerns and parking issues on Carlisle Street.

Jain McCaig, Cobourg Resident Submission

Jain McCaig provided comments in opposition of the development and raised concerns with the current state of the land and the number of proposed homes to be built. Ms. McCaig suggested that the number of proposed homes to be built on the land be reduced.

WRITTEN COMMENTS/SUBMISSIONS RECEIVED BY THE MUNICIPAL CLERK AS OF PRINTING OF AGENDA

David Cameron, Cobourg Resident - Attachment 'A'

David Cameron provided written submissions raising concerns with the Draft Plan Subdivision speaking to the increase of traffic in the area of Carlisle Street and Greenly Drive, parking issues and safety concerns. Mr. Cameron provided recommendations and suggestions to expanding the allotment of parking and creating additional entrances and exits from the development.

WRITTEN SUBMISSIONS RECEIVED FROM COMMENTING AGENCIES

Glenn McGlashon, Director of Planning and Development Services, advised of correspondence received from Ministry of Transportation. Mr. McGlashon noted that there were no comments or objection received from the Ministry of Transportation as it was outside their area of influence for Highway 401.

APPLICANT RESPONSE

Paul Demczak, Planner, Vandyk - West Park Village Limited, noted that comments and concerns from residents will be reviewed before recommendation is brought back to the Committee.

FURTHER NOTICE

Chair, Councillor Beatty, Coordinator of Planning and Development Services, advised that persons requiring notice of passage of the proposed approval of a Draft Plan of Subdivision are to advise the Municipal Clerk of their name and address to ensure receipt of notice.

ADJOURNMENT

Moved by Councillor Darling

THAT the meeting be Adjourned (5:56 PM)

Town of Cobourg Climate Action Plan Update 2020

September 2020

Thank You

- **Mayor John Henderson and Cobourg Council**
- **The Town of Cobourg Staff: Ian Davey, Glenn McGlashon, Rob Franklin, Brent Larmer, Laurie Wills, Neil Stewart, Chris Barnes, Rene Champagne, Jason Johns, Melanie Chatten, Ashley Purdy, Joanne Taylor and former CAO Stephen Peacock,**
- **Sustainable Cobourg**
- **The Sustainability and Climate Change Advisory Committee of the Town of Cobourg**
- **Lakefront Utilities Services Inc.: Dereck Paul, Mark Turney, Danielle D'Sousa and Kenneth Hutton**
- **Enbridge/Union Gas Ltd. Xi (Sissi) Wang, Cindy Ni and Melissa Van Kesteren**
- **County of Northumberland, Jennifer Moore, Mobashir Pannu, Adam McCue and Jennifer Hardy-Parr, Kaela Esseinger**




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FCM
FEDERATION
OF CANADIAN
MUNICIPALITIES
FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

I.C.L.E.I
Local
Governments
for Sustainability

Partners for Climate Protection
PCP MILESTONE TOOL





HOME / SMITHJ

View

Edit

Name

Judy Smith

Member for 1 year 3 months

Group

[Cobourg](#)

The greenhouse gas calculator from FCM used to update the Town of Cobourg Climate Action Plan.

MILESTONE 1

INTRODUCTION

[HOME](#) / [MILESTONE 1](#) / [INTRODUCTION](#)

[Introduction](#)

[Corporate
dashboard](#)

[Community
dashboard](#)

Introduction

Milestone 1 is the foundation for any climate change or community energy strategy. Milestone 1 involves creating a greenhouse gas emissions inventory and forecast by gathering data on community and municipal energy use and solid waste generation. Your work on Milestone 1 reveals how your community or municipal organization consumes energy and generates waste. The inventory process also provides the necessary baseline data against which your progress will be measured. By measuring emission levels at regular intervals, you will be able to see whether your community or municipal organization is reducing its emissions or continuing along a business-as-usual trajectory.

How it works.

[Public dashboard](#)[Your city dashboard](#)[Edit your profile](#)

Partners for Climate Protection

PCP MILESTONE TOOL

MILESTONE 1

MILESTONE 2

MILESTONE 3

MILESTONE 4

MILESTONE 5

MILESTONE 1

2018 COMMUNITY INVENTORY - OVERVIEW

HOME / MILESTONE 1 / 2018 COMMUNITY INVENTORY - OVERVIEW

Community Inventory

Overview

Stationary Energy

Transportation

Waste

AFOLU and IPPU

Shortcuts

Community dashboard

GHG Emissions

106,149 tCO₂e/yr

Energy Consumption

2,671,877 GJ/yr

Expenditure

\$47,451,531/yr

General

Documents

Notes

+ Completeness check

+ Export to PDF

+ Export to Excel

Greenhouse gas emissions (tCO₂e) by sector

Chart

Data

Energy (GJ) by source

Chart

Data

An example of a module in the calculator

Community Analysis

In 2007 the manufacturing sector was the biggest contributor to GHG emissions - 34%

Today, it is the smallest, responsible for less than 15% of all GHG emissions in the community.

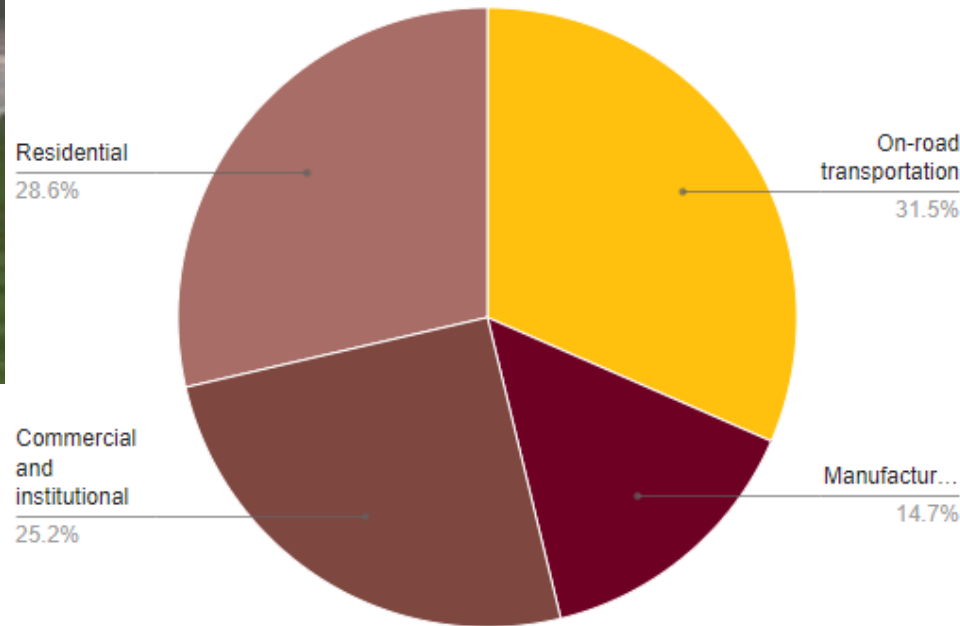


What has changed?

- **Energy use in manufacturing has dropped 33% due to company losses and efficiency.**
- **GHG emissions have fallen also because electricity has been 'decarbonized' by the removal of coal from the grid.**
- **GHG emissions from manufacturing are less than one quarter of what they were in 2007.**

Vehicles and homes are the biggest contributors to GHG emissions in Cobourg today

All Vehicles 32%



All Homes 29%



Total cost to Cobourg for fuel and electricity
has dropped \$13 Million since 2007 from
\$60 Million to \$47 Million*



***In 2007 \$59,982,767 and in 2018 it was \$47,299,108**

Industrial energy demand dropped 38% and industrial energy expenditures dropped \$12M between 2007 and 2017

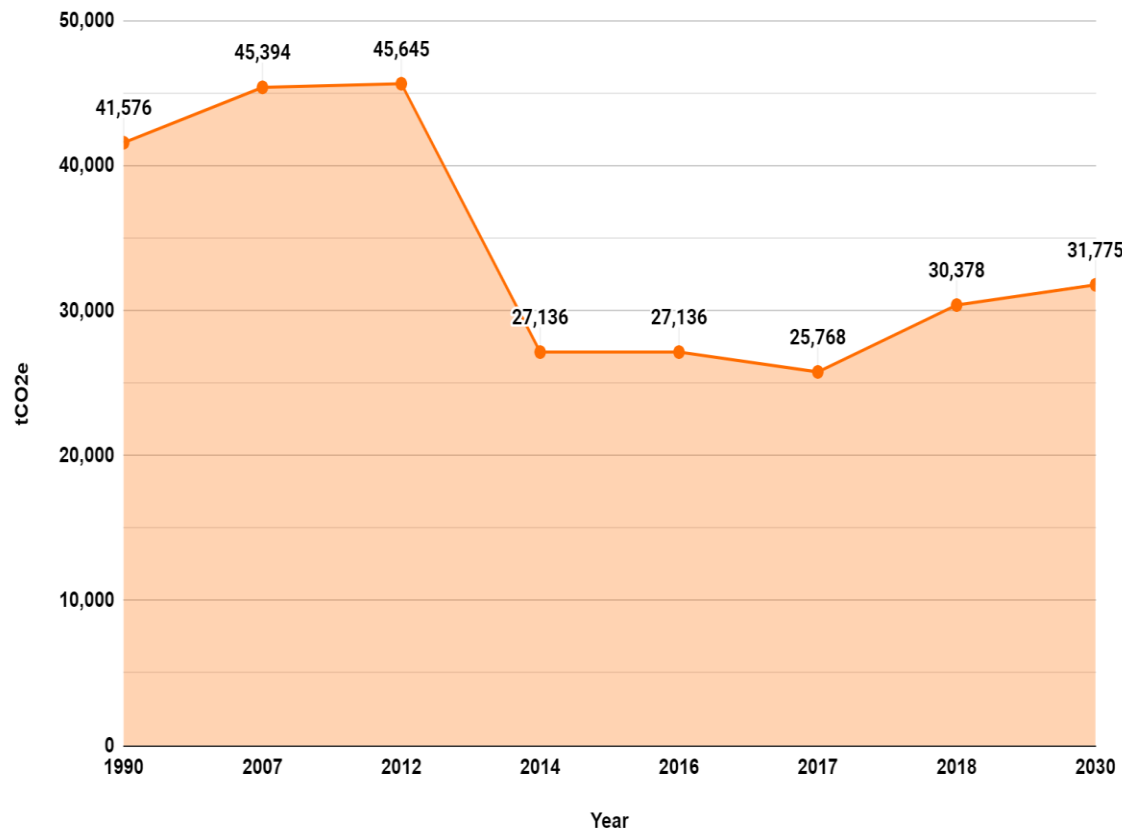
The Kraft Plant closure in 2008 may have had the biggest effect on industrial energy use and expenditures.



Today residential and vehicle energy use dominate.

Total Residential Energy Use

1. Cobourg Community Residential Greenhouse Gas Emissions Time Series 1990-2018



Total Vehicle Energy Use

1. Cobourg Community Transportation Greenhouse Gas Emissions Time Series 1990-2018



**In 2008 Cobourg set
a target of reducing
emissions 23,037
tonnes from 202,165
tonnes CO₂e in 2007
to 179,132 tonnes
CO₂e by 2012.***

***Screen capture from
original Cobourg GHG
Inventory Report July 2008**



Kyoto Target

6% below 1990 levels
by 2012

Cobourg's Goal... **11.8%**



After passing their first Climate Action Plan in 2010, Cobourg spent almost \$100,000 on greenhouse gas reduction measures including:

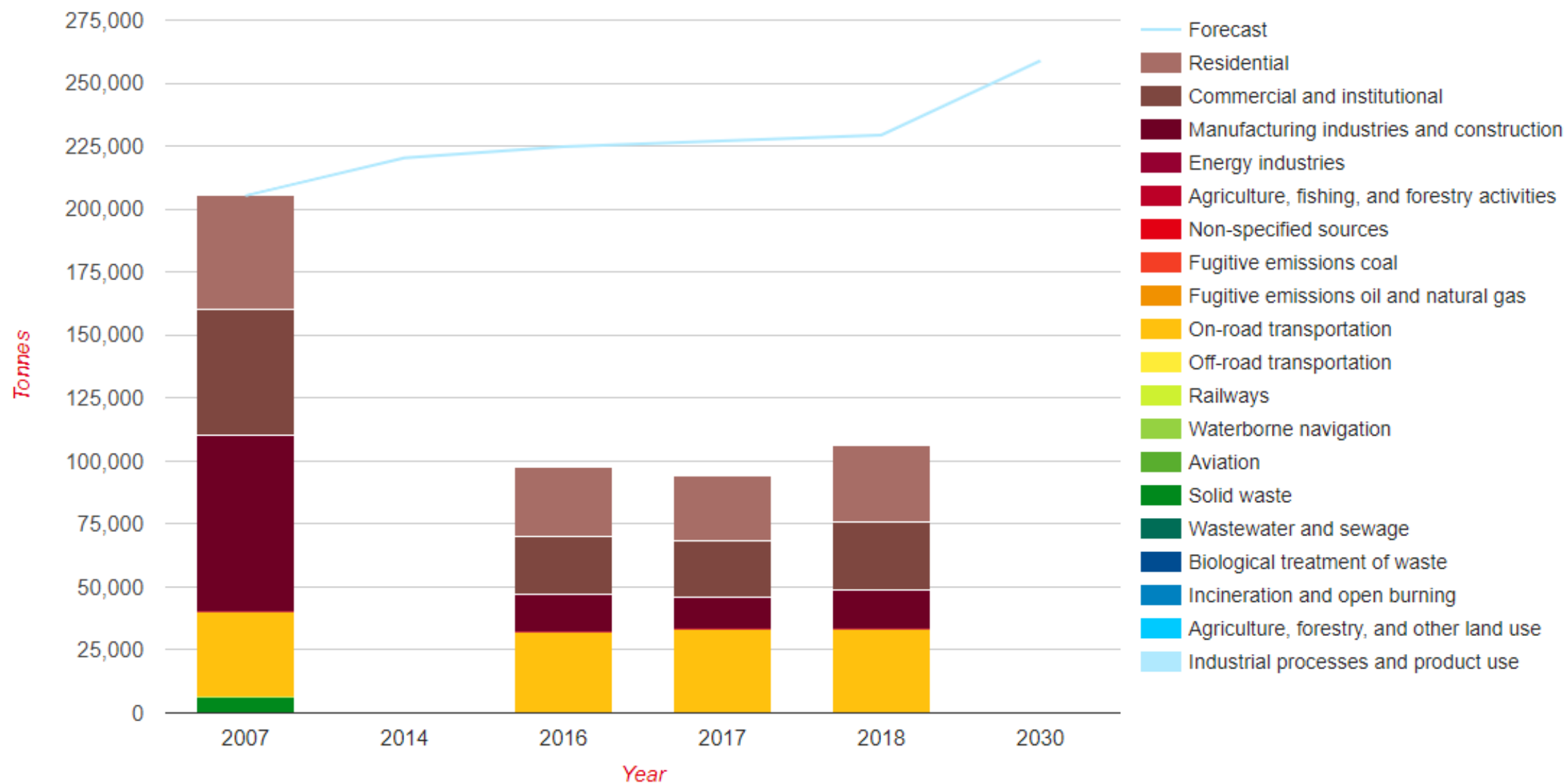
- substituting a solar thermal heating system for natural gas on the YMCA Community Pool**
- the purchase of a smaller service and hybrid vehicles for staff travel**
- retrofitting of streetlights to induction lighting**

By 2016 GHG emissions were down to 97,438 by best estimates, a drop of 52% from 2007. We met the Kyoto target.

GHG emissions have risen slightly since, yet by 2018 we surpassed the provincial and federal GHG target of a 30% reduction in greenhouse gas emissions below 2005 levels by 2030. In fact, we have made a 47% reduction below 2005 GHG levels*.

*** 2007 data is used as a surrogate for 2005 because it is the best real data available from the original 2008 Town of Cobourg GHG Inventory Report, July 2008.**

Community GHG emissions and forecast



The next target is an 80% to 100% reduction by 2050 below 2005 levels. We should start on that now. It is a race against time.



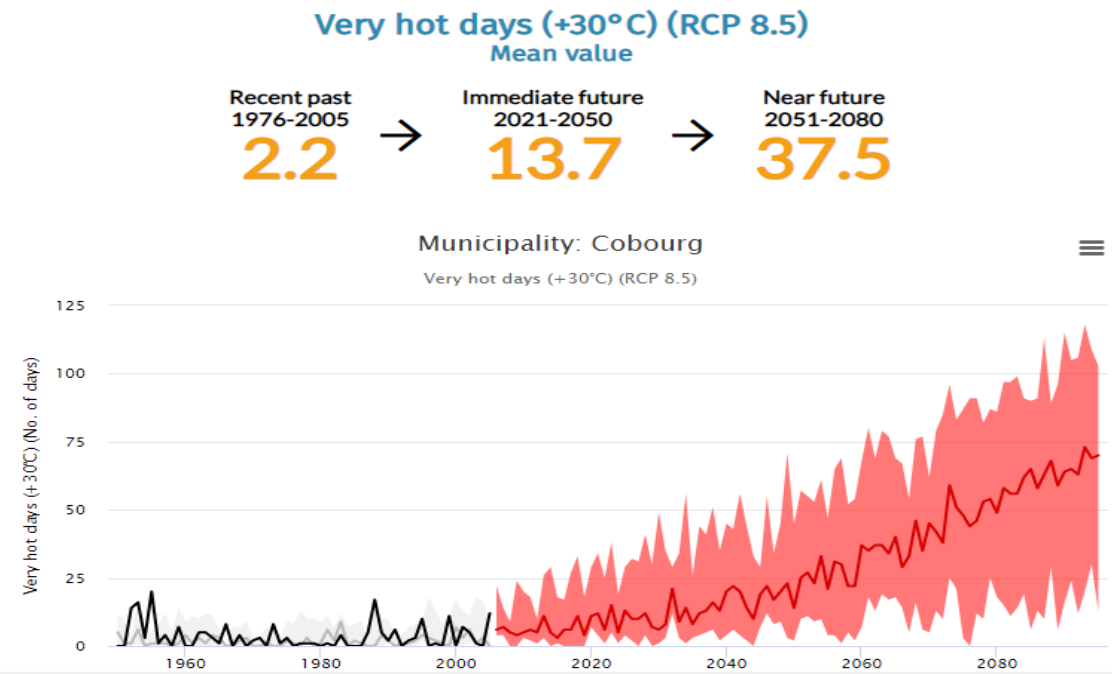
<https://youtu.be/9SvIT6z5nhc>

Why? Because we are already implementing
the carbon future our children will inherit.



Impacting the future level of greenhouse gas emissions is not a choice, it is already *implicit* in everything we do. The real choice is whether we exercise that power and influence *now, while we still can*.

Climate scientists say we have 10 years to flatten the curve to prevent serious runaway climate change.



Consequently, the Town of Cobourg has declared a Climate Emergency



Pop [P](#)

NOW THEREFORE BE IT RESOLVED THAT Council of the Town of Cobourg declare a Climate Emergency conveying its recognition that we are facing an unprecedented crisis requiring unprecedented climate mitigation measures; and

FURTHER THAT, in response to this Climate Emergency, Council deem the need to reduce the effects that the Town of Cobourg is contributing to the climate crisis by way of the following actions:

1. That Council create a staff position on a one (1) year contract basis, under the supervision of the Chief Administrative Officer to develop a Request for Proposal (RFP) for the Integrated Community Sustainable Plan (ICSP) and Green Design Standards and manage the project through to completion;

Next Steps

- **Working with Community partners and Town staff**
- **Planning for energy efficiency in the short term and in the long term**
- **Taking advantage of federal and provincial incentives**
- **Regular annual reporting on our progress**

Defining Measures to Reduce our GHG Emissions

- Measures need to address the most critical sectors vehicles and buildings both residential, commercial and institutional.
- Measures need to support equity and access to funds for low income residents.
- Measures need to be affordable.
- The greatest needs should be tackled first, i.e. housing retrofits, vehicle and home decarbonization.
- Measures should also be judged by their ability to deliver the most gain with the least pain[cost].

A full list of measures opportunities

A Running Start Vehicles

Electrification of:

- Passenger vehicles
- Fleets
- Transit
- Ambulances

Biofuels for

- Heavy trucks
- Plows

A Running Start - Housing

- **Neighbourhood Deep Retrofits**
- **A Revolving Low-interest Long-term Community Fund for Retrofits.**
- **Green Development Standards for new builds and large renovations.**
- **Incorporating community gardens, parks and trees bike sharing, car-sharing, EV charging –'complete neighbourhoods'**



A Running Start - Microtransit

- Smaller more energy efficient bus transit
- Hybrid or electric vehicles
- On demand door to door service
- No fixed route
- Accessible to handicapped and able-bodied residents.
- Equality of service
- Bike racks on front
- Okotoks Transit Example:
- <https://www.youtube.com/watch?v=9nkjAFL6kA8&feature=youtu.be>



A Running Start – Ending Energy Poverty

- **Build** affordable housing that is net zero energy and net zero ghg
- **Work** with landlords and condo boards to retrofit existing buildings to a Passive House Standard.
- **Pass** operational energy savings onto tenants.
- **Make** used electric vehicles accessible to low income residents through low interest long term loans, and a car sharing program.



Example of Social and Affordable Housing and the Passive House Standard - Indwell [not for profit]

Passive House Projects in Ontario



<https://passivegreen.wordpress.com/2013/03/05/a-highly-productive-healthy-and-cost-efficient-work-environment-a-passive-house-office-building/>

A Running Start – Protect our Vulnerable Populations

- **Provide resilient housing that protects residents from extreme weather events and power outages.**
- **Establish a neighbourhood level program to check on vulnerable people during times of emergency**
- **Set a Maximum Temperature Bylaw to protect from heatwaves.**



More to come.

**-Town corporate GHG emissions
Inventory and in-house GHG
Reduction Measures
- Appendices**

**Judy Smith Environmental Officer
County of Northumberland
Sept 2 2020**



**The Corporation of the Town of Cobourg
COMMITTEE OF THE WHOLE COUNCIL MEETING
MINUTES**

**October 5, 2020, 6:00 p.m.
Concert Hall, Victoria Hall, Cobourg**

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

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

Chair, Mayor Henderson, called the Meeting to Order at 6:01 PM

2. ADDITIONS TO THE AGENDA

2.1 Memo from the Director of Public Works, regarding Mandatory Face Coverings on Town of Cobourg Transit.

Moved by Deputy Mayor Suzanne Séguin

THAT the matter be added to the Agenda.

Carried

3. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

3.1 Councillor Brian Darling - Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Brian Darling noted that he is the co-owner of a property within 120 metres of notification zone.

4. PRESENTATIONS

4.1 Brent Larmer, Municipal Clerk, Manager of Legislative Services, regarding the introduction of the new Meeting Management System - eSCRIBE.

B. Larmer provided an introduction and overview to the new meeting software and spoke to the transition from iCompass to eSCRIBE, video recording features, agenda formatting and delegation requests. Mr. Larmer noted that the switch over to eSCRIBE will be on October 26.

4.2 Community Services Presentations

Dean Hustwick, Director, Community Services, provided an introduction to explain the purpose of the presentations.

Waterfront Operations Department - 2020 Update

Julie Behan Jones, Assistant Manager, Marina and Waterfront Facilities, provided an update on waterfront operations for this year and spoke to staffing, grant funding, COVID-19 impacts, seasonal fees, dredging operations, the seasonal boater survey and an increase in communications with boaters. Ms. Behan Jones spoke to increased concerns with cross boarder boaters and working with the Canadian Boarder Services Agency. Ms. Behan Jones noted an increase of guest boaters and the dates for the boat lift being October 24th and the campground closure on October 25th.

After a question and answer period, Ms. Behan Jones was dismissed at 6:37 PM.

The committee took a recess at 6:38PM.

The committee resumed at 7:48 PM.

5. **ADJOURNMENT**

Due technical difficulties, Chair, Mayor Henderson requested a motion to adjourn the meeting.

Moved by Deputy Mayor Suzanne Séguin

THAT the Meeting be adjourned to October 7, 2020 at 6:00 PM (7:51 PM)

Carried

6. **DELEGATIONS**

6.1 Tom Shea, Cobourg resident, to speak regarding the Climate Change Caucus.

7. **DELEGATION ACTIONS**

8. **GENERAL GOVERNMENT SERVICES**

8.1 **Memo from the Treasurer/Director of Corporate Services, regarding the Town of Cobourg Second Quarter 2020 Operating Budget Variance Report.**

THAT Council receive the Second Quarter 2020 Operating Budget Variance Report for information purposes.

8.2 **Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Taxes - First Report of 2020.**

THAT Council receive the first report for Tax Adjustments for 2020; and

FURTHER THAT Council approve the reduction of Property Taxes in the amount of \$1,374,451.75.

Town of Cobourg - \$600,675.47

County of Northumberland - \$341,352.87

Education - \$431,130.99

DBIA - \$1,292.42

8.3 Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park Financial Report - June 30, 2020.

THAT Council receive the Second Quarter 2020 Northam Industrial Park Financial Report for information purposes.

8.4 Memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the draft Audited Financial Statements for the fiscal year ending December 31, 2019.

THAT Council receive the report on the draft audited financial statements for the year ended December 31, 2019; and

FURTHER THAT Council approve and adopt the 2019 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2019 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the *Municipal Act, 2001*.

9. PLANNING AND DEVELOPMENT SERVICES

9.1 Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval -Development Agreement: Block 94, Lots 88-90 inclusive, Plan 39M-875, Lonsberry Dr.(East Village Subdivision –Phase 4) 1141897 Ontario Ltd.(Stalwood Homes)

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 1141897 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of two, 2½ storey 10-plex buildings at Block 94 and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, subject to the finalization of details by municipal staff and applicable agencies; 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 remove the Holding (H) Symbol from the subject development lands.

9.2 Memo from the Director of Planning and Development, regarding an Application Site Plan Approval – Amending Development Agreement, SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg.

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT authorizes the Mayor and Municipal Clerk to execute an amending Development Agreement with Calloway REIT (Cobourg) Inc. and Lakefront Utility Services Inc. for the proposed development of a new 1,139 sq m (12,266 sq ft) building (Building F) along Strathy Road and the reconfiguration of the existing 'Winners/Dollar Tree' building (Building G) plus the addition of 1,233 sq m (13,273 sq ft) of new commercial space at 66 Strathy Road, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; 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 remove the Holding (H) Symbol from the subject development lands.

9.3 Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Brian Darling declared a conflict on this item. (Councillor Brian Darling noted that he is the co-owner of a property within 120 metres of notification zone.)

THAT Council receive the complete application for Zoning By-law Amendment, 420 Division Street Cobourg and refer to the Planning Department for a report; and

FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting.

9.4 Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-025 as submitted by Gino Di Giovanni (264 Division Street, Cobourg.)

THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-025, to permit a new ground floor double pane glass window with a new 2"x6' pine mullion (to

permit two pieces of glass) on the existing storefront window and masonry repairs at property known municipally as 264 Division Street, Cobourg, subject to finalization of details with planning staff.

10. PUBLIC WORKS SERVICES

10.1 Memo from the Director of Public Works, regarding Mandatory Face Coverings on Town of Cobourg Transit.

THAT Council receive the report from the Director of Public Works for information purposes; and

FURTHER THAT Council endorse the mandating of face mask/face coverings on Cobourg Public Transit.

10.2 Memo from the Director of Public Works, regarding Municipal Parking and Transit Fare Update in the Town of Cobourg.

THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and

FURTHER THAT Council direct Staff to implement one of the following options:

Option 1: Continue with reduced service hours until January 18, 2021;

Option 2: Re-Implement normal operating hours including extended Wheels Service.

11. PARKS AND RECREATION SERVICES

11.1 Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation requesting a Staff Report on Events held at the Cobourg Community Centre.

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee; and

FURTHER THAT Council provide direction to Staff on the Committees request for a Staff report regarding Special Events at the Cobourg Community Centre.

12. PROTECTION SERVICES

13. ARTS CULTURE AND TOURISM SERVICES

13.1 Memo from the Manager of Marketing and Events, regarding the request to enter into an agreement for Downtown Seasonal Decorative Lights in the Town of Cobourg.

THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST.

14. UNFINISHED BUSINESS

14.1 Municipal Council Unfinished/Outstanding Business Tracking Table

15. COMMITTEE OF THE WHOLE OPEN FORUM

16. CLOSED SESSION

Municipal Clerk B. Larmer

Mayor J. Henderson



The Corporation of the Town of Cobourg
COMMITTEE OF THE WHOLE COUNCIL MEETING
MINUTES

October 7, 2020, 6:00 p.m.
Electronic Participation

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

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

His Worship Mayor Henderson called the Meeting to Order at 6:07 P.M.

Mayor Henderson spoke to the postponement of the Committee of the Whole meeting on October 5, 2020, due to technical difficulties.

Brent Larmer, Municipal Clerk/Manager, Legislative Services, spoke to where on the agenda the meeting ended on Monday, October 5, 2020. Mr. Larmer noted that this evenings meeting will resume at Presentations, which is where the previous meeting left off.

2. ADDITIONS TO THE AGENDA

Chair, Mayor Henderson, requested that the delegation by Tom Shea (item 5.1.) be moved up to proceed prior to presentations.

Moved by Deputy Mayor Suzanne Séguin

THAT the delegation from Tom Shea be moved to proceed prior to presentations.

Carried

3. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

3.1 Councillor Brian Darling - Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Brian Darling noted that he is the co-owner of a property within 120 metres of notification zone.

3.2 Councillor Aaron Burchat - Memo from the Director of Planning and Development, regarding an Application Site Plan Approval – Amending Development Agreement, SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg.

Councillor Aaron Burchat noted that he is the owner of a business that operates at an adjacent property.

3.3 Councillor Aaron Burchat - Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Aaron Burchat noted that his place of employment does work for 399410 Ontario Ltd., Canadian Centre for Addictions.

4. DELEGATIONS

4.1 Tom Shea, Cobourg resident, to speak regarding the Climate Change Caucus.

T. Shea spoke to the Town's Climate Change Action plan and the 2030 Climate roles noting that the Town of Cobourg declared a Climate Emergency in November of 2019. Mr. Shea requested that a Member of

Council join the Climate Change Caucus. Mr. Shea introduced Judy O'Leary from the Climate Change Caucus to answer questions arising from Members of Council.

Judy O'Leary provided an overview of the Climate Change Caucus and spoke to the Caucus' goals and objectives.

After a question and answer period. T. Shea and J. O'Leary were dismissed at 6:21 PM

5. DELEGATION ACTIONS

Moved by Councillor Adam Bureau

THAT Tom Shea's deputation be received for information purposes.

Carried

6. PRESENTATIONS

6.1 Community Services Presentations

Kara Euale, Manager, Marketing & Events, provided an update on the Town's virtual community events this year and spoke to the virtual Canada Day event, virtual sand castle festival, and seasonal photography contest and grant funding received from the Tourism Industry of Ontario. Ms. Euale spoke to the upcoming activities for Remembrance Day and the Winter Campaign for the Holidays. Ms. Euale also provided a budget update for tourism marketing and community events.

Members of Council provided comments in support of the virtual events. After a question and answer period, K. Euale was dismissed at 6:40 PM.

6.2 Luis Esteves, Development Manager, SmartCentres, regarding the Application for Site Plan Approval, 66 Strathy Road, Cobourg

L. Esteves provided an overview of the application for site plan approval at 66 Strathy Road and spoke to the location of the proposed application, application process, usage of space, parking, building structure and landscaping plan.

After L. Esteves presentation, Members of Council agreed to hold discussion on the matter when it is reached on the Agenda (Item 8.2.).

7. GENERAL GOVERNMENT SERVICES

7.1 Memo from the Treasurer/Director of Corporate Services, regarding the Town of Cobourg Second Quarter 2020 Operating Budget Variance Report.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2020 Operating Budget Variance Report for information purposes.

Carried

7.2 Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Taxes - First Report of 2020.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the first report for Tax Adjustments for 2020; and

FURTHER THAT Council approve the reduction of Property Taxes in the amount of \$1,374,451.75.

Town of Cobourg - \$600,675.47

County of Northumberland - \$341,352.87

Education - \$431,130.99

DBIA - \$1,292.42

Carried

7.3 Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park Financial Report - June 30, 2020.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2020 Northam Industrial Park Financial Report for information purposes.

Carried

7.4 Memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the draft Audited Financial Statements for the fiscal year ending December 31, 2019.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report on the draft audited financial statements for the year ended December 31, 2019; and

FURTHER THAT Council approve and adopt the 2019 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2019 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the Municipal Act, 2001.

Carried

8. PLANNING AND DEVELOPMENT SERVICES

8.1 Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval -Development Agreement: Block 94, Lots 88-90 inclusive, Plan 39M-875, Lonsberry Dr. (East Village Subdivision –Phase 4) 1141897 Ontario Ltd.(Stalwood Homes)

Glenn McGlashon, Director, Planning and Development Division, provided an overview of the application of site plan approval and spoke to the building structure, sustainability, accessibility design, affordability, location, site and landscape design and public engagement.

Members of Council engaged in a discussion regarding the report and raised questions, to which Mr. McGlashon responded.

Moved by Councillor Nicole Beatty

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a

Development Agreement with 1141897 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of two, 2½ storey 10-plex buildings at Block 94 and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, subject to the finalization of details by municipal staff and applicable agencies; 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 remove the Holding (H) Symbol from the subject development lands.

Carried

8.2 Memo from the Director of Planning and Development, regarding an Application Site Plan Approval – Amending Development Agreement, SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg.

Councillor Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat noted that he is the owner of a business that operates at an adjacent property.)

Glenn McGlashon, Director, Planning and Development Division, provided an overview of the site plan approval application for 66 Strathy Road and spoke to the location of the application, site and landscape design, sustainability, accessibility design, public notification and engagement, financial considerations and the recommendation to council.

Members of Council engaged in a discussion regarding the report and raised questions, to which Mr. McGlashon responded.

Moved by Councillor Nicole Beatty

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT authorizes the Mayor and Municipal Clerk to execute an amending Development Agreement with Calloway REIT (Cobourg) Inc. and Lakefront Utility Services Inc. for the proposed development of a new 1,139 sq m (12,266 sq ft) building (Building F) along Strathy Road and the reconfiguration of the existing 'Winners/Dollar Tree' building (Building G) plus the addition of 1,233 sq m (13,273 sq ft) of new commercial space at

66 Strathy Road, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; 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 remove the Holding (H) Symbol from the subject development lands.

Carried

8.3 Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat noted that his place of employment does work for 399410 Ontario Ltd., Canadian Centre for Addictions.)

Moved by Councillor Nicole Beatty

THAT Council receive the complete application for Zoning By-law Amendment, 420 Division Street Cobourg and refer to the Planning Department for a report; and

FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting

Amended

Moved by Councillor Nicole Beatty

FURTHER THAT Council direct that the applicant host its own open house within 45 days from today, October 7th, 2020 pursuant to the Town's Public Notification, Engagement & Meeting Procedures as approved by Council on December 2, 2019.

Carried

Moved by Councillor Nicole Beatty

THAT Council receive the complete application for Zoning By-law Amendment, 420 Division Street Cobourg and refer to the Planning Department for a report; and

FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting; and,

FURTHER THAT Council direct that the applicant host its own open house within 45 days from today, October 7th, 2020 pursuant to the Town's Public Notification, Engagement & Meeting Procedures as approved by Council on December 2, 2019.

Carried

8.4 Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-025 as submitted by Gino Di Giovanni (264 Division Street, Cobourg.)

Moved by Councillor Nicole Beatty

THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-025, to permit a new ground floor double pane glass window with a new 2"x6' pine mullion (to permit two pieces of glass) on the existing storefront window and masonry repairs at property known municipally as 264 Division Street, Cobourg, subject to finalization of details with planning staff.

Carried

9. PUBLIC WORKS SERVICES

9.1 Memo from the Director of Public Works, regarding Municipal Parking and Transit Fare Update in the Town of Cobourg.

Moved by Councillor Brian Darling

THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets,

AND THAT Council direct Staff to implement one of the following options:

Option 1: Continue with reduced service hours until January 18, 2021;

Amended

Moved by Councillor Adam Bureau

Option 2: Re-Implement normal operating hours including extended Wheels Service and

FURTHER THAT council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council.

Divided

Moved by Councillor Brian Darling

THAT the motion to amend be divided into two parts.

#1- Re-Implement normal operating hours including extended Wheels Service.

2 - Further that council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council

Carried

Moved by Councillor Adam Bureau

Option 2: Re-Implement normal operating hours including extended Wheels Service

Defeated

Moved by Councillor Adam Bureau

Further that council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council.

Carried

Moved by Mayor John Henderson

Option #1: Continue with reduced service hours until January 18, 2021 for Conventional Transit and implement normal operating hours for Specialized Wheels Service.

Carried

Moved by Councillor Brian Darling

THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and

FURTHER THAT Council direct Staff to Continue with reduced service hours until January 18, 2021 for conventional transit and to re-implement normal operational hours for Specialized Wheels Service; and

FURTHER THAT council ask the accessibility committee to look into free parking in all accessible parking spaces in the Town of Cobourg to see if it is feasible to implement and bring a recommendation to council.

Carried

9.2 Memo from the Director of Public Works, regarding Mandatory Face Coverings on Town of Cobourg Transit.

Moved by Councillor Brian Darling

THAT Council receive the report from the Director of Public Works for information purposes; and

FURTHER THAT Council endorse the mandating of face mask/face coverings on Cobourg Public Transit

Carried

10. PARKS AND RECREATION SERVICES

10.1 Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation requesting a Staff Report on Events held at the Cobourg Community Centre.

Moved by Councillor Emily Chorley

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee; and

FURTHER THAT Council authorize the Parks and Recreation Committees request for a Staff Report regarding Special Events at the Cobourg Community Centre to be submitted to the Advisory Committee by April 1, 2021.

Defeated

11. PROTECTION SERVICES

12. ARTS CULTURE AND TOURISM SERVICES

12.1 Memo from the Manager of Marketing and Events, regarding the request to enter into an agreement for Downtown Seasonal Decorative Lights in the Town of Cobourg.

Moved by Councillor Adam Bureau

THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST.

Amended

Moved by Deputy Mayor Suzanne Séguin

FURTHER THAT the Town Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

Carried

Moved by Councillor Adam Bureau

THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST

FURTHER THAT the Town Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

Carried

13. UNFINISHED BUSINESS

13.1 Municipal Council Unfinished/Outstanding Business Tracking Table

14. COMMITTEE OF THE WHOLE OPEN FORUM

15. CLOSED SESSION

16. ADJOURNMENT

Moved by Councillor Nicole Beatty

THAT the Meeting Adjourn (9:23 P.M.)

Carried

Municipal Clerk B. Larmer

Mayor J. Henderson



M E M O R A N D U M

TO: Members of Council & Municipal Staff

FROM: Brent Larmer, Municipal Clerk/Manager of Legislative Services Department

SUBJECT: 2021 Municipal Council Meeting Schedule

DATE: October 5, 2020

The following list of dates is the schedule for the 2021 Town of Cobourg Committee of the Whole and Regular Council Meetings. All meetings at the date of scheduling will be held at 6:00 p.m. in the Concert Hall, Victoria Hall and may be scheduled through Electronic Participation as approved by Municipal Council. Public meetings will be scheduled at 5:00 p.m. as required.

All open public meetings of Council will be recorded and streamed live by the Town of Cobourg and will be made available on the town's website and YouTube both live and archived for a duration pursuant to the Town of Cobourg Records Retention By-law.

2021 Town of Cobourg Meeting Schedule 6:00 p.m. – Concert Hall, Victoria Hall	
Committee of the Whole	Regular Council
Monday January 4 Monday, January 25 Tuesday, February 16 (Family Day Feb 15) Monday, March 8 Monday, March 29 Monday, April 19 Monday, May 10 Monday, May 31 Monday, June 21	Monday, January 11 Monday, February 1 Monday, February 22 Monday, March 15 Tuesday, April 6 (Easter April 5) Monday, April 26 Monday, May 17 Monday, June 7 Monday, June 28
Summer Meeting Start Time 4:00 P.M.	
Monday July 19 Monday, August 23	Monday, July 26 Monday, August 30
Monday, September 13 Monday, October 4 Monday, October 25 Monday November 15 Monday, December 6	Monday, September 20 Tuesday October 12 (Thanksgiving Oct 11) Monday, November 1 Monday, November 22 Monday, December 13



Public Meeting Dates (Scheduled if Necessary):

Monday January 18, 2021

Monday February 8, 2021

Monday March 1, 2021

Monday March 22, 2021

Monday April 12, 2021

Monday May 3, 2021

Tuesday May 25, 2021

Monday June 14, 2021

Monday September 27, 2021

Monday October 18, 2021

Monday November 8, 2021

Monday November 29, 2021

Monday December 20, 2021



January

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

February

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

March

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

April

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

May

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

June

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



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

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

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







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


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

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



LEGEND:

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

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COUNCIL STAFF REPORT	
TO:	Mayor and Council members	
FROM:	Rob Franklin, MCIP, RPP	
TITLE:	Manager of Planning	
DATE OF MEETING:	October 13 th , 2020	
TITLE / SUBJECT:	Notice of Complete Application for Zoning By-Law Amendment 265-327 Elgin Street East – Elgin Park Re-development Northumberland County Housing Corp., Barry Bryan Associates	
REPORT DATE:	October 5 th , 2020	File #: Z-05-20

1.0 STRATEGIC PLAN

N/A

2.0 RECOMMENDATION

The following actions are recommended:

- a) That the application be received by Council and referred to the Planning Department for a report; and,
- b) That the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting.

3.0 PUBLIC ENGAGEMENT

Sections 34 (10.4) & (13) of the Planning Act, R.S.O 1990, c.P. 13, as amended prescribe statutory public notice requirements for a complete application for Zoning By-law Amendment and for the scheduling of a public meeting.

The notice of a statutory Public Meeting can be provided together with notice of complete application, or separately. The Municipality is required to give notice by either:

- a) Publication in a newspaper that is of sufficient circulation in the area which the application applies; or
- b) Personal or ordinary service mail to every land owner with 120 metres of the subject land, and by posting a notice, clearly visible from a public highway or other place the public has access on the subject land, or a location chosen by the municipality.

Under the Town of Cobourg's new public notification procedures, notification will be provided via both a) and b) above, including sign posting. Additionally, the application is posted on the municipal website under the *Planning Applications* page (Planning & Development).

An applicant-led Open House will be required for the subject re-zoning application in accordance with the Town's procedures. As part of its public engagement strategy, the County of Northumberland has scheduled a public virtual "Q & A" session on Thursday, October 15, 2020 from 5 pm – 7 pm, and has also published a dedicated public engagement webpage on its 'Join In Northumberland' platform where further information about the project can be viewed (<https://joinin.northumberland.ca/elgin-park-redevelopment-zoning-application>).

The Municipality's notification procedures for complete applications and public meetings meet and exceed the notice requirements prescribed by the *Planning Act*.

4.0 ORIGIN

On September 30, 2020, the Planning Department received an application for Zoning By-law Amendment from Barry Bryan Associates on behalf of the Northumberland County Housing Corporation to permit a phased residential re-development at 265-327 Elgin Street East. **See Schedule "A" Location Map.**

5.0 BACKGROUND

The subject application proposes an amendment to the Zoning By-law to change the Residential Type Three (R3) and Environmental Constraint (EC) Zones to a site-specific medium-density residential (R4-) Zone on the overall 0.80 ha site. The re-zoning would facilitate the re-development of the existing 9 semi-detached buildings into 4, two-storey 10-plex buildings, resulting in an increase from 18 to 40 units, with 28 units being subsidized (a net increase of 10 subsidized units). Refer to **Schedule "B" Conceptual Site Plan** (note: the site plan is conceptual for the purposes of this re-zoning and may be subject to change prior to final Site Plan Approval by Council).

The Subject Lands are designated as Residential Area in the Town of Cobourg Official Plan (2017) and Residential Three (R3) Zone in the Town of Cobourg's Comprehensive Zoning By-law No. 85-2003. At present, the land use

permissions for the subject lots only permit up to two units per lot plus any secondary dwellings per lot.

The following plans and reports have been submitted in support of the application:

- Site Survey with topography, JD Barnes, May 2020
- Architectural Site Plan, Barry Bryan Associates, Sept 2020;
- Planning Justification Report, Larkin Planning Consultants, Sept 2020;
- Urban Design Brief, Barry Bryan Associates, Sept 2020;
- Traffic Brief, Asurza Engineers, Sept 2020;
- Tree Inventory and Arborist Report, NewLeaf Landscape Architect, Sept 2020;
- Functional Servicing and Stormwater Management Report, MCG Consulting Inc., August 2020.

Following a review of the application, Planning staff has concluded that it constitutes a complete application in accordance with the provisions of the *Planning Act* and the Cobourg Official Plan and is in a position to be formally received by Council. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 90 days after its receipt by Council, the Owner may appeal the application to the Local Planning Appeal Tribunal (LPAT).

6.0 ANALYSIS

This memo is for application receipt notification purposes only, and there is no staff analysis at this point in time. Once the plans and reports have been reviewed by the Development Review Team and partner review agencies, and a Public Meeting convened, a report will be brought back to Council for consideration.

7.0 FINANCIAL IMPLICATIONS/BUDGET/STAFFING IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application for Zoning By-law Amendment. The Owner has submitted the requisite \$11,000.00 fee and deposit.

8.0 CONCLUSION

The application package and supporting information are currently being circulated to the Development Review Team for review and comments before being brought back to Council for consideration, including the convening of a Public Meeting.

9.0 **POLICIES AFFECTING THE PROPOSAL**

The primary policies affecting this application relate to the Residential Area designation and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 **COMMUNICATION RESULTS**

This Report is intended to advise Council and the public of the application, and to recommend that Council receive the application, and refer the application to the Planning Department for a report, and implement the public notification requirements of the *Planning Act*, including the scheduling of a Public Meeting.

Please contact the Planning Department if you have any questions or concerns.

Report Prepared by:



Rob Franklin, MCIP, RPP
Manager of Planning

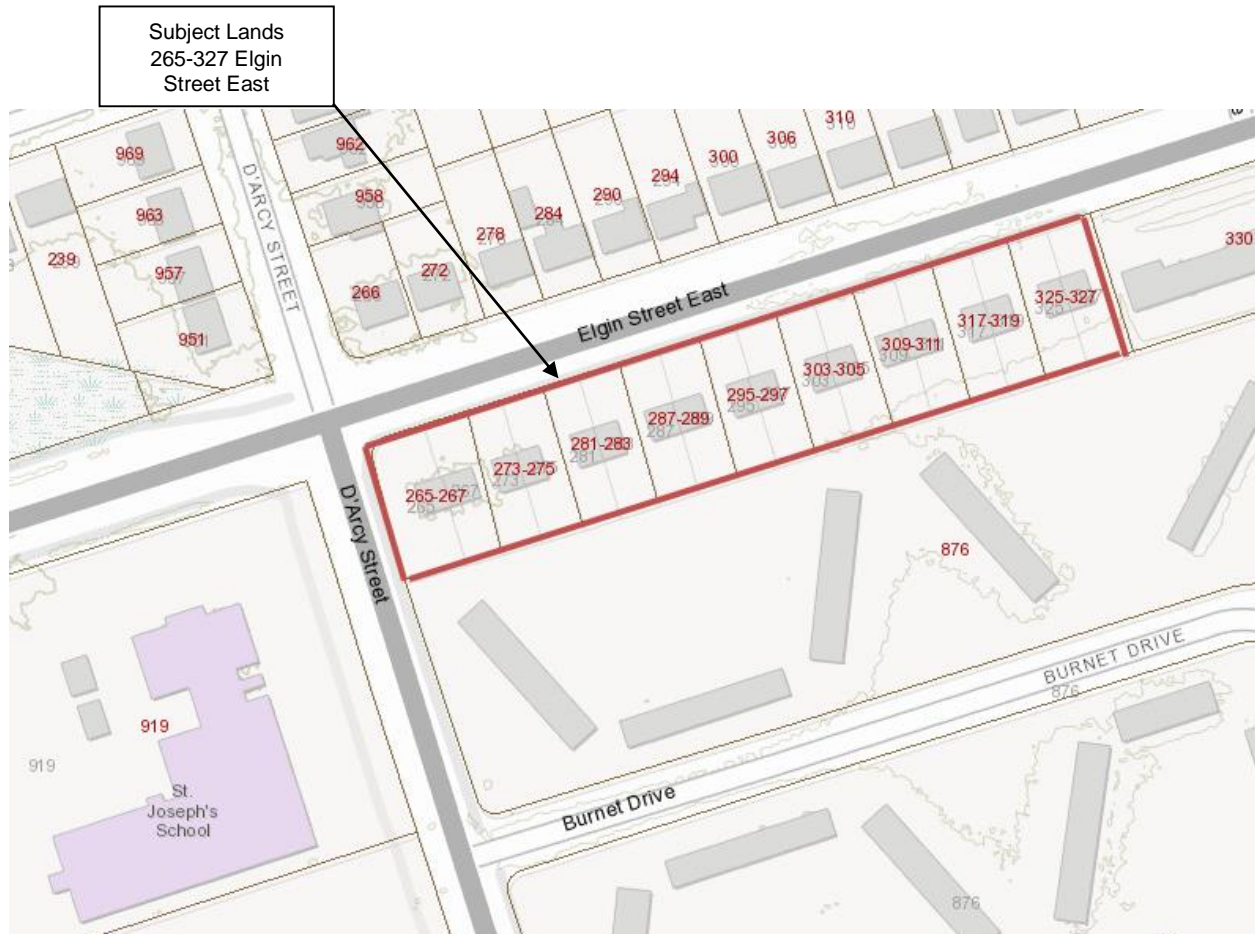
Report Approved By:

A blue ink signature of Glenn J. McGlashon.

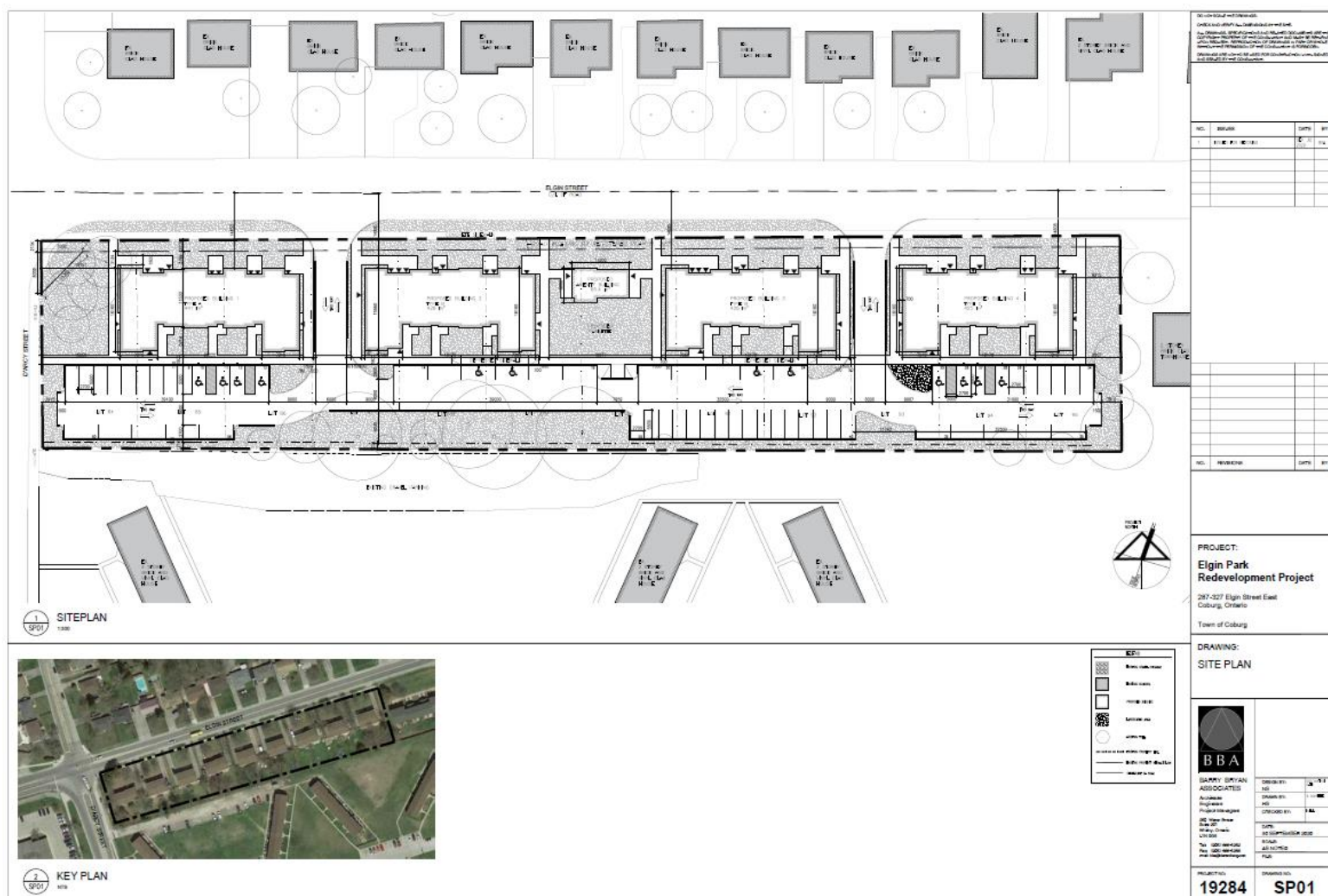
Glenn J. McGlashon, MCIP, RPP
Director of Planning & Development



Schedule "A" Location Map



Schedule “B” Conceptual Site Plan





Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

October 13, 2020

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Taxes, first report for Tax Adjustments for 2020

NOW THEREFORE BE IT RESOLVED THAT Council THAT Council approve the reduction of Property Taxes in the amount of \$1,374,451.75.

Town of Cobourg	- \$600,675.47
County of Northumberland	- \$341,352.87
Education	- \$431,130.99
DBIA	- \$1,292.42



Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

October 13, 2020

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the Draft Audited Financial Statements for the fiscal year ending December 31, 2019;

NOW THEREFORE BE IT RESOLVED THAT Council approve and adopt the 2019 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2019 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the Municipal Act, 2001.

Consolidated Financial Statements

**THE CORPORATION OF THE
TOWN OF COBOURG**

And Independent Auditors' Report thereon

Year ended December 31, 2019

DRAFT

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Financial Statements

Year ended December 31, 2019

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of The Corporation of the Town of Cobourg (the "Town") are the responsibility of the Town's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Town's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The audit committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the Town. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Town's consolidated financial statements.

Ian Davey

Interim Chief Administrative Officer / Treasurer

INDEPENDENT AUDITORS' REPORT

To the Members of Council, Inhabitants and Ratepayers of the Corporation of the Town of Cobourg

Opinion

We have audited the consolidated financial statements of the Corporation of the Town of Cobourg (the "Entity"), which comprise:

- the consolidated statement of financial position as at December 31, 2019
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the Entity as at December 31, 2019, and its consolidated results of operations, its consolidated change in net debt and its consolidated 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 "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' 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.

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.

Auditors' 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 auditors' 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 the 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 Entity'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 Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' 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 auditors' report. However, future events or conditions may cause the Entity 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.
- 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

October 13, 2020

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Statement of Financial Position

December 31, 2019, with comparative information for 2018

	2019	2018
Financial assets:		
Cash	\$ 6,220,120	\$ 1,824,854
Investments (note 2)	4,958,681	3,222,979
Taxes receivable	2,603,164	2,824,960
Receivables - grant	263,096	467,504
Receivables - other	3,664,597	4,303,632
Other financial assets	629,156	672,869
Note receivable (note 4(c))	7,000,000	7,000,000
Investment in Town of Cobourg Holdings Inc. (note 4(a))	12,448,516	12,133,396
	<u>37,787,330</u>	<u>32,450,194</u>
Liabilities:		
Accounts payable and accrued liabilities	11,561,977	11,359,977
Deferred revenue	656,748	461,696
Deferred revenue - obligatory reserve funds (note 6)	13,033,530	11,513,233
Employee future benefit liability (note 7(d))	2,733,608	2,683,365
Promissory note payable (note 4(d))	450,000	495,000
Net long-term liabilities (note 8 (a))	6,485,143	7,945,132
	<u>34,921,006</u>	<u>34,458,403</u>
Total net financial assets (debt)	2,866,324	(2,008,209)
Non-financial assets:		
Tangible capital assets (note 12)	192,977,647	192,363,289
Other assets (note 12(d))	1,219,813	1,203,660
	<u>194,197,460</u>	<u>193,566,949</u>
Contingent liabilities (note 14)		
Subsequent event (note 18)		
Accumulated surplus (note 9)	\$ 197,063,784	\$ 191,558,740

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2019, with comparative information for 2018

	Budget 2019 (note 13)	Actual 2019	Actual 2018
Revenue:			
Taxation:			
Property taxation	\$ 24,135,529	\$ 23,819,478	\$ 23,703,850
Payments in lieu of taxation	61,600	172,730	174,160
User charges	19,078,878	18,766,912	17,819,799
Development charges	1,733,000	1,203,095	840,104
Contributed tangible capital assets	—	697,227	991,962
Grants:			
Government of Canada	1,452,121	590,647	868,598
Province of Ontario	1,289,515	1,685,943	977,365
Other municipalities	828,832	988,566	829,237
Other:			
Rental income	4,853,975	4,751,445	4,690,599
Penalty and interest	370,000	389,071	369,660
Other income	810,476	825,976	1,864,769
Donations	—	72,772	71,322
Interest income - Town of Cobourg Holdings Inc. (note 4(c))	507,500	507,500	507,500
Interest and dividend income	261,120	355,382	316,886
Loss on sale of assets	—	(97,796)	(91,302)
Net equity increase in investment in Town of Cobourg Holdings Inc. (note 4)	—	315,120	442,072
Total revenue	55,382,546	55,044,068	54,376,581
Expenses (note 10):			
General government	4,863,173	4,410,321	3,876,024
Protection to persons and property	14,529,991	15,335,951	14,794,423
Transportation services	6,602,699	6,236,681	6,554,366
Environmental services	9,389,191	9,371,268	9,350,435
Industrial property	2,252,160	2,376,840	2,443,805
Social and family services	348,600	116,182	38,554
Recreation and cultural services	10,551,495	10,216,408	10,154,827
Planning and development	1,430,439	1,475,373	1,353,163
Total expenses	49,967,748	49,539,024	48,565,597
Annual surplus	5,414,798	5,505,044	5,810,984
Accumulated surplus, beginning of year		191,558,740	185,747,756
Accumulated surplus, end of year (note 9)		\$ 197,063,784	\$ 191,558,740

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Statement of Change in Net Debt

Year ended December 31, 2019, with comparative information for 2018

	Budget 2019	Actual 2019	Actual 2018
Annual surplus	\$ 5,414,798	\$ 5,505,044	\$ 5,810,984
Acquisition of tangible capital assets	(14,674,293)	(13,281,860)	(10,366,955)
Decrease (increase) in construction- in-progress	—	4,916,381	(2,251,440)
Amortization of tangible capital assets	7,537,461	7,563,871	7,510,379
Loss on disposal of tangible capital assets	—	97,796	91,302
Proceeds on disposals of tangible capital assets	—	89,454	64,237
Disposal (acquisition) of other assets	—	(16,153)	442,036
	(1,722,034)	4,874,533	1,300,543
Net debt, beginning of year	(2,008,209)	(2,008,209)	(3,308,752)
Net financial assets (debt), end of year	\$ (3,730,243)	\$ 2,866,324	\$ (2,008,209)

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Statement of Cash Flows

Year ended December 31, 2019, with comparative information for 2018

	2019	2018
Operations:		
Annual surplus	\$ 5,505,044	\$ 5,810,984
Items not involving cash:		
Amortization of tangible capital assets	7,563,871	7,510,379
Loss on disposal of tangible capital assets	97,796	91,302
Increase in employee future benefit liability	50,243	41,505
Changes in non-cash working capital balances:		
Taxes receivable	221,796	(762,067)
Receivables - grant	204,408	115,431
Receivables - other	639,035	1,218,473
Other financial assets	43,713	(60,337)
Other assets	(16,153)	26,071
Accounts payable and accrued liabilities	202,000	1,237,213
Deferred revenue	195,052	290,456
Deferred revenue - obligatory reserve funds	1,520,297	1,089,074
Net change in cash from operations	16,227,102	16,608,484
Capital activities:		
Cash used to acquire capital assets	(13,281,860)	(10,366,955)
Decrease (increase) in construction-in-progress	4,916,381	(2,251,440)
Proceeds on disposal of tangible capital assets	89,454	64,237
Net change in cash from capital activities	(8,276,025)	(12,554,158)
Investing activities:		
Increase in investment in Town of Cobourg Holdings Inc.	(315,120)	(442,072)
Decrease (increase) in investments	(1,735,702)	49,487
Net change in cash from investing activities	(2,050,822)	(392,585)
Financing activities:		
Repayment of mortgage payable	—	(312,387)
Repayment of long-term liabilities	(1,459,989)	(1,605,059)
Repayment of promissory note	(45,000)	(45,000)
Temporary borrowings	—	(5,500,000)
Net change in cash from financing activities	(1,504,989)	(7,462,446)
Increase (decrease) in cash	4,395,266	(3,800,705)
Cash, beginning of year	1,824,854	5,625,559
Cash, end of year	\$ 6,220,120	\$ 1,824,854

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements

Year ended December 31, 2019

1. Significant accounting policies:

The consolidated financial statements of The Corporation of the Town of Cobourg (the "Town") are the representations of management. They have been prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenue, expenses and fund balances of the current, capital and reserves of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards which are owned or controlled by the Town.

Interdepartmental and interorganizational transactions and balances between these organizations are eliminated. These consolidated financial statements include:

Downtown Business Improvement Area
Library Board
Waterworks of the Town of Cobourg

These consolidated financial statements also include the assets, liabilities, revenue and expenses of the industrial property, which is 100% owned by the Town.

(ii) Investment in Town of Cobourg Holdings Inc.:

Town of Cobourg Holdings Inc. ("TCHI") and its subsidiaries are accounted for on a modified equity basis, consistent with Canadian public sector accounting standards. Under the modified equity basis of accounting, the business enterprise's accounting principles are not adjusted to conform to those of the Corporation, and inter-organizational transactions and balances are not eliminated. The Town recognizes its equity interest in the annual income or loss of TCHI in its Consolidated Statement of Operations with a corresponding increase or decrease in its investment asset account. Any dividends that the Town may receive from TCHI will be reflected as reductions in the investment asset account.

(iii) Accounting for school board and County transactions:

The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards, and the County of Northumberland are not reflected in the municipal fund balances of these consolidated financial statements. Overlevies (underlevies) are reported on the Consolidated Statement of Financial Position.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(b) Basis of accounting:

Revenue and expenses are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenue as they become earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Deferred revenue - obligatory reserve funds:

The Town receives restricted contributions under the authority of federal and provincial legislation and Town by-laws. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

(d) Employee future benefit liability:

The Town accrues its obligations for employee benefit plans which require funding in future periods. The cost of post-retirement and post-employment benefits earned by employees is actuarially determined using the projected benefit method pro-rated on services and management's best estimate of salary escalation, retirement ages of employees and expected health care costs.

Actuarial gains (losses), which can arise from changes in actuarial assumptions used to determine the accrued benefit obligation, are amortized over the average remaining service life of the related employee groups, which is estimated to be 9 years (2018 - 9 years).

(e) Deferred revenue:

The Town receives contributions pursuant to legislation, regulations or agreement that may only be used for certain programs or in the completion of specific work. In addition, certain user charges and fees are collected for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the related expenses are incurred or services performed.

(f) Investments:

Investments are recorded at cost plus accrued interest and amortization of purchase premiums and discounts. If the market value of investments becomes lower than cost and this decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income earned on current available funds and reserve funds (other than obligatory funds) are reported as revenue in the period earned. Investment income earned on obligatory reserve funds is added to the fund balance and forms part of the respective deferred revenue balance.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(g) Workplace safety and insurance compensation:

The Town bears the cost of certain insurance and pension benefits awarded under workplace safety and insurance legislation and accrues the actuarially determined cost of these obligations.

Actuarial gains (losses), which can arise from changes in actuarial assumptions used to determine the accrued obligation, are amortized over the mean term of the liabilities which is estimated to be 11 years (2018 - 12 years).

(h) Government transfers:

Government transfers are recognized as revenue in the consolidated financial statements when the transfer is authorized, any eligibility criteria are met and a reasonable estimate of the amount can be made except, when and to the extent that, stipulations by the transferor give rise to an obligation that meets the definition of a liability. Government transfers that meet the definition of a liability are recognized as revenue as the liability is extinguished.

(i) Use of estimates:

The preparation of consolidated financial statements 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 consolidated financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Significant areas requiring the use of management's estimates include management's estimates used to develop actuarial assumptions with respect to employee future benefits. These estimates are reviewed annually and as adjustments become necessary, they are recorded in the consolidated financial statements in the period they become known.

(j) Land held for resale:

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for land acquisition and improvement to prepare the land for sale or servicing.

(k) Property taxation:

The Town recognizes property tax revenue using the approved tax rate and the anticipated assessment. Taxes receivable and tax revenue are recognized when they meet the definition of an asset, the tax is authorized and the taxable event has occurred. The standard requires that property tax revenue be reported net of tax concessions. Tax transfers are reported as an expense and taxes levied on behalf of others in a flow through arrangement are not reported in the Consolidated Statement of Operations.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(l) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land and landfill sites, are amortized on a straight line basis over their estimated useful lives as follows:

Asset		Years
Land improvements	Straight-line	20 to 80
Buildings and building improvements	Straight-line	15 to 95
Roads, sewer, water infrastructure	Straight-line	20 to 80
Machinery and equipment	Straight-line	3 to 30
Vehicles	Straight-line	6 to 20
Books and periodicals	Straight-line	7
Industrial property - land improvements and buildings	Declining balance	5%

Annual amortization is charged for months in use. Assets under construction are not amortized until the asset is available for productive use.

When conditions indicate that a tangible capital asset no longer contributes to the Town's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Consolidated Statement of Operations.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Natural resources:

Natural resources that have not been purchased are not recognized as assets in the consolidated financial statements.

(iv) Works of art and cultural and historic assets:

Works of art and cultural and historic assets are not recorded as assets in these consolidated financial statements.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

1. Significant accounting policies (continued):

(I) Non-financial assets (continued):

(v) Inventories of supplies:

Inventories of supplies held for consumption are stated at the lower of cost and replacement cost.

(vi) Interest capitalization:

The Town capitalizes interest costs associated with the acquisition or construction of a tangible capital asset up to the period of substantial completion.

2. Investments:

Investments, which consist of guaranteed investment certificates earning rates of interest of 2.05% - 2.36% annually which mature between January 2020 and September 2022, are recorded on the Consolidated Statement of Financial Position at cost plus accrued interest which also approximates market value. These investments are being held in trust from a developer and all investment income earned is payable to the developer. Investments which have matured subsequent to December 31, 2019 have been reinvested.

3. Operations of school boards and the County of Northumberland:

Requisitions were made by the school boards and the County of Northumberland requiring the Town to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are summarized below:

	School Boards		County of Northumberland	
	2019	2018	2019	2018
Amounts requisitioned and collected	\$ 8,416,637	\$ 8,408,453	\$ 13,651,441	\$ 13,164,063

4. Investment in Town of Cobourg Holdings Inc.:

In compliance with provincial legislation enacted to restructure the electricity industry in Ontario, Council approved the incorporation of the electricity distribution business of the former Public Utilities Commission - Electric Department of Cobourg (the "Commission") in April 2000. Through its 99.9% interest in Town of Cobourg Holdings Inc. ("TCHI"), the Town retains its interest in the electricity business conducted by TCHI.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

4. Investment in Town of Cobourg Holdings Inc. (continued):

As part of electricity restructuring, incorporated distribution utilities have been allowed to take on commercial debt structures and have the ability to earn a regulated commercial rate of return. Effective May 1, 2000, the electricity distribution business formerly conducted by the Commission was transferred to TCHI. The Corporation's consolidated financial statements as a result of this transaction are comprised of the following:

	2019	2018
9,999,999 common shares of TCHI	\$ 7,002,145	\$ 7,002,145
Retained earnings, beginning of year	5,131,251	4,689,182
Pro-rata share of net income during the year	465,120	592,069
Dividend	(150,000)	(150,000)
Total investment in Town of Cobourg Holdings Inc.	\$ 12,448,516	\$ 12,133,396

The following tables provide condensed supplementary financial information with respect to the Town's investment in TCHI as at December 31, 2019 and December 31, 2018 and its results of operations for both years:

(a) Financial position:

	2019	2018
Current assets	\$ 8,870,586	\$ 8,353,964
Capital assets	21,807,701	21,479,839
Other assets	2,800,218	2,151,140
Total assets	33,478,505	31,984,943
Current liabilities	5,016,442	3,286,576
Long-term liabilities	13,850,661	14,499,125
Regulatory deferral account credit balances	2,162,886	2,065,846
Total liabilities	21,029,989	19,851,547
Net assets	\$ 12,448,516	\$ 12,133,396

(b) Results of operations:

	2019	2018
Revenue	\$ 35,117,199	\$ 31,808,036
Expenses	34,652,079	31,215,967
Net earnings for the period	\$ 465,120	\$ 592,069

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

4. Investment in Town of Cobourg Holdings Inc. (continued):

- (c) The note receivable bears interest at 7.25% per annum. The Town does not intend to demand repayment from LUI, a wholly-owned subsidiary of TCHI, prior to January 1, 2021. Interest earned on this note amounted to \$507,500 (2018 - \$507,500). Fair value of the note receivable is indeterminable as it is a non-arm's length loan.

Subsequent to December 31, 2019, a new agreement with a reduced interest rate of 3.72% has been signed between the Town and LUI.

- (d) The promissory note payable to LUI bears interest at 5.4% and is due in annual repayments of \$45,000 plus interest with the total balance due on January 1, 2029. Interest paid in 2019 was \$26,730 (2018 - \$29,160).

5. Industrial property:

Non-financial assets of the Industrial property represent the unamortized cost of the land, land improvements and buildings purchased by the Town and rented out.

	Cost	Accumulated amortization	2019	2018
Land	\$ 3,125,000	\$ —	\$ 3,125,000	\$ 3,125,000
Land improvements	967,348	385,927	581,421	612,022
Buildings	24,336,915	10,758,372	13,578,543	13,610,688
	<u>\$ 28,429,263</u>	<u>\$ 11,144,299</u>	<u>\$ 17,284,964</u>	<u>\$ 17,347,710</u>

Cost and accumulated amortization at December 31, 2018 amounted to \$27,766,670 and \$10,418,960, respectively.

(a) Financial position:

Included in the Consolidated Statement of Financial Position are the following assets and liabilities pertaining to the industrial property operations:

	2019	2018
Cash	\$ 4,636,777	\$ 2,299,707
Accounts receivable	190,460	251,083
Prepaid expenses	13,773	11,896
Industrial property	17,284,965	17,347,710
Total assets	<u>22,125,975</u>	<u>19,910,396</u>
Accounts payable and accrued liabilities	1,127,665	302,317
Deferred revenue	191,304	134,734
Total liabilities	<u>1,318,969</u>	<u>437,051</u>
Net equity in industrial property	<u>\$ 20,807,006</u>	<u>\$ 19,473,345</u>

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

5. Industrial property:

(b) Results of operations and change in net equity:

The following table provides condensed financial information for the industrial property operations:

	2019	2018
Gross rental income	\$ 3,528,033	\$ 3,463,270
Operating expenses	(1,447,441)	(1,493,908)
Operating expenses recovery	1,069,566	1,090,567
Administrative expenses	(204,059)	(210,357)
Interest on long-term debt	—	(694)
Amortization	(725,338)	(738,846)
Net earnings for the year	\$ 2,220,761	\$ 2,110,032
Equity, beginning of the year	\$ 18,473,345	\$ 16,850,413
Net income for the period	2,220,761	2,110,032
Transfer to reserves	(887,100)	(487,100)
Capital reserve	1,000,000	1,000,000
Equity, end of year	\$ 20,807,006	\$ 19,473,345

The industrial property is managed by an independent management company under a year-to-year contract. Rental income is recognized on a straight-line basis over the term of the tenants' respective lease agreements.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

6. Deferred revenue - obligatory reserve funds:

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial and municipal legislation restricts how these funds may be used. The balances in the obligatory reserve funds of the Town are summarized below:

	2019	2018
Balance, beginning of year	\$ 11,513,233	\$ 10,424,159
Recreational land	53,848	80,006
Federal grant - gasoline tax	1,190,570	589,848
Provincial grant - gasoline tax transit	254,475	203,002
Development contributions	1,009,171	1,157,453
Cannabis Fund	22,430	—
Building code	6,000	362,005
Ontario Community Infrastructure Fund	636,739	411,148
Investment income	259,081	201,618
Utilization - capital	(1,038,032)	(1,107,570)
Utilization - operating	(873,985)	(808,436)
Balance, end of year	\$ 13,033,530	\$ 11,513,233
Analyzed as follows:		
Sub-divider contributions	\$ 296,221	\$ 308,903
Recreational land	(20,092)	(12,203)
Ontario Community Infrastructure Fund	752,240	243,997
Cannabis Fund	22,430	—
Development charges	8,215,371	8,174,630
Building code	846,927	942,063
Gasoline tax:		
Provincial	97,334	73,000
Federal	2,823,099	1,782,843
	\$ 13,033,530	\$ 11,513,233

7. Employee future benefit liability:

(a) Extended health care and dental benefits:

(i) The Corporation of the Town of Cobourg:

The Town provides extended health care and dental benefits to its employees. An independent actuarial study of the post-retirement and post-employment benefits was undertaken in January 2017.

At December 31, 2019, the Town's accrued benefit liability relating to post-retirement and post-employment benefit plans is \$2,324,377 (2018 - \$2,277,617).

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Employee future benefit liability (continued):

(a) Extended health care and dental benefits (continued):

(i) The Corporation of the Town of Cobourg (continued):

The significant actuarial assumptions adopted in estimating the Town's accrued benefit obligation are as follows:

Discount rate	4.00% per annum
Inflation rate	1.75% per annum
Salary escalation	2.75% per annum
Dental benefits escalation	3.75% per annum
Health benefits escalation	4.08% in 2019 reducing by 0.33% per year to 3.75% in 2020

Information with respect to the Town's post-retirement and post-employment obligations is as follows:

	2019	2018
Accrued benefit liability, January 1	\$ 2,277,617	\$ 2,235,846
Service cost	88,903	83,808
Benefits paid for the period	(161,512)	(160,519)
Interest cost	97,734	96,847
Amortization of actuarial loss	21,635	21,635
Accrued benefit liability, December 31	\$ 2,324,377	\$ 2,277,617

The accrued benefit liabilities at December 31, includes the following components:

	2019	2018
Accrued benefit obligation	\$ 3,011,352	\$ 2,479,656
Unamortized actuarial loss	(686,975)	(202,039)
Accrued benefit liability, end of year	\$ 2,324,377	\$ 2,277,617

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Employee future benefit liability (continued):

(a) Extended health care and dental benefits (continued):

(ii) Waterworks of the Town of Cobourg:

The Waterworks of the Town of Cobourg (the "Waterworks") provides extended health, dental and life insurance benefits for retired employees. An independent actuarial valuation was undertaken as at December 31, 2018.

At December 31, 2019, the accrued benefit liability relating to post-retirement benefit plans is \$335,402 (2018 - \$329,413).

The significant actuarial assumptions adopted in estimating the Waterworks' accrued benefit obligation are as follows:

Discount rate	3.5% per annum
Inflation rate	2.0% per annum
Salary escalation	3.0% per annum
Dental benefits escalation	4.5% per annum
Health benefits escalation	5.71% in 2019 decreasing by 0.25% per annum until 2025

Information with respect to the Waterworks' post-retirement and post-employment obligations is as follows:

	2019	2018
Accrued benefit liability, January 1	\$ 329,413	\$ 326,884
Service cost	14,849	14,377
Benefits paid for the period	(19,840)	(22,656)
Actuarial gain	(496)	(496)
Interest cost	11,476	11,304
Accrued benefit liability, December 31	\$ 335,402	\$ 329,413

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Employee future benefit liability (continued):

(b) Workplace safety and insurance:

In common with other Schedule 2 employers, the Town funded its obligations to the Workplace Safety and Insurance Board on a "pay-as-you-go" basis for employees under Schedule 2. An independent actuarial study of the work place Safety and Insurance Board liabilities was completed July 2017.

Effective March 31, 2010, the Town is included in Workplace Safety and Insurance Board Schedule 1 and therefore has no additional liability for Workplace Safety and Insurance Board claims on or after that date.

At December 31, 2019, the Town's accrued benefit liability relating to future payments on Workplace Safety and Insurance Board claims is \$73,829 (2018 - \$76,335).

Information with respect to the Town's Workplace Safety and Insurance Board future payments is as follows:

	2019	2018
Accrued benefit liability, beginning of year	\$ 76,335	\$ 79,130
Benefits paid for the period	(5,013)	(5,391)
Interest cost	2,902	2,991
Amortization of actuarial gain	(395)	(395)
Accrued benefit liability, end of year	\$ 73,829	\$ 76,335

The accrued benefit liability at December 31, 2019, includes the following components:

	2019	2018
Accrued benefit obligation	\$ 72,947	\$ 75,058
Unamortized actuarial gain	882	1,277
Accrued benefit liability	\$ 73,829	\$ 76,335

(c) Liability for vacation credits:

Compensated vacation expense is accrued for employees as entitlement to these payments is earned in accordance with the Town's benefit plans for vacation time. Vacation credits earned as at December 31, 2019 amount to \$1,304,357 (2018 - \$1,136,777) and are included in accounts payable and accrued liabilities on the Consolidated Statement of Financial Position.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

7. Employee future benefit liability (continued):

(d) Employee future benefit liability:

	2019	2018
Employee future benefit liability is comprised of:		
Health and dental benefits - Town	\$ 2,324,377	\$ 2,277,617
Workplace safety and insurance	73,829	76,335
	2,398,206	2,353,952
Health, dental and life insurance benefits - Waterworks	335,402	329,413
	\$ 2,733,608	\$ 2,683,365

8. Net long-term liabilities:

(a) The balance of the net long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2019	2018
Total long-term liabilities incurred by the Town and outstanding at the end of the year	\$ 6,485,143	\$ 7,945,132

(b) Of the net long-term liabilities reported in note 8(a) of this note, principal payments for the next five years and thereafter are payable from general municipal revenues as follows:

2020	\$ 1,320,785
2021	1,266,654
2022	1,300,747
2023	366,758
2024	203,010
Thereafter	2,027,189
	\$ 6,485,143

(c) Approval of the Ontario Municipal Board or by-law as required has been obtained for the long-term liabilities in note 8(a) issued in the name of the Town.

(d) Total interest on long-term liabilities that are reported on the Consolidated Statement of Operations amount to \$236,018 (2018 - \$287,577). The long-term liabilities bear interest at rates ranging from 2.49% to 3.47% with term renewals to take place in 2020 through 2033.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

9. Accumulated surplus:

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2019	2018
Surplus (deficit):		
Operations	\$ (2,762,593)	\$ (3,728,657)
Unfinanced capital	(13,067,007)	(14,090,342)
Invested in tangible capital assets	192,977,646	192,363,289
Long-term debt	(6,485,143)	(7,945,132)
Unfunded:		
Employee benefits	(2,733,608)	(2,683,365)
Promissory note payable to Town of Cobourg Holdings Inc.	(450,000)	(495,000)
Waterworks	667,004	436,525
Downtown Business Improvement Area	154,731	102,429
Town of Cobourg Public Library Board	(54,416)	(16,686)
Note receivable from Town of Cobourg Holdings Inc.	7,000,000	7,000,000
Investment in Town of Cobourg Holdings Inc.	12,448,516	12,133,396
Total surplus	187,695,130	183,076,457
Reserves:		
Contingencies	83,613	73,613
Parking	607,703	579,329
Current:		
General	619,005	—
Social & Health services	237,537	4,207
Library	224,155	223,239
Capital:		
General government	1,153,235	1,287,726
Protection services	1,700,548	1,242,424
Transportation services	(151,283)	119,173
Environmental services	3,573,271	4,030,410
Recreation and cultural services	724,366	678,356
Planning and development	596,504	243,806
Total reserves	9,368,654	8,482,283
Total accumulated surplus	\$ 197,063,784	\$ 191,558,740

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

10. Classification of expenses by object:

The Consolidated Statement of Operations presents the expenses by function, whereas the following classifies those same expenses by object:

	2019	2018
Salary, wages and employee benefits	\$ 23,954,107	\$ 22,528,041
Operating materials and supplies	7,513,588	7,980,436
Contracted services	8,968,260	9,098,335
Rents and financial expenses	658,100	529,103
External transfers to other	645,080	631,727
Interest on long-term debt	236,018	287,576
Amortization of tangible capital assets	7,563,871	7,510,379
	\$ 49,539,024	\$ 48,565,597

11. Pension agreements:

The Town makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of its staff. As a result, the Town does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2019. At that time, the plan reported at \$3.397 billion actuarial deficit (2018 - \$4.191 billion actuarial deficit). The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay.

For the year ended December 31, 2019, the amount contributed for and included as current service pension cost expenses on the Consolidated Statement of Operations and Accumulated Surplus is \$1,756,103 (2018 - \$1,595,574).

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

12. Tangible capital assets:

Cost	Balance at December 31, 2018	Additions	Disposals/ transfers/ write-offs	Balance at December 31, 2019
Land	\$ 15,347,882	\$ –	\$ –	\$ 15,347,882
Land improvements	11,139,830	154,301	22,283	11,271,848
Buildings and building improvements	77,166,157	1,557,334	29,560	78,693,931
Machinery and equipment	17,621,142	614,194	1,458,655	16,776,681
Vehicles	11,838,578	778,503	967,821	11,649,260
Roads infrastructure	36,493,573	669,528	84,945	37,078,156
Sewer infrastructure	85,379,496	8,102,858	–	93,482,354
Water infrastructure	37,533,649	1,355,007	–	38,888,656
Books and periodicals	763,126	50,135	129,139	684,122
Construction-in-progress	11,143,148	5,234,219	10,150,600	6,226,767
	\$ 304,426,581	\$ 18,516,079	\$ 12,843,003	\$ 310,099,657

Accumulated amortization	Balance at December 31, 2018	Amortization expense	Disposals/ transfers/ write-offs	Balance at December 31, 2019
Land improvements	\$ 4,286,897	\$ 330,931	\$ 20,265	\$ 4,597,563
Buildings and building improvements	23,649,090	2,069,708	29,560	25,689,238
Machinery and equipment	9,587,096	906,109	1,399,383	9,093,822
Vehicles	5,584,422	835,709	841,861	5,578,270
Roads infrastructure	15,783,927	865,467	84,945	16,564,449
Sewer infrastructure	35,285,722	1,610,467	–	36,896,189
Water infrastructure	17,401,993	859,611	–	18,261,604
Books and periodicals	484,145	85,869	129,139	440,875
	\$ 112,063,292	\$ 7,563,871	\$ 2,505,153	\$ 117,122,010

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

12. Tangible capital assets (continued):

	Net book value December 31, 2018	Net book value December 31, 2019
Land	\$ 15,347,882	\$ 15,347,882
Land improvements	6,852,933	6,674,285
Buildings and building improvements	53,517,067	53,004,693
Machinery and equipment	8,034,046	7,682,859
Vehicles	6,254,156	6,070,990
Roads infrastructure	20,709,646	20,513,707
Sewer infrastructure	50,093,774	56,586,165
Water infrastructure	20,131,656	20,627,052
Books and periodicals	278,981	243,247
Construction-in-progress	11,143,148	6,226,767
	\$ 192,363,289	\$ 192,977,647

(a) Construction-in-progress:

Construction-in-progress having a value of \$6,226,767 (2018 - \$11,143,148) has not been amortized. Amortization of this asset will commence when the asset is put into service.

(b) Tangible capital assets disclosed at nominal value:

Where an estimate of fair value could not be made, the tangible asset was recognized at a nominal value. Land is the only category where nominal values were assigned.

(c) Write-down of tangible capital assets

The write-down of tangible capital assets during the year amounted to \$Nil (2018 - \$Nil).

(d) Assets held for sale in the amount of \$325,634 (2018 - \$325,634) have been transferred out of tangible capital assets and are included in other assets on the Consolidated Statement of Financial Position.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

13. Budget figures:

The budget figures reported on the Consolidated Statement of Operations are based on the 2019 municipal and other local board operating and capital budgets as approved by Council on January 29, 2019.

Approved budget figures also include council approved budget estimates for Public Sector Accounting Board (PSAB) reporting requirements. 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. The chart below reconciles the approved Town operating budgets and PSAB budget estimates to the total consolidated budget figures as reported on the Consolidated Statement of Operations and Accumulated Surplus.

	Budget 2019
Total revenue as reported on the consolidated statement of operations:	
Operating budget	\$ 36,367,101
Capital budget	3,003,500
Water budget	5,144,888
Wastewater budget	6,209,232
Northam Industrial Park budget	4,657,825
	55,382,546
Total expenses as reported on the consolidated statement of operations:	
Operating budget	39,770,750
Water budget	3,943,477
Wastewater budget	3,701,361
Northam Industrial Park budget	2,552,160
	49,967,748
Annual operating surplus	5,414,798
Budget not reported on consolidated financial statements:	
Operating net transfer to (from) reserves	(2,149,855)
Principal debt repayments	1,749,706
Operating transfer to reserves - water	1,201,411
Operating transfer to reserves - wastewater	2,507,871
Operating transfer to reserves - Northam Industrial Park	2,105,665
Total budgeted surplus not reported on consolidated financial statements	\$ 5,414,798

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

14. Contingent liabilities:

- (a) The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2019, management believes that the Town has valid defenses and appropriate and adequate insurance coverages in place. In the event any claims are successful, the amount of any potential liability is not determinable, therefore no amount has been accrued in the consolidated financial statements.
- (b) In 2014, the Town assumed ownership of property that was identified as being contaminated. In accordance with the site management plan established by the Town, regular monitoring and sampling of ground water is performed. To date, this monitoring has indicated that certain levels of contaminants have decreased. Until the Town is required to complete a zoning amendment that would identify the need for another Phase II environmental assessment, the estimates for remediation, if any, remains uncertain and unmeasurable.
- (c) During 2019, the Town entered into two letters of guarantee with its financial institution as required by the Ministry of Fisheries and Oceans as a requirement for the ongoing midtown creek capital project to address flooding. The letters of guarantee amount to \$935,000 and expire in March 2020. They will automatically renew until the project is complete.

15. Segmented information:

The Town is a municipal government institution that provides a range of services to its citizens, including police, fire, transportation, recreational, and environmental. For management reporting purposes the Town's operations and activities are organized and reported by department. Funds were created for the purpose of recording specific activities to attain certain objectives in accordance with special regulations, restrictions or limitations.

Municipal services are provided by departments and their activities are reported in these funds. Certain departments that have been separately disclosed in the segmented information, along with the services they provide, are as follows:

- (a) General Government Administration: Includes administration, corporate services and governance of the Town. Administration as a segment includes human resource management, support to Council for policy development, by-law development in compliance with the Municipal Act, tax billing and collection responsibilities, financial management reporting, monitoring and overall budget status as well as frontline reception and customer service.
- (b) Protection Services: Includes policing, fire protection, conservation authority, protective inspection and control and emergency measures. The mandate of the police services is to ensure the safety of the lives and property of citizens; preserve peace and good order; prevent crimes from occurring; detect offenders; and enforce the law. Fire protection includes inspection, extinguishing and suppression services; emergency medical first response; and prevention education and training programs. Inspection and control includes building inspection, by-law enforcement and dog control services.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

15. Segmented information (continued):

- (c) Transportation Services: This department provides the winter and summer maintenance, the repair and the construction of the municipal roads system including bridges and culverts.
- (d) Environmental Services: Includes the management and maintenance of the wastewater plant and sanitary sewer distribution services.
- (e) Water Services: Includes the management and maintenance of water treatment and distribution.
- (f) Industrial property: Includes the management and maintenance of the Industrial Park.
- (g) Health and Social Services: Provides resources to assist with community physician recruitment and retention and assistance with one specific housing project.
- (h) Parks, Recreation and Culture: Provides services that contribute to neighbourhood development and sustainability through the provision of recreation and leisure programs and facilities including community halls, libraries, parks, recreation fields, arena and marina.
- (i) Planning and Development: Manages development for business interests, environmental concerns, heritage matters, local neighbourhoods and community development. It facilitates economic development by providing services for the approval of all land development plans, the application and enforcement of the zoning by-law and official plan, and the provision of geomatics services.

For each segment separately reported, the segment revenue and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. These municipal services are funded primarily by property tax revenue.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.

16. Adoption of new accounting policies:

On January 1, 2019, the Town adopted Canadian public sector accounting standard PS3430 Restructuring transactions. The adoption of this standard did not result in an accounting policy change for the Town and did not result in any adjustments to the financial statements as at January 1, 2019.

17. Comparative information:

Certain comparative information have been reclassified to conform to the financial statements presentation adopted for the current year.

THE CORPORATION OF THE TOWN OF COBOURG

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2019

18. Subsequent event:

Subsequent to December 31, 2019, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market, and social impact.

At the time of approval of these consolidated financial statements, the Town has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Temporarily closed all Town buildings, with some staff setup to work remotely, and new hirings were deferred.
- Incurred additional costs for enhanced facility cleaning, PPE acquisition, signage, and other safety measures to promote physical distancing for public and Town staff.
- Implemented support measures for residents, including, waiving interest charges on property taxes, providing extensions on property tax billing, offering free transit, and providing free parking in the downtown core.
- Expected decline in some revenues, such as user fees for recreation facilities and special events, interest, and investment income.

Council members and senior management are monitoring the pandemic closely, and continue to assess the financial impact on the Town. The Town plans to mitigate any additional operating costs with committed Provincial government funding, cost savings in other budget items, and other contingency reserves if necessary.

At this time these factors present uncertainty over cash flows, and may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Schedule of Segment Information, continued

Year ended December 31, 2019

	General Government Administration	Protection Services	Transportation Services	Environmental Services	Industrial Property	Water Services	Health and Social Services	Parks Recreation and Culture	Planning & Development and Commercial	Total
Revenue:										
Taxation										
Tax revenue distributed	\$ 2,357,851	\$ 9,881,906	\$ 3,778,176	\$ 36,525	\$ -	\$ -	\$ 116,182	\$ 6,555,300	\$ 1,093,538	\$ 23,819,478
PIL revenue distributed	9,509	17,000	44,824	51,549	-	-	-	48,865	983	172,730
User fees and service charges	283,919	4,424,170	532,677	5,587,081	-	4,756,000	-	2,962,080	220,985	18,766,912
Development charges	-	15,722	712,373	-	-	-	-	475,000	-	1,203,095
Contributed tangible capital assets	-	-	697,227	-	-	-	-	-	-	697,227
Penalty and interest on tax distributed	21,416	38,292	100,966	116,114	-	237,405	-	110,068	2,215	626,476
Grants:										
Government of Canada	-	-	342,008	128,456	-	-	-	60,383	59,800	590,647
Province of Ontario	696,316	323,330	482,184	64,228	-	-	-	81,042	38,843	1,685,943
Other municipalities	-	648,881	-	-	-	-	-	339,685	-	988,566
Other:										
Rental income	1,457	-	4,425	32,323	4,597,600	-	-	64,020	51,620	4,751,445
Other income	36,280	259,977	174,218	-	-	-	-	97,637	20,459	588,571
Donations	-	-	-	-	-	-	-	72,772	-	72,772
Interest income - Town of Cobourg Holdings Inc.	507,500	-	-	-	-	-	-	-	-	507,500
Interest and dividend income	319,292	-	-	-	-	34,906	-	1,184	-	355,382
Loss on sale of assets	(11,940)	(47,332)	(36,506)	-	-	-	-	(2,018)	-	(97,796)
Net equity increase in investment in Town of Cobourg Holdings Inc.	315,120	-	-	-	-	-	-	-	-	315,120
	4,536,720	15,561,946	6,832,572	6,016,276	4,597,600	5,028,311	116,182	10,866,018	1,488,443	55,044,068
Expenses:										
Salaries, wages and employee benefits	2,455,228	12,319,008	2,034,101	1,553,817	-	-	-	4,739,506	852,447	23,954,107
Long-term debt charges (interest)	-	-	74,502	26,521	-	-	-	134,995	-	236,018
Materials	499,199	1,345,357	1,000,748	1,509,604	-	-	-	2,760,611	398,069	7,513,588
Contracted services	755,858	858,151	1,606,425	389,151	1,651,502	2,826,799	-	687,534	192,840	8,968,260
Rents and financial expenses	390,401	10,922	61,174	173,160	-	-	-	22,443	-	658,100
External transfers	-	248,903	-	-	-	-	116,182	279,995	-	645,080
Amortization	309,635	553,610	1,459,731	1,678,732	725,338	1,213,484	-	1,591,324	32,017	7,563,871
	4,410,321	15,335,951	6,236,681	5,330,985	2,376,840	4,040,283	116,182	10,216,408	1,475,373	49,539,024
Excess of revenue over expenses	\$ 126,399	\$ 225,995	\$ 595,891	\$ 685,291	\$ 2,220,760	\$ 988,028	\$ -	\$ 649,610	\$ 13,070	\$ 5,505,044

THE CORPORATION OF THE TOWN OF COBOURG

Consolidated Schedule of Segment Information, continued

Year ended December 31, 2018

	General Government Administration	Protection Services	Transportation Services	Environmental Services	Industrial Property	Health and Social Services	Parks Recreation and Culture	Planning & Development and Commercial	Total
Revenue:									
Taxation									
Tax revenue distributed	\$ 2,379,069	\$ 10,272,697	\$ 4,132,159	\$ (61,297)	\$ -	\$ 38,554	\$ 6,298,908	\$ 643,760	\$ 23,703,850
PIL revenue distributed	8,777	16,418	45,739	53,847	-	-	49,193	186	174,160
User fees and service charges	272,428	3,375,690	509,676	10,565,813	-	-	3,015,059	81,133	17,819,799
Development charges	-	-	274,868	-	-	-	565,236	-	840,104
Contributed tangible capital assets	-	-	991,962	-	-	-	-	-	991,962
Penalty and interest on tax distributed	18,629	34,848	97,082	114,293	-	-	104,413	395	369,660
Grants:									
Government of Canada	-	-	610,989	101,362	-	-	156,247	-	868,598
Province of Ontario	79,500	261,138	442,784	63,966	-	-	113,257	16,720	977,365
Other municipalities	-	487,992	-	-	-	-	337,885	3,360	829,237
Other:									
Rental income	6,609	-	4,425	36,612	4,553,837	-	66,720	22,396	4,690,599
Other income	(6,641)	734,154	140,581	273,995	-	-	134,564	588,116	1,864,769
Donations	15,000	600	-	-	-	-	55,722	-	71,322
Interest income - Town of Cobourg Holdings Inc.	507,500	-	-	-	-	-	-	-	507,500
Interest and dividend income	290,076	-	-	24,937	-	-	1,873	-	316,886
Gain (loss) on sale of assets	-	(132,857)	18,000	-	-	-	23,555	-	(91,302)
Net equity increase in investment in Town of Cobourg Holdings Inc.	442,072	-	-	-	-	-	-	-	442,072
	4,013,019	15,050,680	7,268,265	11,173,528	4,553,837	38,554	10,922,632	1,356,066	54,376,581
Expenses:									
Salaries, wages and employee benefits	2,230,838	11,175,769	2,128,172	1,452,720	-	-	4,755,655	784,887	22,528,041
Long-term debt charges (interest)	-	-	91,421	46,019	-	-	150,136	-	287,576
Materials	547,331	1,963,020	1,125,958	1,536,243	-	-	2,544,874	263,010	7,980,436
Contracted services	467,156	920,054	1,687,362	3,296,271	1,704,959	-	897,556	124,977	9,098,335
Rents and financial expenses	349,999	-	58,687	98,089	-	-	22,328	-	529,103
External transfers	-	210,513	-	-	-	38,554	211,060	171,600	631,727
Amortization	280,700	525,067	1,462,766	2,921,093	738,846	-	1,573,218	8,689	7,510,379
	3,876,024	14,794,423	6,554,366	9,350,435	2,443,805	38,554	10,154,827	1,353,163	48,565,597
Excess of revenue over expenses	\$ 136,995	\$ 256,257	\$ 713,899	\$ 1,823,093	\$ 2,110,032	\$ -	\$ 767,805	\$ 2,903	\$ 5,810,984



Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

October 13, 2020

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 264 Division Street, Cobourg, (submitted by Gino Di Giovanni,) (HP-2020-025);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-025 to permit a new ground floor double pane glass window with a new 2"x6' pine mullion (to permit two pieces of glass) on the existing storefront window and masonry repairs at property known municipally as 264 Division Street, Cobourg, subject to finalization of details with Planning Staff.



Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

October 13, 2020

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Director of Public Works, regarding Municipal Parking and Transit Fare Update in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and

FURTHER THAT Council direct Staff to continue with reduced service hours until January 18, 2021 for conventional transit and to implement normal operational hours for Extended Specialized Wheels Service; and

FURTHER THAT Council ask the accessibility committee to look into free parking in all accessible parking spaces in the Town of Cobourg to see if it is feasible to implement and bring a recommendation to Municipal Council.



Moved By _____

Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____


Council Date:

October 13, 2020

WHEREAS at the Committee of the Whole Meeting on Wednesday October 7, 2020 Council considered a memo from the Manager of Marketing and Events, regarding the request to enter into an agreement for Downtown Seasonal Decorative Lights in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST; and

FURTHER THAT the Town Cobourg Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>061-2020</u></div>
---	--

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH CALLOWAY REIT (COBOURG) INC., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (66 STRATHY ROAD, COBOURG)

WHEREAS Section 41 (7) of the Planning Act, R.S.O. 1990 c. P. 13 as amended provides that a municipality has the authority to enter into one or more agreements dealing with and ensuring the provision of facilities, works or other matters and the maintenance thereof and to ensure that development proceeds in accordance with approved plans and drawings;


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 amending agreement with Calloway REIT (Cobourg) Inc., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the commercial development and expansion at 66 Strathy Road, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 13th day of October, 2020.

MAYOR

MUNICIPAL CLERK

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>062-2020</u></p>
---	---

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (SMARTCENTRES REIT/CALLOWAY REIT (COBOURG) INC., 66 STRATHY ROAD, COBOURG)

WHEREAS the Council of the Corporation of the Town of Cobourg 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:

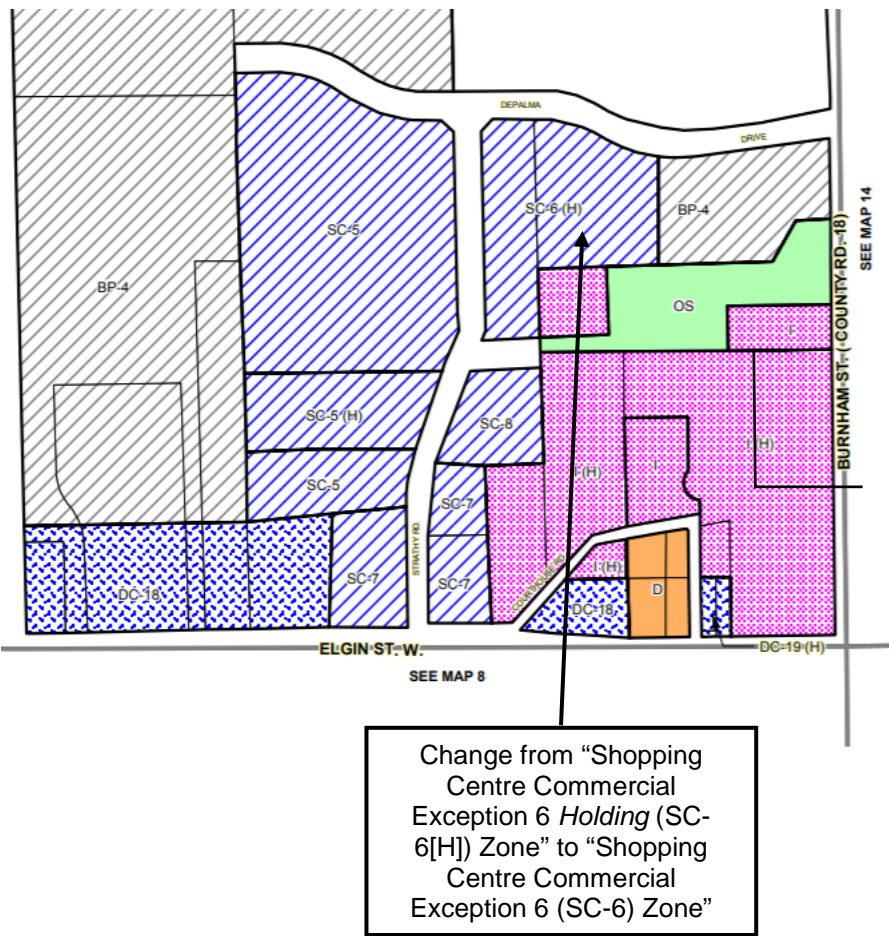
1. THAT Schedule 'A', Map 15, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the 2.39 ha (5.9 ac) land at 66 Strathy Road from “Shopping Centre Commercial Exception 6 *Holding* (SC-6[H]) Zone” to “Shopping Centre Commercial Exception 6 (SC-6) Zone” as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.


READ and passed in Open Council this 13th day of October, 2020.

MAYOR

MUNICIPAL CLERK

FIGURE 1



	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>063-2020</u></div>
---	--

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 (BLOCK 94, AND LOTS 88-90 INCLUSIVE, PLAN 39M-875, LONSBERRY DRIVE, COBOURG)

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


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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with 1141897 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of two, 2 ½ storey 10-plex buildings, at Block 94, and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, Cobourg.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 13th day of October, 2020.

MAYOR

MUNICIPAL CLERK

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>064-2020</u></p>
---	--

**A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003
(EAST VILLAGE PHASE 4, BLOCK 94, AND LOTS 88-90
INCLUSIVE, PLAN 39M-875, LONSBERRY DRIVE, COBOURG)**

WHEREAS the Council of the Corporation of the Town of Cobourg
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 Schedule 'A', Map 5, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands known as Block 94, and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive from “Residential Type 4 Exception 26 *Holding* (R4-26[H]) Zone” to “Residential Type 4 Exception 26 (R4-26) Zone” as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

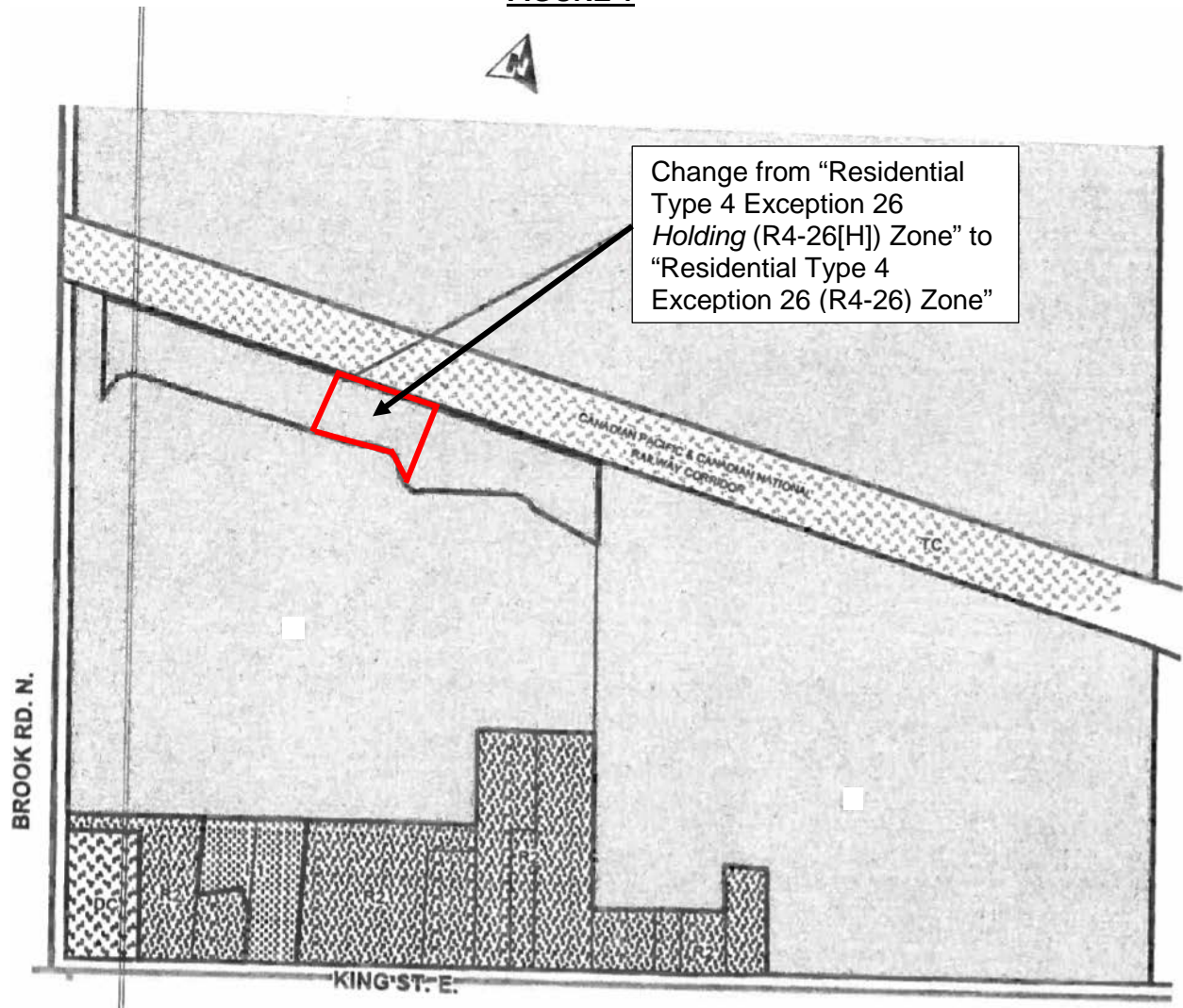
READ and passed in Open Council this 13th day of October, 2020.

MAYOR

MUNICIPAL CLERK

1 | Holding Removal – (East Village Phase 4, Block 94, and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, Cobourg) By-law No.064-2020

FIGURE 1



Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau de la solliciteure générale

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél.: 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2020-3484

By email

October 2, 2020

Dear Head of Council:

The Ministry of the Solicitor General is committed to keeping communities across Ontario safe, supported and protected. I would like to take this opportunity to share some information with your municipality regarding the anti-racism initiatives of my ministry and the Anti-Racism Directorate (ARD), the regulatory work being done to bring the *Community Safety and Policing Act, 2019*, into force, new police oversight measures, police training as it relates to de-escalation, mental health and diverse communities, mental health and addictions initiatives and investments, Community Safety and Well-Being (CSWB) Planning and police-hospital transition protocol.

Anti-Racism

Our government has zero tolerance for hate, racism or discrimination in all its forms. We share a responsibility to speak out and act against racism and hate and build a stronger society. Our government is committed to addressing racism and building a stronger, more inclusive province for us all.

I am proud to be the minister responsible for Ontario's Anti-Racism Directorate (ARD), which leads strategic initiatives to advance anti-racism work across government with a plan that is grounded in evidence and research. Through the ARD, the government continues to invest in community-led research, public education and awareness initiatives. This includes investments to the Canadian Mental Health Association (CMHA) Ontario to undertake research that seeks to identify key mental health issues impacting survivors of victims of homicide violence in Ontario.

Community Safety and Policing Act, 2019

Our government is also committed to addressing racism at a systemic level through the regulatory framework under the *Anti-Racism Act, 2017*, and through the work we are doing to bring the *Community Safety and Policing Act, 2019*, into force. As we work to develop regulations under the *Community Safety and Policing Act, 2019*, we will continue to engage racialized groups, including Black, South Asian, First Nation, Inuit and Métis organizations. We are committed to ensuring that Ontario's communities are well supported and protected by law enforcement and that all interactions between members of the public and police personnel are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps our communities safe.

.../2

The *Community Safety and Policing Act, 2019*, which is part of the *Comprehensive Ontario Police Services Act, 2019*, provides policing and police oversight legislation. Once in force, the *Community Safety and Policing Act, 2019*, will address a number of recommendations made by Justice Michael H. Tulloch, including:

- Mandatory training for all police service board members, the Inspector General, inspectors, police officers and special constables on human rights, systemic racism as well as training that promotes the diverse, multiracial and multicultural character of Ontario society and the rights and cultures of First Nation, Inuit and Métis Peoples;
- The requirement for each municipality that maintains a municipal board to prepare and publish a diversity plan to ensure members of the board are representative of the diversity of the population of the municipality;
- Not releasing the names of officials and witnesses in SIU investigations;
- Ensuring information made available to the public about an SIU investigation helps them understand the decision made by the SIU director; and
- Ensuring the SIU continues to publish investigative reports on its website.

New Measures for Police Oversight

Inspector General of Policing

The *Community Safety and Policing Act, 2019*, will establish an Inspector General (IG) of Policing who will be required to monitor and conduct inspections related to compliance with the Act and regulations. The IG will work with policing entities to ensure consistent application of policing across the province by measuring compliance with prescribed standards.

Key functions of the IG include:

- Consulting with, advising, monitoring and conducting inspections of police service boards, Ontario Provincial Police (OPP) detachment boards, First Nation OPP boards, OPP Advisory Council, chiefs of police, special constable employers, police services and other policing providers regarding compliance with the Act and regulations.
- Receiving and investigating, if warranted, public complaints about members of police service boards, OPP detachment boards, First Nation OPP boards and the OPP Advisory Council regarding misconduct and policing complaints regarding the provision of adequate and effective policing, failure to comply with the Act and regulations, and policies and procedures.
- Reporting inspection findings, issuing directions to remedy or prevent non-compliance with the Act and imposing measures if the direction is not complied with, or, reprimanding, suspending or removing a board member if board member misconduct is identified.
- Conducting analysis regarding compliance with the Act and regulations.
- Reporting on the activities of the IG annually, including inspections conducted, complaints dealt with, directions issued and measures imposed; and compliance with the Act and regulations.

.../3

The Act also gives the IG and its inspectors the right to access closed police service board meetings.

Law Enforcement Complaints Agency

The *Community Safety and Policing Act, 2019* will continue the office of the Independent Police Review Director as the Law Enforcement Complaints Agency (LECA), headed by the Complaints Director.

The LECA will receive and screen complaints from the public about the conduct of police officers. In addition, the LECA will have the authority to initiate an investigation in the absence of a public complaint if, in the Complaints Director's opinion, it is in the public interest to do so.

The Complaints Director may also undertake reviews of issues of a systemic nature that have been the subject of public complaints or investigations, or that may contribute or otherwise be related to misconduct.

The Special Investigations Unit

The *Special Investigations Unit Act, 2019*, (SIU Act), once in force, will set out a new legal framework for the SIU. The SIU Act will focus and clarify the mandate of the SIU to better ensure more timely, efficient, reasonable and transparent investigations. Key changes contained in the Act will focus the SIU's investigative resources where they are needed most – on criminal activity.

The Ministry of the Attorney General will continue to consult with law enforcement, community organizations and advocates to ensure their input is incorporated into the development of regulations under the SIU Act.

Police Training

Training is developed and delivered in a manner that reinforces principles of fairness, equity and compliance with the Ontario *Human Rights Code* and *Canadian Charter of Rights and Freedoms*.

All Basic Constable Training (BCT) recruits undergo diversity-focused training designed to improve their ability to engage with the public and respond to victims of crime. This training focuses on improving recruits' understanding of the experiences of, and systemic barriers faced by, diverse communities, including racialized, Indigenous, First Nations and Metis, and Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning and Two-Spirited (LGBTQ2S) people.

Diversity and anti-racism training includes:

- Human rights framework for policing;
- Equity and inclusion;
- Harassment and discrimination;

- Defining police professional;
- Collection of Identifying Information in Certain Circumstances regulation;
- History of profiling in policing and the impact of racial profiling on the community;
- Profiling practices and the mindset behind it;
- Stereotyping;
- Bias free policing – racial profiling vs. criminal profiling;
- Hate crimes and bias incidents of a non-criminal nature; and
- Practical skills scenario that reinforces academic learning on hate crimes.

Training on Indigenous issues includes:

- Indigenous culture;
- Residential schools;
- Land claims and treaties;
- First Nations Policing;
- Cultural appropriation;
- Cultural practices; and
- Practical skills scenario that reinforces academic learning on Indigenous issues.

The Serving with Pride organization attends each intake to deliver a presentation to all recruits entitled “LGBTQ2S 101” which covers a number of issues related to the LGBTQ2S communities including historical events, current and appropriate terminology, gender expression, gender identity and other topics.

In addition to the standalone sessions, the above noted issues are interwoven and reinforced throughout the BCT program. For example, recruits are taught to respond to victims in a trauma-informed manner for all victims of crime acknowledging potentially vulnerable groups.

De-escalation and Mental Health Crisis Response Training

The Ontario Police College’s current de-escalation training emphasizes communication techniques such as establishing rapport, threat management and conflict resolution and mediation.

The training specifically addresses scenarios in which police interact with people in crisis with a goal of resolving conflicts in a manner that protects the safety of the public, the person in crisis and police officers. Officers must also undertake follow-up training every 12 months. Police services are also encouraged to have policies and procedures in place as set out in the “Use of Force” Guideline. This includes procedures for impact weapons, aerosol weapons, conducted energy weapons, firearms and use of force reporting.

Training on the BCT program is reviewed and updated to reflect the most current information after every BCT intake.

.../5

Once in force, the *Community Safety and Policing Act, 2019*, will require all police officers, special constables and board members to successfully complete training related to human rights, systemic racism and the rights and cultures of Indigenous Peoples. This training will also be required for the new Inspector General of Policing, its inspectors, the Complaints Director at LECA and LECA investigators. This is part of the government's commitment to ensure that all interactions are conducted without bias or discrimination, and in a manner that promotes public confidence and keeps communities safe.

Mental Health and Addictions Initiatives and Investments

Dedicated Funding for Mental Health and Addictions Programs

Ontario's community mental health services include:

- assertive community treatment teams, case management, crisis intervention, early psychosis intervention, eating disorders programs, vocational programs, supportive housing and consumer/survivor initiatives, peer supports and other programs; and
- initiatives to keep people with serious mental health issues out of the criminal justice system which include, but are not limited to, court support and diversion, crisis intervention and safe beds.

In July 2018, Ontario announced its commitment to invest \$3.8 billion over 10 years, with the support of the Government of Canada, to develop and implement a comprehensive and connected mental health and addictions strategy. This includes \$174 million for mental health and addictions programs in 2019-20. As part of the \$174 million commitment of funds to support mental health and addictions in 2019-20, my ministry partnered with the Ministry of Health to announce \$18.3 million in new funding to support those affected by mental health and addictions challenges in the justice sector.

Specifically, in 2019-20, the Ministry of Health provided funding for an integrated set of mobile crisis services that assist in the de-escalation and stabilization of persons in crisis and their connection to community programming and supports to address their physical and mental well-being over the longer term, in order to prevent further crises. Five teams were implemented in 2019-20 with \$6.95 million of the \$174 million in new, annualized funding to develop and enhance mobile crisis services. Mobile crisis services partner police with community mental health organizations to respond to persons in mental health and addictions (MHA) crises and determine if the crisis:

- can be de-escalated and resolved at the scene;
- warrants further psychiatric attention at hospital emergency rooms; or
- requires short-term community stabilization and reintegration.

Part of the \$18.3 million in new funding also includes \$2.5 million for various programs run by the ministry, one of which includes de-escalation training.

Ministry of the Solicitor General Grant Programs

Apart from the dedicated funding for mental health and addictions programs highlighted above, the ministry also offers a number of grant programs that are primarily available to police services, working in collaboration with municipal and community partners, to support local Community Safety and Well-Being (CSWB) initiatives, including mental health-related programs. For example, under the 2019-20 to 2021-22 Community Safety and Policing Grant local and provincial priorities funding streams, the ministry is providing funding to 27 police services/boards for projects involving an integrated response between police and a mental health worker to respond to situations of crisis (e.g., Mobile Crisis Response Teams).

Community Safety and Well-Being Planning

The ministry developed the *Community Safety and Well-Being Planning Framework: A Shared Commitment in Ontario* booklet, which includes the CSWB Planning Framework and a toolkit of practical guidance documents to assist municipalities, First Nations and their community partners as they engage in the CSWB planning process. The Framework encourages communities to work with various partners across sectors to proactively identify and address local priority risks in the community before they escalate and result in situations of crisis (e.g., crime, victimization or suicide). This involves reducing the number of incidents that require enforcement by shifting to more proactive, preventative programs and strategies that improve the social determinants of health (e.g., education, housing, mental health).

In support of this work, effective January 1, 2019, the government mandated municipalities lead the development of CSWB plans which identify and address local priority risks to safety and well-being, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services and children/youth services.

Complementary to the Framework, a Situation Table is one type of multi-sectoral risk intervention model that is being implemented across our province.

The ministry also offers the Risk-driven Tracking Database (RTD), which allows for the collection of risk-based data and helps to inform the CSWB planning process, free of charge to communities across Ontario that are engaged in multi-sectoral risk intervention models, such as Situation Tables. As of June 2020, 60 sites have been on-boarded to the RTD and any communities who are interested in being on-boarded to the RTD is encouraged to contact the ministry.

.../7

Police-Hospital Transition Protocol

Additionally, to improve front-line response to persons experiencing a mental health or addictions-related crisis, my ministry partnered with the Ministry of Health to support the Provincial Human Services and Justice Coordinating Committee and CMHA of Ontario to develop a framework for local police emergency room transition protocols for persons apprehended under the *Mental Health Act*.

On June 3, 2019, the Ministry of the Solicitor General and the Ministry of Health jointly endorsed the release of [Improving Police-Hospital Transitions: A Framework for Ontario](#), as well as the supporting toolkit, *Tools for Developing Police-Hospital Transition Protocols in Ontario*. The purpose of the framework and toolkit is to assist police services and hospitals with developing joint emergency department transition protocols, which are responsive to unique local needs, in order to ensure the seamless transfer of care for persons in a mental health or addictions crisis brought to a hospital by police officers.

I hope you find this information useful and I appreciate your municipality's support during this time of uncertainty.

Sincerely,



Sylvia Jones
Solicitor General
Minister Responsible for Anti-Racism

c: Chief Administrative Officers

Municipal Clerks

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

From: [John Henderson](#)
To: [Brent Larmer](#)
Subject: FW: Mark it Red - request regarding awareness of dyslexia
Date: September 16, 2020 6:26:11 PM

Brent for GG agenda. Thanks John

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Viola Lyons [REDACTED] (05:00)

To: John Henderson <jhenderson@cobourg.ca>, Suzanne Séguin <sseguin@cobourg.ca>, Nicole Beatty <nbeatty@cobourg.ca>, Brian Darling <bdarling@cobourg.ca>, Emily Chorley <echorley@cobourg.ca>, Aaron Burchat <aburchat@cobourg.ca>, Adam Bureau <abureau@cobourg.ca>

Subject: Re: Mark it Red - request regarding awareness of dyslexia

Dear Mayor Henderson and Council,
I am hopeful that Cobourg will join the many other communities lighting up for the 2020 "Mark it Red" campaign. Check the updated link!

<https://www.dyslexiacanada.org/mark-it-read-2020>

Thanks,
Viola Lyons

On Wed, Jul 22, 2020 at 10:33 AM Viola Lyons [REDACTED]

Dear Mayor Henderson and Council,

Several years ago, our son Alex Dickson was very proud to serve as a page at Victoria Hall. Dressed in shirt and tie, and wearing dark sunglasses, he took his job seriously. He actively listened to the ongoing debates, eager to discuss outcomes with Mayor Joan Chalovich when the meeting wrapped up. On one occasion, Alex offered his own opinion on a crossing guard issue although he was cut short by Rick Stinson who kindly explained he needed an advance request to speak!

Imagine being an incredibly bright 12-year-old, able to hold your own discussing municipal issues, yet struggling to read, write and spell at school. Imagine having to wear dark sunglasses due to disabling migraines brought on by the stress of having a disability that is not recognized or is misunderstood by the educational system that should be supporting you.

This, or some variation of this, is the reality that 15-20% of Canadians who live with dyslexia face. Dyslexia is a neurobiological, lifelong condition. With proper identification and specific instruction, it can be managed. Sadly, despite having scientific understanding of why some children struggle to read and knowing the methods that will help, most dyslexics do not get the intervention they need. The cost to Canadian society is monumental.

For the many kids struggling with dyslexia, the teacher's red pen is a constant reminder of the lack of awareness and support needed for them to learn to read, write and spell with their peers and be successful in school and in life. We have to change that..... and change starts with awareness.

In recognition of International Dyslexia Awareness month, Dyslexia Canada is asking communities across Canada to light up their City Hall in red for one night during their second annual campaign "Mark it Red for Dyslexia". Such a simple idea – yet what a great way to start a conversation about what dyslexia is and how we can support the learning of dyslexic kids so that they can reach their full potential.

For information about dyslexia as well as the "Mark it Red" campaign, I urge you to visit the Dyslexia Canada website. Photographs and a listing of participating communities across Canada including The CN tower, Niagara Falls, City Hall Halifax, the Calgary Tower and The Big Fiddle Sydney N.S. can be found at <https://www.dyslexiacanada.org/mark-it-read>.

If parents, community leaders, and teachers become aware of what dyslexia is, learn how to recognize it, and provide appropriate support, no child will have to hide behind dark sunglasses. This October, please consider lighting Victoria Hall in red for one night during the week of October 20 to bring awareness and shine a light on the kids in our classrooms who need our help.

Thank you for your consideration. I would be happy to discuss this initiative further and look forward to your support.

Sincerely,

Viola Lyons





Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-01-28	Council Meeting Link		
Motion - Social Planning and/or Community Development Advisory Committee. Department/Division Responsible: Legislative Services/ Planning & Development	Minutes: FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.	09/14/2020	50%
Meeting 2019-05-13	Council Meeting Link		
Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings. Department/Division Responsible: Legislative Services	Minutes: THAT Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and FURTHER THAT Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.	09/14/2020	50%



**Unfinished Business Listing
Council Motions/Staff Direction
As of October 5, 2020**

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-09-23	Council Meeting Link		
Motion - Long Service Recognition Policy Department/Division Responsible: Human Resources	Minutes: THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.	N/A	80%
Meeting 2019-12-02	Council Meeting Link		
Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB). Department/Division Responsible: Multiple Departments/ Organizations	Minutes: THAT Council discuss the delegation with Northumberland County; and FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low barrier housing in the Cobourg area; and FURTHER THAT Council request that all information is returned to Council by February 18, 2020	05/11/2020	30%



Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-27	Council Meeting Link		
Motion - unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. Report and Accessible Transit Service Policy. Department/Division Responsible: Legislative Service/ Public Works	Minutes: FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.	11/16/2020	
Meeting 2020-01-27	Council Meeting Link		
Motion – Staff Report on Innisfil Ridesharing Transit Model Department/Division Responsible: Legislative Services	Minutes: FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.	11/16/2020	



Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

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Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
Motion - Private Transportation Regulating By-law Department/Division Responsible: Legislative Services	<u>Minutes:</u> THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating Bylaw'; and FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;	Regular Council Meeting	
Meeting 2020-01-06	Council Meeting Link		
Motion - Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination. Department/Division Responsible: Legislative Services	<u>Minutes:</u> THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg	2021-2022	



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Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-01-06	Council Meeting Link		
<p>Motion – Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.</p> <p>Department/Division Responsible:</p> <p>Legislative Services</p>	<p>Minutes:</p> <p>Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg.</p> <p>THAT Council refer the delegation to Staff for a report back to Council or the feasibility of the suggestions provided in the delegation.</p>	N/A	
Meeting 2020-04-27	Council Meeting Link		
<p>Motion – Flood Reduction and Mitigation Strategy</p> <p>Department/Division Responsible:</p> <p>Chief Administrative Officer/ Treasurer</p>	<p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and</p> <p>THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.</p>	01/30/2021	



Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

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Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-02-24	Council Meeting Link		
<p>Motion – MOU between the Cobourg Public Library and the Town of Cobourg</p> <p>Department/Division Responsible:</p> <p>Chief Administrative Officer/ Treasurer</p>	<p>Minutes:</p> <p>THAT Council instruct Staff to draft a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities, and relationship between the Town of Cobourg and the Cobourg Public Library Board; and</p> <p>FURTHER THAT the Council Coordinator of Arts, Culture and Tourism, Deputy Mayor Séguin, Interim CAO, Municipal Clerk and the CEO and Chair of the Cobourg Public Library Board be present during discussions between the Town of Cobourg and the Cobourg Public Library Board when drafting the terms of the MOU; and</p> <p>FURTHER THAT the MOU be finalized by June 1, 2020, and brought to the Cobourg Public Library Board for approval prior to the MOU being presented to Council for final approval.</p>	09/14/2020	
Meeting 2020-06-29	Council Meeting Link		
<p>Motion - Diversity, Equity and Inclusion Policy for the Town of Cobourg</p> <p>Department/Division Responsible:</p> <p>Legislative Services</p>	<p>Minutes:</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to create supporting governance structures with internal and external stakeholders from the Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; in order to identify and develop priorities, strategies and initiatives to support the Equity, Diversity and Inclusion effort in the Town of Cobourg; and</p>	12/07/2020	



Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

	<p>FURTHER THAT Council direct Staff to engage Cobourg's diverse community to help create potential draft terms of reference to advise Council and make recommendations to provide a monitoring and measuring role to help ensure that the Town applies a diversity, equity and inclusion lens to its policies, services and programs; and</p> <p>FURTHER THAT Council direct Staff to make an application to join the Coalition of Inclusive Municipalities (CIM) as a commitment to investing time and resources toward creating a more welcoming and inclusive community in which the CIM network brings together municipalities that want to improve their policies against racism, discrimination, exclusion and intolerance and together, the municipalities undertake initiatives to eliminate all forms of discrimination with a view to building open and inclusive societies; and</p> <p>FURTHER THAT Council direct Staff to bring forward a report to a December Council Meeting or an earlier meeting presenting a status update on the recommendations approved and outlined within the Staff Report.</p>		
Meeting 2020-07-27	Council Meeting Link		
<p>Motion – Legal opinion on the Town's ability, to regulate on-water activities in the Cobourg Harbour.</p> <p>Department/Division Responsible:</p> <p>Community Services</p>	<p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Request for Legal Opinion.</p> <p>NOW THEREFORE BE IT RESOLVED THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained regarding the municipality's ability, if any, to regulate on-water activities in the harbour; and FURTHER THAT the legal opinion be obtained before any further attempt to regulate on water activities; and FURTHER THAT the 2015 legal opinion on this matter be made available to the public.</p>	N/A	



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Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-07-27	Council Meeting Link		
<p>Motion – Striking a joint working group to create a consolidated safety procedure and emergency manual – Aquatic Safety Audit.</p> <p>Department/Division Responsible:</p> <p>Community Services</p>	<p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Aquatic Safety Audit – Working Group;</p> <p>NOW THEREFORE BE IT RESOLVED THAT in order to create a consolidated safety procedure and emergency manual, Council instructs staff to strike a joint working group comprised of two staff members and one representative of each user group, including:</p> <ul style="list-style-type: none"> • Survivor Thrivers • Cobourg Yacht Club/Learn to Sail • Cobourg Dragon Boat & Canoe Club • Coast Guard • Green Canoe • Northumberland YMCA • Seasonal marina boaters (Boaters Council) • Anglers/commercial charters • Cobourg Surf and Paddleboard Club AND <p>FURTHER THAT the working group be tasked with drafting a safety procedure/emergency manual for submission to Council and the Parks and Recreation Advisory Committee ahead of the 2021 boating season.</p>	N/A	



Unfinished Business Listing Council Motions/Staff Direction As of October 5, 2020

● Draft ● On Track ● Behind ● Overdue ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2020-08-24	Council Meeting Link		
Motion – Downtown Parking and Cobourg Transit Fares Update in the Town of Cobourg. Department/Division Responsible: Public Works Services	Minutes: THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and FURTHER THAT Council direct Staff to continue with reduced service hours for Transit at a savings of \$5,400/week and direct Staff to bring forward a similar report to the October 5, 2020 Committee of the Whole Meeting for Council consideration.	10/05/2020	

 <p>COBOURG</p>	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>065-2020</u></p>
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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 OCTOBER 13, 2020.

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 October 13, 2020, 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 October 13, 2020;
- 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 October 13, 2020 Regular Council proceedings;
- 6. **THAT** the Mayor and Municipal Clerk, 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 and finally passed in Open Council on this 13th day of October, 2020.

MAYOR

MUNICIPAL CLERK