



The Corporation of The Town of Cobourg
Regular Council Meeting
Agenda

Wednesday, April 24, 2024
Council Chambers, Victoria Hall, Cobourg

Closed Session 5:00 p.m.
Open Meeting 6:00 p.m.

Please be advised that the Regular Council Meeting will begin at 5:00 p.m. with a Closed Session being held prior to the Open Session. The Public will see a Closed Session screen on the livestream of the Regular Council Meeting indicating Council is in Closed Session. The Open Session will appear live directly following the Closed Session at 6:00 p.m. and can be viewed using the same livestream link.

This Regular Council Meeting will be held using a hybrid meeting model. Members of Council and Municipal Staff will have the choice to participate in-person in Council Chambers or to participate virtually via electronic participation. Please note that in-person attendance in Council Chambers by members of the public is now permitted. The public may also view the Council meeting live via the Town of Cobourg livestream. If you have any questions or would like to provide feedback, please email clerk@cobourg.ca.

Join Zoom Meeting Information for Speakers

Online: <https://us02web.zoom.us/j/88439175799>

Meeting ID: 884 3917 5799

Phone: 647 374 4685

Pages

1. Call to Order

2. Introduction of Addendum Items

3. Confirmation of Agenda

3.1 Confirmation of the April 24, 2024 Regular Council Agenda

Action Recommended:

That Council confirm the agenda, as circulated.

4. Resolution to Move into Closed Session

Action Recommended:

THAT Council meet in Closed Session in accordance with the *Municipal Act, 2001* regarding:

- personal matters about an identifiable individual, including municipal or

local board employees (s. 239 (2) (b)).

5. Reconvene into Open Meeting

6. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

7. Disclosure of Pecuniary (Financial) Interest

8. Items Arising from Closed Session

9. Adoption of Minutes

9.1 Council Minutes for Adoption

9.1.1	March 21, 2024 Emergency Minutes	16
9.1.2	March 27, 2024 Regular Minutes	19
9.1.3	April 16, 2024 Emergency Minutes	40

Action Recommended:

THAT Council approve the minutes of Cobourg Municipal Council, as circulated.

9.2 Standing Committee Minutes Received for Information

9.2.1	April 2, 2024 Strategic Priorities and Policy Standing Committee Minutes	43
9.2.2	April 3, 2024 Community Services, Protection, and Economic Development Standing Committee Minutes	49
9.2.3	April 3, 2024 Public Works Planning and Development Standing Committee Minutes	54
9.2.4	April 4, 2024 Corporate, Finance, and Legislative Standing Committee Minutes	61

Action Recommended:

THAT Council receive the minutes of Cobourg Municipal Standing Committees for informational purposes.

10. Community Announcements

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

11. Delegations

Delegates may speak for up to 10 minutes of uninterrupted time and only on the matter indicated on your delegation request form.

As per the Town Procedural By-law, when addressing Council, the speaker shall be respectful of all persons and refrain from entering into cross debate with members of Council, Town Staff and members of the audience.

Following the delegation, Council members may ask questions to obtain additional information or seek clarification from the speaker but shall not make statements to or enter into debate with the speaker.

Once the question period is deemed complete by the Chair, Council members will deliberate the matter at hand without interruption.

Delegations will not be allowed to interrupt the Council decision making process.

- 11.1 Andrew Fergusson, Blairhill Estates representing adjacent landowners regarding the Proposed Future Nagle Road Alignment

65

Action Recommended:

THAT Council receive the delegation from Andrew Fergusson, Blairhill Estates representing adjacent landowners regarding the Proposed Future Nagle Road Alignment for information purposes.

OR

THAT Council refer the delegation from Andrew Fergusson, Blairhill Estates representing adjacent landowners regarding the Proposed Future Nagle Road Alignment to staff for a report back.

12. Outside Presentation / Information from Advisory Committees or Task Forces

Speakers may not register to speak to Outside Presentations.

13. Consent Agenda

Speakers may speak for up to 10 minutes of uninterrupted time and only on the matter pertaining to the report.

As per the Town Procedural By-law, when addressing Council, the speaker shall be respectful of all persons and refrain from entering into cross debate with members of Council, Town Staff and members of the audience.

Following the address, Council members may ask questions to obtain additional information or seek clarification from the speaker but shall not make statements

to or enter into debate with the speaker.

Once all speakers have been heard, Council members will deliberate the report at hand without interruption. Speakers will not be allowed to interrupt the Council decision making process.

Action Recommended:

THAT Council adopt the following recommendations from the Standing Committees contained within the consent agenda as a single motion:

13.1 Strategic Priorities and Policy Standing Committee

- 13.1.1 Report No. COR-2024-004 from Treasurer/Director of Corporate Services regarding 2023 Remuneration and Expenses: Council and Local Boards

77

Action Recommended:

WHEREAS at the Strategic Priorities and Policy Standing Committee meeting on April 2, 2024, the Committee considered Report No. COR-2024-004 from Treasurer/Director of Corporate Services regarding 2023 Remuneration and Expenses: Council and Local Boards.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report for information purposes as required under Section 284(1) of the *Municipal Act, 2001 as amended*.

- 13.1.2 Report No. COR-2024-005 from Treasurer/Director of Corporate Services regarding Municipal Credit Card Policy

82

Action Recommended:

WHEREAS at the Strategic Priorities and Policy Standing Committee meeting on April 2, 2024, the Committee considered Report No. COR-2024-005 from Treasurer/Director of Corporate Services regarding Municipal Credit Card Policy.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the Town of Cobourg Municipal Credit Card Policy to outline the eligibility and authorization procedures, state the terms and conditions of the company credit card, define limitations and exceptions, and explain the card violations and disciplinary action process.

13.2 Community Services, Protection, and Economic Development Standing

13.2.1 Cobourg Police Service - Needs Assessment & Accommodation Options Report

Action Recommended:

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on April 3, 2024 the Committee considered Cobourg Police Service - Needs Assessment & Accommodation Options Report.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Cobourg police service needs assessment and accommodation options Report for information purposes; and

FURTHER THAT Council refer the service needs and accommodation options to the 2025 budget for a staff report; and

FURTHER THAT Council fund the new accessible ramp at the Cobourg police station this year to be in compliance with the new AODA standards required for all municipal buildings by 2025; and

FURTHER THAT Council direct staff to work with the Cobourg Police Services Board for an updated memorandum of understanding (MOU) to replace the existing expired MOU to be completed within four (4) months; and

FURTHER THAT Council request the Cobourg Police Services Board look at the opportunities available to them for the expansion of policing within Northumberland County.

13.2.2 Report No. COMM-2024-006 from Director of Community Services regarding Intent to Purchase Through the Canoe Procurement Group – Ice Resurfacers

Action Recommended:

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on April 3, 2024 the Committee considered Report No. COMM-2024-006 from Director of Community Services regarding Intent to Purchase Through the Canoe Procurement Group – Ice Resurfacers.

NOW THEREFORE BE IT RESOLVED THAT Council receive the report for information purposes; and

FURTHER THAT Council endorse the benefits of group purchasing in principle, including Canoe Procurement Group as an example; and

FURTHER THAT Council approve the purchase of a replacement dual-fuel ice resurfacer through Canoe Procurement Group at a cost of not more than \$110,000.00, including non-refundable HST.

- 13.2.3 Report No. COMM-2024-007 from Manager, Parks and Director of Community Services regarding Land Lease Renewal for Dog Park 411

Action Recommended:

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on April 3, 2024 the Committee considered Report No. COMM-2024-007 from Manager, Parks and Director of Community Services regarding Land Lease Renewal for Dog Park.

NOW THEREFORE BE IT RESOLVED THAT Council approve the new lease agreement with 13158322 Canada Inc. for the Dog Park lands at 777 Ontario St. Cobourg; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the final agreement, subject to finalization of any remaining details by staff.

- 13.2.4 Report No. COMM-2024-008 from Director of Community Services regarding Future Recreation Possibilities with YMCA 422

Action Recommended:

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on April 3, 2024 the Committee considered Report No. COMM-2024-008 from Director of Community Services regarding Future Recreation Possibilities with YMCA; and

WHEREAS Council recognizes the quality service delivery and broad expanse of partnership examples with municipalities and YMCAs and YWCAs across North America that demonstrate the efficacy of shared service delivery; and

WHEREAS Council recognizes the strong demand for housing and the accompanying community services that provide a complete lifestyle utilizing new and upgraded sport and recreation facilities to support the health and wellbeing of children, families, and seniors across Ontario; and

WHEREAS Council has a strong interest in community partnerships as evidenced by many effective local partnerships.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report for information purposes; and

FURTHER THAT Council endorses the concept of a continued partnership with the YMCA of Northumberland in recreation services, which may result in increased services at the Cobourg Community Centre or another creative solution to the satisfaction of the community; and

FURTHER THAT Council authorizes the Mayor to sign the attached Memorandum of Understanding with the YMCA of Northumberland to reignite discussions about further recreation opportunities; and

FURTHER THAT the YMCA of Northumberland is approved by Council as the single-source provider of outdoor aquatic services at the Centennial Pool for the 2024 season as per the approved budget, subject to finalization of typical terms and conditions by staff.

13.3 Public Works, Planning, and Development Standing Committee

- 13.3.1 Report No. PW-2024-003 from Manager of Engineering regarding Agreements with CP Railway and Tribute (Cobourg) Limited regarding Trunk Sanitary Sewer Crossing of Railway Lands

431

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. PW-2024-003 from Manager of Engineering regarding Agreements with CP Railway and Tribute (Cobourg) Limited regarding Trunk Sanitary Sewer Crossing of Railway Lands.

NOW THEREFORE BE IT RESOLVED THAT Council recognize the Town is required to enter into an agreement with each; CP Railway and Tribute (Cobourg) Limited to

facilitate the construction of the Trunk Sanitary Sewer under Railway Lands within the unopened Willmott Street right-of-way; and

FURTHER THAT Council authorize Staff to enter into an agreement between CP Railway and the Town of Cobourg (attached to report); and

FURTHER THAT Council authorize Staff to enter into an agreement between the Town of Cobourg and Tribute (Cobourg) Limited when the conditions of the agreement have been established to the satisfaction of Town Engineering Staff; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to sign the necessary documents to execute the required agreements.

- 13.3.2 Report No. DS-2024-008 from Chief Building Official regarding Final Approval for purchase of two electric vehicles and supporting electrical infrastructure

438

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. DS-2024-008 from Chief Building Official regarding Final Approval for purchase of two electric vehicles and supporting electrical infrastructure.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the purchase of two (2) 2024 Chevrolet Blazer EV's at a cost of \$128,322.00 including HST from Spencer Chevrolet Cobourg, as approved in the 2024 Capital Budget; and

FURTHER THAT Council authorize supply and installation of the supporting electrical upgrade and two (2) by B.G.Roberts Electric Ltd. as approved in the 2024 Capital Budget.

- 13.3.3 Report No. PW-2024-004 from Acting Manager, Environmental Services regarding McGill Pump Station – Pump #2 Replacement

451

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. PW-2024-004 from Acting Manager, Environmental Services regarding McGill Pump

Station – Pump #2 Replacement.

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase a new Xylem Pump at the McGill Pump Station at a cost of \$98,973.91 (price includes non-refundable HST) to be funded from the 2024 Environmental Services Capital Budget.

- 13.3.4 Report No. PW-2024-005 from Transportation Supervisor regarding Transit Technology Agreement – RideCo Software 455

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. PW-2024-005 from Transportation Supervisor regarding Transit Technology Agreement – RideCo Software.

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to execute a software agreement with RideCo Inc. to provide a direct relationship with the software provider for on-demand transit scheduling technology, to be funded from the Transit Operating budget; and

FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary documents to execute the required agreements.

- 13.3.5 Report No. PW-2024-006 from Director, Public Works regarding Award of Boardwalk Material Supply 459

Action Recommended:

THAT Council award the Boardwalk Material Supply to Monaghan Lumber to be funded by the 2023 approved capital budget (60% Active Transportation Fund (ATF) grant, 40% debentured), with the estimated cost of materials and construction oversight will not exceed the budget upset limit of \$750,000.

- 13.3.6 Report No. PW-2024-007 from Director, Public Works regarding Budget Request for Vehicle Replacements 464

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. PW-2024-007 from Director, Public Works regarding Budget Request for Vehicle

Replacements.

NOW THEREFORE BE IT RESOLVED THAT Council authorize a budget addition of \$80,000 from the sanitary reserve to replace Environmental Services truck #13-11 and transfer to Roads & Sewers; and

FURTHER THAT Council authorize a budget addition of \$30,000 from the vehicle replacement reserve for the purchase of the Building Department RAV4 to be utilized by Roads & Sewers; and

FURTHER THAT Council authorize Staff to proceed with the purchase of a GMC ¾ tonne truck utilizing 2024 budget allocation.

- 13.3.7 Report No. PW-2024-008 from Director of Public Works regarding Parking Capacity Study Results

469

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered Report No. PW-2024-008 from Director of Public Works regarding Parking Capacity Study Results.

NOW THEREFORE BE IT RESOLVED THAT Council receive the 2023 Parking Capacity Study prepared by Paradigm Transportation Solutions Limited for information purposes; and

FURTHER THAT Council direct staff to prepare a by-law that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed; and

FURTHER THAT Council direct Staff to review the payment in lieu of parking policy based on the results of the 2023 parking Capacity Study through a zoning by-law amendment.

- 13.4 Corporate, Finance, and Legislative Standing Committee

- 13.4.1 Memo from the Accessibility Advisory Committee (AAC) regarding AAC Membership Amendment

554

Action Recommended:

WHEREAS at the Corporate, Finance, and Legislative Standing Committee meeting on April 4, 2024, the

Committee considered a Memo from the Accessibility Advisory Committee (AAC) regarding AAC Membership Amendment.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to amend the Accessibility Advisory Committee's Terms of Reference to provide that there be an additional staff liaison position representing health care officials or any other liaison positions that would benefit accessibility; and

THAT Council direct Staff to appoint one member of Council to the Accessibility Advisory Committee on a rotating basis.

- 13.4.2 Request from Cobourg Museum regarding proclaiming May 18, 2024 as Cobourg Museum Day 556

Action Recommended:

WHEREAS at the Corporate, Finance, and Legislative Standing Committee meeting on April 4, 2024, the Committee considered a Request from Cobourg Museum regarding proclaiming May 18, 2024 as Cobourg Museum Day.

NOW THEREFORE BE IT RESOLVED THAT Council proclaim May 18, 2024, as Cobourg Museum Day; and

FURTHER THAT Council direct Staff to raise a flag showing the Museum's logo from May 17, 2024 – May 19, 2024; and

FURTHER THAT Council direct Staff to light the exterior of Victoria Hall with dark red, light blue, and light green from May 17, 2024 – May 19, 2024.

- 13.4.3 Request from Fondation Émergence regarding proclaiming May 17, 2024 as the International Day Against Homophobia and Transphobia 557

Action Recommended:

WHEREAS at the Corporate, Finance, and Legislative Standing Committee meeting on April 4, 2024, the Committee considered a Request from Fondation Émergence regarding proclaiming May 17, 2024 as the International Day Against Homophobia and Transphobia.

NOW THEREFORE BE IT RESOLVED THAT Council proclaim May 17, 2024, as the International Day Against Homophobia and Transphobia.

- 13.4.4 Report No. COR-2024-006 from Treasurer/Director of 558

Corporate Services regarding 2024 Annual Repayment Limit

Action Recommended:

WHEREAS at the Corporate, Finance, and Legislative Standing Committee meeting on April 4, 2024, the Committee considered Report No. COR-2024-006 from Treasurer/Director of Corporate Services regarding 2024 Annual Repayment Limit.

NOW THEREFORE BE IT RESOLVED THAT Council receive the staff report and the attached correspondence from the Ministry of Municipal Affairs and Housing (MMAH) for information purposes.

14. Items Extracted from Consent Agenda

- 14.1 Report No. LS-2024-011 from the Grant and Policy Writer regarding Municipal Community Grants 566

Action Recommended:

WHEREAS at the Strategic Priorities and Policy Standing Committee meeting on April 2, 2024, the Committee considered Report No. LS-2024-011 from the Grant and Policy Writer regarding Municipal Community Grants.

NOW THEREFORE BE IT RESOLVED THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve \$33,025 in cash and in-kind grants per the Council breakdown from January 2024 budget deliberations; and

FURTHER THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term cash and in-kind grant recipients per the organizations mentioned in Report No. LS-2024-011, effective January 1, 2025; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council direct staff to develop a draft Community Grant Program for 2025 that would delegate decision making to a third-party partner.

- 14.2 Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust. 572

Action Recommended:

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on April 3, 2024, the Committee considered a delegation from Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust.

NOW THEREFORE BE IT RESOLVED THAT Council receive the delegation from Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust for information purposes; and

FURTHER THAT the delegation regarding the land trust be added to the resolution from September 11, 2023.

- 14.3 Report No. LS-2024-012 from Town Clerk/Director Legislative Services regarding Vehicle For Hire Standards

580

Action Recommended:

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on April 3, 2024 the Committee considered Report No. LS-2024-012 from Town Clerk/Director Legislative Services regarding Vehicle For Hire Standards.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council endorse and approve the Vehicle for Hire By-law; and

FURTHER THAT Council endorse and approve the amendment to the User Fee By-law for a system of Vehicle for Hire License Fees; and

FURTHER THAT Council receive the public comments submitted to the Town on engage Cobourg during the two (2) week period, prior to the Regular Council Meeting and the summary provided by Staff for information purposes.

- 14.4 Report No. DS-2024-009 from Planner II (Heritage) regarding Final Community Efficiency Financing (Green Energy Retrofit) Feasibility Study for the Town of Cobourg Referred from April 3, 2024

657

Action Recommended:

Moved by Mayor Lucas Cleveland

Seconded by Councillor Miriam Mutton

THAT Council consider supporting the attached Community Efficiency Financing (Green Energy Retrofit) Feasibility Study upon receiving a written update from staff at the April 24, 2024 Regular Meeting.

- 14.5 Report No. COMM-2024-009 from Manager of Facilities and Director Community Services CCC Facilities Truck Replacement 701

Action Recommended:

THAT Council approve the vehicle purchase from Bill Spencer Chevrolet in the amount of \$55,500.00 plus non-refundable HST from approved capital project 2474053; and

FURTHER THAT Council direct staff to dispose of vehicle #22-14 in accordance with the Disposal of Surplus and/or Obsolete Material and Equipment policy, using the salvage value to offset the purchase price, returning unused funds to the vehicle replacement reserve.

- 14.6 Report No. COR-2024-007 from Treasurer/Director of Corporate Services regarding First Quarter 2024 – Budget Performance Statement 705

Action Recommended:

THAT Council receive the 2024 first quarter budget performance statement for information purposes.

- 14.7 Correspondence from the Municipality of Clarington regarding a Request to the Province to Permanently Remove Tolls on Highway 407 Between Brock Road 719

Action Recommended:

THAT Council receive the correspondence from the Municipality of Clarington regarding a Request to the Province to Permanently Remove Tolls on Highway 407 Between Brock Road for information purposes.

15. By-laws

- 15.1 By-law No. 029-2024 Being a By-Law To Licence, Regulate, and Govern Vehicles-For-Hire And To Repeal By-Laws 014-2014, 088-2016, 013-2019, 015-2020, and 022-2022 722

- 15.2 By-law No. 030-2024 Being a By-law to Amend The Fees And Charges Schedule By-Law 088-2017 753

- 15.3 By-law No. 031-2024 A By-Law To Authorize The Levying Of Tax Rates And Collection Of Taxes For The Year 2024

By-law to be added at a later date, prior to meeting.

- 15.4 By-law No. 032-2024 A By-Law To Levy An Amount Upon Institutions In The Town Of Cobourg

By-law to be added at a later date, prior to meeting.

- 15.5 By-law No. 033-2024 A By-Law To Levy A Special Charge In Respect Of The Cobourg Downtown Business Improvement Area And To Provide For Its Collection

By-law to be added at a later date, prior to meeting.

Action Recommended:

BE IT RESOLVED THAT leave be granted to introduce By-law No.029-2024 to By-law No.033-2024 and to dispense with the reading of the bylaw 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.

16. Notice of Motion / Motion for Which Notice Has Been Given

Speakers may not register to speak to Motions.

17. County Business

18. Confirmatory By-law

- 18.1 By-law No. 034-2024, being a By-law to confirm the proceedings of the Council Meeting of April 24, 2024.

755

Action Recommended:

THAT leave be granted to introduce By-law 034-2024 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on April 24, 2024 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

To adjourn the meeting.



The Corporation of The Town of Cobourg
Emergency Meeting
Minutes

March 21, 2024, 2:00 p.m.

Hybrid Meeting (In-Person Council Chambers and Electronic Participation)

Members Present: Mayor Lucas Cleveland
Deputy Mayor Nicole Beatty
Councillor Miriam Mutton
Councillor Randy Barber

Members Present Virtually: Councillor Aaron Burchat
Councillor Adam Bureau

Members Absent: Councillor Brian Darling

Staff Present: Ellard Beaven, Fire Chief
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Tracey Vaughan, Chief Administrative Officer

Staff Present Virtually: Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Laurie Wills, Director of Public Works

1. CALL TO ORDER

Mayor Lucas Cleveland called the Meeting to Order at 2:04 p.m.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. INTRODUCTION OF ADDENDUM ITEMS

None

4. CONFIRMATION OF AGENDA

4.1 Confirmation of the March 21, 2024 Emergency Council Agenda

Moved by Councillor Miriam Mutton

Seconded by Councillor Randy Barber

That Council confirm the agenda, as circulated.

Carried

5. DISCLOSURE OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest from Members of Council.

6. RESOLUTION TO MOVE INTO CLOSED SESSION

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council meet in Closed Session in accordance with the *Municipal Act, 2001*, regarding:

- personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b)).

Carried

7. **CONFIRMATORY BY-LAW**

7.1 **By-law 027-2024, being a By-law to confirm the proceedings of the Emergency Council Meeting of March 21, 2024.**

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce By-law 027-2024 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Emergency Council Meeting held on March 21, 2024 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

8. **ADJOURNMENT**

Mayor Lucas Cleveland called for adjournment at the completion of all items on the Agenda at 2:24 p.m.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



The Corporation of The Town of Cobourg
Regular Council Meeting
Minutes

March 27, 2024, 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Mayor Lucas Cleveland
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Miriam Mutton
Councillor Randy Barber

Members Absent: Deputy Mayor Nicole Beatty
Councillor Brian Darling

Staff Present: Ellard Beaven, Fire Chief
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Tracey Vaughan, Chief Administrative Officer

Staff Present Virtually: Marina Smirnova, Planner I – Heritage
Laurie Wills, Director of Public Works

1. Call to Order

Mayor Lucas Cleveland called the Meeting to Order at 5:05 p.m.

2. Introduction of Addendum Items

2.1 Item 14.15 - Correspondence from Colline Bell, resident of Cobourg, regarding Stormwater Management Fees

2.2 Item 14.16 - Correspondence from Kirk Bradshaw, resident of Cobourg regarding Stormwater Management Fees

2.3 Item 3 - Revised Closed Session Item regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (s. 239 (2)(f)).

2.4 Item 14.2 - Correspondence from Northumberland County regarding 310 Division Street

3. Confirmation of Agenda

3.1 Confirmation of the March 27, 2024 Regular Council Agenda

Moved by Councillor Randy Barber

Seconded by Councillor Adam Bureau

That Council confirm the agenda, as amended.

Carried

4. Resolution to Move into Closed Session

Moved by Councillor Aaron Burchat

Seconded by Councillor Miriam Mutton

THAT Council meet in Closed Session in accordance with the *Municipal Act, 2001* regarding:

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

Carried

5. Reconvene into Open Meeting

Council reconvened into Open Meeting at 6:01 P.M.

6. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

7. Disclosure of Pecuniary (Financial) Interest

Councillor Aaron Burchat declared an interest with regard to Closed Session Item 5.1 and Open Meeting Items 14.1 Correspondence from Northumberland County regarding Emergency Shelter Agreement and Emergency Care Establishment Licensing By-law, 14.2 Correspondence from Northumberland County regarding 310 Division Street, and 14.12 Correspondence from Municipality of Port Hope regarding Management of 310 Division St - An Opportunity for Community Integration due to his company Alliance Security Systems being engaged with work to be performed at the 310 Division Street location.

Councillor Miriam Mutton declared an interest with regard to item 13.3.3 Report No. DS-2024-006 from the Planner II (Heritage) regarding the 2023 Community Improvement Plan (CIP) Intake (Affordable and Rental Housing and Downtown Vitalization) Recommendations for Funding due to owning a property near the subject site.

8. Items Arising from Closed Session

8.1 Motion from February 28, 2024 Closed Council Meeting regarding Appointment to Cobourg Heritage Advisory Committee

Moved by Councillor Miriam Mutton
Seconded by Councillor Randy Barber

WHEREAS at the Closed Council meeting on February 28, 2024, Council considered Report No. CM-2024-002 from the Deputy Clerk/Manager, Legislative Services regarding Appointments to the Cobourg Heritage Advisory Committee.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to appoint the following new member to the Cobourg Heritage Advisory Committee:

- Robert Mikel

Carried

8.2 Motion from March 18, 2024 Closed Council Meeting regarding Appointment of the Poet Laureate

Moved by Councillor Randy Barber

Seconded by Councillor Adam Bureau

WHEREAS at the Closed Council meeting on March 18, 2024, Council considered Report No. CM-2024-004 from the Deputy Clerk/Manager, Legislative Services regarding the Appointment of to the Poet Laureate.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to pause the appointment of the Poet Laureate and recommence recruitment in 2025; and

FURTHER THAT Council direct staff to report back on the process that would engage the public in a different way and conduct exit interviews with the Poet Laureate Nominating Committee.

Carried

9. Adoption of Minutes

9.1 Council Minutes for Adoption

9.1.1 February 20, 2024 Public Planning Minutes

9.1.2 February 28, 2024 Regular Minutes

9.1.3 March 18, 2024 Special Minutes

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

THAT Council approve the minutes of Cobourg Municipal Council, as circulated.

Carried

9.2 Standing Committee Minutes Received for Information

9.2.1 March 5, 2024 Strategic Priorities and Policy Standing Committee Minutes

9.2.2 March 6, 2024 Community Services, Protection, and Economic Development Standing Committee Minutes

**9.2.3 March 6, 2024 Public Works Planning and Development
Standing Committee Minutes**

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

THAT Council receive the minutes of Cobourg Municipal Standing Committees for informational purposes, as circulated.

Carried

10. Community Announcements

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

11. Delegations

11.1 Keith Oliver regarding a means by which the Town can influence and direct its growth to the benefit of all

Moved by Councillor Miriam Mutton

Seconded by Councillor Adam Bureau

THAT Council receive the delegation from Keith Oliver regarding a means by which the Town can influence and direct its growth to the benefit of all for information purposes.

Carried

Mayor Lucas Cleveland rescinded the position of Chair to Councillor Randy Barber and left the meeting at 6:35 p.m.

12. **Outside Presentation / Information from Advisory Committees or Task Forces**

12.1 **Integrity Commissioner's Annual Report**

Mayor Lucas Cleveland returned to the meeting and Councillor Randy Barber rescinded the position of Chair to Mayor Lucas Cleveland at 6:37 p.m.

Moved by Councillor Miriam Mutton

Seconded by Councillor Aaron Burchat

THAT Council receive the presentation from John Mascarin, Aird & Berlis LLP, regarding the Integrity Commissioner's Annual Report for information purposes.

Carried

13. **Consent Agenda**

Moved by Councillor Randy Barber

Seconded by Councillor Adam Bureau

THAT Council adopt the following recommendations from the Standing Committees contained within the consent agenda as a single motion:

13.1 **Strategic Priorities and Policy Standing Committee**

13.1.1 **Report No. LS-2024-010 from Town Clerk/ Director Legislative Services regarding Integrity Commissioner Services Contract Update**

WHEREAS at the Strategic Priorities and Policy Standing Committee meeting on March 5, 2024, the Committee considered Report No. LS-2024-010 from Town Clerk/ Director Legislative Services regarding Integrity Commissioner Services Contract Update.

NOW THEREFORE BE IT RESOLVED THAT Council receive the staff report for information purpose; and

FURTHER THAT Council renew/extend the appointment of Aird and Berlis LLP as the Town of Cobourg Integrity Commissioner, for a four-year term ending on March 31, 2028.

13.2 Community Services, Protection, and Economic Development Standing Committee

13.2.1 Memo from the Accessibility Advisory Committee regarding DBIA Patio By-Law Enforcement Review

WHEREAS at the Community Services, Protection, and Economic Development Standing Committee meeting on March 6, 2024, the Committee considered a memo from the Downtown Business Improvement Area regarding Addressing Downtown Parking Concerns for Economic Development.

NOW THEREFORE BE IT RESOLVED THAT Council receive the memo from the Accessibility Advisory Committee regarding DBIA Patio By-law Enforcement Review for information purposes.

13.3 Public Works, Planning, and Development Standing Committee

13.3.1 Report No. PW-2024-002 from the Assistant Manager of Engineering regarding the Assumption of Municipal Infrastructure for Parkview Hills Phase 3 and Alder Court

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on March 6, 2024, the Committee considered Report No. PW-2024-002 from the Assistant Manager of Engineering regarding the Assumption of Municipal Infrastructure for Parkview Hills Phase 3 and Alder Court.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Municipal Clerk to prepare a By-law to assume Municipal services and Infrastructure at Parkview Hills Phase 3, namely the streets known as:

- Alder Road North leg from Parkview Hills Drive to southern limit of lot 68(1236 Alder Road) and
- Parkview Hills Drive from Densmore Road to 38 m South of Northern leg of Alder Road centreline, both are part of Registered Plans 39M-853 and with the limits as indicated on attached Schedule "A" Figure 1 and described in the Subdivision Agreement (ND 16524) Between the Corporation of the Town of Cobourg and 2020910 Ontario LTD. dated April 25, 2008; and

FURTHER THAT Council authorize the Municipal Clerk to prepare a By-law to assume Municipal services and Infrastructure at Alder Court (Block 84), namely the street known as:

- Alder Court, part of Registered Plan 39M-923 and with the limits as indicated on attached Schedule “A” Figure 2 and described in the Subdivision Agreement (ND 172281) Between the Corporation of the Town of Cobourg and 2020910 Ontario LTD. dated August 16, 2018.

13.3.2 Report No. DS-2024-007 from the Administrative Assistant, Building & Planning regarding the Approval of street names for Tribute Cobourg Trails Phase 2 and New Amherst Stage 2 Phase 3 Subdivisions

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on March 6, 2024, the Committee considered Report No. DS-2024-007 from the Administrative Assistant, Building & Planning regarding the Approval of street names for Tribute Cobourg Trails Phase 2 and New Amherst Stage 2 Phase 3 Subdivisions.

NOW THEREFORE BE IT RESOLVED THAT Council approve the addition of the following names to the list of approved street names:

- Boundy Road
- Bur Oak Avenue

FURTHER THAT Council approve the use of the following names for subdivision streets in the New Amherst Stage 2 Phase 3 and Tribute Phase 2 subdivisions as follows:

New Amherst Phase 3

- Boundy Road

Tribute Cobourg Trails Phase 2

- Reuben Jackson Street
- William Scott Crescent
- Bur Oak Avenue

13.3.3 Report No. DS-2024-006 from the Planner II (Heritage) regarding the 2023 Community Improvement Plan (CIP) Intake (Affordable and Rental Housing and Downtown Vitalization) Recommendations for Funding

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on March 6, 2024, the Committee considered Report No. DS-2024-006 from the Planner II (Heritage) regarding the 2023 Community Improvement Plan (CIP) Intake (Affordable and Rental Housing and Downtown Vitalization) Recommendations for Funding.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the disbursement of the following financial incentives under the programs of the Downtown Vitalization CIP in the amount of \$51,116.10 in grants and \$3,743.43 in loan costs (for loans totaling \$53,477.50) for a total expenditure of \$54,859.53:

- 94 King Street West (Farren): \$1,928.23 Façade Improvement Grant
- 73 King Street West (Gordon): \$23,000 Façade Improvement Grant; \$33,477.50 Façade Improvement Loan
- #201, 202, 203 –165 Division Street (Wilson): \$10,700 Façade Improvement Grant; \$20,000 Façade Improvement Loan
- 77 Albert Street (Lee): \$12,128.86 Façade Improvement Grant
- 13-15 King Street West (Chalovich): \$1,589.43 Building Improvement Grant
- 79 King Street West (Bush): \$1,769.58 Façade Improvement Grant; and

FURTHER THAT Council authorize the disbursement of the following financial incentives under the programs of the Affordable and Rental Housing CIP in the amount of \$26,000 in grants and \$4,200 in loan costs (for loans totaling \$60,000) for a total expenditure of \$30,200:

- 490 Heath Street (Barge): \$10,000 Second Unit Construction/Renovation Grant; \$30,000 Second Unit Construction/Renovation Loan; up to \$1,500 Planning and Building Fee Reduction Program Grant

- 349 Cottesmore Avenue (Bathe): up to \$1,500 Planning and Building Fee Reduction Program Grant; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the necessary funding agreements between the Town of Cobourg and the recipients of funding; and

FURTHER THAT Council direct Staff to ensure that all the terms and conditions of the CIP are met prior to the Town entering into any agreement with the successful applicants.

Carried

14. Items Extracted from Consent Agenda

Having declared an interest Councillor Aaron Burchat did not participate in the consideration of Items 14.1 and 14.2.

14.1 Correspondence from Northumberland County regarding Emergency Shelter Agreement and Emergency Care Establishment Licensing By-law

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from Northumberland County regarding Emergency Shelter Agreement and Emergency Care Establishment Licensing By-law for information purposes.

Carried

14.2 Correspondence from Northumberland County regarding 310 Division Street

Moved by Councillor Adam Bureau

Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Northumberland County regarding 310 Division Street for information purposes.

Carried

14.3 Correspondence from Minnie de Jong, Cobourg Resident regarding support for a Municipal Ceasefire Resolution

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Minnie de Jong, Cobourg Resident regarding support for a Municipal Ceasefire Resolution for information purposes.

Defeated

14.4 Correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation

Moved by Councillor Miriam Mutton

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation for information purposes.

Amended

Moved by Councillor Miriam Mutton

Seconded by Councillor Adam Bureau

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council support the recommendation of the Township of Perry and send a copy of the support letter to the Premier of Ontario, AMO and member municipalities.

Carried

Moved by Councillor Miriam Mutton

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the Township of Perry regarding a Request to the Province to Amend the Blue Box Regulation for information purposes; and

FURTHER THAT Council support the recommendation of the Township of Perry and send a copy of the support letter to the Premier of Ontario, AMO and member municipalities.

Carried

14.5 Correspondence from Marie Dressler Foundation regarding Marie Dressler and Canadian Comedy Hall of Fame

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from Marie Dressler Foundation regarding Marie Dressler and Canadian Comedy Hall of Fame for information purposes.

Carried

14.6 Correspondence from the City of Clarence-Rockland regarding the National suicide and crisis hotline

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

That Council receive the correspondence from the City of Clarence-Rockland regarding the National suicide and crisis hotline for information purposes.

Carried

14.7 Correspondence from Lynne Connolly, resident of Cobourg, regarding a By-law and Zoning Review Request

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Lynne Connolly, resident of Cobourg, regarding a By-law and Zoning Review Request for information purposes.

Carried

14.8 Correspondence from the Cobourg Garden Club regarding 165th anniversary of the Cobourg Garden Club

Moved by Councillor Miriam Mutton

Seconded by Councillor Adam Bureau

THAT Council receive the correspondence from the Cobourg Garden Club regarding 165th anniversary of the Cobourg Garden Club for information purposes.

Amended

Moved by Councillor Miriam Mutton
Seconded by Councillor Adam Bureau

MOTION TO AMEND

That the following wording be added:

FURTHER THAT the letter be forwarded to the Director of Community Services for consideration and coordination with CGC for a commemoration in a public park of the Cobourg Garden Club's 165th anniversary in 2024.

Carried

Moved by Councillor Miriam Mutton
Seconded by Councillor Adam Bureau

THAT Council receive the correspondence from the Cobourg Garden Club regarding 165th anniversary of the Cobourg Garden Club for information purposes; and

FURTHER THAT the letter be forwarded to the Director of Community Services for consideration and coordination with CGC for a commemoration in a public park of the Cobourg Garden Club's 165th anniversary in 2024.

Carried

14.9 Correspondence from Ganaraska Region Conservation Authority (GRCA) regarding Legislative and Regulatory changes affecting the GRCA Development Permitting (Effective April 1, 2024).

Moved by Councillor Miriam Mutton
Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the GRCA regarding Legislative and Regulatory changes affecting the GRCA Development Permitting for information purposes.

Carried

14.10 Correspondence from Alex Wideman, resident of Belleville, regarding Provincial homelessness funding

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Alex Wideman, resident of Belleville, regarding Provincial homelessness funding for information purposes.

Amended

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council refer the letter to Northumberland County Staff for a response to Mr. Wideman's questions.

Carried

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Alex Wideman, resident of Belleville, regarding Provincial homelessness funding for information purposes; and

FURTHER THAT Council refer the letter to Northumberland County Staff for a response to Mr. Wideman's questions.

Carried

14.11 Correspondence from Andrew Wallan, resident, regarding suggestion for new police station

Moved by Councillor Adam Bureau
Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Andrew Wallan, resident, regarding suggestion for new police station for information purposes.

Amended

Moved by Councillor Adam Bureau
Seconded by Councillor Miriam Mutton

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council refer Mr. Wallan's letter and question to the Cobourg Police Services Board for a reply.

Carried

Moved by Councillor Adam Bureau
Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Andrew Wallan, resident, regarding suggestion for new police station for information purposes; and

FURTHER THAT Council refer Mr. Wallan's letter and question to the Cobourg Police Services Board for a reply.

Carried

Having declared an interest Councillor Aaron Burchat did not participate in the consideration of Item 14.12.

14.12 Correspondence from Municipality of Port Hope regarding Management of 310 Division St - An Opportunity for Community Integration

Moved by Councillor Randy Barber
Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Municipality of Port Hope regarding Management of 310 Division St - An Opportunity for Community Integration for information purposes.

Carried

14.13 Correspondence from the Municipality of Port Hope regarding Letter of Support for Port Hope Walk-in Clinic to Northumberland County Council

Moved by Councillor Adam Bureau

Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from the Municipality of Port Hope regarding Letter of Support for Port Hope Walk-in Clinic to Northumberland County Council for information purposes.

Carried

14.14 Correspondence from the County of Northumberland regarding media release advising that Northumberland County and Kawartha Pine Ridge District School Board finalize sale of school board property to continue advancing plans for more affordable housing

Moved by Councillor Miriam Mutton

Seconded by Councillor Adam Bureau

THAT Council receive the correspondence from the County of Northumberland regarding media release advising that Northumberland County and Kawartha Pine Ridge District School Board finalize sale of school board property to continue advancing plans for more affordable housing for information purposes.

Carried

14.15 Correspondence from Colline Bell, resident of Cobourg, regarding Stormwater Management Fees

Moved by Councillor Randy Barber

Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Colline Bell regarding Stormwater Management Fees for information purposes.

Amended

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council refer Ms. Bell's correspondence to Staff, both Town and LUSI, and to Watson Associates, the service fee consultant reviewing the storm water fee charges, for a reply to Ms. Bell's request on the following:

1. Confirm that Watson and Associates is actively working on Cobourg's stormwater management funding alternatives.
2. Provide a firm timeline for the implementation of a new funding formula that is equitably distributed amongst all property owners.
3. Authorize LUSI to waive interest charges on unpaid stormwater fees until a new funding formula is in place.
4. Confirm that LUSI will not cut off services to property owners with outstanding stormwater fees until there is a fair fee recalculation.

Defeated

Moved by Councillor Adam Bureau
Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council refer Ms. Bell's correspondence to Staff for a response to the points in the letter.

Carried

Moved by Councillor Randy Barber
Seconded by Councillor Miriam Mutton

THAT Council receive the correspondence from Colline Bell regarding Stormwater Management Fees for information purposes; and

FURTHER THAT Council refer Ms. Bell's correspondence to Staff for a response to the points in the letter.

Carried

14.16 Correspondence from Kirk Bradshaw, resident of Cobourg regarding Stormwater Management Fees

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Krik Bradshaw regarding Stormwater Management Fees for information purposes.

Amended

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added:

FURTHER THAT Council refer Mr. Bradshaw's letter to Staff for a response to the points in the letter.

Carried

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

THAT Council receive the correspondence from Kirk Bradshaw regarding Stormwater Management Fees for information purposes; and

FURTHER THAT Council refer Mr. Bradshaw's letter to Staff for a response to the points in the letter.

Carried

Having declared an interest Councillor Miriam Mutton did not participate in the consideration of Item 14.17.

14.17 Report No. DS-2024-006 from the Planner II (Heritage) regarding the 2023 Community Improvement Plan (CIP) Intake (Affordable and Rental Housing and Downtown Vitalization) Recommendations for Funding

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

WHEREAS at the Public Works, Planning, and Development Standing Committee meeting on March 6, 2024, the Committee considered Report No. DS-2024-006 from the Planner II (Heritage) regarding the 2023 Community Improvement Plan (CIP) Intake (Affordable and Rental Housing and Downtown Vitalization) Recommendations for Funding.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the disbursement of the following financial incentive under the programs of the Affordable and Rental Housing CIP in the amount of \$26,000 in grants and \$4,200 in loan costs (for loans totaling \$60,000) for a total expenditure of \$30,200:

- 425 Roe Street (Bailey): \$10,000 Second Unit Construction/Renovation Grant; \$30,000 Second Unit Construction/Renovation Loan; up to \$3,000 Planning and Building Fee Reduction Program Grant; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the necessary funding agreements between the Town of Cobourg and the recipients of funding.

Carried

15. **By-laws**

- 15.1 **By-law No. 022-2024 A By-Law To Assume Municipal Services And Infrastructure Namely The Streets Known As Alder Road North Leg From Parkview Hills Drive To Southern Limit Of Lot 68(1236 Alder Road) And Parkview Hills Drive From Densmore Road to 38 M South Of Northern Leg Of Alder Road Centreline**
- 15.2 **By-law No. 023-2024 A By-Law To Assume Municipal Services And Infrastructure Namely The Street Known As Alder Court**
- 15.3 **By-law No. 024-2024 A By-Law To Designate Lands Not Subject To Part Lot Control (Blocks 46, 47, 48, Plan 39m-944, Drewery Road, East Village)**
- 15.4 **By-law No. 025-2024 A By-Law To Authorize The Execution Of An Agreement To Appoint Aird & Berlis To Provide The Services Of The Integrity Commissioner And Closed Meeting Investigator For The Town of Cobourg**

Moved by Councillor Randy Barber

Seconded by Councillor Adam Bureau

BE IT RESOLVED THAT leave be granted to introduce By-law No.022-2024 to By-law No.025-2024 and to dispense with the reading of the bylaw 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

16. **Notice of Motion / Motion for Which Notice Has Been Given**

None

17. **County Business**

The Mayor provided an overview of County Business during the consideration of Item 10. Community Announcements.

18. Confirmatory By-law

18.1 By-law 026-2024, being a By-law to confirm the proceedings of the Council Meeting of March 27, 2024.

Moved by Councillor Aaron Burchat
Seconded by Councillor Adam Bureau

THAT leave be granted to introduce By-law 026-2024 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on March, 27, 2024 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

19. Adjournment

Mayor Lucas Cleveland adjourned the meeting at 7:56 p.m.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



The Corporation of The Town of Cobourg
Emergency Meeting
Minutes

April 16, 2024, 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Deputy Mayor Nicole Beatty, Chair
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Miriam Mutton
Councillor Randy Barber
Councillor Brian Darling

Members Present Virtually: Mayor Lucas Cleveland

Staff Present: Brian Geerts, (Acting CAO) Director of Community Services
Brent Larmer, Municipal Clerk/Director of Legislative Services

Staff Present Virtually: Kristina Lepik, Deputy Clerk/Manager of Legislative Services

1. **Call to Order**

Chair, Deputy Mayor Nicole Beatty called the Meeting to Order at 6:00 p.m.

2. **Traditional Land Acknowledgement**

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

3.1 Item 6 - Additional Closed Session Item regarding personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b)).

4. Confirmation of Agenda

4.1 Confirmation of the April 16, 2024 Emergency Council Agenda

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

That Council confirm the agenda, as amended.

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of Council.

6. Resolution to Move into Closed Session

Moved by Councillor Brian Darling

Seconded by Councillor Adam Bureau

THAT Council meet in Closed Session in accordance with the Municipal Act, 2001 regarding:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (s. 239 (2) (f)) and
- personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b)).

Carried

Council reconvened into Open Meeting at 8:45 p.m.

Mayor Lucas Cleveland left during the Closed Session at 8:40 p.m.

7. **Confirmatory By-law**

7.1 **By-law 028-2024 being a By-law to confirm the proceedings of the Emergency Meeting of April 16, 2024**

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

THAT leave be granted to introduce By-law No. 028-2024 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Emergency Meeting held on April 16, 2024 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

8. **Adjournment**

Chair, Deputy Mayor Nicole Beatty called for adjournment at the completion of all items on the Council Agenda at 8:46 p.m.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



**The Corporation of The Town of Cobourg
Strategic Priorities and Policy Standing Committee**

Minutes

Tuesday, April 2, 2024

1:00 p.m.

Council Chambers, Victoria Hall, Cobourg

Members Present: Deputy Mayor Nicole Beatty, Chair
Mayor Lucas Cleveland
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Miriam Mutton
Councillor Randy Barber
Councillor Brian Darling

Staff Present: Ellard Beaven, Fire Chief
Chris Challenger, Manager of the Office of the CAO
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Tracey Vaughan, Chief Administrative Officer

Staff Present Virtually: Laurie Wills, Director of Public Works

1. Call to Order

Chair, Deputy Mayor Nicole Beatty called the Meeting to Order at 1:02 p.m.

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

None

4. Confirmation of Agenda

4.1 Confirmation of the April 2, 2024 Strategic Priorities and Policy Standing Committee Agenda

Moved By Councillor Brian Darling

Seconded By Councillor Randy Barber

That the Committee confirm the agenda, as circulated.

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of Council.

6. Community Announcements

Members of the Strategic Priorities and Policy Standing Committee presented verbal reports on matters within their respective areas of responsibility.

7. Delegations

None

8. Outside Presentation / Information from Advisory Committees or Task Forces

None

9. Consent Agenda

None

10. Items Extracted from Consent Agenda

Council consented to considering Report No. LS-2024-011 first.

10.1 Report No. LS-2024-011 from the Grant and Policy Writer regarding Municipal Community Grants

Moved By Councillor Randy Barber

Seconded By Councillor Adam Bureau

THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term grant recipients; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council review each other Community Grant Funding request in order to allocate funding

Amended

Deputy Mayor Nicole Beatty vacated the position of Chair to Councillor Adam Bureau at 2:49 p.m.

Moved By Deputy Mayor Nicole Beatty

Seconded By Councillor Aaron Burchat

MOTION TO AMEND

That the wording be replaced with the following:

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve \$33,025 in cash and in-kind grants per the Council breakdown from January 2024 budget deliberations; and

FURTHER THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term cash and in-kind grant recipients per the organizations mentioned in Report No. LS-2024-011, effective January 1, 2025; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council direct staff to develop a draft Community Grant Program for 2025 that would delegate decision making to a third-party partner.

Amended

Moved By Mayor Lucas Cleveland
Seconded By Councillor Miriam Mutton

MOTION TO AMEND

That the following wording be added to the amended motion:

FURTHER THAT no grants in any form inclusive of in kind will be given to either Green Wood Coalition or Moms stop the harm for the remainder of this term of Council.

Recorded vote requested by Mayor Lucas Cleveland

YES (3): Mayor Lucas Cleveland, Councillor Brian Darling, Councillor Miriam Mutton

NO (4): Deputy Mayor Nicole Beatty, Councillor Adam Bureau, Councillor Aaron Burchat, Councillor Randy Barber

Defeated

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Aaron Burchat

MOTION TO AMEND

That the wording be replaced with the following:

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve \$33,025 in cash and in-kind grants per the Council breakdown from January 2024 budget deliberations; and

FURTHER THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term cash and in-kind grant recipients per the organizations mentioned in Report No. LS-2024-011, effective January 1, 2025; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council direct staff to develop a draft Community Grant Program for 2025 that would delegate decision making to a third-party partner.

Carried

Councillor Adam Bureau rescinded the position of Chair to Deputy Mayor Nicole Beatty at 3:04 p.m.

Moved By Councillor Randy Barber
Seconded By Councillor Adam Bureau

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve \$33,025 in cash and in-kind grants per the Council breakdown from January 2024 budget deliberations; and

FURTHER THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term cash and in-kind grant recipients per the organizations mentioned in Report No. LS-2024-011, effective January 1, 2025; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council direct staff to develop a draft Community Grant Program for 2025 that would delegate decision making to a third-party partner.

Carried

Council recessed at 3:10 p.m. and reconvened at 3:18 p.m.

Mayor Lucas Cleveland left the meeting at 3:19 p.m. and returned at 3:20 p.m.

10.2 Report No. COR-2024-004 from Treasurer/Director of Corporate Services regarding 2023 Remuneration and Expenses: Council and Local Boards

Moved By Councillor Randy Barber
Seconded By Councillor Adam Bureau

THAT Council receive this report for information purposes as required under Section 284(1) of the Municipal Act.

Carried

10.3 Report No. COR-2024-005 from Treasurer/Director of Corporate Services regarding Municipal Credit Card Policy

Moved By Councillor Adam Bureau

Seconded By Councillor Aaron Burchat

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the Town of Cobourg Municipal Credit Card Policy to outline the eligibility and authorization procedures, state the terms and conditions of the company credit card, define limitations and exceptions, and explain the card violations and disciplinary action process.

Carried

11. Notice of Motion

None

12. Departmental Updates/Discussion

Directors provided information and updates to the Committee and the Public on Divisional areas.

13. Adjournment

Chair, Deputy Mayor Nicole Beatty called for adjournment at the completion of all items on the Council Agenda at 3:43 p.m.

The Corporation of The Town of Cobourg

**Community Services, Protection, and Economic Development Standing
Committee**

Minutes



Wednesday, April 3, 2024

9:30 a.m.

Council Chambers, Victoria Hall, Cobourg

Members Present: Councillor Aaron Burchat, Chair
Councillor Adam Bureau
Mayor Lucas Cleveland

Staff Present: Chris Challenger, Manager of the Office of the CAO
Kevin Feagan, Manager, Bylaw Enforcement/Licensing
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Tracey Vaughan, Chief Administrative Officer

Staff Present Virtually: Daniel VanKampen, Manager, Economic Development

1. Call to Order

Chair, Councillor Aaron Burchat called the Meeting to Order at 9:41 a.m.

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

3.1 Item 9.4 Report No. COMM-2024-008 from Director of Community Services regarding Future Recreation Possibilities with YMCA

4. Confirmation of Agenda

4.1 Confirmation of the April 3, 2024, Community Services, Protection, and Economic Development Standing Committee Agenda

Moved By Mayor Lucas Cleveland

Seconded By Councillor Adam Bureau

That the Committee confirm the agenda, as amended.

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of Council.

6. Community Announcements

None

7. Delegations

None

8. Outside Presentation / Information from Advisory Committees or Task Forces

8.1 Cobourg Police Service - Needs Assessment & Accommodation Options Report

Moved By Councillor Adam Bureau

Seconded By Mayor Lucas Cleveland

THAT Council receive the Cobourg police service needs assessment and accommodation options Report for information purposes; and

FURTHER THAT Council refer the service needs and accommodation options to the 2025 budget for a staff report; and

FURTHER THAT Council fund the new accessible ramp at the Cobourg police station this year to be in compliance with the new AODA standards required for all municipal buildings by 2025; and

FURTHER THAT Council direct staff to work with the Cobourg Police Services Board for an updated memorandum of understanding (MOU) to replace the existing expired MOU to be completed within four (4) months; and

FURTHER THAT Council request the Cobourg Police Services Board look at the opportunities available to them for the expansion of policing within Northumberland County.

Carried

9. Consent Agenda

Moved By Councillor Adam Bureau

Seconded By Mayor Lucas Cleveland

THAT the Committee adopt the following recommendations contained within the staff reports on the consent agenda as a single motion and refer to Regular Council for final approval:

9.1 Report No. COMM-2024-006 from Director of Community Services regarding Intent to Purchase Through the Canoe Procurement Group – Ice Resurfacer

THAT Council receive the report for information purposes; and

FURTHER THAT Council endorse the benefits of group purchasing in principle, including Canoe Procurement Group as an example; and

FURTHER THAT Council approve the purchase of a replacement dual-fuel ice resurfacer through Canoe Procurement Group at a cost of not more than \$110,000.00, including non-refundable HST.

9.2 Report No. COMM-2024-007 from Manager, Parks and Director of Community Services regarding Land Lease Renewal for Dog Park

THAT Council approve the new lease agreement with 13158322 Canada Inc. for the Dog Park lands at 777 Ontario St. Cobourg; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the final agreement, subject to finalization of any remaining details by staff.

9.3 Report No. COMM-2024-008 from Director of Community Services regarding Future Recreation Possibilities with YMCA

WHEREAS Council recognizes the quality service delivery and broad expanse of partnership examples with municipalities and YMCAs and YWCAs across North America that demonstrate the efficacy of shared service delivery; and

WHEREAS Council recognizes the strong demand for housing and the accompanying community services that provide a complete lifestyle utilizing new and upgraded sport and recreation facilities to support the health and well-being of children, families, and seniors across Ontario; and

WHEREAS Council has a strong interest in community partnerships as evidenced by many effective local partnerships.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report for information purposes; and

FURTHER THAT Council endorses the concept of a continued partnership with the YMCA of Northumberland in recreation services, which may result in increased services at the Cobourg Community Centre or another creative solution to the satisfaction of the community; and

FURTHER THAT Council authorizes the Mayor to sign the attached Memorandum of Understanding with the YMCA of Northumberland to reignite discussions about further recreation opportunities; and

FURTHER THAT the YMCA of Northumberland is approved by Council as the single-source provider of outdoor aquatic services at the Centennial Pool for the 2024 season as per the approved budget, subject to finalization of typical terms and conditions by staff.

Carried

10. Items Extracted from Consent Agenda

10.1 Report No. LS-2024-012 from Town Clerk/Director Legislative Services regarding Vehicle For Hire Standards

Moved By Councillor Adam Bureau

Seconded By Mayor Lucas Cleveland

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council endorse and approve the Vehicle for Hire By-law; and

FURTHER THAT Council endorse and approve the amendment to the User Fee By-law for a system of Vehicle for Hire License Fees; and

FURTHER THAT the Standing Committee direct staff to advertise and encourage public comment through submissions to the Town on engage Cobourg during the two (2) week period, prior to the Regular Council Meeting and that Staff provide a summary to Council prior to final approval.

Carried

11. Notice of Motion

None

12. Departmental Updates/Discussion

Directors provided information and updates to the Committee and the Public on Divisional areas.

13. Adjournment

Chair, Councillor Aaron Burchat called for adjournment at the completion of all items on the Agenda at 11:04 a.m.



The Corporation of The Town of Cobourg
Public Works, Planning, and Development Standing Committee
Minutes

Wednesday, April 3, 2024
1:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Councillor Brian Darling, Chair
Councillor Miriam Mutton
Mayor Lucas Cleveland

Staff Present: Brian Geerts, Director of Community Services
Chris Challenger, Manager of the Office of the CAO
Dave Hancock, Chief Building Official
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Vanessa Reusser, Manager, Planning – Development
Laurie Wills, Director of Public Works
Tracey Vaughan, Chief Administrative Officer

Staff Present Virtually: Marina Smirnova, Planner I (Heritage)

1. Call to Order

Chair, Councillor Brian Darling called the Meeting to Order at 1:03 p.m.

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

None

4. Confirmation of Agenda

4.1 Confirmation of the April 3, 2024, Public Works, Planning, and Development Standing Committee Agenda

Moved By Mayor Lucas Cleveland

Seconded By Councillor Miriam Mutton

That the Committee confirm the agenda, as circulated.

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of Council.

6. Community Announcements

None

7. Delegations

7.1 Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust.

Moved By Mayor Lucas Cleveland

Seconded By Councillor Miriam Mutton

THAT Council refer the delegation from Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust to staff for a report back.

Amended

Moved By Councillor Brian Darling
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

That the wording be replaced with the following:

THAT Council receive the delegation from Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust for information purposes; and

FURTHER THAT the delegation regarding the land trust be added to the resolution from September 11, 2023.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

THAT Council receive the delegation from Adam Yahn regarding a request for Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust for information purposes; and

FURTHER THAT the delegation regarding the land trust be added to the resolution from September 11, 2023.

Carried

8. Outside Presentation / Information from Advisory Committees or Task Forces

None

Mayor Lucas Cleveland left the meeting at 1:47 p.m. and returned at 1:49 p.m.

9. Consent Agenda

Moved By Councillor Brian Darling

Seconded By Mayor Lucas Cleveland

THAT the Committee adopt the following recommendations contained within the staff reports on the consent agenda as a single motion and refer to Regular Council for final approval:

9.1 Report No. PW-2024-003 from Manager of Engineering regarding Agreements with CP Railway and Tribute (Cobourg) Limited regarding Trunk Sanitary Sewer Crossing of Railway Lands

THAT Council recognize the Town is required to enter into an agreement with each; CP Railway and Tribute (Cobourg) Limited to facilitate the construction of the Trunk Sanitary Sewer under Railway Lands within the unopened Willmott Street right-of-way; and

FURTHER THAT Council authorize Staff to enter into an agreement between CP Railway and the Town of Cobourg (attached to report); and

FURTHER THAT Council authorize Staff to enter into an agreement between the Town of Cobourg and Tribute (Cobourg) Limited when the conditions of the agreement have been established to the satisfaction of Town Engineering Staff; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to sign the necessary documents to execute the required agreements.

9.2 Report No. DS-2024-008 from Chief Building Official regarding Final Approval for purchase of two electric vehicles and supporting electrical infrastructure

THAT Council authorize the purchase of two (2) 2024 Chevrolet Blazer EV's at a cost of \$128,322.00 including HST from Spencer Chevrolet Cobourg, as approved in the 2024 Capital Budget; and

FURTHER THAT Council authorize supply and installation of the supporting electrical upgrade and two (2) by B.G.Roberts Electric Ltd. as approved in the 2024 Capital Budget.

9.3 Report No. PW-2024-004 from Acting Manager, Environmental Services regarding McGill Pump Station – Pump #2 Replacement

THAT Council approve the purchase a new Xylem Pump at the McGill Pump Station at a cost of \$98,973.91 (price includes non-refundable HST) to be funded from the 2024 Environmental Services Capital Budget.

9.4 Report No. PW-2024-005 from Transportation Supervisor regarding Transit Technology Agreement – RideCo Software

THAT Council authorize Staff to execute a software agreement with RideCo Inc. to provide a direct relationship with the software provider for on-demand transit scheduling technology, to be funded from the Transit Operating budget; and

FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary documents to execute the required agreements.

9.5 Report No. PW-2024-006 from Director, Public Works regarding Award of Boardwalk Material Supply

THAT Council award the Boardwalk Material Supply to Monaghan Lumber to be funded by the 2023 approved capital budget (60% Active Transportation Fund (ATF) grant, 40% debentured), with the estimated cost of materials and construction oversight will not exceed the budget upset limit of \$750,000.

9.6 Report No. PW-2024-007 from Director, Public Works regarding Budget Request for Vehicle Replacements

THAT Council authorize a budget addition of \$80,000 from the sanitary reserve to replace Environmental Services truck #13-11 and transfer to Roads & Sewers; and

FURTHER THAT Council authorize a budget addition of \$30,000 from the vehicle replacement reserve for the purchase of the Building Department RAV4 to be utilized by Roads & Sewers; and

FURTHER THAT Council authorize Staff to proceed with the purchase of a GMC $\frac{3}{4}$ tonne truck utilizing 2024 budget allocation.

9.7 Report No. PW-2024-008 from Director of Public Works regarding Parking Capacity Study Results

THAT Council receive the 2023 Parking Capacity Study prepared by Paradigm Transportation Solutions Limited for information purposes; and

FURTHER THAT Council direct staff to prepare a by-law that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed; and

FURTHER THAT Council direct Staff to review the payment in lieu of parking policy based on the results of the 2023 parking Capacity Study through a zoning by-law amendment.

Carried

10. Items Extracted from Consent Agenda

10.1 Report No. DS-2024-009 from Planner II (Heritage) regarding Final Community Efficiency Financing (Green Energy Retrofit) Feasibility Study for the Town of Cobourg

Moved By Mayor Lucas Cleveland

Seconded By Councillor Brian Darling

THAT Council receive this report for information purposes; and

FURTHER THAT Council support and endorse the attached Community Efficiency Financing (Green Energy Retrofit) Feasibility Study.

Referred

Moved By Mayor Lucas Cleveland

Seconded By Councillor Miriam Mutton

MOTION TO REFER

That the following motion be referred to the April 24, 2024 Regular Meeting:

THAT Council consider supporting the attached Community Efficiency Financing (Green Energy Retrofit) Feasibility Study upon receiving a written update from staff at the April 24, 2024 Regular Meeting.

Carried

11. Notice of Motion

None

12. Departmental Updates/Discussion

Directors provided information and updates to the Committee and the Public on Divisional areas.

13. Adjournment

Chair, Councillor Brian Darling called for adjournment at the completion of all items on the Agenda at 3:08 p.m.



The Corporation of The Town of Cobourg
Corporate, Finance, and Legislative Standing Committee
Minutes

Thursday, April 4, 2024
1:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Councillor Randy Barber, Chair
Deputy Mayor Nicole Beatty

Members Absent: Mayor Lucas Cleveland

Staff Present: Chris Challenger, Manager of the Office of the CAO
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Tracey Vaughan, Chief Administrative Officer

1. Call to Order

Chair, Councillor Randy Barber called the Meeting to Order at 1:05 p.m.

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

None

4. Confirmation of Agenda

4.1 Confirmation of the April 4, 2024 Corporate, Finance, and Legislative Standing Committee Agenda

Moved By Deputy Mayor Nicole Beatty

Seconded By Councillor Randy Barber

That the Committee confirm the agenda, as circulated

Carried

5. Disclosure of Pecuniary (Financial) Interest

There were no Declarations of Pecuniary Interest from Members of Council.

6. Community Announcements

It was announced that the Thursday, May 9, 2024 Corporate, Finance, and Legislative Standing Committee will begin at 2 p.m.

7. Delegations

None

8. Outside Presentation / Information from Advisory Committees or Task Forces

8.1 Memo from the Accessibility Advisory Committee (AAC) regarding AAC Membership Amendment

Moved By Councillor Randy Barber

Seconded By Deputy Mayor Nicole Beatty

THAT Council direct Staff to amend the Accessibility Advisory Committee's Terms of Reference to provide that there be an additional staff liaison position representing health care officials or any other liaison positions that would benefit accessibility; and

THAT Council direct Staff to appoint one member of Council to the Accessibility Advisory Committee on a rotating basis.

Carried

9. Consent Agenda

Moved By Councillor Randy Barber

Seconded By Deputy Mayor Nicole Beatty

THAT the Committee adopt the following recommendations contained within the staff report on the consent agenda as a single motion and refer to Regular Council for final approval:

9.1 Request from Fondation Émergence regarding proclaiming May 17, 2024 as the International Day Against Homophobia and Transphobia

THAT Council proclaim May 17, 2024, as the International Day Against Homophobia and Transphobia.

9.2 Report No. COR-2024-006 from Treasurer/Director of Corporate Services regarding 2024 Annual Repayment Limit

THAT Council receive the staff report and the attached correspondence from the Ministry of Municipal Affairs and Housing (MMAH) for information purposes.

Carried

10. Items Extracted from Consent Agenda

10.1 Request from Cobourg Museum regarding proclaiming May 18, 2024 as Cobourg Museum Day

Moved By Deputy Mayor Nicole Beatty

Seconded By Councillor Randy Barber

THAT Council proclaim May 18, 2024, as Cobourg Museum Day; and

FURTHER THAT Council direct Staff to raise a flag showing the Museum's logo from May 17, 2024 – May 19, 2024; and

FURTHER THAT Council direct Staff to light the exterior of Victoria Hall with dark red, light blue, and light green from May 17, 2024 – May 19, 2024.

Carried

11. Notice of Motion

None

12. Departmental Updates/Discussion

Directors provided information and updates to Council and the public on Divisional Areas.

13. Adjournment

Chair, Councillor Randy Barber called for adjournment at the completion of all items on the Agenda at 1:25 p.m.



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

Delegation Request Form

Submit the completed Delegation Request Form to the Municipal Clerk by e-mail to clerk@cobourg.ca or in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2.

Contact Information

Name of Delegate(s):

Andrew Fergusson, Blairhill Estates

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

Adjacent landowners.

Meeting Selection

I wish to appear before:

- Strategic Priorities and Policy Standing Committee
- Corporate, Finance and Legislative Standing Committee
- Public Works Planning and Development Standing Committee
- Community Services, Protection, and Economic Development Standing Committee
- Regular Council
- Accessibility Advisory Committee
- Cobourg Public Library Board
- Cobourg Heritage Advisory Committee
- Cobourg Police Services Board

Delegation Request

General Nature / Purpose of the Delegation:

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

The Proposed Future Nagle Road Alignment, and alternate alignment, can reduce arrival time to the intersection of King & Brook Road N from the 401 Nagle interchange by under a minute, defrayed by the added delay of two stoplights. The cost is \$40M, 10-20 years of landlock, and inefficient use of development land, contrary to Provincial Policy Statement (PPS) 2020 statement 1.4.3 d).

Recommendation to Council / Committee / Board

(Indicate the action you would like the Town to take with respect to the above-noted subject matter)

I request the town save \$40M, unlock the landlock, use land efficiently, all by improving the entry of Greer Rd onto Elgin St East by exploiting Rondeau Lands explicitly reserved for that purpose in the closed door meeting of 2018.

Have you appeared before the Council / Committee / Board in the past to discuss this issue?

Yes No

Presentation Material

Will you have an oral or written presentation?

Oral

Written

Will you have a visual presentation?
(ie. PPT, pictures, etc.)

Yes

No

Delegates are required to provide any supporting materials for a Council Meeting to the Clerk by noon on Monday nine (9) days prior to the meeting to be included on the Meeting Agenda for circulation. Supporting materials for an Advisory Committee or Board are required to be submitted by noon five (5) days prior to the meeting to be included on the Meeting Agenda.

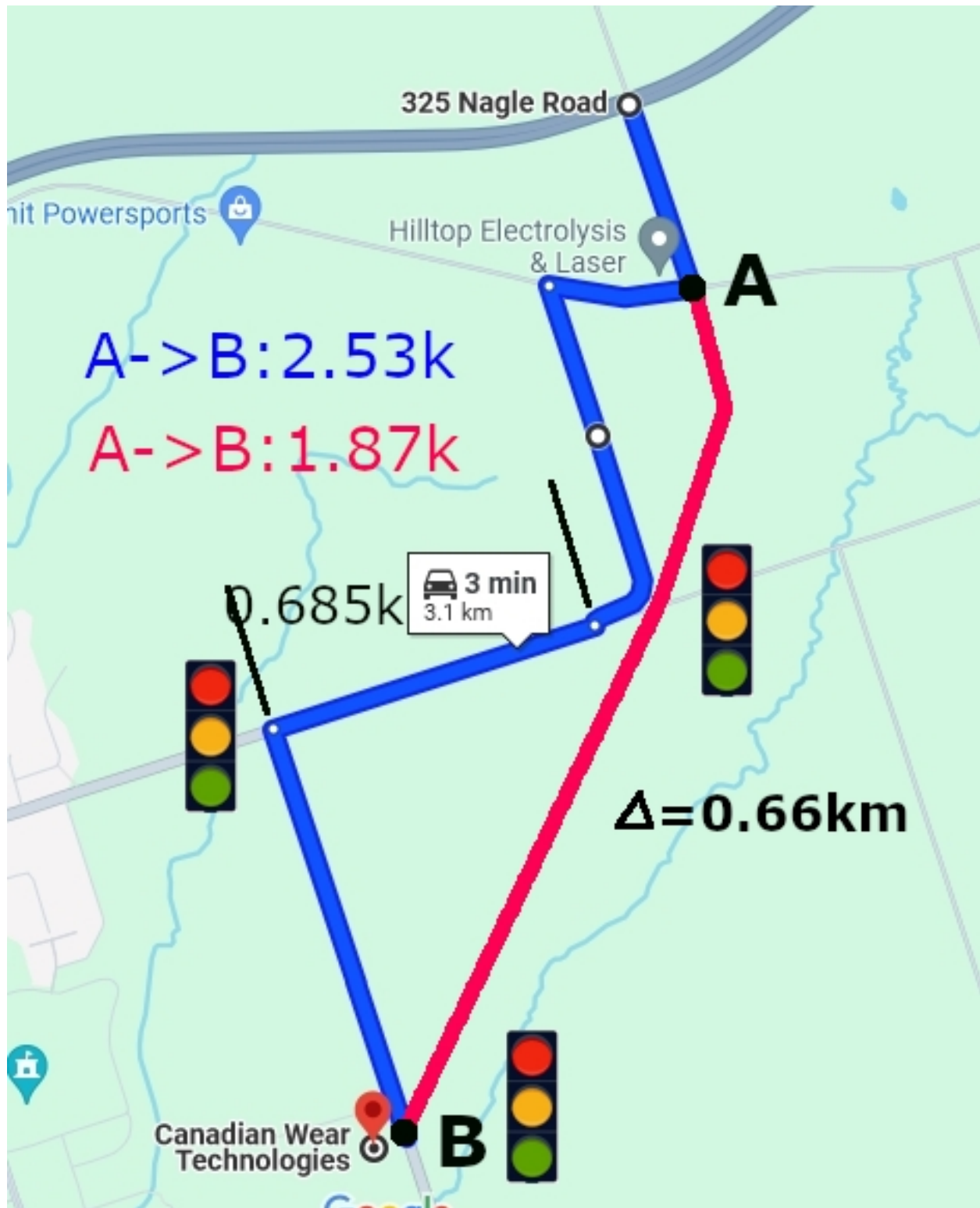
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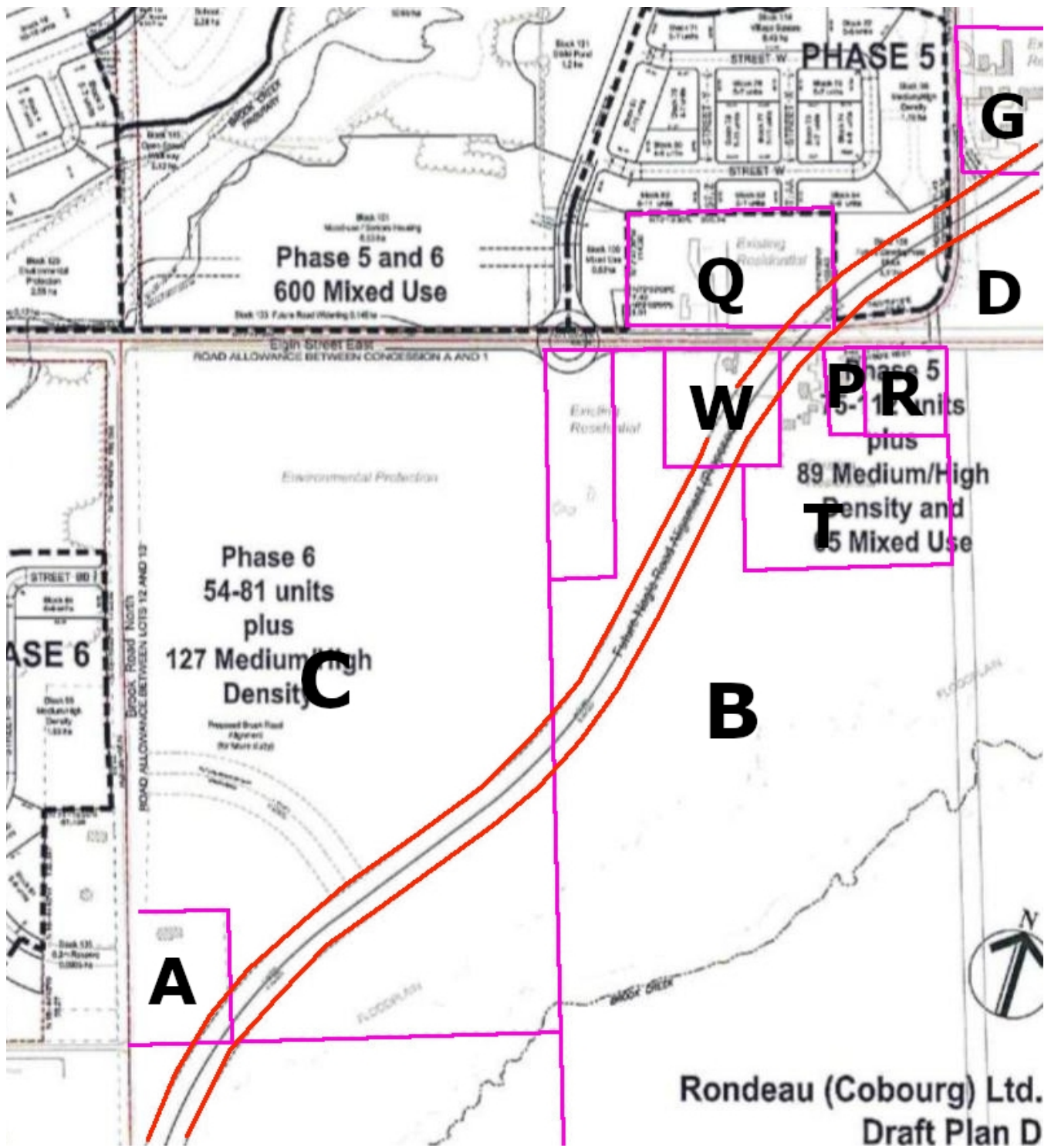
NEW



Figure 21
Cobourg East Community Area Secondary Plan, Schedule X1 – Proposed Changes

A-B: Time saved lost at extra stoplight B

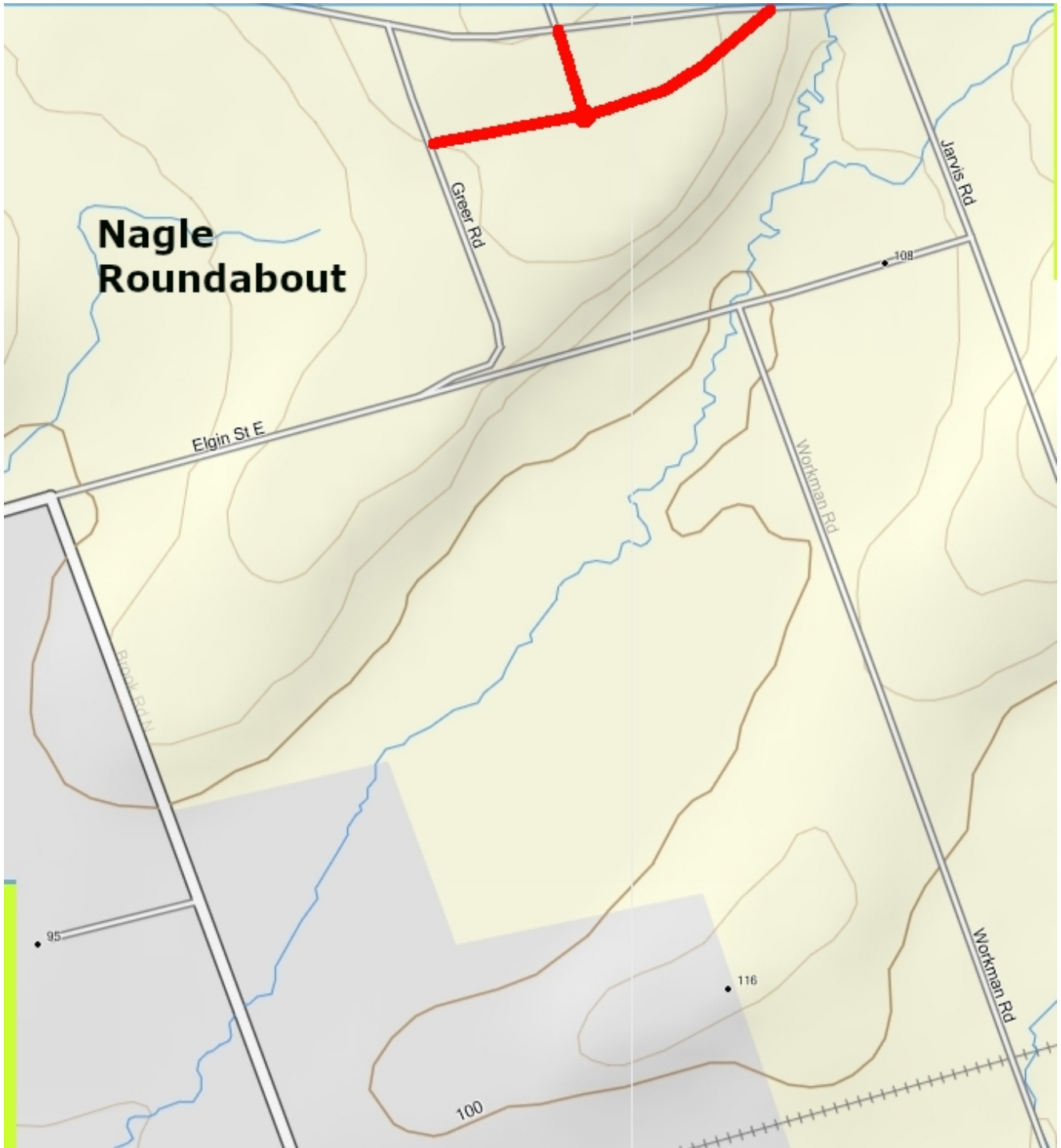


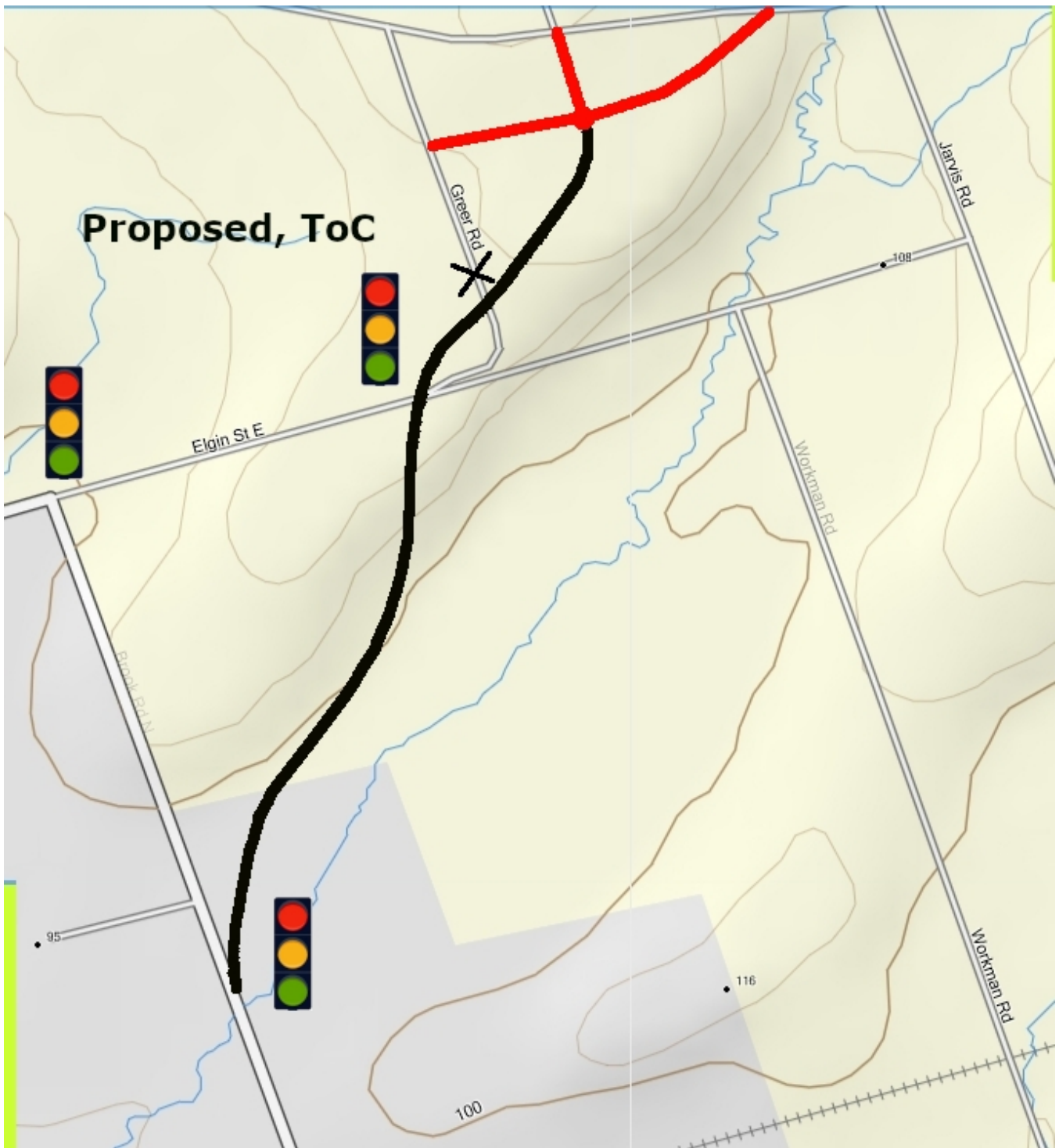


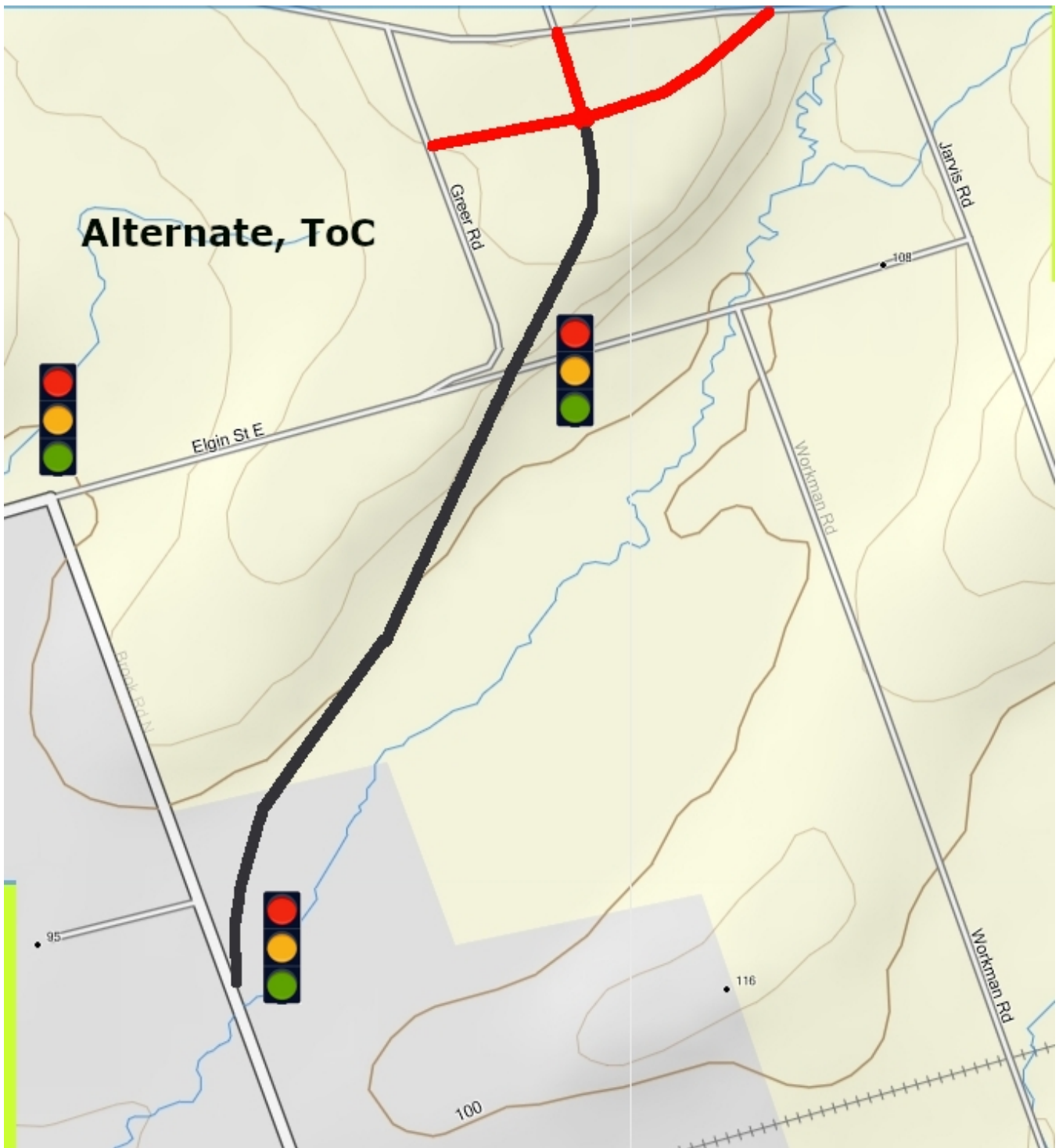
Page 3: "Future Nagle Road alignment (proposed)"

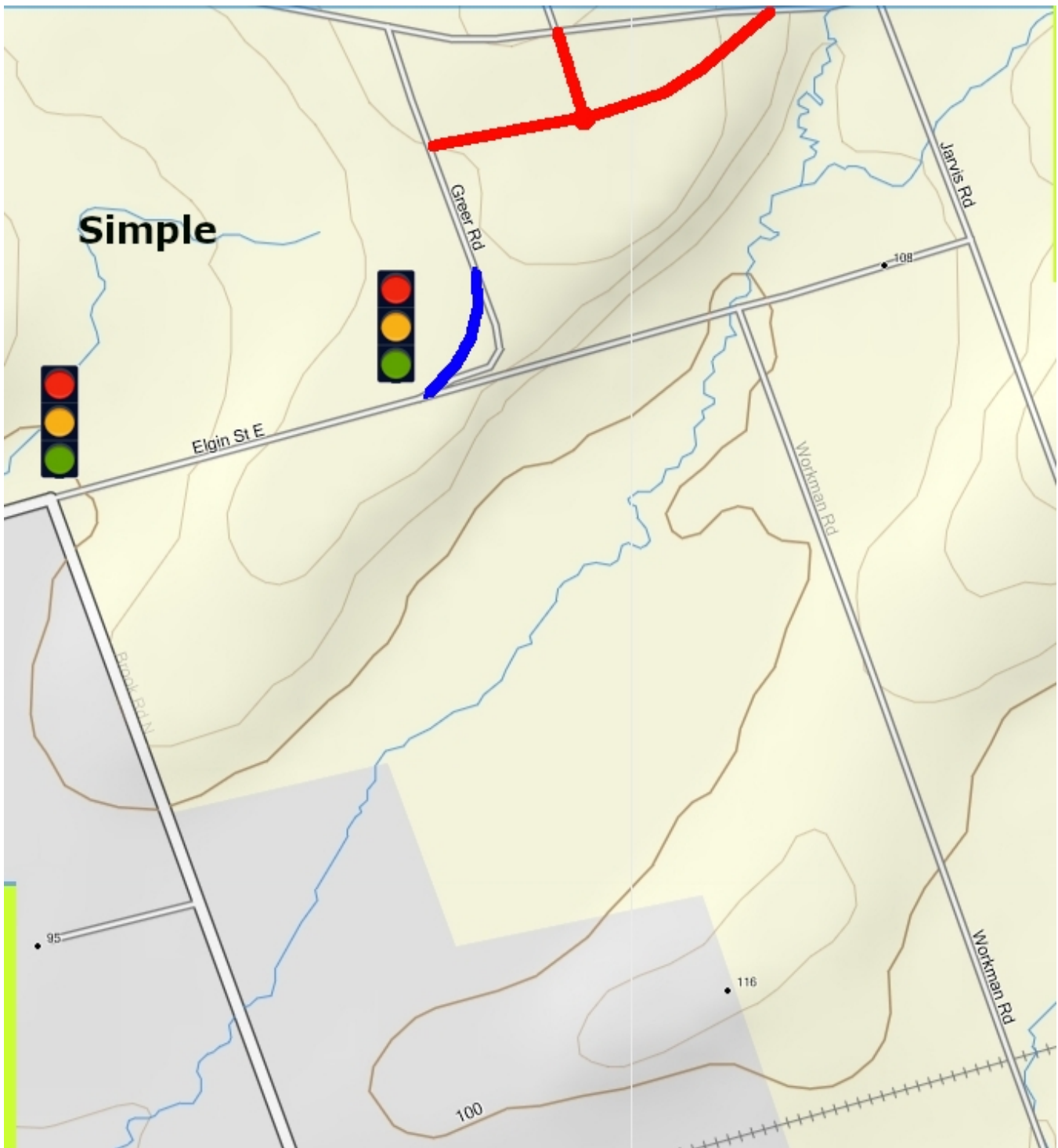


Page 4: Alternate Nagle Road alignment









1.4.3 d) promoting densities for new housing which **efficiently use land**, resources, infrastructure and public service facilities, and support the **use of active transportation** and transit in areas **where it exists** or is to be developed;

END

[Slide1] Your worship mayor Cleveland & council members, a closed door session in 2018 resulted in this planning change. Spawned by the future Nagle interchange, the proposed Nagle road travels across numerous properties and the Rondeau development designated their corner at Greer for this.

In 2022 I conditionally sold our land to Mistral developments but when the town stood firm on the proposed road route, the deal died. Mr. Chris Donovan told me "**The property remains landlocked until they decide to move forward on that road. Maybe 15-20 years but it's a roll of the dice really- could be shorter, could be longer.**"

Former Planner Anne T Scott told me, Cobourg does not afford expropriation. The route is eternally blocked by one strong-hands owner who does not sell. I can think of two such owners on the route. Anyone else who wishes to sell is left with a Constructive Taking: appropriation without compensation.

[Slide 2] Shows the distance saved by Nagle road. With a little thought you can see the time saved, under a minute, is eaten by the extra intersection at B. The blue route always has one right-hand turn.

[Slide 3] shows Proposed Nagle in detail, which ignores unopened road allowances.

[Slide 4] shows Alternate Nagle.

Allow me to review the route and its alternates.

[Slide 5] We start with the location of the new Nagle roundabout.

[Slide 6] shows the proposed Nagle Road alignment.
The road collides once with Greer rd and then immediately at Elgin East.

[Slide 7] illustrates the Nagle Road alternate and its intersection with Elgin St East.
Closing the segment of Elgin St East to Workman Road would violate Fire Engine service time for residents east of the intersection. Long time planning director Glenn McGlashon told me this.
Future development down Workman Rd would also be cast in an access shadow.

[Slide 8] Shows the simple option.
This breaks the landlock, and saves \$40M, and facilitates efficient use of land

The stated intent of Nagle road was to service the Lucas Point industrial park, which is doing fine now. Developable land with a beautiful view is replaced by the blight and noise of a the road. Shopping for essentials occurs outside of downtown.

Mistral developments examined the area, the awkwardness and uncertainty of the road, and walked away. Nagle represents a \$40M needless expense, and the landlock is entirely at odds with the provincial need for more housing.

The Nagle route brings the King and Brook Rd intersection a minute closer to the 401 if you make the both lights. The cost 10 to 20 years of landlock, \$40M, inefficient use of housing potential, and lost provincial land sale revenue.

The simple solution, boring for planners, is just round the corner of Greer where it merges to Elgin.



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Strategic Priorities and Policy Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Standing Committee Date: April 2, 2024
Report Number: COR-2024-004
Council Meeting Date: April 24, 2024
Subject: **2023 Remuneration and Expenses: Council and Local Boards**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive this report for information purposes as required under Section 284(1) of the Municipal Act.

2. Executive Summary:

The following report is required as a legislative requirement of the Municipal Act, 2001 regarding Council remuneration and expense reporting and further fulfills the requirement that the information be made available to the public.

3. Background

Section 284(1) of the Municipal Act, 2001 requires the Treasurer of a Municipality shall in each year on or before March 31 provide to the Council of the Municipality an itemized statement on remuneration and expenses paid in the previous year to:

- a. Each member of Council in respect of their services as a member of the Council or any other body, including a local Board to which the member has been appointed by Council or to which the member holds office by virtue of being a member of Council.
- b. Each member of Council in respect of their services as an officer or employee of the Municipality or other body described in (a); and
- c. Each person, other than a member of Council, appointed by the Municipality to serve as a member of any body, including a local Board, in respect of their services as a member of the body.

The by-law under which the remuneration or expenses were authorized to be paid is 037-2018.

4. Discussion:

Attachments

The following reports have been attached:

1. A high-level summary of total remuneration and expenses by individual, based on their Board and position.
2. A summary of the breakdown of remuneration and expenses of individuals by Board.

2023 Budget vs Actual

The following is the analysis of the 2023 expenses for Town of Cobourg Council (excludes any other Board remuneration received):

Expense	2023 Budget	2023 Actual	Increase (Decrease)
Travel	\$3,000	\$379	(\$2,621)
Meals and refreshments	\$3,500	\$6,203	\$2,703
Conference and conventions	\$20,000	\$8,928	(\$11,072)
Total	\$26,500	\$15,510	(\$10,990)

Overall total expenses are consistent with budget. The remaining variances:

- The increase in meals and refreshments is primarily due to the costs for various Council meetings (budget, strategic planning, etc). The 2023 budget of \$3,500 is consistent with prior year actuals of:

2022 - \$3,577
2021 - \$1,163
2020 - \$832
2019 - \$1,665

5. Financial Impact and Budget

There are no 2024 financial impacts or 2024 budget impacts.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Click or tap here to enter text.

Service Excellence

Click or tap here to enter text.

Sustainability

Ensuring Council remuneration and expenses are within budget and expenses are practical, enhances the Town of Cobourg's financial plans and long-term stability.

7. Public Engagement:

Public engagement related to the disclosure of Council remuneration and expenses is not considered necessary. The information provided in the report fulfills the requirement that information be made available to the public.

8. Attachments:

1. Summary of Remuneration and Expenses by Individual
2. Statement of Remuneration and Expenses

**The Corporation of the Town of Cobourg
Council and Local Boards paid by the Town of Cobourg
Summary of Remuneration and Expenses by Individual**

Name	Town of Cobourg Council	Police Service Board	Committee of Adjustment	Town of Cobourg Holdings	Northumberland County	Ganaraska Region Conservation Authority	Health Unit
Randy Barber	\$26,574.90					\$647.43	
Nicole Beatty	\$35,175.85	\$1,060.46			\$311.17		
Terry Brown			\$750.00				
Aaron Burchat	\$26,730.40						
Adam Bureau	\$26,730.39						
Lucas Cleveland	\$54,937.45			\$3,500.00	\$29,213.07		
Brian Darling	\$26,606.73						
Peter Delanty			\$2,426.71				
David Dexter			\$750.00				
Sean Graham		\$9,682.63					
Ronald Kerr		\$12,320.03					
Robert Marr			\$850.00				
Brian Murphy			\$1,649.24				
Miriam Mutton	\$26,700.18					\$792.77	
Dean Pepper		\$8,941.22					
Total	\$223,455.90	\$32,004.34	\$6,425.95	\$3,500.00	\$29,524.24	\$1,440.20	\$0.00

The Corporation of the Town of Cobourg
Council and Local Boards paid by the Town of Cobourg
Statement of Remuneration and Expenses

Member	Section 1 Regular Remuneration	Section 2.1 Loss of Wages	Section 2.4 Labour Negotiations	Expenses
Council				
Randy Barber	\$26,544.90			\$30.00
Nicole Beatty	\$31,889.75			\$3,286.10
Aaron Burchat	\$26,730.40			\$0.00
Adam Bureau	\$26,730.39			\$0.00
Lucas Cleveland	\$47,475.61			\$7,461.84
Brian Darling	\$26,606.73			\$0.00
Miriam Mutton	\$26,700.18			\$0.00
Total	\$212,677.96	\$0.00	\$0.00	\$10,777.94
Police Service Board				
Sean Graham	\$7,547.10			\$2,135.53
Ronald Kerr	\$9,319.57			\$3,000.46
Dean Pepper	\$7,660.73			\$1,280.49
Nicole Beatty	\$0.00			\$1,060.46
Total	\$24,527.40	\$0.00	\$0.00	\$7,476.94
Committee of Adjustment				
Terry Brown	\$750.00			\$0.00
Peter Delanty	\$750.00			\$1,676.71
David Dexter	\$750.00			\$0.00
Robert Marr	\$850.00			\$0.00
Brian Murphy	\$750.00			\$899.24
Total	\$3,850.00	\$0.00	\$0.00	\$2,575.95
Town of Cobourg Holdings Inc.				
Lucas Cleveland	\$3,500.00			\$0.00
Total	\$3,500.00	\$0.00	\$0.00	\$0.00
Northumberland County				
Lucas Cleveland	\$21,692.63			\$7,520.44
Nicole Beatty	\$0.00			\$311.17
Total	\$21,692.63	\$0.00	\$0.00	\$7,831.61
Ganaraska Region Conservation Authority				
Randy Barber	\$525.00			\$122.43
Miriam Mutton	\$675.00			\$117.77
Total	\$1,200.00	\$0.00	\$0.00	\$240.20
Haliburton, Kawartha, Pine Ridge District Health Unit				
	\$0.00			\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Strategic Priorities and Policy Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Standing Committee Date: April 2, 2024
Report Number: COR-2024-005
Council Meeting Date: April 24, 2024
Subject: **Municipal Credit Card Policy**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the Town of Cobourg Municipal Credit Card Policy to outline the eligibility and authorization procedures, state the terms and conditions of the company credit card, define limitations and exceptions, and explain the card violations and disciplinary action process.

2. Executive Summary:

The municipal credit card policy outlines the guidelines for using credit cards issued by the Town of Cobourg. Further the policy ensures responsible credit card usage, efficient expense tracking, and fraud prevention. The policy serves several purposes:

1. Clarification: Defines the terms of use for company cards issued in employees' names.
2. Protection: Safeguards the Town from inappropriate card usage.

3. Repercussions: Establishes clear consequences for misuse.

3. Background

The Municipal Credit Card Policy is a tool that can be used to set clear expectations, responsibilities, and accountability for the use of Town of Cobourg issued credit cards.

The policy is also intended to provide guidelines for appropriate use of a municipal credit card and establishes authorities and accountabilities for issuing and use of credit cards by designated staff.

4. Discussion:

The main purpose of the municipal card policy is to protect the corporation from unauthorized payments and to clearly outline the repercussions of inappropriate use. Further the policy is used to:

- a) Outline the eligibility and authorization procedures.
- b) State the terms and conditions of the company credit card.
- c) Define the limitations and exceptions, and
- d) To explain the card violations and disciplinary action process.

The policy outlines the responsibilities of those individuals who have authority to use Town of Cobourg municipal credit cards and specifies rules and limitations for use while conducting affairs of the Municipality.

5. Financial Impact and Budget

There are no financial implications or budget impacts associated with the approval of this corporate policy.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Click or tap here to enter text.

Service Excellence

Click or tap here to enter text.

Sustainability

The Municipal Credit Card Policy demonstrates the Town's commitment to enhancing its financial plan and ensuring long-term stability. The policy ensures that the Town of Cobourg has appropriate controls to ensure the acceptable use of corporate funds.

7. Public Engagement:

Public engagement is not considered necessary for the municipal credit card policy.

8. Attachments:

Town of Cobourg Corporate Municipal Credit Card Policy.



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date:

Department: Finance Department

Approval Level: Council

Policy Title: Municipal Credit Card

Section # 3-1
Policy # FIN-ADM5

Purpose

The credit card policy clarifies the protocols and terms and conditions of use associated with a municipal-issued credit card. The main purpose of the credit card policy is to protect the municipality from unauthorized payments and to clearly outline the repercussions of inappropriate use.

Further the policy is used to:

- a) Outline the eligibility and authorization procedures.
- b) State the terms and conditions of the credit card.
- c) Define the limitations and exceptions, and
- d) To explain the card violations and disciplinary action process.

Compliance with this policy is mandatory. Failure to follow this policy will result in the card being withdrawn and may result in disciplinary action. A serious breach of the policy may constitute gross misconduct and lead to dismissal.

Cardholders issued a credit card are in a position of trust in regard to the use of public funds. All expenditures charged to a credit card are subject to examination to ensure its appropriateness and compliance with the policy conditions.

Definitions

“CAO” means the Chief Administrative Officer of the Town of Cobourg.

“Cardholder” means any employee of the Town of Cobourg or member of Council.

“Council” means the Council of the Town of Cobourg.

“Division” means any functional division within the organizational structure of the Town of Cobourg.

“Division Director” means the Director of a Division of the Town of Cobourg.



Corporation of the Town of Cobourg

Division: Corporate Services

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Policy #

FIN-ADM5

“Management” means any Division Director or the CAO.

“Town” means the Corporation of the Town of Cobourg.

Policy

1. Responsibilities

1.1. Supervisors and Managers

It is the responsibility of all supervisors and managers to verify and authorize all monthly transactions, and sign (written or digital) to indicate their approval.

1.2. Cardholder

It is the responsibility of the cardholder to have their monthly statement authorized by their Manager, Supervisor, or other senior authority, ensuring all expenditures are supported by receipts.

2. Authorization

The Town of Cobourg credit card will only be issued to a cardholder who is able to demonstrate that the credit card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to a particular cardholder include:

- The nature and extent of minor purchases of goods and services that may be undertaken.
- The frequency and nature of travel that may be undertaken in the course of official duties.
- The need to meet the cost of approved out of pocket expenses.
- Incurs regular expenses of a type normally paid by credit card for the completion of their duties, or for otherwise conducting Town of Cobourg business.



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date:

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Approval Level: Council

Policy Title: Municipal Credit Card

Section # 3-1
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3. Credit Card Application

Approval to issue a municipal credit card will be made by the Director of Corporate Services. If approved, the Director of Corporate Services will liaise with the applicant with respect to the completion of the application form with the Bank.

Each cardholder has to sign a Credit Card Employee Acknowledgement (Appendix A) before receiving the credit card. In this agreement, the cardholder will sign that they recognize that the company credit card belongs to the Town of Cobourg and management has the right to investigate charges, with or without causes. The credit card acknowledgment is filed by the Director of Corporate Services.

4. Credit Limit

The credit card limit for each cardholder is \$5,000 per month. The cardholder is responsible for ensuring that monthly spending does not exceed this pre-approved limit. The Town of Cobourg recognizes that a cardholder may require an increased limit depending on their department, frequency of use, and case-specific circumstances. Therefore, cardholders have the right to apply for an exception and must explain the reasoning for the increased limit. The Director of Corporate Services will consider and make the final decision on requests for limit increases.

Any purchase in the amount of \$2,500 or above must be approved prior to purchase. The cardholder must receive approval in writing before making the purchase and attach a copy of the purchase approval to the receipt and submit it together when submitting the monthly credit card report, unless the purchase is an emergency as determined by the cardholder's Director/Manager/Supervisor.

5. Card Management System

Card transactions are coded and submitted for authorization using the excel form provided by the Director of Corporate Services which details the expenses, amount, HST, and a description of the expense. All transactions shall be coded and submitted within the required due dates to avoid interest charges.



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date:

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Policy Title: Municipal Credit Card

Section # 3-1
Policy # FIN-ADM5

Failure to code and submit evidence for transactions for approval within the required due dates will be interpreted as a misuse of the credit card and persistent delays in submission for approval may result in the card being withdrawn as detailed in the credit card employee acknowledgement form (see Appendix A).

6. Conditions of Use

- The Town of Cobourg reserves the right to release and withdraw the municipal credit card at any time.
- The Town of Cobourg credit card shall only be used for Town-related expenses and for purposes related to the cardholder's job commitments.
- The credit card cannot be used to receive cash advances, bank cheques, traveler's cheques, and/or electronic cash transfers.
- A cardholder in possession of the municipal credit card must take full responsibility for all purchases made on the card.
- The cardholder is personally responsible and accountable for the safekeeping of the card. Cards are to be kept secure and protected against improper use; in the event that a card is lost or stolen, the cardholder must report the loss immediately to the Director of Corporate Services.
- The cardholder in possession of the credit card is responsible for receiving, printing, and retaining all receipts related to purchases made on the company credit card.
- All receipts for meals must indicate clearly the names of all persons attending the meal and the business purpose of such event.
- A cardholder in possession of the credit card is prohibited from giving the card to unauthorized individuals and/or employees, including fellow Town of Cobourg employees.



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date:

Department: Finance Department

Approval Level: Council

Policy Title: Municipal Credit Card

Section # 3-1
Policy # FIN-ADM5

- The Town of Cobourg credit card must be used for business purposes only, and for purposes in conjunction with the cardholder's job duties. Credit cards shall not be used for non-business purposes. Non-business purchases are considered any purchases that are not for the benefit of the municipality as approved by the cardholder's supervisor.
- Business-related expenses, such as food and lodging while on approved business travel, may be purchased on the company credit card as long as these purchases are consistent with the Municipality's travel and expense reimbursement policy.
- All expenses charged to credit card should be done in accordance with the budget, unless written approval is received from the cardholder's Supervisor, Manager, or Director.

7. Disputed Transactions

In the event that a cardholder disputes a charge made on the municipal credit card while in their possession, the issue must be brought to the supervisor's attention immediately. All disputed transactions must be resolved by the supplier, Finance Department, and bank. It is the cardholder's responsibility to obtain and file all proof of payment documentation with the Finance Department.

8. Disciplinary Action

If a cardholder violates the terms and conditions of this policy and the cardholder agreement, they will be subject to disciplinary action, up to and including termination. Violations of this policy include:

- Using the municipal credit card for personal, illegal, and/or unauthorized expenses.
- Failure to complete the Credit Card Employee Acknowledgement before using the card.



Corporation of the Town of Cobourg

Division: Corporate Services
Department: Finance Department
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- Giving the municipal credit card to unauthorized personnel without notifying management and receiving approval.
- Failure to report expenses in a timely manner, as prescribed by the submission deadlines set by Finance.

Depending on the severity and frequency of each cardholder’s policy violation, they could face a written warning, possible suspension, and/or termination. In the event of a card holder having their card suspended, they have the right to appeal against the decision to the Chief Administration Officer.

9. Termination of Employment

It is the cardholder’s responsibility to ensure the credit card is up to date and all transactions coded and submitted for approval prior to termination. The card must be returned to the Director of Corporate Services.

The Town of Cobourg reserves the right to deduct from the cardholder’s final pay cheque any expenses on the credit card which may have not been appropriately processed.

Mayor's Municipal Credit Card

The Town of Cobourg Mayor will be permitted a credit card to be used on Town related expenses and will be required to adhere to the conditions listed above and the completion of the Credit Card Employee Acknowledgement form.

Personal expenses shall not be put on the credit card.

All credit card expenses must be supported with detailed original receipts, and/or the signed credit card receipt. A credit card receipt in itself is unacceptable. If on a rare occasion the detailed original receipt is mislaid, and explanation of the detail and business purpose of the expense must be provided, signed and dated by the Mayor.

If the credit card is used for Town business to pay for other Council members and/or Town Staff, information should be written on supporting documentation. If the expense is a business meal, then the business purpose of the meeting, and who attended must be noted.



Corporation of the Town of Cobourg

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If through exceptional circumstances, personal expenses are charged to the credit card, the Mayor must reimburse the Town by personal funds within the same month the personal expenses were incurred, so that the Town is not out of pocket when it pays the full monthly balance owing.

Public funds may not be expended or committed for personal use, non-Town business use, campaign or election related purposes.

Administration

The Director of Corporate Services shall implement and administer the terms of this policy and shall establish related operating procedures as required.

This policy will remain in effect as long as a cardholder has a company credit card or until a new policy has been issued and which clearly indicates that it is intended to be a replacement of this policy.



Corporation of the Town of Cobourg

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FIN-ADM5

Appendix A – Credit Card Employee Acknowledgement

By executing this credit card acknowledgement document, I verify that I have read, understood, and accepted the requirements, terms, conditions, and responsibilities outlined on this acknowledgement document regarding the credit card that has been placed in my possession and have read and understood the Town of Cobourg's Municipal Credit Card Policy.

1. The credit card is intended to facilitate the purchase and payment of materials and services required to conduct Town of Cobourg operations. I cannot use the card for personal purposes.
2. Unauthorized use of the card can be considered misappropriation of funds. This may result in disciplinary action which may result in termination of employment.
3. I will maintain the card with appropriate security whenever and wherever I may use the card. If the card is lost or stolen, I agree to notify the Director of Corporate Services immediately. The card will be signed by me.
4. This card is issued to me specifically and I am not to let any other person use this card, for personal or business reasons.
5. I understand that since the Town is responsible for payment, I must submit all of the credit card receipts/records for all purchases that have been made for control and audit purposes. All receipts and supporting documentation must be properly coded against the appropriate general ledger account for my department using the excel spreadsheet template provided by the Finance Department.
6. The Visa statements are received on the 27th of the month, by the 2nd of the following month I will receive a copy of the statement. By the 10th of the following month I am required to return it approved by the appropriate Supervisor/Manager with all receipts, supporting documentation along with the excel spreadsheet completed with the



Corporation of the Town of Cobourg

Division: Corporate Services

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general ledger account coding. If this is not done by the deadline, I will be asked to reconcile immediately. Continued failure to meet the above deadline may result in the loss of access to the corporate credit card, or disciplinary action.

7. It will also be at the discretion of the Finance Department to change the card limit, the transaction limit or the allowable vendors, if deemed necessary.
8. I understand that my Manager or Supervisor will receive a monthly statement that will report all credit card activities during the last cycle. Any discrepancies will be investigated and resolved as deemed appropriate, through various methods such as contacting or interviewing the supplier, the Card Company, the employee, or the Manager as appropriate.
9. I understand that all charges will be billed directly to and paid directly by the Town of Cobourg, I understand that the Card Company cannot accept payment from me directly.
10. The Chief Administration Officer and Treasurer/Director of Corporate Services have the authority to investigate and determine whether a violation of the procurement policy may have occurred, and to recommend actions that may be taken because of such determinations. The Town will consider the facts and circumstances of each incident, and will take actions as deemed appropriate, and as permitted by applicable law, and or this policy.

Employees who violate this agreement or to any policy in regard to the purchase of goods and services will be investigated and may result in either one or more of the following actions:

- i) Written warning
- ii) Cancellation of the card
- iii) Revocation of credit card privileges



Corporation of the Town of Cobourg

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- iv) Cancellation of delegation of purchasing authority
- v) Disciplinary action
- vi) Deduction of misused funds from the cardholders' salary
- vii) Termination of employment and/or criminal prosecution

Employee Signature

Date

Employee Name

Card Number

Witness Signature

Date

Witness Name



Cobourg Police Services Board

739 Darcy Street
Cobourg, Ontario
K9A 0G1

(905) 372-1971

March 26, 2024

Your Worship and Members of Council,

Please find attached the exhaustive Cobourg Police Service – Needs Assessment & Accommodation Options report. In February 2023 RPL Architects - Police Facility Consultants was retained by the Cobourg Police Services Board to carry out a Building Condition Assessment of the Operational Police Facility located at 107 King Street West in Cobourg. Various engineering, heritage, building code, life safety, and cost subconsultants directly contributed to the preparation of the property and building condition assessment. As everyone is aware the current Cobourg Police Service facility is no longer adequate for the future of policing in Cobourg. Normally with municipalities in this situation, the Council would begin their process with the creation of an RFP for a Needs Assessment. The Board has ensured this step was completed for their information.

This letter and attached report and appendices endorse the recommendations of the Condition Assessment and Functional Space Analysis report by RPL Architects. The intention for next steps would be that the Town of Cobourg to commence the site selection and detailed design phase for a new police facility. The *Comprehensive Ontario Police Services Act, 2019, 019, c. 1 - Bill 68* has significant language speaking to the municipalities responsibility to ensure adequate and effective policing. This includes the provision of a police facility.

The purpose of this letter is not to reiterate everything within the report and the associated appendices. Each member of Council is strongly encouraged to review the report to fully appreciate the current situation. The decision before Council is not easy, however the plan speaks of creating a viable facility not only for today but for many years in the future. In brief, this letter shall highlight essential information from each section of the report and adding a page number for reference.

Additionally, each member of Council and/or Town staff are encouraged to speak with Chief Paul VandeGraaf to arrange a personal tour, answer questions or further elaborate on the information provided.

Section 1 - Project Summary

The existing facilities at 107 King Street West no longer provide sufficient space to support police operations effectively and safely, despite the addition of a separate detention building and use of space at the Cobourg Innovation Centre at 739 D'Arcy Street. The objective of this study is to form a masterplan for addressing current space deficiencies and options with respect to development of expanded, new or upgraded facilities to support current and future police operations in Cobourg. **(page 4)**

Two factors should be considered – to make the best use of public dollars to provide the best possible value, considering upfront capital costs, operating costs and building durability to minimize the need for future maintenance and repairs, and also to plan for longevity by making any new facility flexible and expandable to minimize future costs beyond the established planning horizon. A properly planned and designed facility will allow the Cobourg Police Service to optimize and make best use of available resources. **(page4)**

The intention of this report is to determine future space and facility needs to support adequate and effective police services in Cobourg, based on a 25-year planning horizon, and to explore, identify and evaluate accommodation options that are available.

As a benchmark to compare alternative strategies, a functional program has been developed, and a conceptual building designed around that, considering space needs, internal functional relationships, distribution of space by floor, and site needs for the next 25 years. **(page 5)**

RPL Architects created a team to consider this report given our unique situation. The consultant team, led by RPL Architects as the prime consultant, included several specialists in the following areas:

Space planning and accommodation options evaluation, site evaluation, analysis	
Mechanical, electrical and IT/comms systems	Quasar Consulting Group
Structural & civil engineering	MTE Consultants, Engineers
	Cost consulting Ingersoll Associates
Building code and life safety	LMDG
Architectural heritage consultant	Philip Goldsmith Architect

Future Staffing Levels and Space Requirements

Space requirements to accommodate current and future police operations in Cobourg are based on anticipated staffing levels for each operational unit, and specific space requirements, functions, equipment and storage needs in each. Anticipated future staffing levels are based on an approximate 25-year planning horizon, however actual numbers could vary. Similarly, space provisions are based on a continuation of police service and operational and technical trends – however as there are many unknowns. Any new facility should be designed with flexibility in

mind accommodating or adapt to future policing needs, methods and technologies.

- Based on discussions with Cobourg Police Service representatives, past trends, population and demographic projections and development patterns within the Town, this report estimates that the Service will grow from its current level of 143 (including volunteers and Police Auxiliary) to around 225 by 2048.
- To accommodate this number of staff, approximately 60,000 sq.ft (6,600 sqm) of space would be required (excluding a new firing range and use-of-force training facility).
- A further 11,000 sq.ft (1,000 sqm) would be required for an 8-lane 50m firing range.

(page 9)

Options Comparison & Recommendations

There are three basic options available to provide facilities to support adequate and effective policing in Cobourg. A fourth option would be to plan a new building to be the primary facility, located in Cobourg, for a potential larger police service:

1. Expand and renovate the existing building.
2. Adapt another building for use by the Service.
3. Construct a new purpose-designed facility meeting best practices and providing a long-term solution for space needs for the Cobourg Police Service.
4. Develop a facility concept to accommodate a potential West Northumberland Police Service, amalgamating the services of Cobourg, Port Hope and areas currently serviced through contract with the OPP. No detailed staffing, space or facility requirements have been prepared for this option, but the facility would be much larger than would be necessary for Cobourg-only scenarios.

The first option is considered impractical, extremely difficult to implement, and would likely be the most expensive. Through the course of this study no suitable buildings were identified that could potentially be adapted for re-use.

This report recommends adopting the third option, to provide new facilities, specifically designed for the police service and the people of Cobourg. This can be designed to be expandable in future to optimize life cycle costs and can be planned to support partnerships with other community service organizations. (page 10)

Next Steps – Facility Master Plan

Following approval of the recommendations in this report, a logical next step would be to prepare a comprehensive facility master plan for the Cobourg Police Service. Elements of this should include:

- Site selection and evaluation – including location, access, physical site characteristics, risk assessment, site servicing, acquisition cost, etc.
- Test-fit concept designs

- Construction and project cost validation, including land costs, soft costs, furniture and equipment, etc.
- Development opportunities for use of vacated areas currently allocated to the Police Service.
- Implications of having a new Cobourg Police facility become the headquarters for an enlarged jurisdiction.
- Determination of project delivery method (stipulated sum, design-build, Integrated Project Delivery)

This work could be conducted as a separate pre-design project, or could be incorporated into a full architectural and engineering consulting assignment from pre-design through to construction completion and move-in. **(page12)**

Section 2 – Operations, Facilities & Issues

This section outlines in detail the issues of the current building. Page 23 begins the outline of the shortcomings of the current facility, summarized as follows: Primary concerns with the existing facilities include lack of space, inefficient planning, and poor building condition in many areas. Of particular concern are the detention area, which removed from the main building, operational spaces throughout, the forensic identification area, evidence storage, lack of meeting and working areas, and public access spaces.

Additionally, considerations of the current facility include the following:

Layout & Planning (page 24)

The building was not designed as a modern police facility, and its use has been adapted over the years in attempts to make better use of the existing structure to support police operations. As a result, it is poorly planned and laid out, resulting in inefficient movement and communication, and inconsistent allocation of space for required functions. Issues include:

- Inefficient circulation and adjacencies
- Interview rooms require members of the public to be admitted to the secure zone
- Portion of basement damp and in very poor condition
- Poor building envelope condition and windows
- Floors are noisy and distracting
- Space in detention block is very tight
- Potentially vulnerable cooling and protection of IT equipment
- Poor heating and cooling, inconsistent
- Potential security risks, continuity of custody/separation of exhibits

Building Layout & Configuration (page 25)

Best practice for planning a police facility is to create publicly accessible, secure operational and high security zones. For the Cobourg police facility these zones are not well defined. The separate detention block was added as there was no space to accommodate it within the existing structure. Locating the detention area closer to uniform operational areas and the station commander is considered best practice to ensure prisoner and officer safety.

Building Condition (page 25)

- Portion of basement damp and in very poor condition
- Poor building envelope condition and windows
- Floors are noisy and distracting
- Space in detention block is very tight
- Potentially vulnerable cooling and protection of IT equipment
- Poor heating and cooling, inconsistent
- Potential security risks, continuity of custody/separation of exhibits

Accessibility (page 25)

Several key accessibility deficiencies are evident with the existing building at 107 King Street West.

- Lack of a properly accessible entry for members of the public.
- Lack of adjacent accessible parking.
- Internal accessibility issues with stairs, locker rooms and washrooms.

Refer to the full accessibility report and recommended upgrades to the building in Appendix E.

Parking & Fleet, Site Conditions (page 26)

- Inadequate parking for operational vehicles
- Inadequate parking for staff vehicles
- Insecure parking lot
- No setbacks or security buffer from street
- Poor site security, potential non-police access
- Vulnerabilities – generators, building entrances

Historical & Cultural Significance of the Existing Building

The existing building is an important part of Cobourg's architectural and historic heritage. The Armoury was completed in 1904 during a period of expanded development of civic building construction in many small towns and cities across Canada, and is a valuable part of Cobourg's heritage and urban character.

Further details can be found in the two appendices – the Cultural Heritage Evaluation Report

and the Cobourg Armoury Heritage/History Report.

In conclusion, the purpose of this letter is to act as a guide through a comprehensive report. However, again I caution Council that the highlights in this letter do not demonstrate fully the impact of this decision. Not moving forward with an appropriate facility has immediate and long-term impact for the adequate and effective delivery of police services in Cobourg. At our recent Special Board Meeting (March 25th, 2024) the following motion was unanimously supported:

***Whereas** the current Cobourg Police Services facility is inadequate for policing services into the future, and*
***Whereas** the municipality has the responsibility to provide adequate and effective facilities, and*
***Whereas** the Cobourg Police Services Board is willing to cost share in this endeavor*
***Thereby** be it resolved that Cobourg Council receive the Cobourg Police Service – Needs Assessment & Accommodation Options report and move this project forward.*

As Chair of the Cobourg Police Services Board, I am happy to further detail one element of this motion. The Board through its ongoing business ventures has already established reserve accounts, and an annual remittance to those accounts. The current reserve fund is approximately three million dollars. The annual net revenue from the Business Centre could safely cover portions of any debenture costs that may be incurred. The Board recognizes its position as balancing the requirements within the Comprehensive Police Services Act of Ontario and our fiduciary responsibility to the taxpayer of Cobourg. The Board therefore agreed that there is a cost sharing model that should be agreed upon to ease the burden of this capital project.

Thank you for taking the time to review the report and its appendices. Please feel free to contact the Board for any additional questions and we look forward to working collaboratively in this project.

Respectfully,



Dr. R. Kerr
Chair – Cobourg Police Services Board

Appendix C – Building & Systems Condition Assessment



Cobourg Police Facility Assessment

Building Condition Assessment

107 King Street West, Cobourg, ON

Prepared for: Cobourg Police Services Board

Project No.: CM-23-050

Document Revision: Draft

Quasar Consulting Group

September 14, 2023





Issuance Approval

Prepared by

Bryan Humber

Reviewed by

George Mikhael

Approved by

George Mikhael

Document Revision History

Rev	Date	Description	Prepared By	Reviewed By	Approved By
A	2023-09-14	Draft	BH	GM	GM
B					

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2. This report was formed with information provided to Quasar from the client coupled with observations made based on non-invasive (visual) site visits; partial drawings were made available, but they did not represent the as-built condition.
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5. The observations in this report are based on visual inspection and did not include review of system capacities or load calculations and any comments related to system capacities are based on Quasar's experience on similar projects; detailed load calculations and analysis of system capacities or system performance were excluded from the scope.



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1. Introduction

1.1. General

Quasar Consulting Group was retained by the Cobourg Police Services Board to carry out a Building Condition Assessment of the property known as The Cobourg Police Service Main Police Station.

The Building Condition Assessment was carried out to assist Cobourg Police Department with regards to capital expenditure planning for the next 10-year term. Probable costs for repairs or replacements over the immediate (0 and 1 years), short term (2 to 5 years) and longer term (6 to 10 years) are provided.

This Report is not to be used as a specification for undertaking work. All immediate and short-term work emanating from this Building Condition Assessment is to be supplemented by intrusive destructive testing and measurements to obtain the means and methods to allow for such specifications. Work/costs forecasted beyond the first few years (short term) are only to be viewed as speculative reserve placeholder items formed by life cycling of components. As this Building Condition Assessment is a static snapshot of the current conditions, and due to the detailed component listing provided, updates will be required continually as components age, systems are altered, management opinions change, or new information becomes available. These undertakings are beyond the scope of this Building Condition Assessment.

The study included an on-site visual review of the development which was carried out during May of 2023. The visual review focused on the mechanical and electrical systems only. The building elements are classified using ASTM Uniformat II Classification for Building Elements (ASTM Standard E1557-97).

Details regarding each of the reviewed elements, with our observations, are included in the body of the report.

1.2. Property Description

The Cobourg Police Service Main Police Station, located at 107 King Street West, in Cobourg, Ontario, is a three-story building including the basement.

The Facility was opened in 1904, and, at the time, the building consisted of a lower floor, or basement and a first, or main, floor. Each floor was approximately 9,800 square feet that provided approximately 20,000 square feet.

1.3. Methodology

1.3.1. General

The Building Condition Assessment was carried out in general compliance with the methods and procedures outlined in the most recent version of ASTM Standard E2018-15 Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process. Unless indicated otherwise in this report, the components and building systems were visually reviewed.

Our mandate was to complete a visual walk-through survey of items, components and systems that are openly visible during the walk-through survey without intrusion, removal of material, exploratory probing, or the use of special equipment, therefore; concealed or inaccessible physical deficiencies would be specifically excluded from our mandate. Our interviews of building personnel attempted to uncover known concerns in the building, but we cannot attest to the integrity or knowledge of the interviewees, nor can this process, or the scope of

work in its entirety, be considered technically exhaustive or be considered to eliminate all risks related to owning or having a financial interest in this property.

Our scope of services for this assignment did not include a design review or engineering analysis of any of the building's systems or components.

1.3.2. Document Review

- General mechanical and electrical drawings

1.3.3. Field review

The on-site condition assessment review established the type, effective age and current condition of the major building components and equipment. We were accompanied on the site visit who provided us access to the various rooms and spaces in the facility, identified the location of equipment and systems, and provided us with historical information regarding the performance of the facility and its systems in terms of age, reliability, repairs, renovations, upgrades, replacements, and maintenance.

Field review of the following building components and systems was carried out:

1.3.4. Mechanical Systems

Our review consisted of visual observation of the main mechanical systems at the building. The visual review included a general review of the following equipment, as applicable:

- Air make-up, exhaust, and ventilation systems
- Heating and air-conditioning systems,
- Ducting systems,
- Piping systems,
- Water supply/distribution systems, including backflow prevention,
- Sanitary waste removal systems

Disassembly of the mechanical systems to assess the condition of internal components is not included in our scope of {Services}

1.3.5. Electrical Systems

We visually reviewed the electrical power distribution system.

Our visual review included the following components:

- Incoming Power Supply
- Main Switchgear
- Power Distribution System
- Interior Lighting
- Fire Alarm Panels
- Emergency Power System
- Solar car port
- Electric car charger
- Backup generator

1.3.6. Fire and Life Safety

We carried out a visual review of the fire/life safety systems at the property including the fire alarm system in the main building and the fire sprinkler service holding cell facility.

1.4. Data Analysis

Data collected in the field and during interviews with management and maintenance personnel was analyzed to establish the useful remaining service life and expected future performance of building components and equipment. The potential future maintenance requirements of the building components and systems were also assessed.

Deficiencies observed during our site inspections that require repair in the immediate to address potential safety issues or in the short term to prevent further deterioration of the affected component or system are identified and described. The remaining building systems and components are described and have been life cycled costed over the next 10- year term.

An opinion of probable cost is provided for each item of recommended immediate repair work or future anticipated replacement or maintenance work for the next 10-year period. Replacement of components is "as original" unless a less expensive item is available and can perform as per the original. A cost benefit analysis indicates replacing equipment to a higher standard is cost-effective. This higher standard would be required based on OBC or applicable legislation or an item is no longer available. Additionally, we have identified conditions where further investigation work, including destructive testing and inspection, is required.

1.5. Reporting

This report details the results of our field and document reviews and is complete with recommendations with a 10-year capital expenditure plan. The report covers a 10-year window with Year "Immediately" as 2023.

The threshold reporting level for this assessment is \$10,000. Repair and replacement items with an estimated cost of less than \$10,000 are assumed to be funded from maintenance and operating budgets and may not be included in this report.

The report is illustrated with photographs depicting both typical and atypical conditions observed at the site.

The report discusses the various technical options available with regards to repair and replacement strategies and the resulting financial impacts.

The following terminology is used in the text of this report to describe the condition of each element reviewed:

Good Condition:	Reasonable condition, not requiring short-term capital expenditure.
Fair Condition:	Deteriorating condition, likely to become "poor" within a few years if not addressed.
Poor Condition:	Observable deterioration requiring capital repair immediately.
Life Safety Hazard:	Hazardous conditions which cannot be deferred, and which could lead to loss of life or to a critical or extremely severe injury.

Recommended repair, replacement and remedial work identified in the Capital Expenditure Plan is prioritized using the following prioritization system:

Priority A: Life and Safety:

Hazardous conditions which cannot be deferred (to be addressed immediately) and which could lead to loss of life or critical safety issues.

Priority B: Legislative Requirements:

Any building element which must be upgraded in order to comply with existing legislative laws and requirements.

Priority C: Marketability

The repair or replacement of building elements which have a direct and significant impact on primary building systems. These building systems must be maintained in order to protect the value and operational viability of the asset. Included within this priority is the repair or replacement of building elements which have failed or reached the end of their useful life. This work is necessary in order to maintain the facility's quality of service and to prevent the building from becoming physically or functionally obsolescent.

Priority D: Deferred Maintenance:

Conditions which should be addressed to maximize the service life of a building element, system, or component.

Priority E: Cost Effective Upgrades:

Cost-effective initiatives which improve the operational efficiency of a property, and which are estimated to have a reasonable payback.

1.6. Assumptions

It is assumed that a suitable program of maintenance work will be carried out on an annual basis for the following purposes:

- to maintain the property elements in a condition such that they will achieve the life expectancies detailed in this report, and
- to maintain the landscaping and building(s) in an attractive condition, to enhance the appearance of the development and to ensure good pedestrian and vehicle access.

The replacement cost of each component is based on the following assumptions:

- standard building materials will be used, purchased at the contractor's list price.
- Current construction techniques will be used in the replacement or repair of building components.
- the quality of construction will be in accordance with the current edition of the applicable Building Code

Assumptions regarding the life expectancy of each of the various components of the property (as detailed in this report) are based on the technical literature of manufacturers, on our experience with the materials and equipment forming the components of the property, and on technical publications. The estimations of the remaining life expectancies of the common element components are based on an assessment of their present condition, effective age and current usage made during a visual review of the property carried out during May of 2023.

We have assumed an annual inflation rate of 4.3 %. Experience has shown this rate to be highly variable and we therefore caution that actual major repair and replacement costs are subject to competitive tendering based on professionally prepared specifications which may result in costs that differ from predictions based on this rate of change.

2. Site Summary

Quasar Consulting Group was retained by the Cobourg Police Services Board to carry out a Building Condition Assessment of the property known as Cobourg Police Main Police Station, which was originally built 1904 and is located at 107 King Street West, Cobourg, ON K9A 2M4. A visual review of the property was carried out during May of 2023.

The existing development consists of a main police services station and an additional holding cell building. This Building Condition Assessment Report is based on a visual assessment of the property and a review of pertinent documentation provided by the Cobourg Police Services Board.

2.1. Main Police Building

The main police building consists of a lower floor, or basement, a first or main floor and a second floor. The building was built in 1904. The building has been updated since it was first constructed.

2.1.1. Mechanical Assessment

D1010 Elevators & Lifts

There is one (1) elevator in the building, manufactured by Cambridge Elevating Inc. The age of the elevator could not be verified on site. It appears to be in good operating condition with no visible signs of issue. No recommendation action required.

Refer to Photographs #3,-5.

D2010 Plumbing Fixtures

Incoming water and outgoing sewer lines are in the basement.

There are two (2) changerooms on the main floor of the building with the men's having one (1) toilet, two (2) urinals, two (2) hand washing sinks and four (4) showers. The women's changeroom has three (3) toilets, two (2) hand washing sinks and two (2) showers. All appear to be in good operation condition with no visible signs of issue. No recommendation action required.

Refer to Photographs #6-12.

There are two (2) kitchenettes, one on the first floor and one on the second floor. Both kitchenettes have one (1) sink and dishwasher each. All appear to be in good operating condition with no visible signs of issue. No recommendation action required.

Refer to Photographs #13, 14.

There are three (3) civilian washrooms all of which are private washrooms. They each contain one (1) toilet and one (1) sink with one of the washrooms having one (1) shower. Two of the three are also equipped with push panel-controlled door openers for accessibility. All appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #15-17.

In the garage there is one (1) handwashing sink and one (1) mop sink. Both appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #18,19.

D2018 Drinking Fountains and Coolers

The building is equipped with one (1) dual water bottle fill up and drinking fountain on the main floor manufactured by Elkay. Additionally, there is one (1) water bottle fill up station on the second floor manufactured by Elkay. Both appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #20,21.

D2020 Domestic Water Distribution

Hot water is supplied by one (1) natural gas domestic hot water storage tank manufactured by John Wood Water Heaters with model number #JW840S40N-PV-ES2. The tank has a capacity of 40 US gallons and heating capacity of 40,000 BTU/hr. The tank appears to be in good operation condition with no visible signs of issue. The approximate age of the unit is 10 years old (manufactured September 2013) giving it another 10 years of life remaining on a typical lifespan of 20-25 years. It is recommended that the tank be replaced in the next 10-year period.

Refer to Photographs #22, 23, 24.

There is another one (1) electric domestic hot water storage tank manufactured by A. O. Smith Enterprises Limited with a model number of #E80TE-45240 250. The tank has a capacity of 75.7 US gallons and a heating capacity of 4500 W. The tank appears to be in good operating condition with no visible signs of issue. The approximate age of the unit is 4 years old (manufactured February 2019) giving it another 16 years of life remaining on a typical lifespan of 20-25 years. No recommended action required.

Refer to Photographs #22, 25, 26.

D2030 Sanitary Waste

The outgoing sewer line is on the lower level of the building. The sanitary waste is distributed to one of the various wastewater stations located in the area.

Refer to Photograph #27

D3020 Heat Generating Systems

Heating is provided by Three (3) natural gas fired residential furnaces manufactured by York with model #TG9S120D20MP11A. All furnaces have a heating capacity of 120,000 BTU/hr each. All furnaces appear to be in good operating condition with no visible sign of issues. The approximate age of 14 years (manufactured December 2009) gives them 6 years of life remaining based on a typical lifespan of 20-25 years. It is recommended to replace these units within the next 6-yr period.

Refer to Photographs #28, 29.

Heating is additionally provided by two (2) natural gas fired residential furnaces manufactured by Olsen with a model number of #GTHB080-4. Both furnaces have a heating capacity of 80,000 BTU/hr each. All

furnaces appear to be in good operating condition with no visible sign of issue. The age of the units was not able to be determined due to the serial number not being visually accessible. These furnaces appear to be older, and it is recommended to replace them in the next 5-year period.

Refer to Photograph #30

Heat is provided to the garage by one (1) natural gas unit heater. The model and age of the unit was unable to be determined. The unit is controlled locally through a wall dial. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #31

In the basement there is a large wall mounted radiator that has been abandoned. The unit does not affect the current occupants however it is recommended that the radiator be removed in the next 10-year period.

Refer to Photograph #32

Throughout the building in the office spaces there are electric floorboard heaters that have been abandoned. They do not influence the current occupants; however, it is recommended that these units be removed in the next 10-year period.

Refer to Photographs #33

D3030 Cooling Generating Systems

There are three (3) York condensing units located outside the building that are connected to evaporator coils in the ductwork with three (3) furnaces inside. The condensing units have a model number of #YCJD60S43S3A with a cooling capacity of 5 tons. The units appear to be in good operating condition with no visible signs of issues. The approximate age of the condenser units is 13 years old, and they contain R-410A refrigerant. It is recommended that these units be replaced within the next 7 years on a typical lifespan of 20-25 years.

Refer to Photographs #34,35.

There are two (2) condensing units of unknown manufacturing located on the side of the building that are connected to the two (2) Olsen furnaces. The cooling capacity was unable to be determined. The units appear to be in good operating condition with no visible sign of issue. It is recommended that they be replaced at the same time as the adjoining furnaces.

Refer to Photograph #36

In the main IT room, there is a CRAC unit that upon visual inspection appears to be a Liebert Challenger model that is estimated to have 5 tons of cooling. It appears to be in good operating condition with no visual sign of issue. It is recommended that it be replaced in the next 10-year period.

Refer to Photographs #37, 38.

In the secondary IT room, there is one (1) floor AC unit with an outdoor condenser manufactured by Aitons'. The cooling capacity and age was unable to be found as the model and serial number were

visually unavailable. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #39

D3040 Distribution Systems

Air is distributed throughout the building through sheet metal ductwork and diffusers. No visible signs of issues and no recommended action required at this time.

Refer to Photograph #40

D3041 Exhaust Ventilation System

The janitorial closet on the main floor has one (1) exhaust fan that is locally controlled by a light sensor. The fan appears to be in good operating condition with no visible signs of issue. No recommendation action required.

Refer to Photograph #41

The electrical has an additional power ventilator that is mounted to a bracket. The unit feeds into the building ductwork. The unit is of an unknown manufacturer and of unknown age. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #42

D3050 Terminal & Package Units

The building is ventilated through two (2) energy recovery ventilators both manufactured by Venmar. One is in the ceiling of the second floor and the other is in the ceiling of the first floor. The units are locally controlled by wall controllers. The units were visually inaccessible and as such no model or age information could be attained. Without more information no recommendation action can be made.

Refer to Photograph #43

D3060 Controls & Instrumentation

Each furnace has a standalone controller thermostat to adjust the temperature. No visible signs of issues. Recommendation to replace with smart thermostat when the existing HVAC equipment is replaced next.

Refer to Photograph #44

D4031 Fire Extinguishers

There are one (1) fire extinguishers on the lower level, Six (6) units on the main level and three (3) on the second level. All extinguishers appear to be in good operating condition with no visible signs of issues. No recommended action required. No fire safety plan was found but in general, there should be a fire safety plan in place and posted around the building.

Refer to Photograph #45

2.1.2. Electrical Assessment

D5010 Electric Service and Distribution

The main service disconnect is rated at 400A, 600V manufactured by Siemens with a model #P2C42J6400ATS. The switch was determined to be 8 years old. The switch appears in good operating condition with no visible signs of issue.

Refer to Photographs #47, 48, 49.

The main power panel is presently a 225A, 208/120V 3P 4W manufactured by Cutler-Hammer with a model #3CBL230. The main disconnect and distribution equipment is on the main floor.

Refer to Photograph #46

The main service disconnect feeds a Bi-directional utility of unknown manufacturer and age. It appears in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #50, 51.

The electricity then flows to a 400A 600/347V splitter manufactured by Hydrex Enterprises with a model #ST444. The age of the unit was unable to be determined. It appears in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #52

The 600V splitter feeds a 200A 600V safety switch with a max fuse of 125A. It is manufactured by Commander with a model #1HD4036N. age verification was unable to be completed. The switch appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #53, 54, 55.

This safety switch then feeds into a 150 kVA 600V: 120/208V transformer manufactured by Marcus with a model #TWF / 307T. age verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #56, 57.

The transformer flows into a 120/208V splitter manufactured by BEL with a model #T4403. Age verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #58

The splitter is then connected to an automatic transfer switch manufactured by ASCO Power Technologies Canada. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #59

This then leads to the main distribution panel as mentioned before.

From the 120/208V splitter there is another line that leads to 60A 240V general duty safety switch with a max fuse 45 manufactured by Square D. Age verification and model number verification was unable to

be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #60

Just before the safety switch is a power meter for the level 2 EV charger. This component is part of an energy management system. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #61

From the 600/347V splitter there is a 30A 600V max fuse 15A heavy duty safety switch manufactured by Square D. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #62

From the safety switch there is a phase loss monitor from an unknown manufacturer. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #62

From the Phase loss monitor there is then an Intermediate set up isolation transformer rated at 15kVA, 240V:600V manufactured by Hammer Power. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #63

Additionally, from the main distribution panel is the controls and power provided for the exhaust fan and motorized damper that is in the room. There is a simple switch and what appears to be a temperature sensor. Age verification and model number verification was unable to be completed. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #64

The main floor has an additional one (1) electrical panel manufactured by Cutler-Hammer with a model #CPM116. It is rated at 125A 120/240V. It appears in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #65

The second floor has an additional one (1) electrical panel manufactured by Federal Pioneer Limited with a model #NBLP24B-4LI. The panel appears in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #66

The basement has additional electrical components.

There is one (1) large electrical panel of an unknown manufacturer. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #67

There is one (1) smaller electrical panel of an unknown manufacturer. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #68

These panels additionally feed power to the fire alarm relay. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #69

D5020 Lighting

The lighting design in the building varies throughout the building.

The basement is lit by A19 single bulb fluorescent fixtures. They appear to be in good operating condition with no visible sign of issue. It is recommended to replace them with LED fixtures within the next 2-year period.

Refer to Photograph #70

The main floor is lit primarily by two (2) by four (4) LED fixtures that are hung from the ceiling. They appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #71

Some sections of the main floor are lit by LED pot lights. They appear in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #72, 73.

The men's changing room is lit by one (1) by four (4) LED lights with the bathroom sections having two (2) fluorescent vanity lights. All appear to be in good operating condition with no visible sign of issue. It is recommended that the vanity lights be replaced with LED fixtures.

Refer to Photograph #75

The women's changing room is lit by two (2) by four (4) LED lights. The showers are lit by LED pot lights. All appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #76

The furnace room is lit by T5 fluorescent surface hung fixtures. They appear to be in good operating condition with no visible sign of issue. It is recommended that the fixtures be replaced with LED fixtures in the next 2-year period.

Refer to Photograph #78

The garage is lit by T5 fluorescent light fixtures. All appear to be in good operating condition with no visible sign of issue. It is recommended that the lights be replaced with LED fixtures in the next 2-year period.

Refer to Photograph #77

The second floor is lit by one (1) by four (4) LED surface mounted light fixtures. They appear in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #74

The lighting is controlled by local switching and motion sensors.

The exit signs throughout the building are a mix of red exit signs and green running man exit signs. The lamp style of these signs is not clear to be LED or fluorescent. A test of the exit sign lamps is required to determine if it is required to be replaced. In general, it is recommended to replace all the red exit signs with green running man exit signs or green pictographs.

Refer to Photographs #73, 79.

D5037 Fire Alarm System

On the main floor of the building is the controller for the fire alarm system. The system is manufactured by Trinity Fire and Security. The model and age were not able to be confirmed. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #80

D5038 Security and Detection Systems

Throughout the building are security cameras that feed into the main security surveillance room where they are displayed. The system appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #81

D5039 Local Area Network

There are two (2) IT rooms/closets that are located on the second floor.

Refer to Photographs #82, 83.

D5092 Emergency Power Systems

The building emergency power distribution system is served by a 150 kW, 120/208V, natural gas generator manufactured by Generac located outside the rear of the building. There is an automatic transfer switch in the electrical room on the main floor.

The generator panel is a combination transfer switch and load center.

A regular testing program should be implemented along with the monthly signoffs and maintenance records kept.

Refer to Photographs #84, 85.

D5094 Other Special Systems & Devices

Located in the parking lot there is one (1) 6kW IKS DC fast EV charger rated at 25A 240V and manufactured by Sky Clean Energy Ltd with a model #S06US010V. The charger appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #88, 89.

There is also one (1) Level 3 EV charger manufactured by FLO Services Inc. The charger appears in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #90

Accompanying the EV chargers is one (1) PV array system on the roof of the carport manufactured by Canadian Solar with a model #CS6U-335W. The system contains 3 strings of 6 modules with a max string fuse of 15A. The PV system appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photographs #86, 87.

2.2. Holding Facility

There is a secondary building for the holding cells. This building contains a single floor. The building was built roughly 20 years ago.

2.2.1. Mechanical Assessment

B2013 Exterior Louvers, Screens, and Fencing

The garage has attached to it a combination intake louvre and damper. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #1

D2010 Plumbing Fixtures

Incoming water and outgoing sewer lines are in the garage on the main floor of the building.

There are eight (8) holding cells in the building with each having one (1) sink and one (1) toilet. All appear to be in good operating condition with no visible signs of issue. No recommendation action required.

Refer to Photograph #2

There is a shower room with four (4) personal showers. All showers appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #3

There is one (1) private washroom in the holding facility that has one (1) toilet and one (1) sink. The washroom is also equipped with an automatic door opener and push panel controller. All appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #4, 5, 6.

D2020 Domestic Water Distribution

Hot water is supplied by one (1) natural gas domestic hot water storage tank manufactured by John Wood Water Heaters with model number #PV40N 200. The tank has a capacity of 40 US gallons and heating capacity of 40,000 BTU/hr. The age of the tank appears to be in good operating condition with no visible sign of issue. The approximate age of the unit is 3 years old (manufactured June 2021) giving it another 17 years of life remaining on a typical lifespan of 20-25 years. No recommended action required.

Refer to Photograph #7, 8.

D2030 Sanitary Waste

Outgoing sewer line is in the garage on the main floor. The sanitary waste is distributed to one of the various wastewater stations located in the area.

D3020 Heat Generating Systems

Heat is provided to the building through two (2) rooftop natural gas dual heating cooling units. Rooftop access was not available and so the manufacturer specifications and age of the units was not able to be determined. Based on visual inspection the units appear to be in good operating condition. No recommendation action required.

Refer to Photograph #9

Heat is provided to the garage by one (1) natural gas infrared heater manufactured by Superior Radiant Products with a model #UA60. The unit has a heating capacity of 60,000 BTU/hr. The infrared heater appears to be in good operating condition. The age of the heater was unable to be determined. It appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #10, 11.

D3030 Cooling Generating Systems

Cooling is provided to the building through two (2) rooftop natural gas dual heating cooling units. Rooftop access was not available and so the manufacturer and age of the units was not able to be determined. Based on visual inspection the units appear to be in good operating condition. No recommendation action required.

Refer to Photograph #9

D3040 Distribution Systems

Air is distributed throughout the building through sheet metal ductwork and diffusers. No visible signs of issues and no recommended action required at this time.

Refer to Photograph #12

D3041 Exhaust Ventilation System

The garage has one (1) exhaust fan that is locally controlled by a switch. The fan appears to be in good operating condition with no visible signs of issue. No recommendation action required.

Refer to Photograph #13

D3060 Controls & Instrumentation

Each rooftop unit has a standalone controller thermostat to adjust the temperature. No visible signs of issues. Recommendation to replace with smart thermostat when the existing HVAC equipment is replaced next.

Refer to Photograph #14

D4031 Fire Extinguishers

There are two (2) fire extinguishers on the main level. All extinguishers appear to be in good operating condition with no visible signs of issues. No recommended action required.

Refer to Photograph #15

D4010 Sprinklers

The holding facility contains a sprinkler system that originates in the garage and sprawls through the building with sprinklers in the halls and rooms as appropriate. The system is manufactured by Michell Fire protection systems. No model number or age information was able to be determined. All fixtures appear to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #16

2.2.2. Electrical Assessment

D5010 Electric Service and Distribution

Electricity enters the building in the garage from the utility grid and flows through one (1) automatic transfer switch rated at 200A 120/208V. The unit is manufactured by Cutler-Hammer with a model #ATHMFA30200BSC. The age of the unit was determined to be 18 years old. The transfer switch appears to be in good operating condition with no sign of issue. No recommendation action required.

Refer to Photograph #17, 18.

The electricity then flows to the main breaker for distribution. It is rated at 225A 208y/120V and manufactured by GE with a model #AQF3542ABX. The age of the breaker was determined to be 18 years old. The breaker appears to be in good operating condition with no sign of issue. No recommendation action required.

Refer to Photograph #19

D5020 Lighting

The lighting design in the building is typically surface mounted style one (1) by (4) fixtures. The lighting fixtures in the building appear to be primarily fluorescent though some have been replaced with LED 1 by 4 lights. All appear to be in good operating condition with no visible sign of issue. It is recommended that all fluorescent lights be replaced with LED lights in the next 2-year period.

Refer to Photograph #20

The office rooms have two (2) by four (4) surface mounted light fixtures. The fixtures appear to be in good operating condition with no visible signs of issue. It is recommended that all fluorescent lights be replaced with LED lights in the next 2-year period.

Refer to Photograph #21

The holding cells are lit by one (1) by four (4) surface mounted light fixtures with additional plexiglass covering. The light fixtures appear to be fluorescent. All appear to be in good operating condition with no visible sign of issue. It is recommended that all fluorescent lights be replaced with LED lights in the next 2-year period.

Refer to Photograph #22

The garage is lit by T5 2 lamp fluorescent light fixtures with protective cage. All appear to be in good operating condition with no visible sign of issue. It is recommended that the lights be replaced with LED fixtures in the next 2-year period.

Refer to Photograph #23

The lighting is controlled by local switching and motion sensors.

The exit signs throughout the building are red exit signs. The lamp style of these signs is not clear to be LED or fluorescent. A test of the exit sign lamps is required to determine if it is required to be replaced. In general, it is recommended to replace the red exit signs with green running man exit signs or green pictographs.

Refer to Photographs #20

D5037 Fire Alarm System

On the main floor of the building is the controller for the fire alarm system. The system is manufactured by GE. The model and age were not able to be confirmed. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #24

D5038 Security and Detection Systems

Throughout the building are security cameras that feed into the main IT room where they are displayed. The system appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #27, 26.

D5039 Local Area Network

There are two (2) IT rooms/closets that are located on the main floor.

Refer to Photograph #25, 27.

D5092 Emergency Power Systems

Emergency power is supplied by a natural gas generator. Based on visual inspection, the generator appears to be in good operating condition. No recommendation action required.

D5094 Other Special Systems & Devices

Attached to the outside of the garage is one (1) 40A level 2 EV Charger manufactured by Leviton with a model #EVR40-B2C. The age of the unit was unable to be determined. The unit appears to be in good operating condition with no visible sign of issue. No recommendation action required.

Refer to Photograph #28

E1016 Laundry & Dry-Cleaning Equipment

There is one (1) washing machine and one (1) dryer in the garage on the main floor. Both appear to be in good operating condition with no visible sign of issue. No recommendation action required.

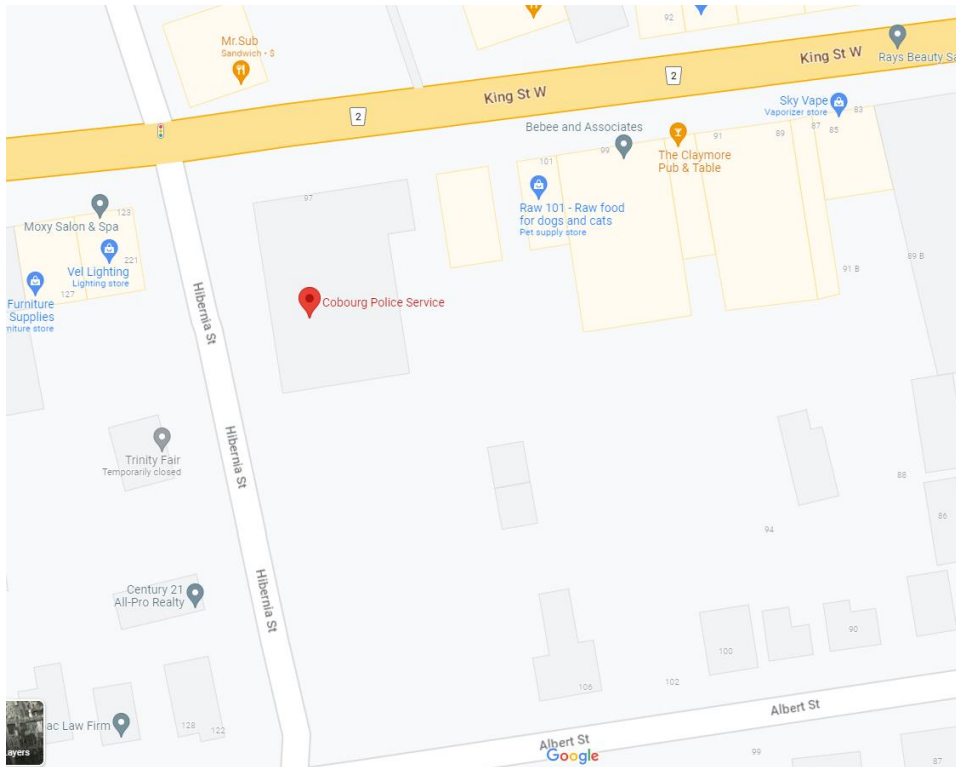
Refer to Photo #29

Appendix A. Main Police Building Photos

APPENDIX A
Mechanical & Electrical
Photographs
Main Police Building



Photograph # 1 Main Police Building Exterior



Photograph # 2 Main Police Building Location



Photograph # 3 Elevator



Photograph # 4 Elevator Safety Plate



Photograph # 5 Elevator Control Panel



Photograph # 6 Toilet In Men's Changeroom



Photograph # 7 Men's Changeroom Urinals



Photograph # 8 Men's Changeroom Sinks



Photograph # 9 Men's Changeroom Showers



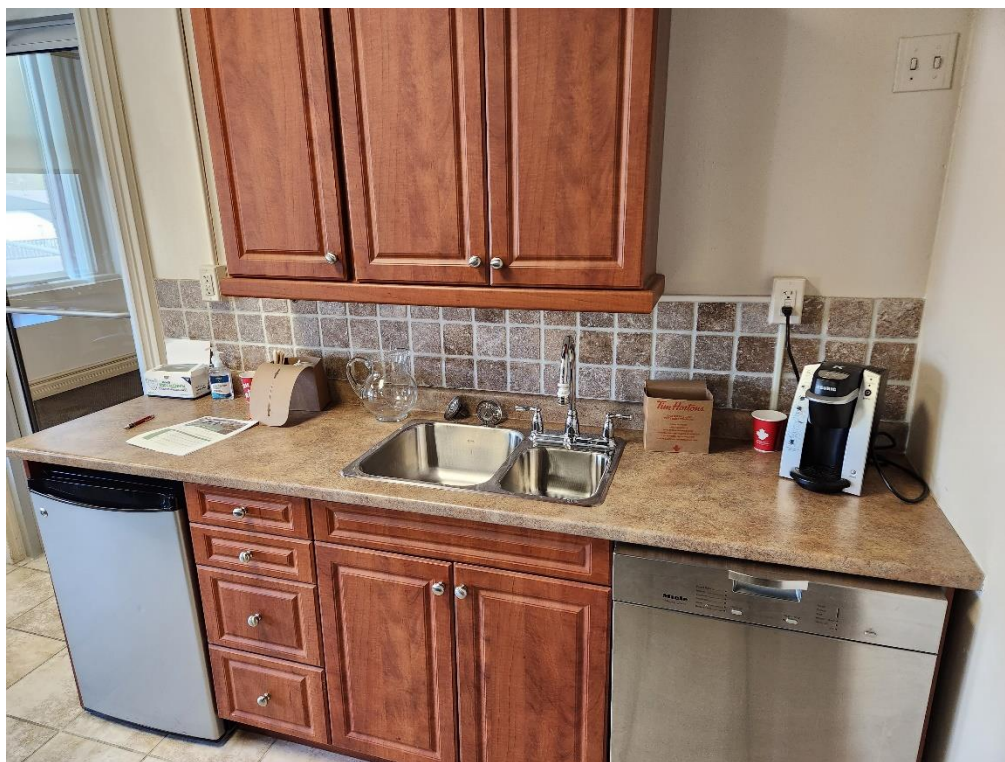
Photograph # 10 Women's Changeroom Stall



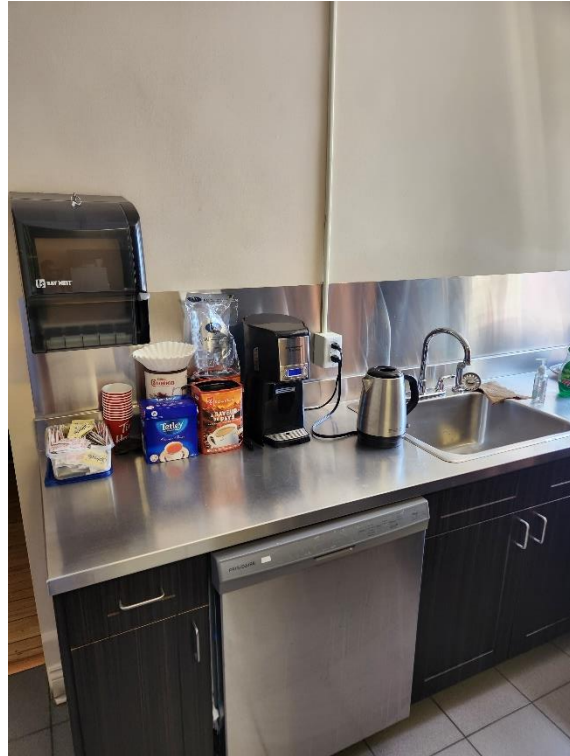
Photograph # 11 Women's Changeroom Sinks



Photograph # 12 Women's Changeroom Showers



Photograph # 13 Main Floor Kitchenette with One Sink and One Dishwasher



Photograph # 14 Second Floor Kitchenette with One Sink and One Dishwasher



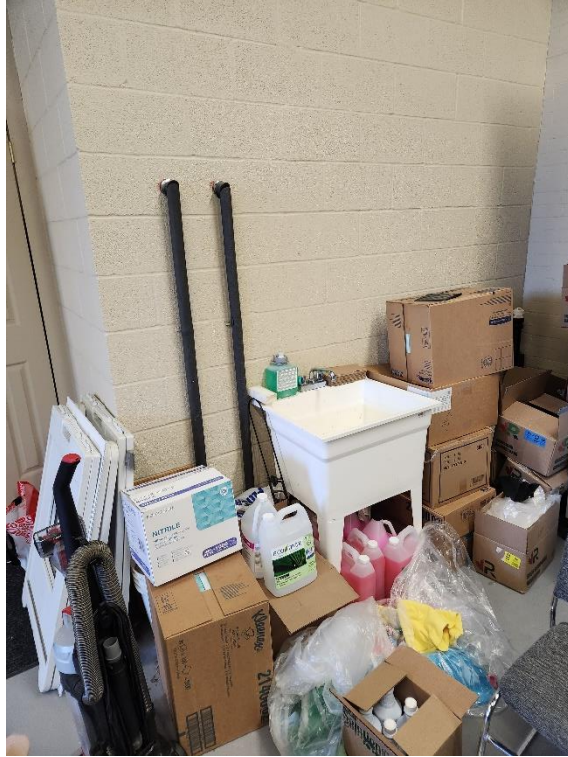
Photograph # 15 Public Washroom Space



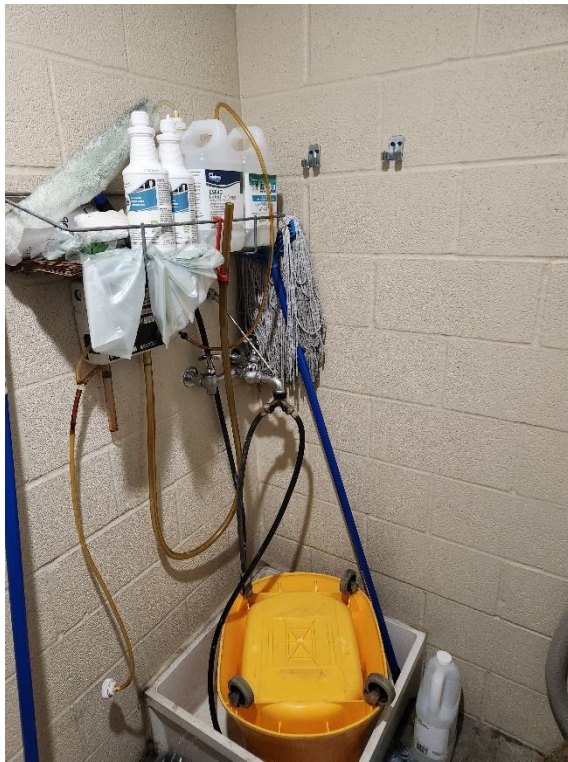
Photograph # 16 Public Washroom Space



Photograph # 17 Public Washroom Space with Shower



Photograph # 18 Garage Handwashing Sink



Photograph # 19 Garage Mop Sink



Photograph # 20 Water Bottle Refill Station



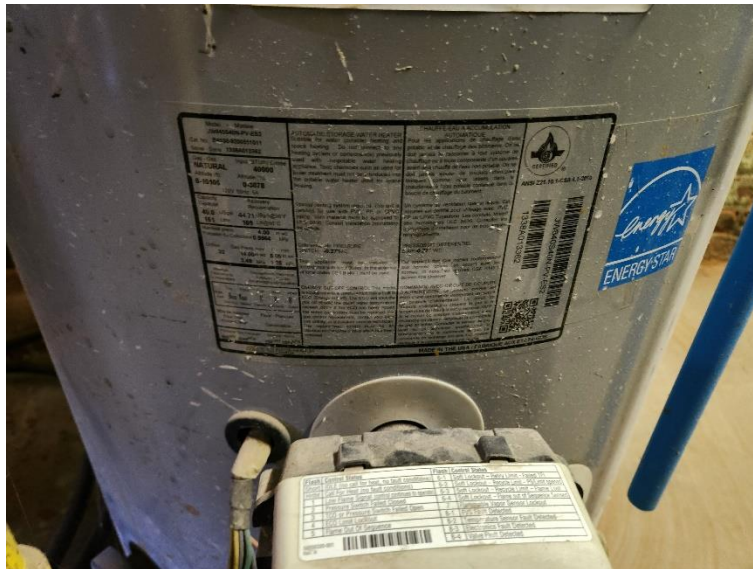
Photograph # 21 Dual Water Bottle Refill Station and Drinking Fountain



Photograph # 22 Hot Water Storage Tanks



Photograph # 23 Natural Gas Hot Water Storage Tank



Photograph # 24 Natural Gas Hot Water Nameplate



Photograph # 25 Electric Hot Water Storage Tank



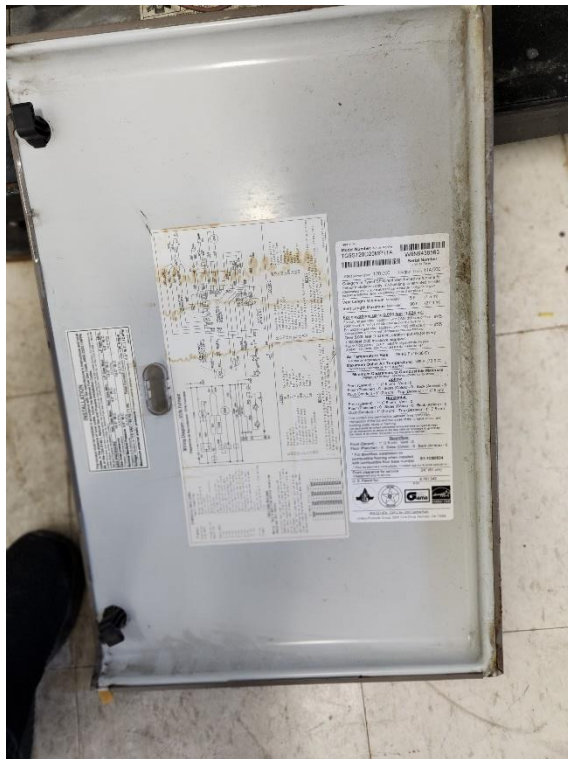
Photograph # 26 Electric Hot Water Storage Tank Nameplate



Photograph # 27 Outgoing Sewer to sump pump pit



Photograph # 28 York Natural Gas Furnace



Photograph # 29 York Natural Gas Furnace Nameplate



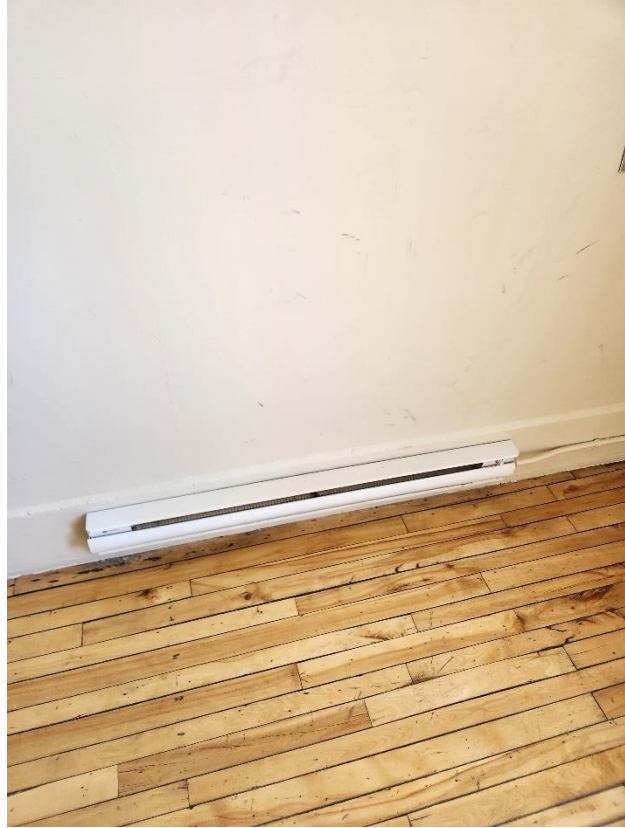
Photograph # 30 Olsen Natural Gas Furnace



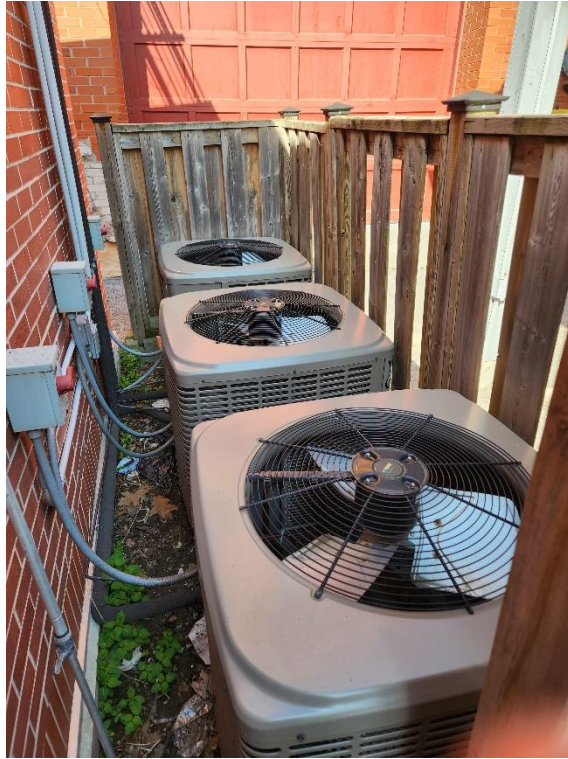
Photograph # 31 Natural Gas Unit Heater



Photograph # 32 Abandoned Radiator



Photograph # 33 Abandoned Electric Heater



Photograph # 34 York Condenser Units



Photograph # 35 York Condenser Unit Nameplate



Photograph # 36 Outdoor Condenser Units Connected to Olsen Furnaces



Photograph # 37 CRAC Unit in IT Closet



Photograph # 38 CRAC Unit Controller



Photograph # 39 Floor AC Unit In IT Closet



Photograph # 40 Metal Ductwork and Diffusers



Photograph # 41 Janitorial Closet Exhaust Fan



Photograph # 42 Electrical Room Power Ventilator



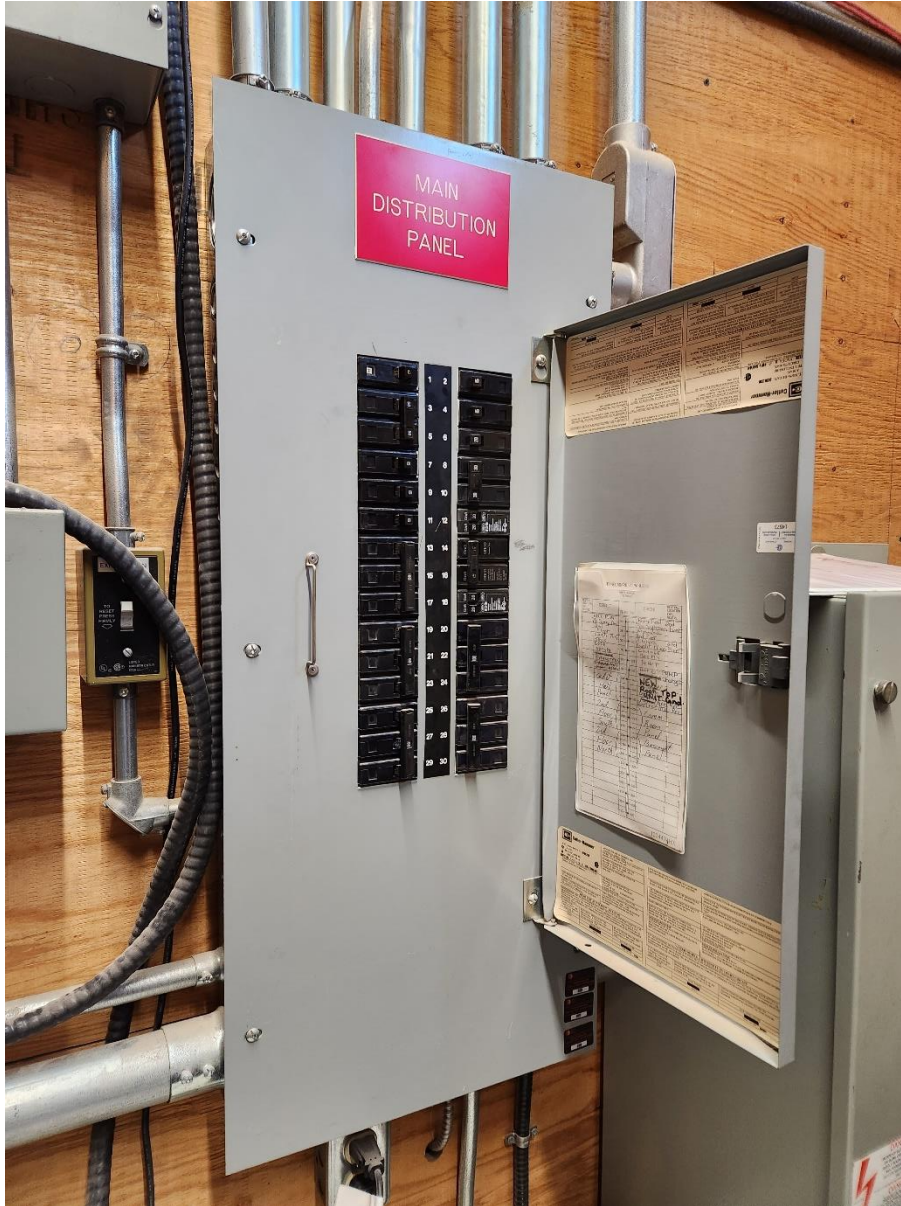
Photograph # 43 ERV Controller



Photograph # 44 Furnace Wall Controller



Photograph # 45 Fire Extinguisher



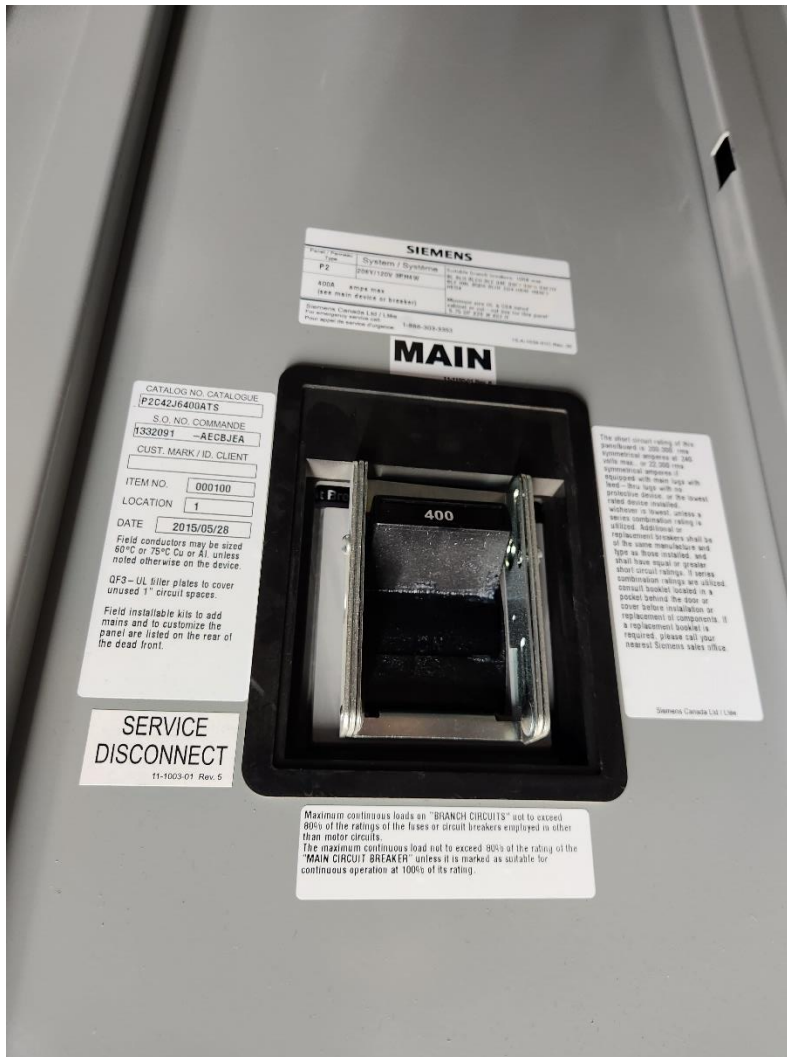
Photograph # 46 Main Distribution Panel



Photograph # 47 Main Distribution Panel Nameplate



Photograph # 48 Main Disconnect Panel



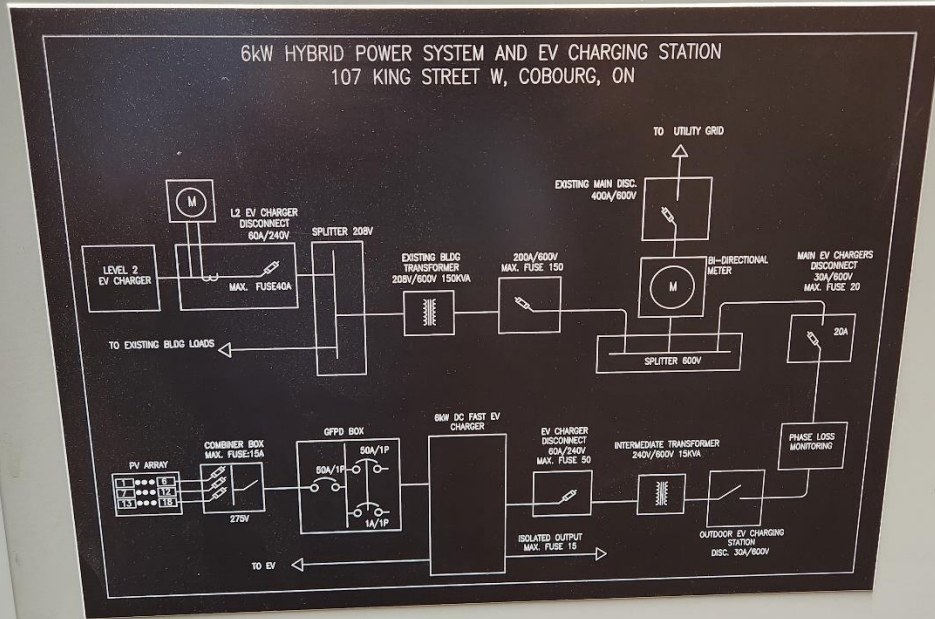
Photograph # 49 Main Disconnect Panel Nameplate



Photograph # 50 Bi-Directional Utility Meter

**WARNING !
TWO POWER SOURCES - PARALLEL SYSTEM**

BI-DIRECTIONAL UTILITY METER



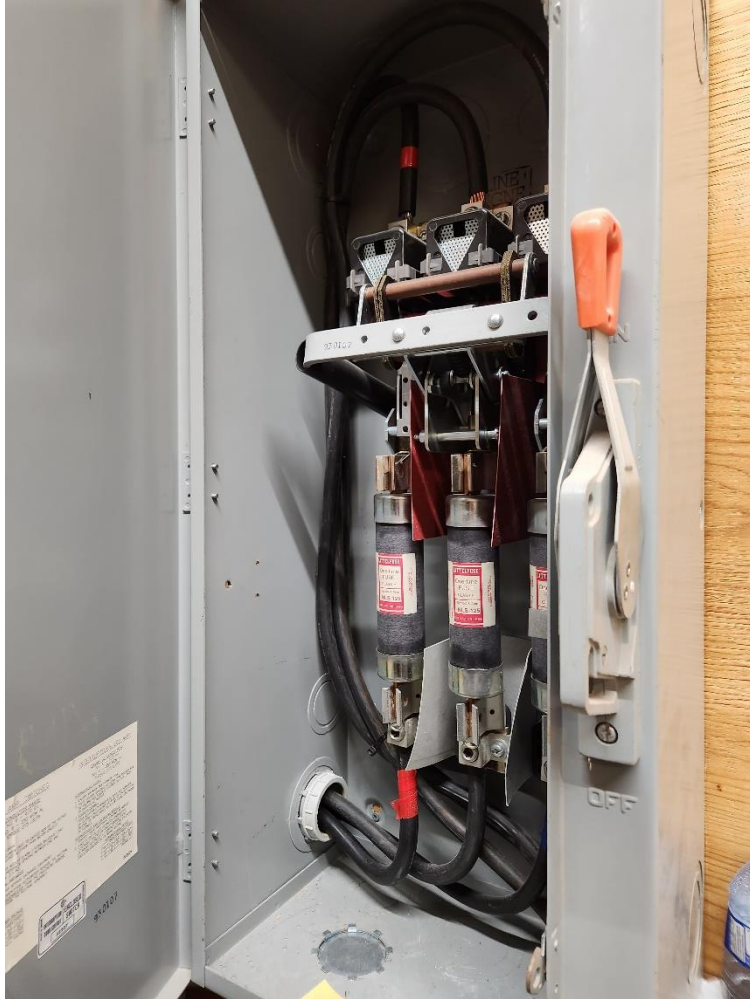
Photograph # 51 Bi-Directional Utility Meter Diagram



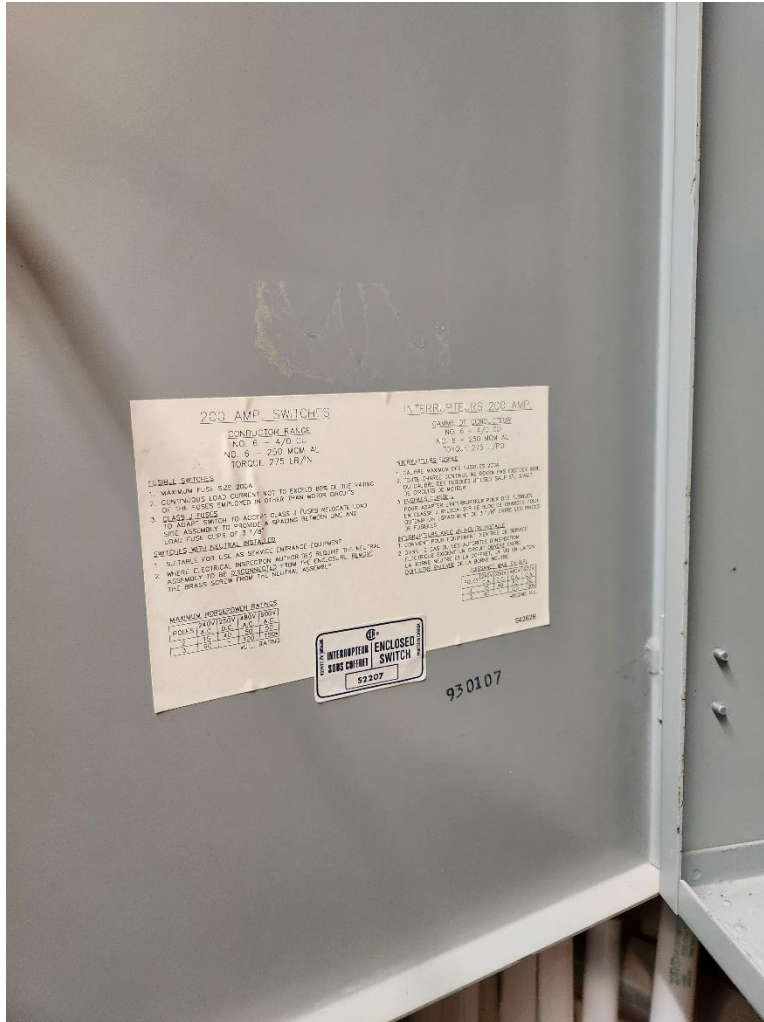
Photograph # 52 High Voltage Splitter Nameplate



Photograph # 53 Transformer Disconnect



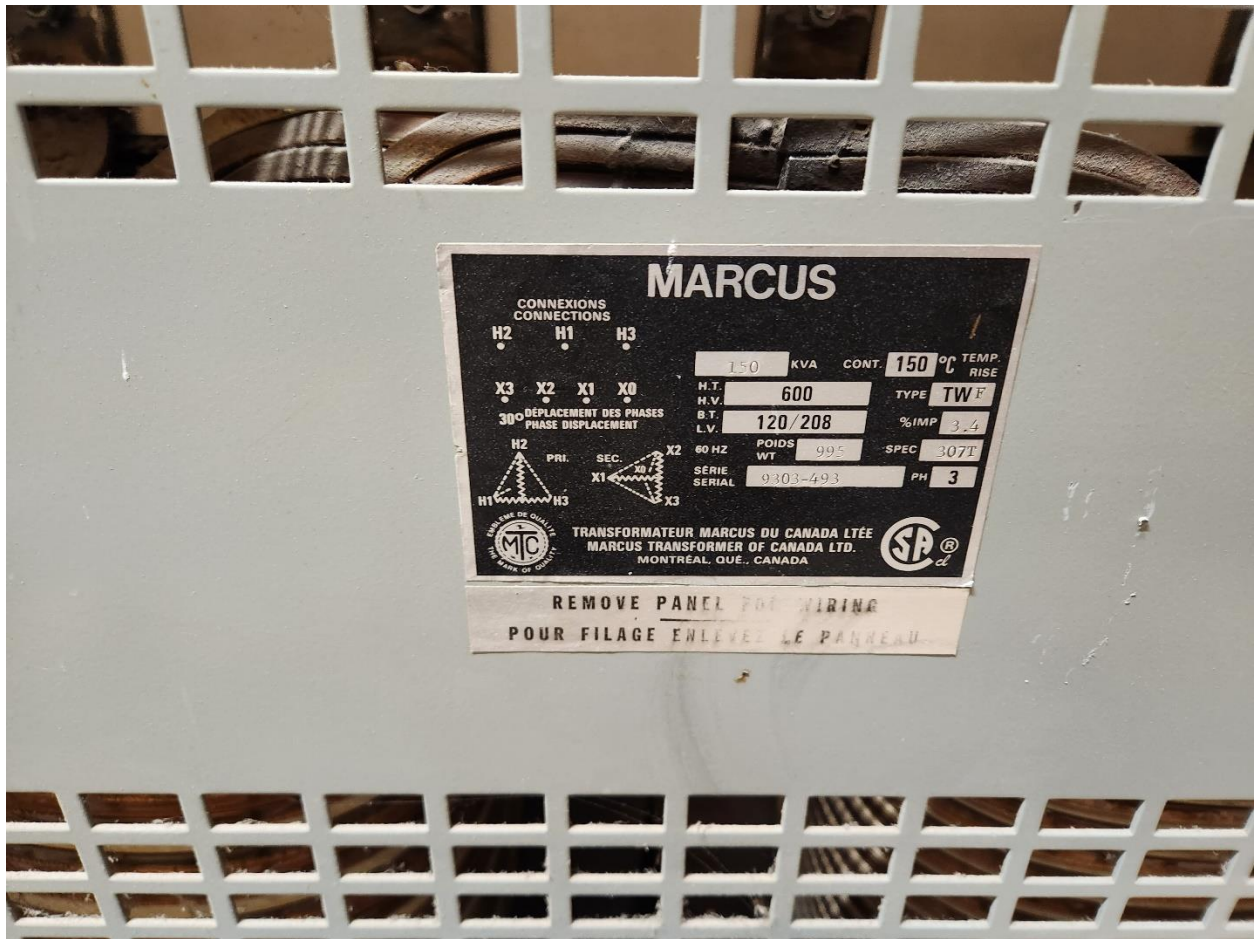
Photograph # 54 Fuses in Transformer Disconnect



Photograph # 55 Transformer Disconnect Nameplate



Photograph # 56 150 kVA Transformer



Photograph # 57 150 kVA Transformer Nameplate



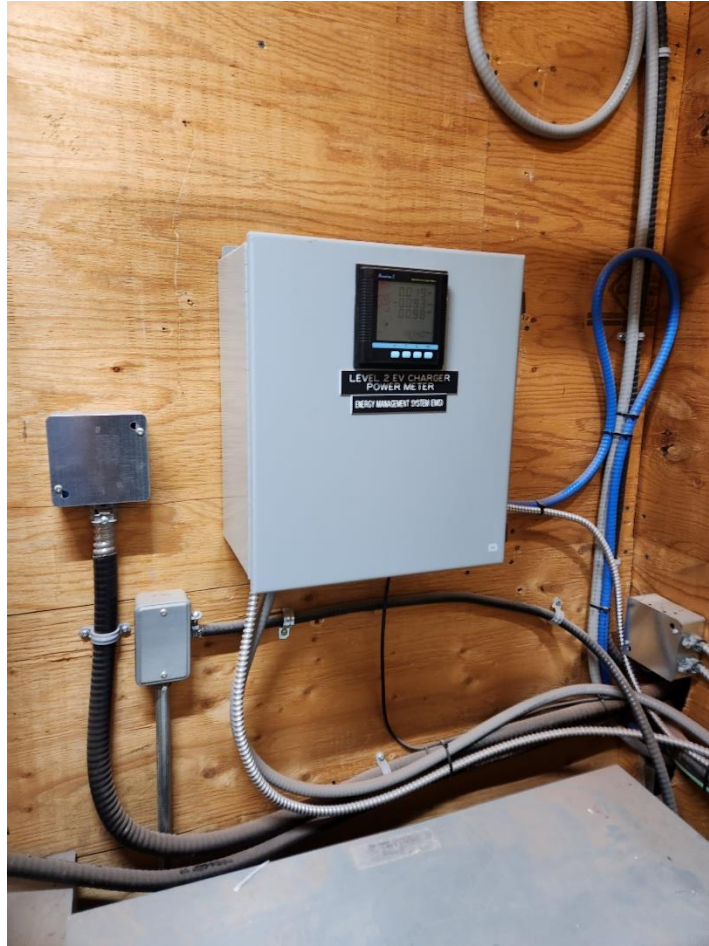
Photograph # 58 120/208V Splitter



Photograph # 59 ASCO Power Automatic Transfer Switch



Photograph # 60 General Safety Switch



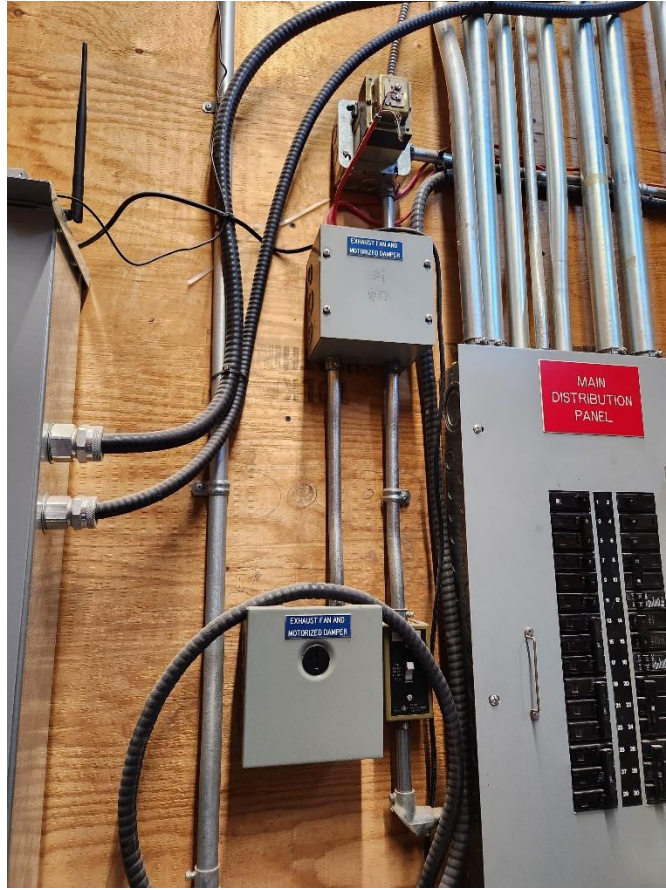
Photograph # 61 Level 2 EV Charger Power Meter



Photograph # 62 Heavy Duty Safety Switch and Phase Loss Monitor



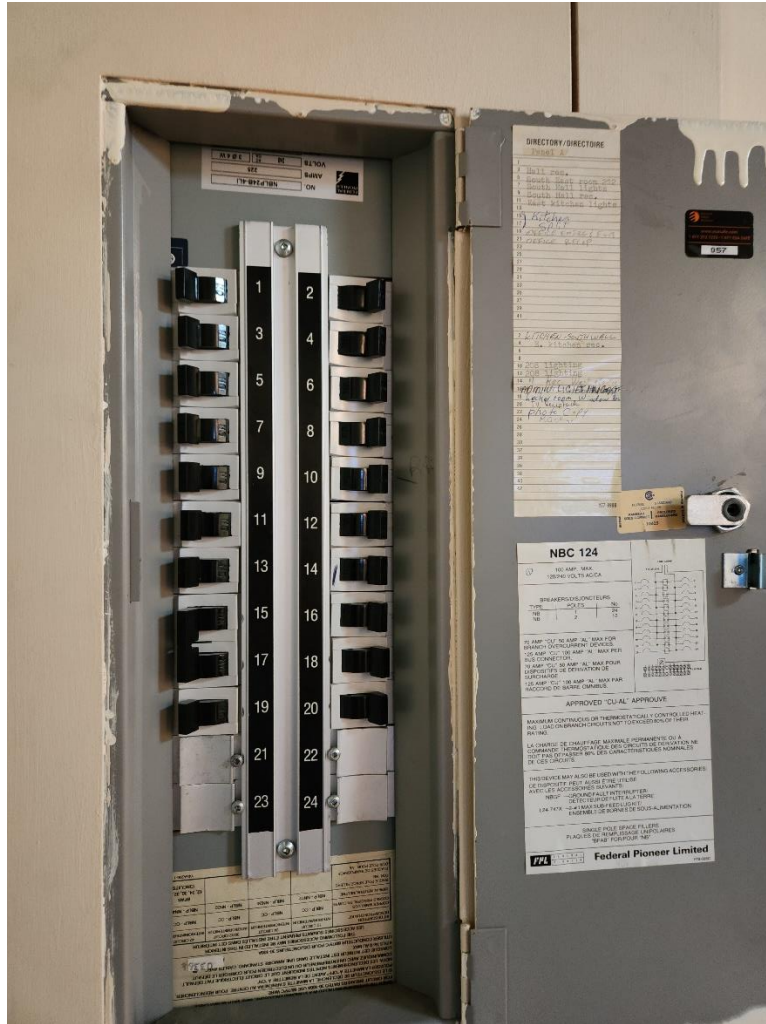
Photograph # 63 15 kVA Transformer



Photograph # 64 Exhaust Controls



Photograph # 65 First Floor Electrical Panel



Photograph # 66 Second Floor Electrical Panel



Photograph # 67 Large Electrical Panel in Basement



Photograph # 68 Small Electrical Panel in Basement



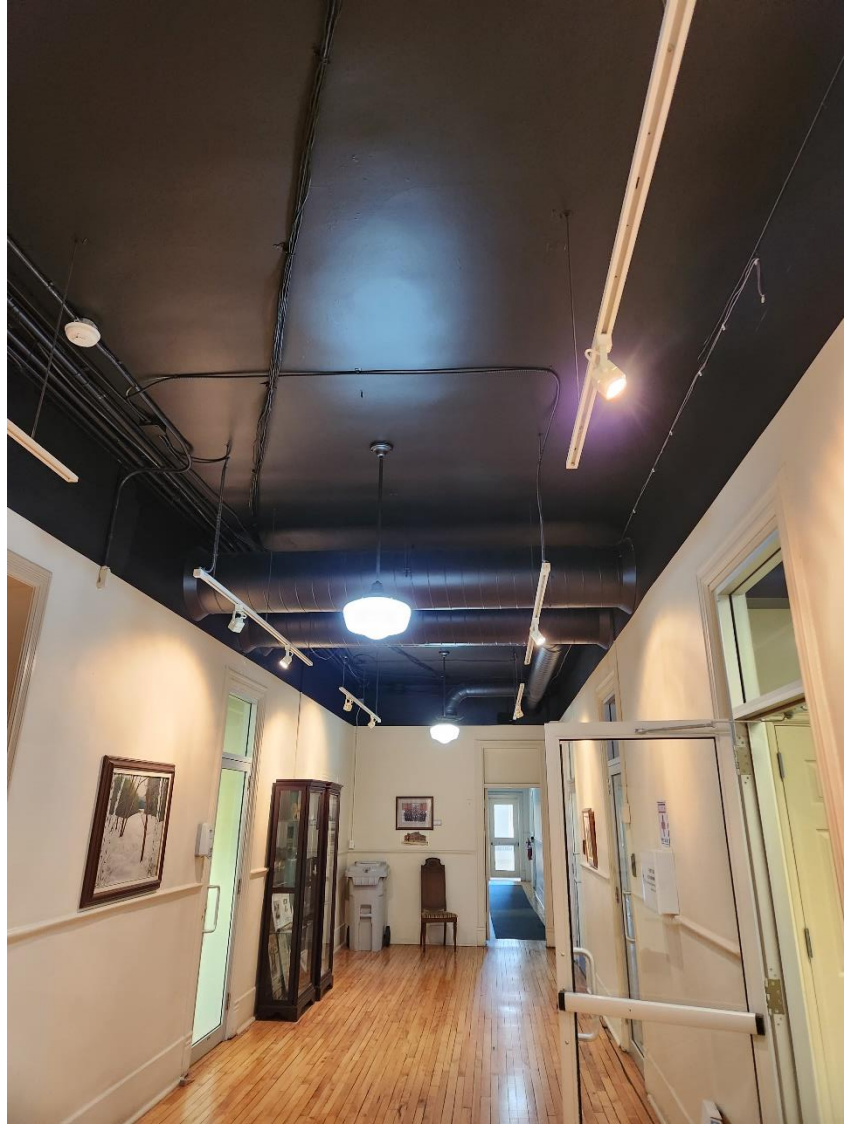
Photograph # 69 Fire Alarm Relay



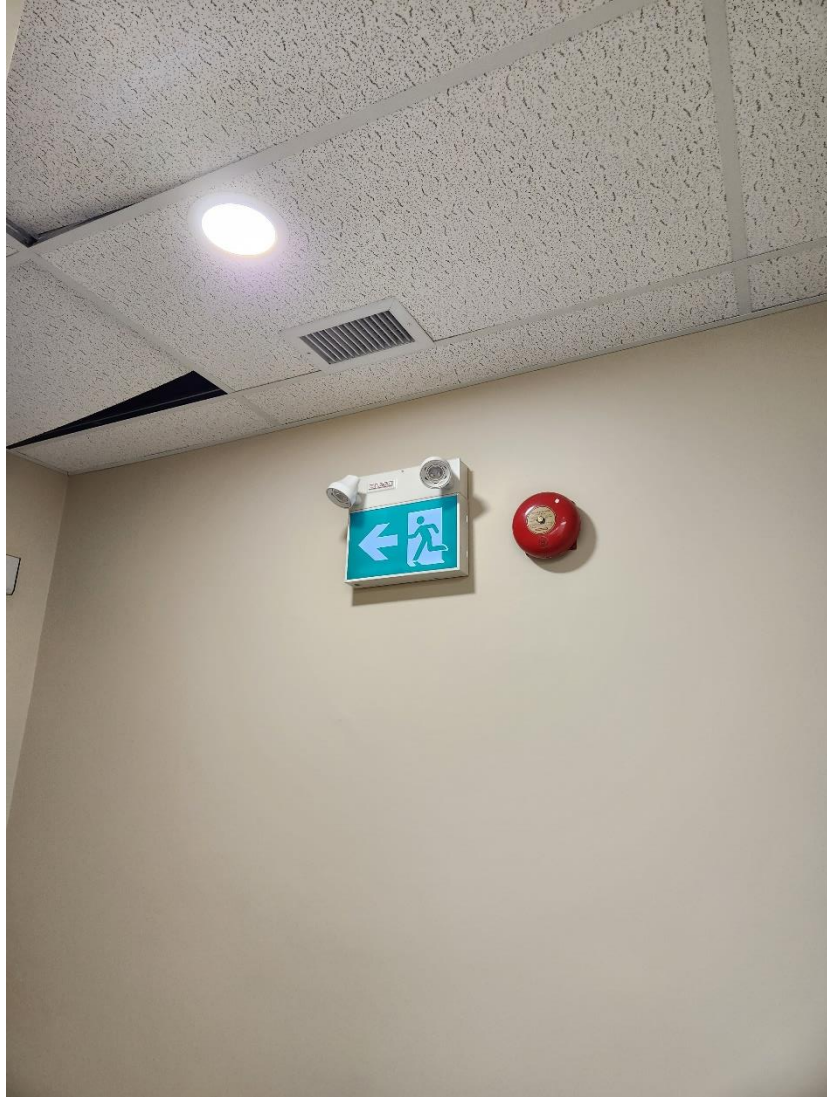
Photograph # 70 A19 Single Bulb Fixtures



Photograph # 71 Ceiling Hung 2 by 4 Light Fixtures



Photograph # 72 Ceiling Hung Light Fixtures



Photograph # 73 Ceiling Pot Light and Fire Exit Sign



Photograph # 74 1 by 4 Ceiling Mounted Lights



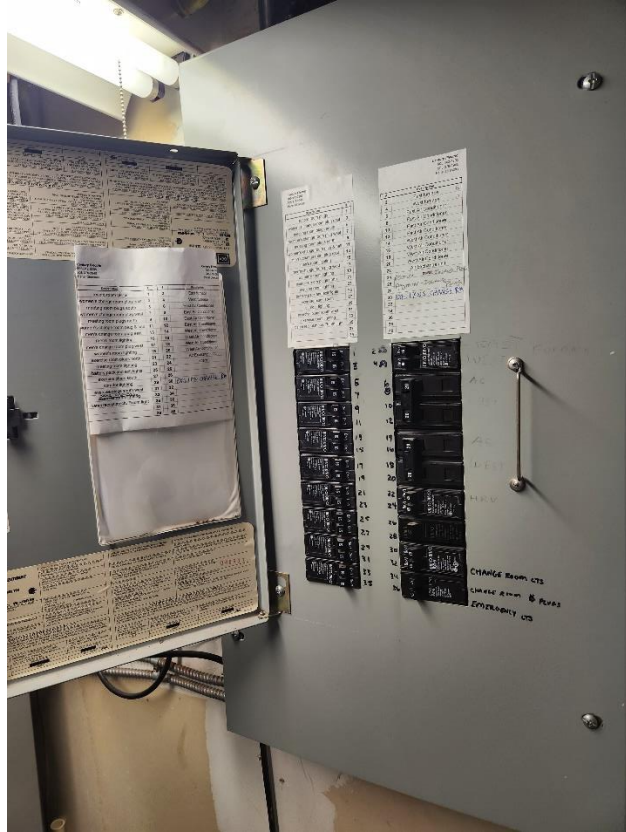
Photograph # 75 1 by 4 Ceiling Mounted Lights



Photograph # 76 2 by 4 Light Fixtures in Women's Changeroom



Photograph # 77 T5 Fluorescent Light Fixtures



Photograph # 78 T5 Fluorescent Light Fixtures in Furnace Room



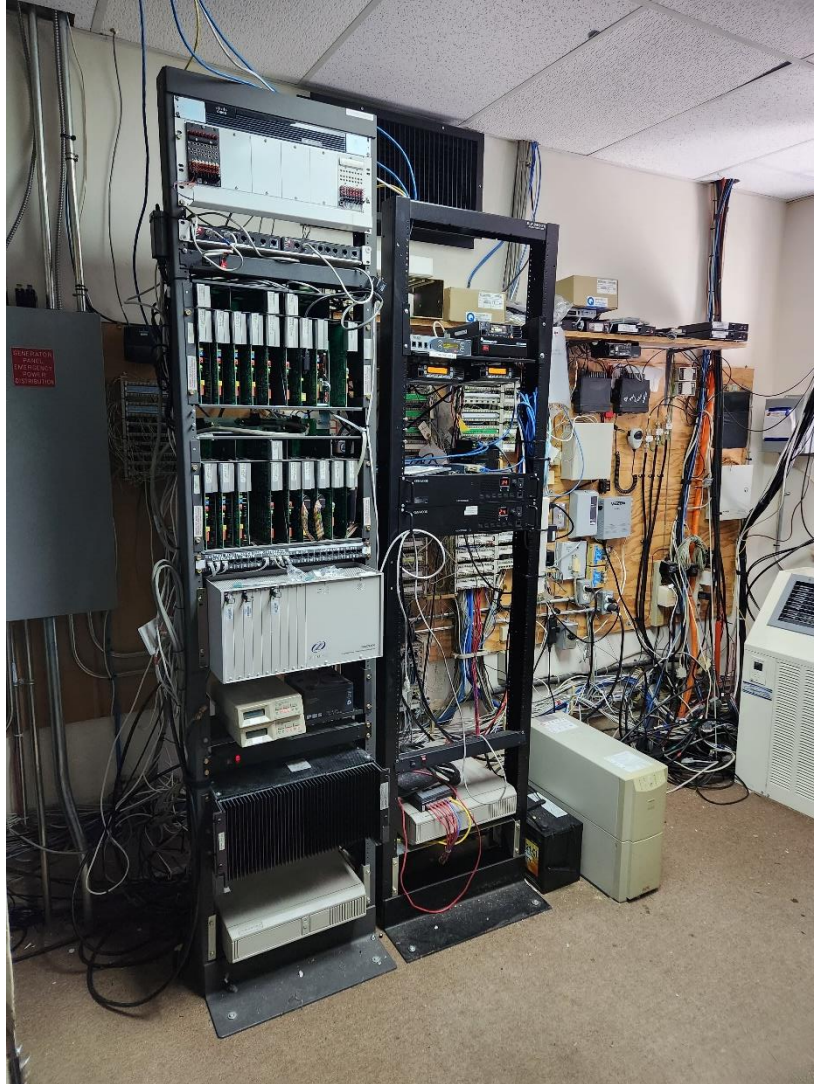
Photograph # 79 Red Exit Sign



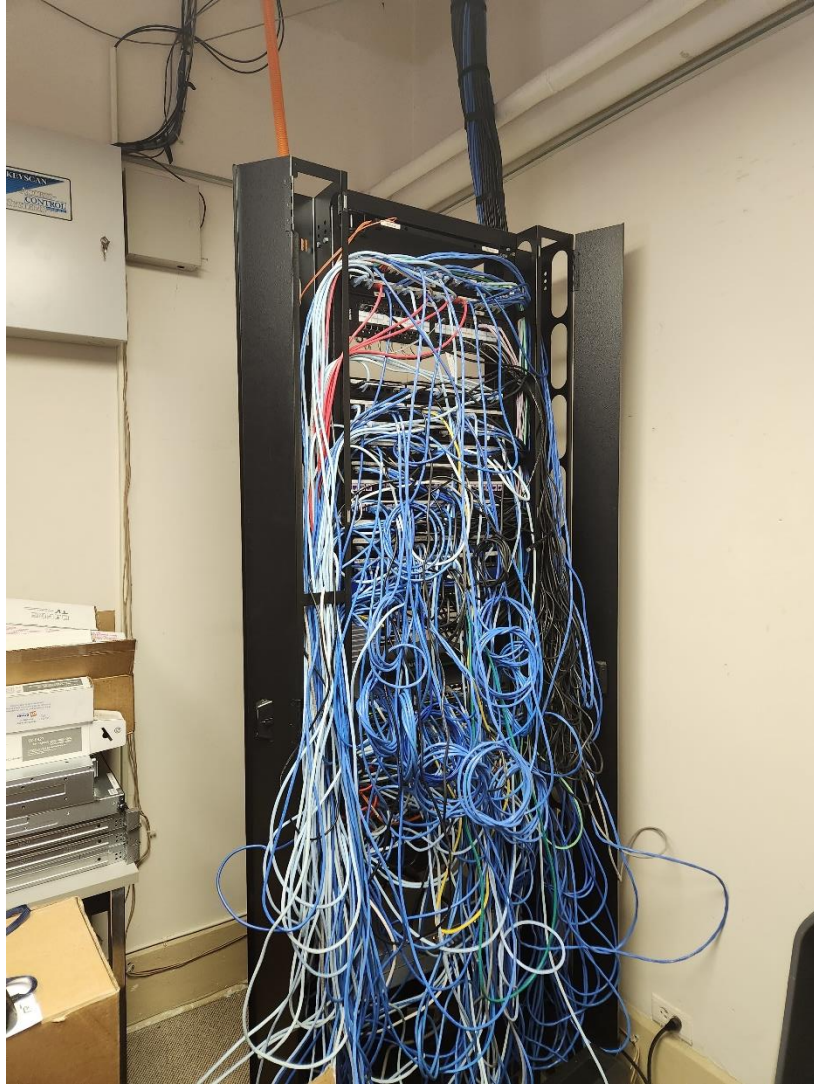
Photograph # 80 Fire Alarm System Panel



Photograph # 81 Security Surveillance Room



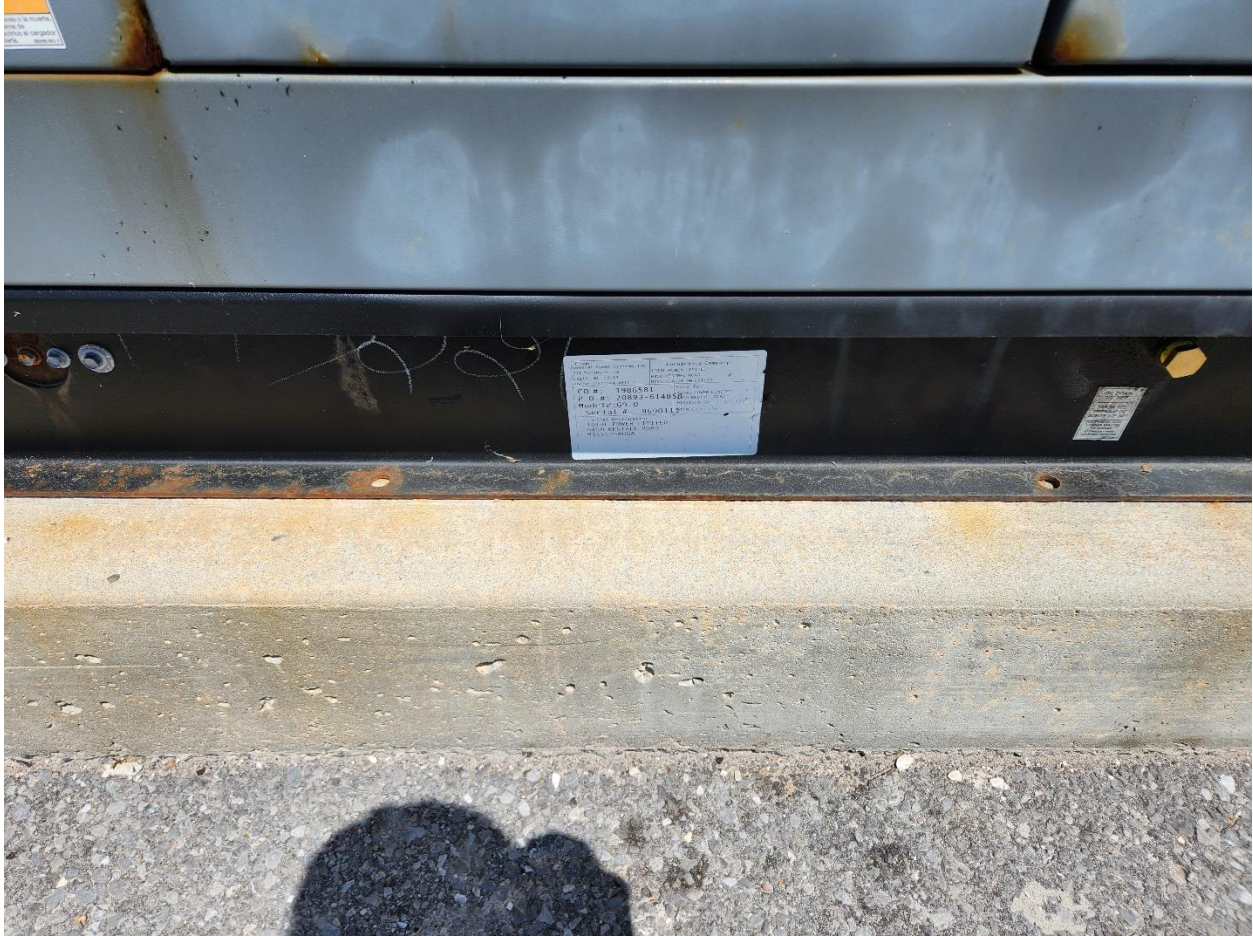
Photograph # 82 IT Room #2



Photograph # 83 IT Room #1



Photograph # 84 Backup Generator



Photograph # 85 Backup Generator Nameplate



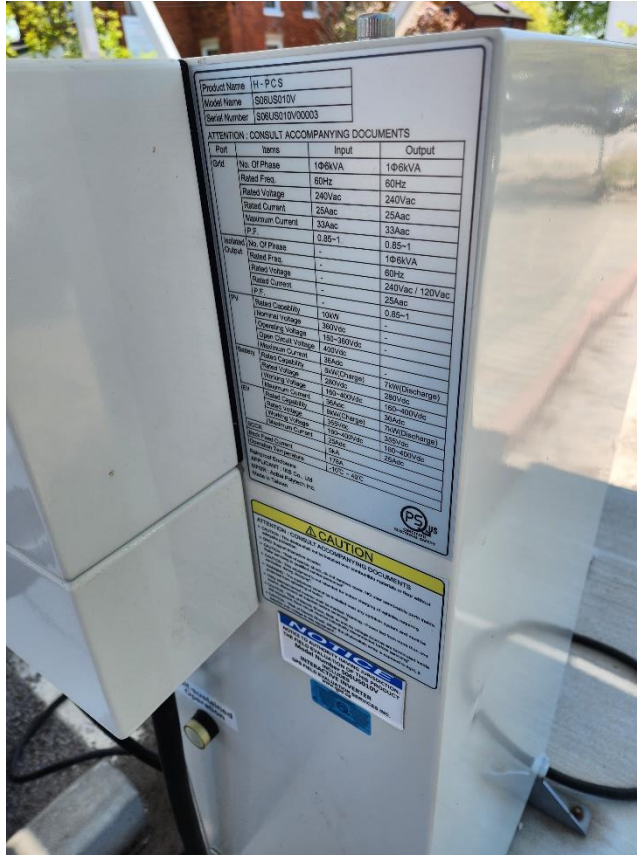
Photograph # 86 Solar PV Carport



Photograph # 87 PV Module



Photograph # 88 6kW DC Fast EV Charger



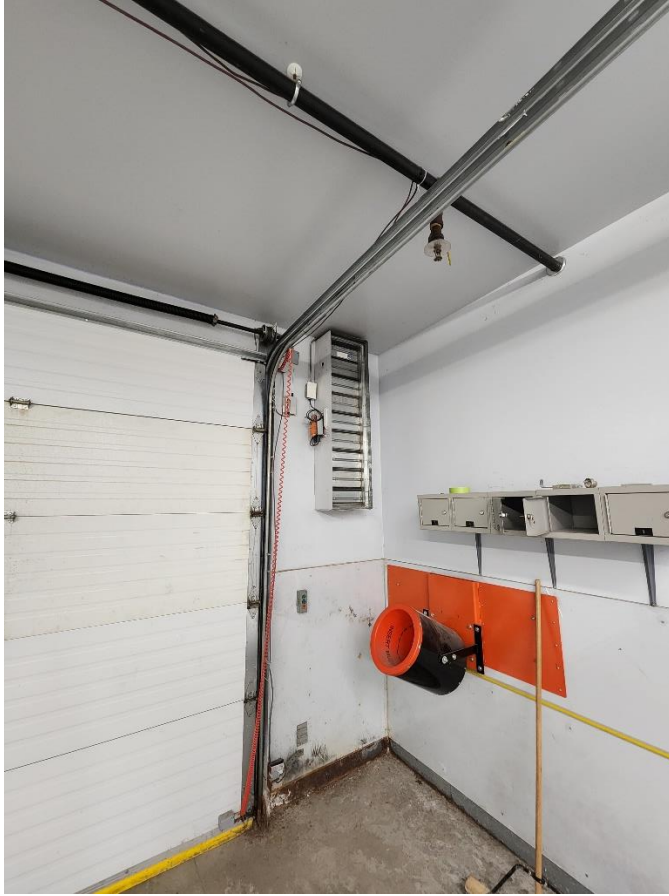
Photograph # 89 DC Fast EV Charger Nameplate



Photograph # 90 Level 3 EV Charger

Appendix B. Holding Facility Photos

APPENDIX B
Mechanical & Electrical
Photographs
Holding Facility



Photograph # 1 Intake Louvre and Damper



Photograph # 2 Holding Cell Amenities



Photograph # 4 Shower



Photograph # 3 Public Washroom with Door Opener



Photograph # 5 Washroom Sink



Photograph # 6 Toilet



Photograph # 7 Natural Gas Hot Water Storage Tank



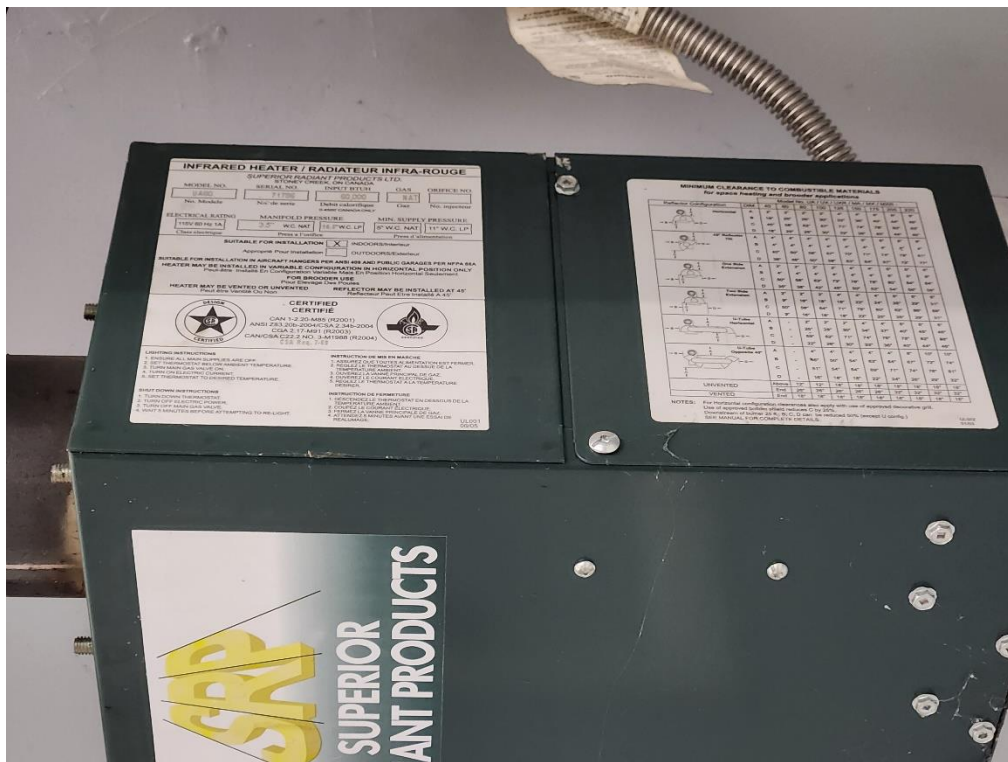
Photograph # 8 Natural Gas Hot Water Storage Tank Nameplate



Photograph # 9 Rooftop Dual Heating Cooling Units



Photograph # 10 Natural Gas Infrared Heater



Photograph # 11 Natural Gas Infrared Heater Nameplate



Photograph # 12 1 by 4 Light Fixture and Ductwork Diffuser



Photograph # 13 Garage Exhaust Fan and Switch Controller



Photograph # 14 Rooftop Unit Controller



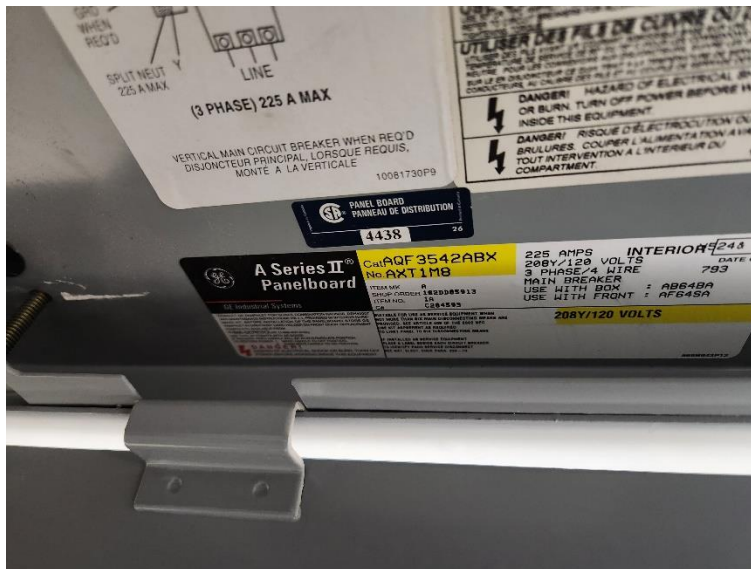
Photograph # 15 Fire Extinguisher



Photograph # 16 Sprinkler System Piping



Photograph # 17 Main Distribution Panel



Photograph # 18 Main Distribution Panel Nameplate



Photograph # 19 Automatic Transfer Switch



Photograph # 20 1 by 4 Hallway Lights and Red Exit Sign



Photograph # 21 2 by 4 Light Fixtures



Photograph # 22 1 by 4 Light Fixture with Additional Plexiglass Covering



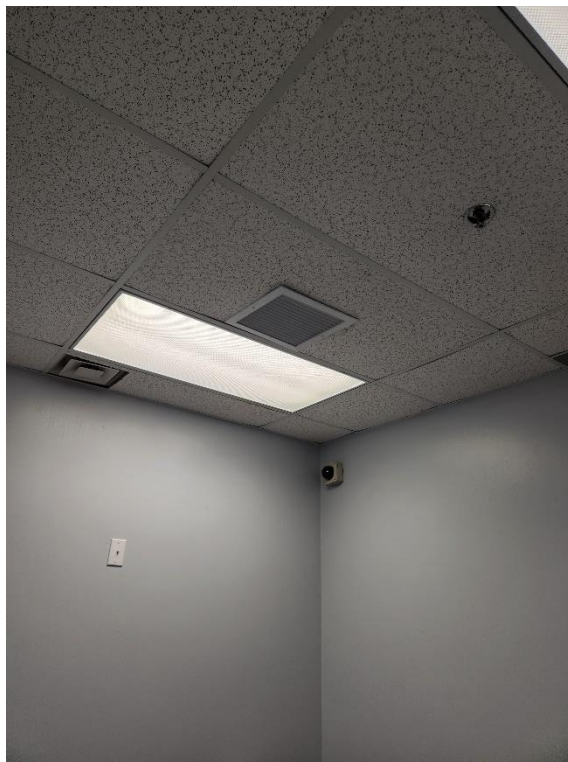
Photograph # 23 T5 Caged 2 Lamp Fluorescent Light Fixtures



Photograph # 24 Fire Alarm System Panel



Photograph # 25 IT room



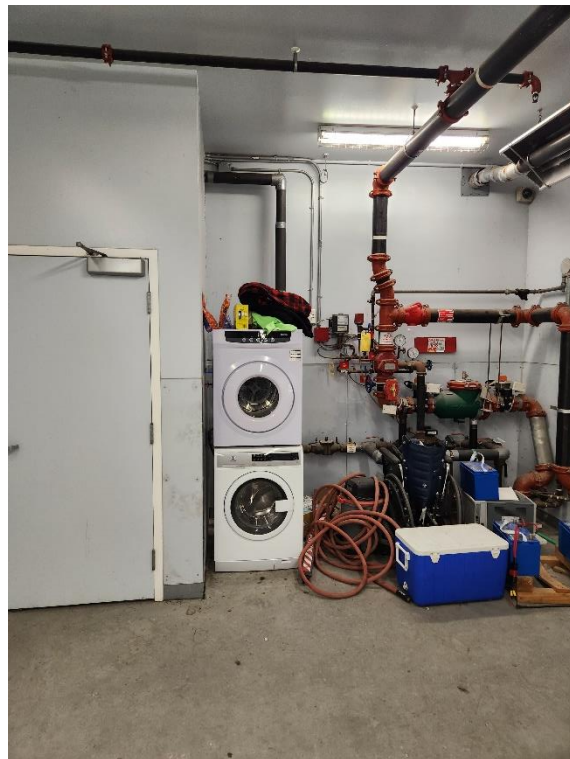
Photograph # 26 Security Camera



Photograph # 27 Security Surveillance Room



Photograph # 28 Level 2 EV Charger



Photograph # 29 Washer and Dryer Units

Appendix C. 10 yr. Capital Expenditure Plan

Property ID: Main Police Building
Municipal Address: 107 King Street West
City: Cobourg
Province: Ontario
Quasar Project #: CM-23-050
Date of Assessment: May
Year 0 of the Assessment: 2023
Threshold Reporting Level: \$5,000
Assumed Annual Inflation Rate: 2.00%
Term of Study: 10

Uniformat Code	Description	Item of Work	Condition	Priority	Total Cost	Year											Total
						Immediate	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
D	SERVICES																
D20	Plumbing																
D2020	Domestic Water Distribution	Natural Gas Domestic Hot Water Storage Tank	Fair	D	\$5,000											\$5,000	\$5,000
D30	HVAC																
D3020	Natural Gas Furnaces (3)	Fair working condition, however replacement will be needed within the next 6 years.	Fair	C	\$15,000							\$15,000					\$15,000
D3020	Natural Gas Furnaces (2)	Fair working condition, however replacement will be needed within the next 5 years.	Fair	C	\$10,000					\$10,000							\$10,000
D3030	Air Cooled Condenser (3)	Fair working condition and contains R-410A Refrigerant, unit needs to be replaced in the next 7 year period.	Fair	C	\$15,000								\$15,000				\$15,000
D3030	Air Cooled Condenser (2)	Fair working condition and contains an unknwn Refrigerant, unit needs to be replaced in the next 5 year period.	Fair	C	\$10,000					\$10,000							\$10,000
D50	Electrical																
D5020	Lighting	Lighting upgrades to LED, including controls.	Fair	B				\$15,000									\$15,000
					Sub-Total	\$0	\$0	\$15,000	\$0	\$0	\$20,000	\$15,000	\$15,000	\$0	\$0	\$5,000	\$70,000
					Inflation	\$0	\$0	\$606	\$0	\$0	\$2,082	\$1,892	\$2,230	\$0	\$0	\$1,095	\$7,905
					Total	\$0	\$0	\$15,606	\$0	\$0	\$22,082	\$16,892	\$17,230	\$0	\$0	\$6,095	\$77,905

Property ID: **Holding Facility**
Municipal Address: 107 King Street West
City: Cobourg
Province: Ontario
Quasar Project #: CM-23-050
Date of Assessment: May
Year 0 of the Assessment: 2023
Threshold Reporting Level: \$5,000
Assumed Annual Inflation Rate: 2.00%
Term of Study: 10

Uniformat Code	Description	Item of Work	Condition	Priority	Total Cost	Year											Total
						Immediate	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
D	SERVICES																
D50	Electrical																
D5020	Lighting	Lighting upgrades to LED, including controls.	Fair	B	\$10,000			\$10,000									\$10,000
					Sub-Total	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
					Inflation	\$0	\$0	\$404	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$404
					Total	\$0	\$0	\$10,404	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,404

Municipal Address: 107 King Street West
City: Cobourg
Province: Ontario
Quasar Project #: CM-23-050
Date of Assessment: May
Year 0 of the Assessment: 2023
Threshold Reporting Level: \$5,000
Assumed Annual Inflation Rate: 2.00%
Term of Study: 10

Description		Year											Total
		Immediate	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	
SERVICES													
Main Police Building		\$0	\$0	\$15,000	\$0	\$0	\$20,000	\$15,000	\$15,000	\$0	\$0	\$5,000	\$70,000
Holding Facility		\$0	\$0	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
	Sub-Total	\$0	\$0	\$25,000	\$0	\$0	\$20,000	\$15,000	\$15,000	\$0	\$0	\$5,000	\$80,000
	Inflation	\$0	\$0	\$1,010	\$0	\$0	\$2,082	\$1,892	\$2,230	\$0	\$0	\$1,095	\$8,309
	Total	\$0	\$0	\$26,010	\$0	\$0	\$22,082	\$16,892	\$17,230	\$0	\$0	\$6,095	\$88,309



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Appendix D – Cultural Heritage Evaluation Report

Appendix D1 – Cultural Heritage Evaluation Report

Appendix D2 – Cobourg Armoury Heritage/History Report

Cultural Heritage Evaluation Report (CHER)

107 King Street West
Cobourg, Ont.



For :
Cobourg Police Department

PHILIP GOLDSMITH | **ARCHITECT**
12 September 2023

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Heritage Consultant:

PHILIP GOLDSMITH | **ARCHITECT**
46 Dorset Street East, Port Hope, Ontario, L1A 1E3
t- 905-885-0348 e- philgoldsmith@sympatico.ca

1.0. Statement of Professional Qualifications

Philip Goldsmith OAA CAHP, is a senior Architect specializing in the conservation of historic properties. Phil studied architecture at the University of Waterloo graduating with a Bachelor of Environmental Studies in 1973 and Bachelor of Architecture in 1976. He interned with the Thom Partnership and was accepted into membership at the OAA in 1982. Career highlights include; internship at the Thom Partnership 1975-1981, associate Klein and Taylor Architects 1981-82, principal Klein Taylor Goldsmith 1982-1985, principal Quadrangle Architects 1985-1994, Principal Philip Goldsmith & Company Architects 1994-2001, Principal Goldsmith Borgal & Company Architects 2001-2008, Principal Philip Goldsmith Architect 2008-present.

Through his career Phil has maintained a passion for the restoration and creative reuse of heritage buildings, studying the relationship between new and historic elements and the important place of heritage in our urban experience

Phil's memberships have included: the Ontario Association of Architects (OAA), the Royal Architectural Institute of Canada (RAIC), Toronto Society of Architects (TSA), Canadian Association of Heritage Professionals (CAHP), the Architectural Conservancy of Ontario (ACO), Association of Preservation Technology (APT), International Council on Monuments and Sites (ICOMOS, Canadian Chapter), Ontario Historical Society, Canadian Urban Institute (CUI), the Green Building Council and the Brownfields Association. Phil is currently a member of the OAA and CAHP

Phil has also been active in related volunteer work over the years some of which includes: Architectural Conservancy of Ontario-Port Hope (Chair 2016-17), Critical Mass a Centre for Contemporary Canadian Art - Port Hope (Chair 2014-2016), Member steering Committee of the Pier Group (Port Hope), Board Member of the Friends of Fort York, Member of the Mayor's Roundtable on Arts Culture and Heritage (Toronto), Vice President of the Wychwood Heights B.I.A (Business Improvement Area, Toronto), Board Member of the Association for Preservation Technology International (APTI), Director of the Ontario Heritage Foundation (on the Executive and Heritage Programs Committees, Chair of the Elgin Winter Garden Theatre Committee and Chair of the Governance Task Force and Strategic Planning Committee), Founding Board Member and Past President of the Canadian Association of Heritage Professionals, Council of the Ontario Association of Architects (Public Information and Awards Committee). As a member and representative of the Urban Development Institute (UDI), he sat on the Minister's Advisory Committee for the preparation of the new Ontario Heritage Act 1990 -1995.

2.0. Property Owner

This property is currently owned by the Municipality of the Town of Cobourg;

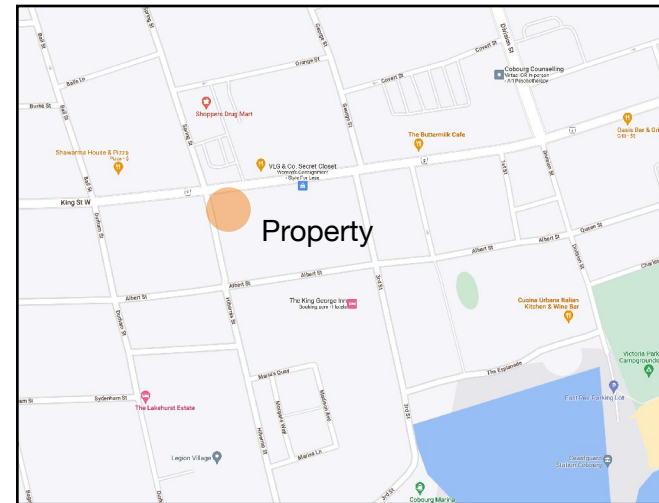
The Town of Cobourg
55 King Street West,
Cobourg, Ontario K9A 2M2

The building is Used by the Cobourg Police Department
Cobourg Police
107 KING STREET WEST,
COBOURG, ON K9A 2M4

Property Location

Address: 107 King Street West, Cobourg, Ontario

Lot Description: Lot 17, Concession of the Town of Cobourg described as part of Lots 7, 8, 15 and 16, Block C, south of King Street (Caddy Plan)



1. Map showing the location of property in downtown Cobourg. Google



2. Aerial view of the property in downtown Cobourg. Google

3.0. Introduction-Reasons for the CHER

The Cobourg Police headquarters are housed in the building that historically was the Cobourg Armouries of 1904. This is a remarkable and robust building that was designed and built in the Baronial style to reflect its military purpose in a period when many such buildings were being constructed across Canada. This building was designed to house the 40th Northumberland Regiment and the Canadian Garrison Artillery. It was located as an important civic building on King Street West of the Town Hall, Victoria Hall, on a corner of Hibernia St, which conveniently was also the location of the Cobourg RR track leading to the harbour, convenient for loading and unloading into the Armoury. The building was additionally used as a recruitment centre during both WW1 and WW2. This included the use of the building as a dormitory for soldiers in WW1.



3. The Cobourg Police building, former Cobourg Armoury 1904. PGA

The Armoury building was declared surplus in April of 1970 and sold to the Town in 1971 who has for the past 52 years utilized it as the home of the Cobourg Police.

Currently an accommodation study is being undertaken by RPL Architects Inc. This study is to look at the current and future needs for Police and to consider options for accommodating those needs. As part of the study it was determined that a Cultural Heritage Evaluation Report be undertaken in order to identify heritage value of the building (property), significant heritage attributes and to make an initial review of the building condition.

This work looks at the history of the site and development of the building and focusses on public heritage value, the exterior of the building primarily, the portion of the building that is in the public realm. It does not assess or make proposal for the reuse of the building or any proposals for alterations at this time. The building has been internally renovated, I suspect more than once in the past 52 years and in many areas repartitioned.

Although a very robust building as one might expect, it does require some immediate attention to repair building fabric. This is located primarily at the grade level and the foundation above grade, generally constructed in a brittle local (possibly Kingston) limestone. Much of the damage relates to the use of salt as a deicing material, rising damp-freezing and thawing and some building movement.

4.0. Background Information

4.1. The Cobourg Armoury, 1904

The Cobourg Armoury building was completed during a period of expanded development of civic building construction. In many small towns and cities across Canada, there was venerable design and construction of over 340 new buildings and renovations completed during the tenure of David Ewart (1841-1921), the Chief Architect for the Department of Public Works in Ottawa. During this period, which was one of the most productive eras in the history of the Chief Architects Branch, the department produced many landmark public buildings and standardized plans establishing a recognizable design criterion across the country. Drawings for most of the Armoury and Drill Halls designed by Ewart and his department during his tenure as Chief Architect are held in the National Archives of Canada in Ottawa.

The Cobourg Armoury constructed in 1904 is a civic building designed in the Baronial style with good aesthetic design features. Many of the Armoury buildings completed during this period were large buildings on large sites with stonework on the base, towers, buttresses, ornate crenellation, corbelling, parapet walls and dentilated string courses with paired and arched wood sash windows and doors, and large doors with detailing reminiscent of a fortified gate. The former Armoury building is notable for its unique recessed brick stringcourse which gives the appearance of rustication, a rounded corner on the western section of the front façade, decorative string courses in the cornice, cut stone base and paired narrow windows with one lintel or header and decorative voussoirs on the front and side facades.

Designed with the dual function of housing the 40th Northumberland Regiment and the Canadian Garrison Artillery, the Armoury building was typical of other buildings of this type in the latter part of the 19th and early twentieth century.

The building was completed during a period of growth and civic expansion within the town. The building is situated in the western portion of the main street, King Street at the intersection of Hibernia and Spring Streets on the south side of the



4. View the north-east. PGA



5. View the north-west. PGA



6. View the south-west. PGA

street one block from the prominent Victoria Hall (55 King Street West), the landmark town hall designed by architect Kivas Tully in 1856-1860. The Armoury building address is 107 King Street West and is in an area that included the West Collegiate (135 King Street West). This new collegiate building was completed in 1902 in an Edwardian Classical style when the original Collegiate built in 1870 and located at 117 King Street East across from St. Peter's Rectory became overcrowded.



7. View the west. PGA

4.2. Building History

The military history of the Town of Cobourg dates to the War of 1812 and several early residents participated in the conflict. By 1837, the Cobourg rifles participated in the Upper Canadian Rebellions, and by 1856, the first official rifle company was formed and a second was established in 1863. The official name of the company was the 40th Northumberland battalion of infantry which was headquartered in the town. Military units participated in many of the conflicts that occurred in the late 19th and early 20th century including the Fenian Raids, the Northwest Rebellion, the Boer War and WW1, WW2, and the Korean War.

The Town of Cobourg was interested in having an Armoury building constructed in the town in the late 1800s. The Cobourg Garrison Artillery Company had been practicing in a small brick building on King Street East called the Gun Shed and the regiment had been using a small space on the third floor of Victoria Hall and there was a need for a dedicated space. Initially, there was some opposition from external visiting militia officials including the Commanding General that a central armoury was not required. Local military leaders McNaughton, Floyd and Odell organized the support of various batteries and regiments and construction of an armoury in Cobourg proceeded.

On a memorandum dated 1902, at the request of the Minister of Militia and Defence, the sum of \$10,000 was approved by Parliament for the construction of an Armoury in Cobourg. An officer of the department visited Cobourg in July 1902 along with John B. McColl, the Member of Parliament for Northumberland West to approve of a potential site referred to as the Downs Property. It was noted in the memorandum that the site had a double frontage facing two streets. It was suggested that they could make use of the present brick building facing King Street for officer quarters with the top flat for the caretaker and a portion of the lower level for armouries for two companies of infantry. It was noted the price of \$4000 was reasonable but if the existing buildings had to be torn down, the land would be worth no more than \$2,000. The existing buildings were demolished, and a new building was to be completed.

In a memorandum dated February 11, 1904, from the Minister of Public Works, submitted in response to advertisements calling for tenders for an Armoury Building in Cobourg, nine bids were received ranging from \$35,550 to \$46,336. The contract was awarded to a Brockville construction company, David J. Booth who submitted the lowest bid of \$35,550 and construction started in the spring of 1904. Parliament had initially approved the amount of \$15,000 for the construction of the building and later approved the remaining \$20,550 needed to complete the construction. The building was to measure 112 feet wide and 130 feet in depth and would be two stories in height. In December 1907, the Minister of Militia and Defense acquired a small parcel of land measuring a quarter of an acre at Albert and Spring Street for \$1050 acquiring the entire block between King and Albert Street. The government documents reference Spring Street but the Belden Atlas of 1878 identifies Hibernia Street south of King Street, and Spring Street north of King Street.

The Armoury Building was used by the Northumberland Regiment and the Canadian Garrison Artillery. The ground floor was the headquarters of the Field Battery and the Cobourg Artillery, and the second floor was the headquarters of the Regiment Companies plus included an apartment for the caretaker. The building was also used as a recruitment centre during the two world wars.

During World War 1, county wide soldiers were assigned to the building. The building was used for dormitories to accommodate up to 250 soldiers. The ballroom was modified to include 4 tiers of bunks for 96 men, the lecture room held 3 tiers of bunks that accommodated 54 men. The gun room of the 15th battery was converted to a mess hall, kitchen, and storeroom.

In 1953, the Canadian Ordnance Depot was established in Cobourg on Darcy Street North. By 1968, the Cobourg Depot was deemed surplus, and was closed. The Armoury building was declared surplus and closed on the 1st of April 1970. In 1971, The Town of Cobourg bought the Armoury building for \$30,000 and utilized it for the town police station.

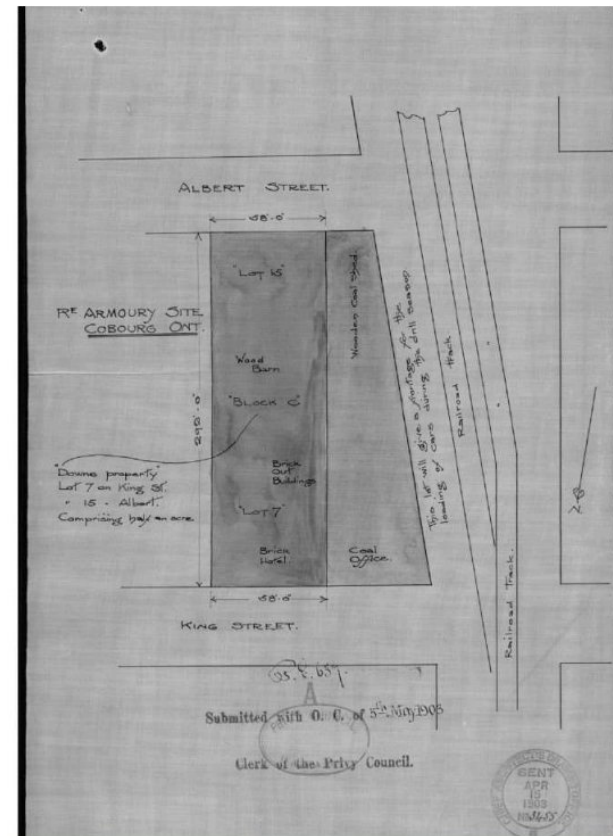
4.3. Armoury Site Development

The site that was selected for the Armoury building included four lots in Block C including Lot 7, 8, 15 and 16 fronting on King, Hibernia, and Albert Streets. Lot 7 measured 58 feet on King Street. There was a brick hotel with a brick outbuilding located on Lot 7. The lot was 292 feet deep and extended to Albert Street to the south and comprised half an acre. The lot measured 58 feet on Albert Street and included Lot 15. Lot 7 and 15 were owned by Thomas Downs, who ran a hotel at the location since the early 1880s. Prior to the ownership of Thomas Downs in 1882, the property was owned by Samuel Clarke, a merchant on King Street. In 1881, Samuel Clarke bought Lot 7 and other land at the corner of King and Hibernia Street and then in 1882, he sold to Thomas Downs who took out a mortgage for \$2000 in 1892 with Albert Hoskin. In 1898, Downs took out another mortgage for \$1500 before selling the property for the armoury. In c.1900 there was a brewery operating in Cobourg possibly at this location called McPherson and Downs.

Lot 8 and Lot 16 as shown on the Belden Atlas of 1878 was owned by George Spence who had a wholesale and retail dealer and shipper business dealing in wood, wood products and coal. There was a wooden coal shed and coal office on this lot. The railroad track ran along the west side of the lot on Hibernia Street which was referred to as Spring Street north of King Street, and it was noted on the drawing that the “west exposure with rail access would provide frontage for the loading of cars during the drill season.” Lot 8 had a frontage of 65 feet on King Street and measured 175 feet deep providing a total frontage on King Street of 123 feet.

The purchase agreement indicated the following:

One memorandum dated 21 April 1903 from the Minister of Public Works stating that under authority of the order in council dated March 1903 the property known as the Downs property at Cobourg was purchased for a site for an Armoury building which is to be created in that town the said property having a frontage of 58 feet on King Street by a depth of 292 feet. The minister further states that the architect of the Department of Public Works considers the lot in question very narrow for the purposes for which it is to be utilized and he has suggested that the purchase of the adjoining lot as well which forms the corner of King and Spring Streets and which is owned by M. George Spence who is willing to sell the same for \$2000. The lot being shown in green on accompanying sketch that an officer of the department has examined the property and he reports as follows regarding the same the lot having a frontage of 65 feet on King Street and a frontage of about 175 feet on Spring Street at a cost of \$2000 would be fairly reasonable. This lot with adjacent property already purchased by the government would give a frontage of 123 feet on King Street and would make a very fine site for an Armoury as the lot faces the railway with switch running into property and would make it very convenient for on training guns and would prevent objectionable buildings from being erected alongside of armories. The minister in view of the forgoing recommends that authority be given to purchase from M. George Spence for the sum of \$2000 the property above mentioned which is required in connection with the site of the proposed Armoury building at Cobourg ON. The committee submit the same for approval.



8. The drawing that was part of the purchase agreement submitted to the Clerk of the Privy Council submitted on 5th May 1905.

Prior to the ownership of George Spence, the lots were owned by Thomas Pearce, a shoemaker who was located on University Avenue. The description of the lot in the purchase agreement suggests the lot was considered quite small for an armoury location and the site size may have influenced the design. Many of the armoury buildings being constructed during this period were situated on large lots and incorporated corner and central towers, crenellation on the roofline and substantial stone bases. On the front façade of the Cobourg Armoury building is a date stone of 1904 included with the initials ER which signifies the building was completed during the reign of Edward VII (1901-1910) and stands for Edward Rex (the King).



9. Northumberland and Durham Counties, Belden Atlas 1878. The location of the future Armoury building completed in 1904 was Lot 7 and 8 fronting on King Street and Lot 15 and 16 fronting on Albert Street. The rail line ran along Hibernia Street south of King Street West crossing at Albert Street.



10. Advertisement from the Cobourg Album, c. 1900 for McPherson and Downs Brewers.

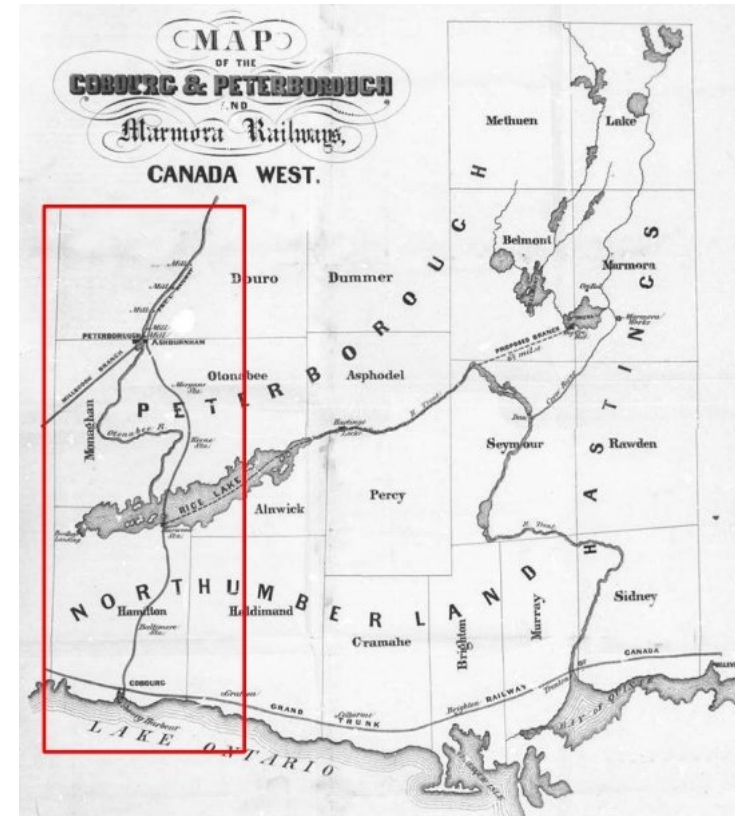


11. Advertisement from the Farmers and Business Directory, 1897 for the business of George Spence.

5.0 Context, Outline History of Cobourg

Cobourg was founded in 1798 and the earliest settlers were United Empire Loyalists, Eluid Nickerson, Joseph Ash, and Asa Burnham. The town was originally called Amherst but was renamed Cobourg in 1819 in honour of the marriage of Princess Charlotte to Prince Leopold of Saxe-Coburg. By 1820, Cobourg had developed into an established community with grist mills, sawmills, and stores followed by a post office and gaol. By the 1830s, Cobourg had an established harbour and by 1837, it was incorporated as a town. During the 1830s, Cobourg's harbour was improved to handle both freight and passengers in addition to exporting regional lumber and grain. New transportation routes were established in the 1840s with a ferry linking Cobourg with Rochester, New York and then completion of the Grand Trunk Railway linking Toronto and Montreal in 1856. In 1842, Victoria College was completed in Cobourg and remained until 1892. Early civic leaders recognized the importance of building a significant Town Hall and hired prominent architect Kivas Tully to design Victoria Hall in 1856 with a courtroom that was a replica of London's Old Bailey.

Also, during the 1850s, the town and its citizens helped to finance construction of the Cobourg Peterborough Railway. The railway had a significant challenge since there was no direct route north of Cobourg without building a bridge across Rice Lake. The railway was established in 1852 and open in 1854. The five-kilometer route across the lake became unsafe due to a combination of faulty engineering and ice damage and by 1860-61, it was no longer safe and functioning. By the early 1870s, wealthy Pittsburgh steel producers became interested in the railway and the Marmora iron mines which they purchased along with the railway forming the Cobourg, Peterborough and Marmora Railway and Mining Company. In 1873, they led construction of the Arlington Hotel, one of the first hotels to cater to affluent Americans. As a result, Cobourg became a major destination for summer residents and a resort community. A marketing campaign was launched extolling the virtues of the high ozone quality of the air in Cobourg. During the 1890s and early



Prospectus: Cobourg & Peterborough Railway and Marmora Railways -1865

12. Map of the Cobourg Peterborough Railway and Marmora Railway in 1865. The line was later purchased by the Grand Trunk Railroad in 1893 and closed in 1898.

1900s, several new hotels were constructed, and wealthy Americans began building large private residences in Cobourg. After the first World War and into the mid-20th century, a gradual decline occurred in Cobourg's resort status with ferry and train service being replaced by car and airplane travel focusing attention on other locations.



13. 3D Map of Cobourg in 1867 as constructed by members of the Cobourg Museum Foundation. The brick building and brick outbuilding drawn on the purchase agreement for the lots at the corner of King and Hibernia/Spring Streets are visible on the 3D map.



14. Hamilton Township as depicted on the Belden Atlas of 1878.

6.0. Federal Department of Public Works,

6.1. Building Architect, David Ewart (1841-1921)

David Ewart was the Chief Architect of the federal Department of Public Works from 1896 to 1914. Ewart was born in Penicuik near Edinburgh, Scotland in 1841 and he initially was trained in his father's company as a joiner. He studied architecture at the Edinburgh School of Art in Edinburgh. In 1871, at the age of thirty, he and his wife, Jeanne Marie Doyen immigrated to Ottawa, and within eleven days of arriving, he joined the Department of Public Works as a draftsman. By 1879, Ewart was acting as assistant to the Chief Architect, Thomas Seaton Scott until his retirement in 1881, when Ewart took over as Head of the department. In 1881, Thomas Fuller was assigned the lead role which he held until 1896 and Ewart remained as assistant. Ewart was formally appointed Chief Architect in November 1897 and during his tenure, he oversaw the construction of several hundred buildings.

During the period when the Cobourg Armoury was being completed, several significant buildings in Ottawa designed by Ewart were constructed including the Dominion Archives Building (1904-1906) now the Canada War Museum, the Ewart's long career with the Department of Public Works earned him the Imperial Service Order which was awarded to civil servants after 1902 for a minimum of 25 years of service. Upon his retirement in 1914, he continued to hold the title of dominion consulting architect until his death in 1921.

6.2. Office of the Chief Architect

The Office of the Chief Architect was established in 1871 in the federal Department of Public Works in the architecture branch to supervise and oversee the design and property management of federal buildings across the country. In 1871, organizational changes were made in the Engineering Department of the Department of Public Works with the separation of the duties of assistant



15. Victoria Memorial Museum designed by Ewart in (1905–1908) now known as the Canadian Museum of Nature.



16. Royal Canadian Mint, Sussex Street, Ottawa, circa 1908. Photo Credit: Topley Studio Fonds, Library and Archives Canada, PA-012645.

engineer and the senior architect establishing an architectural and engineering office. This was the initial stage of establishing a separate architectural department managed by the Architect of the Department of Public Works which was later confirmed by legislation.

The building types designed by the department included armouries, drill halls, courthouses, post offices, correctional facilities and other public buildings. By centralizing the architectural output, the work could be standardized for federal buildings across the country. During the early years of the establishment of the department, commissions would be assigned to external architects. By 1881, in-house staff had been hired and trained and as a result the work was organized for the large number of projects that the department had to manage.

From 1897 to 1914, David Ewart was the Chief Architect. He had worked in the Department from its inception in 1871 having been Assistant Chief Architect during the tenure of Thomas Fuller (1881-1896) and Thomas Seaton Scott (1871-1881). By the time of the tenure of Fuller and Ewart, the policy for department design was firmly established and the department was capable of preparing a large range of building types. During the period when Ewart was managing the department for both new construction and alterations and repair, the staff expanded from 18 in 1897 to 41 by 1913.

Records associated with the buildings indicate the Chief Architect was attributed with the design, and no specific individual design attributions were provided during this period of the department's history. The department had several government departments as clients: the Post Office, Customs, Internal Revenue, Department of Agriculture, military buildings and drill sheds for the Department of Militia and Defence, penitentiaries for the Department of Justice, schools for the Department of the Interior, experimental farms, large urban drill halls and barracks.



17. *Dominion Archives Building*, Photo Credit: *Wikimedia Commons*, 1923. The former Dominion Archive Building was the first national Archives Building from 1906 to 1967.

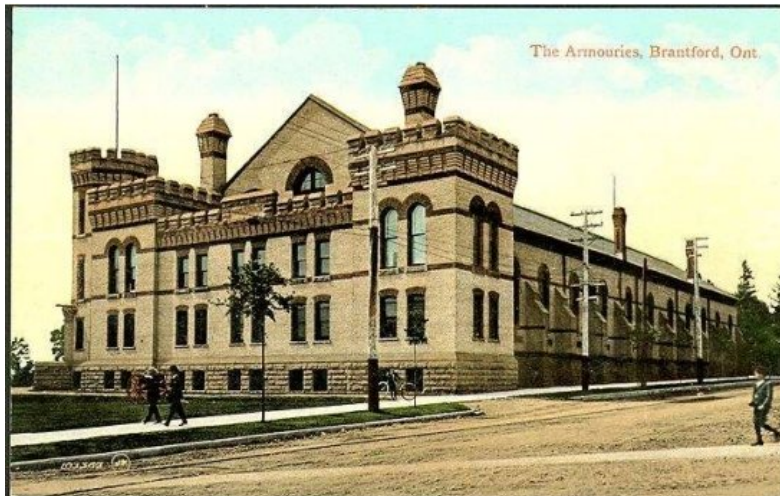


18. The Cobourg Armoury Photo credit: Unknown, 1910, Toronto Public Library Digital Archive

6.3. Architectural Style

During the tenure of Thomas Seaton Scott (1871-1881), the designs of many of the federal civic buildings favoured the Second Empire style. By 1881, upon Scott's retirement, the interest in the style had declined. During the period of leadership of Thomas Fuller as Chief Architect many of the building designs were in the Romanesque Revival style. Ewart's early work was also influenced by the Romanesque style since it was a very popular style in the latter part of the 19th century. His work on the Dominion Observatory from 1902 is seen as a good example of his Romanesque Revival designs.

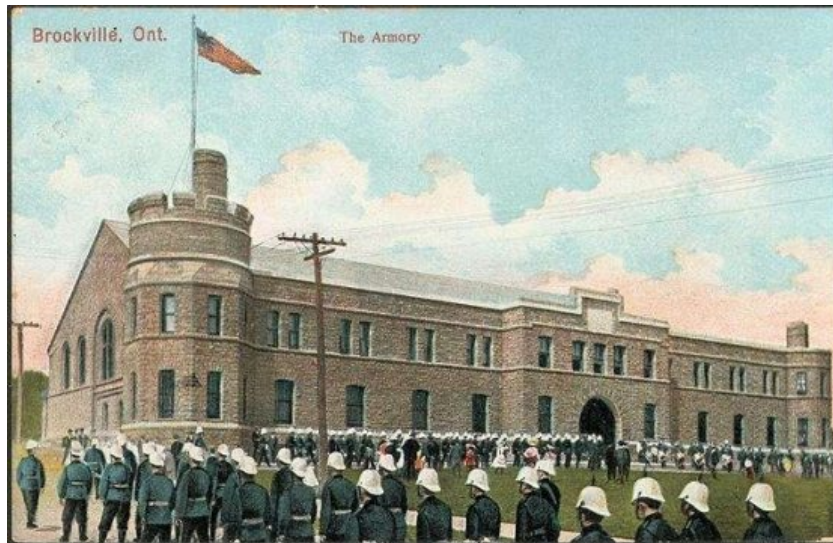
Ewart incorporated Tudor and Elizabethan details into his designs and are visible on his later works including the Dominion Archives Building, Victoria Memorial Museum, The Royal Mint and the Customs Department building. Most of the armoury buildings completed in the latter part of the 19th and early 20th century incorporated baronial architectural features. Scottish baronial was an architectural style of the late 19th century Gothic Revival which revived the forms of historical architecture of Scotland in the late Middle Ages. Buildings in the Scottish baronial style included stylistic elements and forms from castles, tower houses and large residences of the Renaissance period in Scotland. The revival style was popular from the early 19th century until World War 1. Ewart had toured Great Britain for inspiration having studied Windsor Castle, Hampton Court, and St. James Palace. For the Canadian Museum of Nature. Ewart designed the building in a Tudor-Gothic Revival style incorporating Beaux-Arts planning principles. Crenellated towers, turrets, parapets and heavy stone block were typical in the Baronial Gothic style seen in armouries in many cities. David Ewart oversaw the design of many major federal buildings during a time of substantial growth across the nation that established a federal identity, and many were in the baronial style.



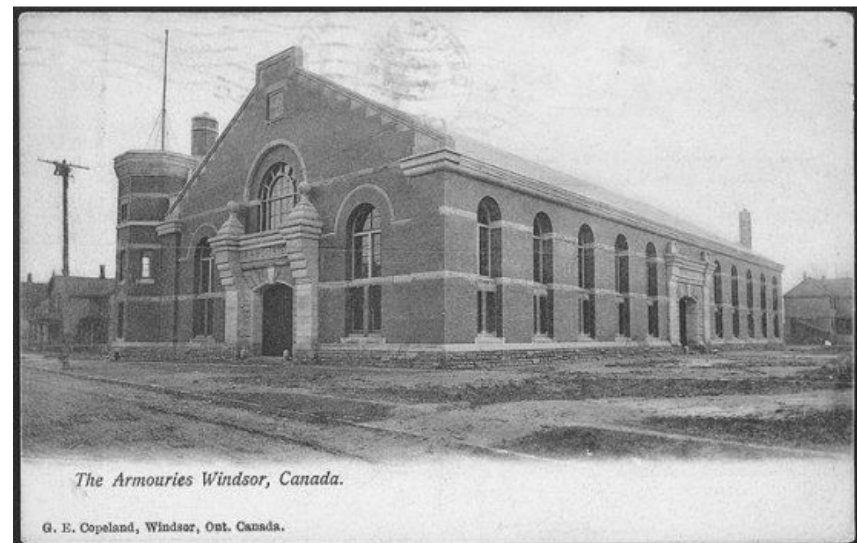
19. Brantford Armoury, 1893. Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



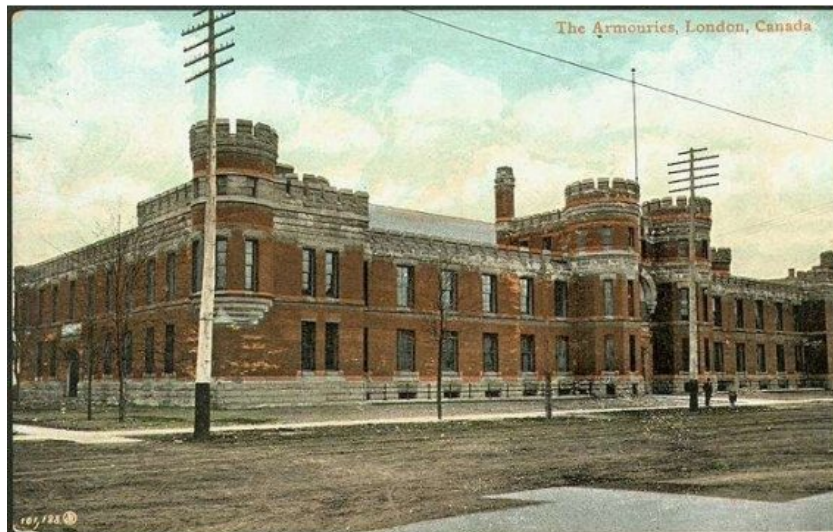
20. Kingston, 1899. Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



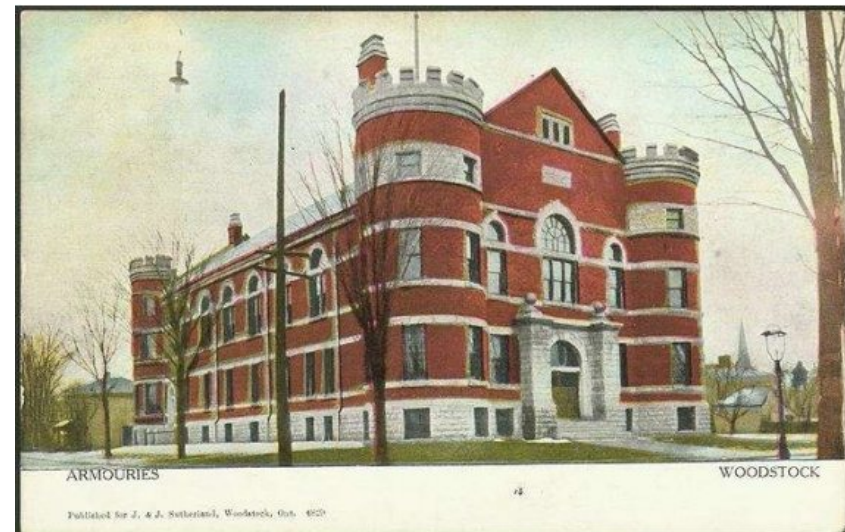
21. Brockville Armoury, 1900-1901. Photo credit: Illustrated Post Card Co., 1910, Toronto Public Library Digital Archive



22. Windsor Armoury, 1900-01. Photo credit: G.E. Copeland, 1910, Toronto Public Library Digital Collection



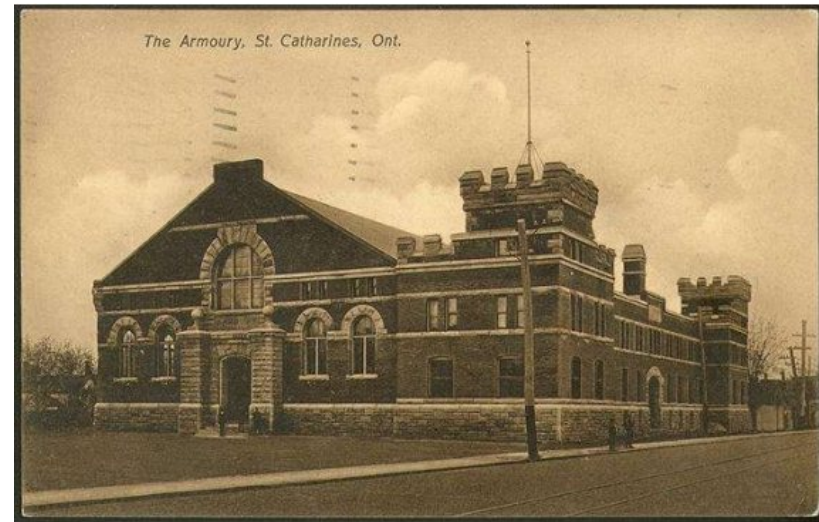
23. London Armoury, 1902-03. Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



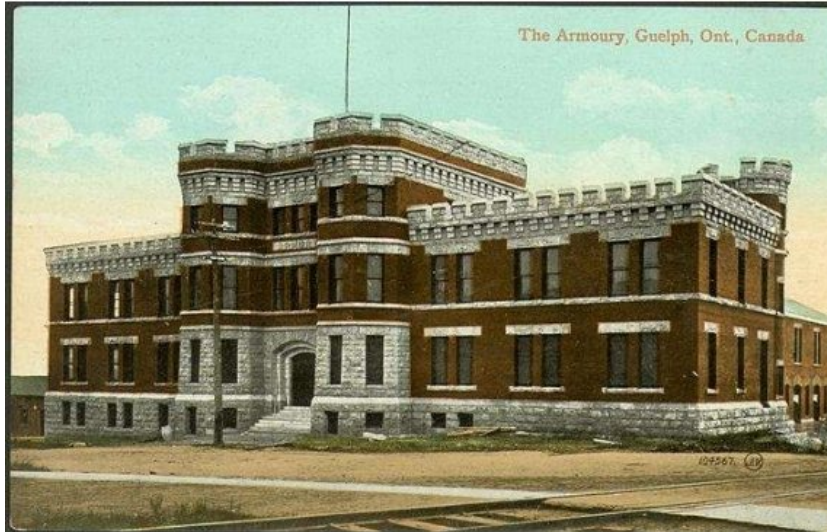
24. Woodstock, 1904-05. Photo credit: J & J Sutherland, 1910, Toronto Public Library Digital Archive



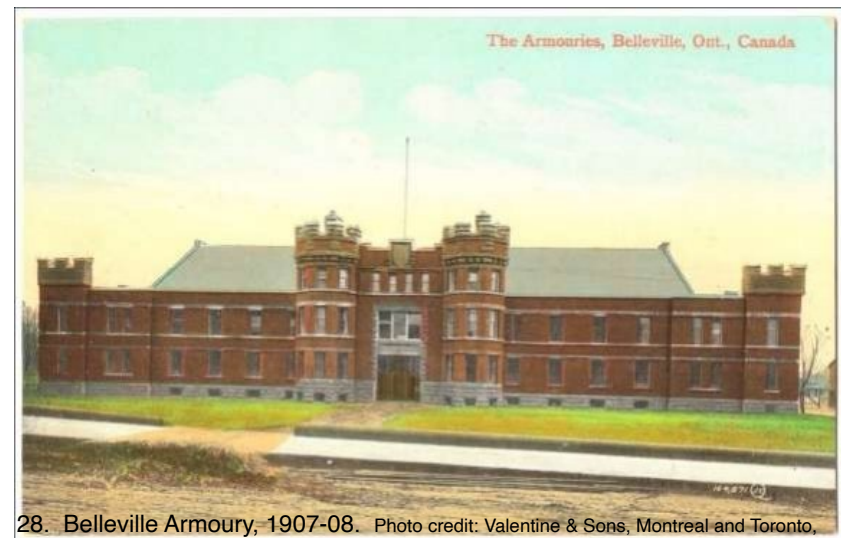
25. Chatham Armoury, 1905. Photo credit: Unknown, 1910, Toronto Public Library Digital Archive



26. St Catharines Armoury, 1905. Photo credit: F.H. Leslie, 1910, Toronto Public Library Digital Archive



27. Guelph Armoury, 1906-07 . Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



28. Belleville Armoury, 1907-08. Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



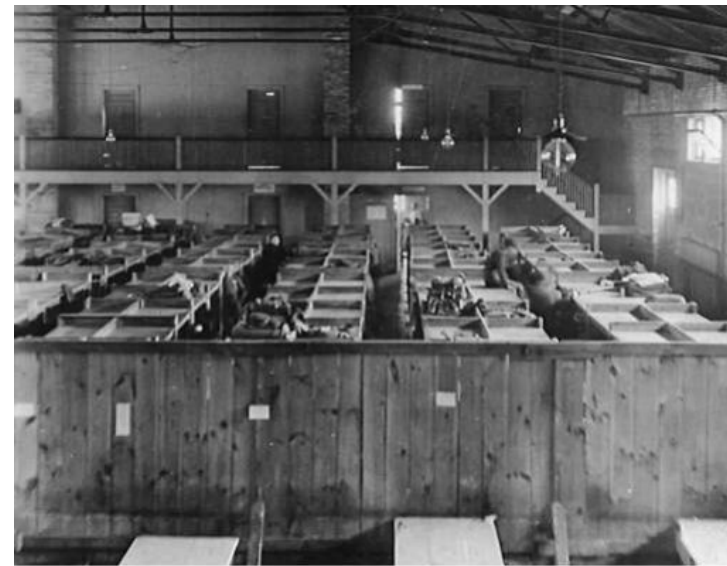
29. Peterborough Armoury, 1907-08. Photo Credit: Wikimedia Commons dated 1911.



30. Napanee Armoury, 1914. Photo Credit: Undated, Museum of Lennox and



31. Oshawa Armoury, 1914. The Oshawa Armoury c. 1915. The Thomas Bouckley Collection, the Robert McLaughlin Gallery, Oshawa



32. Oshawa Armoury converted to sleeping quarters, circa 1917-18. It was reported that the Cobourg Armoury was similarly used in WW1. Ontario Regiment Museum Collection.

7.0. Description of Property

Building Status

The Cobourg Police building, historic armoury, is currently designated under Part V of the Ontario Heritage Act. It is located in the Commercial Core HCD under bylaw 042-2016.

Interestingly the building was individually designated under part IV of the OHA in 1986. In 1991 a Conservation District Study was undertaken and it was recommended the Commercial Core HCD be implemented. At the time the OHA did not permit a property to be both Part IV (individual) and Part V (District) and so the building was de-designated under Part IV to be made a contributing Part V property.

Today this restriction no longer applies and under revisions in the OHA 2005 and up to today, a property can be both Part IV and Part V.

Heritage Planning Context

The Ontario Planning Policy Statement (PPS) 2020

The PPS is a document setting out Provincial Planning Priorities. It is updated periodically and the current version is dated to 2020. It notes as follows:

2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved.

2.6.3 Planning authorities shall not permit *development* and *site alteration* on *adjacent lands* to *protected heritage property* except where the proposed *development* and *site alteration* has been evaluated and it has been demonstrated that the *heritage attributes* of the *protected heritage property* will be *conserved*.

The Ontario Heritage Act

The Ontario Heritage Act (OHA) sets out Provincial Policies for the conservation of heritage properties in Ontario. Regulations under the Act set out conditions by which properties may be considered for Designation in OReg 09/06 and policies for the Creation of

Heritage Conservation Districts in Part V. This property is within the Commercial Core HCD of the Town of Cobourg with a HCD Plan dated 2016.

The Places To Grow Act (PTGA) 2020

The PTGA is Ontario planning legislation that set out planning targets for the Greater Golden Horseshoe. This act also includes heritage policies in section 4.2.7 as follows:

1. *Cultural heritage resources* will be *conserved* in order to foster a sense of place and benefit communities, particularly in *strategic growth areas*.
2. Municipalities will work with stakeholders, as well as First Nations and Métis communities, in developing and implementing official plan policies and strategies for the identification, wise use and management of *cultural heritage resources*.
3. Municipalities are encouraged to prepare archaeological management plans and municipal cultural plans and consider them in their decision- making.

Official Plan, Cobourg

The Cobourg Official Plan includes a number of heritage policies distributed throughout the plan. The following extracts capture most policies that would apply to this property.

2.3 COMMUNITY DEVELOPMENT PRINCIPLE: DISTINCTIVE COMMUNITY IMAGE
Objectives

- ii) To protect the heritage of the community through:
 - a) the preservation, restoration, and enhancement of heritage buildings and streetscapes and the natural features in the community; and,
 - b) appropriate design of new development which will be respectful of this heritage, particularly in the downtown core, residential areas adjacent to the core, and the harbour area.

2.5 COMMUNITY DEVELOPMENT PRINCIPLE: HEALTHY AND ECONOMICALLY VIABLE COMMUNITY
Objectives:

ii) To maintain and enhance the historic downtown as a central meeting place and shopping area for the community, and adjacent rural and urban areas;

3.2.2 Growth Management Related Structural Elements

v) Heritage Conservation Districts/Harbour Area

Significant areas of the Town, including the Main Central Area, form part of Heritage Conservation Districts and are subject to Heritage District Guidelines, while the Harbour Area is subject to detailed Secondary Plan policies. Intensification potential is extremely limited and subject to specific policies which reflect the special context of these important parts of the community.

3.7.3.2 Other Areas of the Main Central Area

...shall conform with the Heritage District Guidelines – Commercial Core Area, the policies of Section 5.5, Cultural Heritage Preservation, other applicable policies of the Official Plan....

d) development within existing buildings and structures, or which does not require any significant modifications to existing buildings, particularly buildings of historic and/or architectural value shall be encouraged, and designated and listed cultural heritage buildings and structures shall be preserved, and where new development is located adjacent to such designated or listed cultural heritage buildings and structures it shall be designed to be compatible;

5.2.3 Areas of Heritage Value, Interest or Significance

i) Designated Heritage Conservation Districts and properties shall be subject to the provisions of the Ontario Heritage Act and the Heritage District Guidelines where applicable. However, there are other areas in the Town which can be regarded as having heritage value, interest or significance, including areas identified in consultation with the Municipal Heritage Committee (Heritage Cobourg), which the Town may establish as requiring special consideration with respect to the review of development applications. In those areas:

a) the scale and massing of new construction shall be consistent with surrounding buildings to ensure a visual connection; and,

b) the general design and style of new construction shall be considered on an individual basis through the site plan approval process recognizing that contemporary styles may be more appropriate in certain cases than emulating turn of the century designs.

ii) All new development permitted by this Plan, shall have regard for heritage resources both on shore and in the water, and shall:

a) incorporate these resources into any plan prepared for such new development; and,

b) avoid the removal or alteration of any historic material or distinctive architectural feature.

In the event that placement of a heritage resource precludes the reasonable development of a parcel, consideration may be given to accommodating the building elsewhere on the site or another location. Relocation of buildings shall only be permitted in accordance with the advice of the Municipal Heritage Committee (Heritage Cobourg) and approval of Council.

5.5.4 Heritage Conservation Districts

- v) Development in Heritage Conservation Districts shall be reviewed in the context of the applicable Heritage District Plan and the Town's General Heritage Conservation District Guidelines and, where appropriate Parks Canada Guidelines for the Conservation of Historic Places in Canada, and shall require a heritage permit if it involves any work undertaken that alters or changes the appearance of the property and the buildings and structures on the property including all additions and alterations to buildings and structures on the property, demolition of buildings or structures on the property, all new construction, and landscaping and/or alteration to the property. Development shall also require a heritage permit if it involve an application for financial assistance.
- vi) Intensification shall conform with the applicable Heritage District Plan and the Town's General Heritage Conservation District Guidelines, and where appropriate Parks Canada Guidelines for the Conservation of Historic Places in Canada, and the following criteria:
- a) Conversion of existing built heritage resources where the original building fabric, heritage attributes and architectural features are retained and any new additions are no higher than the existing building and placed to the rear of the lot substantially behind the principal facade. In addition, side additions may be considered where it is demonstrated the addition will be appropriate and sensitive to (or not detract from) the existing building's heritage attributes. Alterations to principal facades and any changes to the front or flankage yard shall be limited. A cultural impact assessment may be required for such proposals; and,
 - b) Infill where there will be no demolition, destruction or loss of cultural heritage resources. A cultural heritage impact assessment may be required for such proposals.
- vii) Properties designated under Part IV of the Ontario Heritage Act maybe included as part of a heritage conservation district, and properties in a district may also be designated under Part IV.

5.5.7 Implementation

i) Grants and Loans

The Town may establish and maintain heritage grant and loan programs for the funding of the maintenance and conservation of cultural heritage properties for owners and /or long term lessees of designated heritage properties, properties in heritage conservation districts or properties with registered heritage easements. Such programs shall include guidelines to determine eligibility for funding and to advise on appropriate conservation techniques.

ii) Town Resources

The Town shall us protect and maintain all Town owned heritage resources to the highest standard to set a model for heritage conservation, while providing for adaptive reuse.

iii) Regulatory and other Legislative Tools

a) The Town shall use available regulatory and other legislative tools to protect cultural heritage resources including the power to stop demolition and alteration of designated properties under the Ontario Heritage Act; the use of zoning provisions to regulate use, bulk, form, location and setbacks; the use of the bonus provisions of the Planning Act to protect cultural heritage resources; the use of site plan control to ensure that new development is compatible with cultural heritage resources ; the use of parkland dedication to conserve significant cultural heritage resources; and the establishment of community improvement plans.

b) The Town shall administer the Ontarians with Disabilities Act, the Ontario Building Code and related codes and regulations to permit maximum conservation and re-use of cultural heritage resources while still ensuring the health and safety of the public.

iv) Heritage Easements

The Town may acquire heritage easements and enter into development agreements, as appropriate, for the protection of cultural heritage resources and landscapes.

v) Density Transfer

The Town may permit the transfer of density rights from sites with cultural heritage resources to other properties to facilitate the preservation or adaptive reuse of a cultural heritage resource.

vi) Maintenance

The Town may establish and enforce minimum standards for the maintenance of the heritage attributes of designated cultural heritage properties.

vii) Relocation of Heritage Resources

All options for on-site retention of cultural heritage resources must be exhausted before relocation will be considered. Where relocation has been determined by the Town to be the only alternative relocation to another site within the same development shall be the first priority, and second to a sympathetic site in the Town.

viii) Adjacent Lands

Development and site alternation on lands adjacent to designated cultural heritage properties or heritage conservation districts as determined by the Town shall require submission of a cultural heritage impact assessment. The assessment must demonstrate to the Town that the heritage attributes of the designated property or district will be conserved.

5.6 COMMUNITY IMPROVEMENT

ii. encourage the preservation, restoration, adaptive reuse, maintenance and improvement of buildings/properties, including designated heritage buildings/properties and districts and other historically or architecturally significant buildings/properties;

8. DEVELOPMENT APPLICATION PRE- CONSULTATION AND SUBMISSION REQUIREMENTS

8.3 REQUIRED INFORMATION AND MATERIALS

vii) Cultural Heritage Impact Assessment

Where the site includes a building of architectural and/or historical merit designated under the Heritage Act or located in a designated Heritage Conservation District, a cultural heritage landscape or other cultural heritage resource, or the site is adjacent to such a cultural heritage resource as determined by the Town, a cultural heritage impact assessment, prepared by a qualified professional(s) in the field, shall be required to be submitted to the Town. Such a study shall demonstrate to the satisfaction of the Town that:

- a) the proposal will not adversely impact the heritage significance of the property or the area in which it is located or to which it is adjacent; or,
- b) demonstrate that it is not physically feasible to maintain the cultural heritage building or structure, landscape or resource, where that building, structure, landscape or resource is not designated under the Ontario Heritage Act.

9. IMPLEMENTATION

9.2 ZONING BY-LAW

9.2.6 Height and Density Bonus Provisions

Pursuant to provisions the Planning Act, a zoning by-law, may authorize increases in the height and density of medium and high density residential or mixed use development, otherwise permitted by the by-law, that will be permitted in return for the provision of such facilities, services or other matters are set out in the zoning by-law. The Town's objectives in authorizing such increases in height or density are:

- ii) to encourage the preservation and conservation of buildings or structures of historical, contextual or architectural merit or cultural heritage value or interest;

9.16 CULTURAL HERITAGE AND ARCHAEOLOGICAL RESOURCE

The Town of Cobourg shall participate wherever feasible in:

- i) Conserving heritage buildings, landscape features and archaeological resources that are under the ownership and/or stewardship of the Town;
- ii) Conserving and mitigating impacts to all significant cultural heritage resources when undertaking municipal public works; and,
- iii) Respecting the heritage resources recognized or owned by federal and provincial agencies.

10.6 DEFINITIONS

10.6.2 Adjacent

Adjacent as it applies generally to urban development including protected heritage properties shall mean beside, behind and abutting, as well as across a street from a property, and where it applies to a protected heritage property shall also include any lands which are considered contiguous to the property.

10.6.13 Heritage Resources, Uses or Areas

Heritage resources features, uses or areas include resources, features, uses or areas of architectural, historical or archaeological interest including cemeteries and unmarked burials and urban districts and landscapes.

Heritage Conservation District Plan

This property is located within the Cobourg Commercial Core HCD. The HCD Plan includes a number of policies that would apply to any work proposed to this site, additions or alterations. Reference should be made to the complete document for additional Information. For Contributing Properties the Plan states:

7.0 Alterations and additions to institutional buildings and structures

Institutional buildings play an important role in the District by providing key community services, and often have become important local landmarks. The Commercial Core Heritage Conservation District contains several institutional buildings and structures, including Victoria Hall, and the former Cobourg District Collegiate Institute West. As with other heritage properties within the District these buildings should be conserved and appropriate uses established to provide for their long term care.

The District contains iconic institutional buildings.

Policies

- a) Policies and guidelines with respect to foundations, walls, windows, roofs, signs, removal of heritage fabric and additions found in the Commercial Property sections 4.2-5.5 shall be followed for institutional buildings where appropriate.
- b) Cupolas, clock towers, bell towers, church spires and other distinguishing features of institutional buildings shall be retained.
- c) Protect original wall surfaces from cleaning methods that may permanently alter or damage the appearance of the surface or give a radically new look to the building. For example, sandblasting, strong chemical cleaning solutions, or high pressure water blasting are to be avoided.
- d) Conservation best practices should be used when contemplating maintenance or alteration. Brick and stone masonry requires re-pointing from time to time and this process should be undertaken by tradespeople with appropriate expertise.
- e) Avoid the application of new finishes or coatings that alter the appearance of the original material, especially where they are substitutes for repair. Alterations that comprise unacceptable materials include: water repellent coatings, paint on brick or stone, aluminum or vinyl siding. Materials such as fibre cement board, metal panels, synthetic wood products and other modern materials will be considered on a case by case basis.
- f) Retain, repair and maintain the original architectural detailing. Restore these elements when missing using historical photographs or documentation.
- g) Additions to institutional buildings shall be considered on a case-by-case basis and shall follow the guidelines outlined in Section 5.
- h) In addition to the policies in this plan, site specific policies or guidelines (such as designating by-laws, management plans, etc) for institutional buildings shall be followed.

5.0 Additions to Commercial Buildings

This section outlines policies and guidelines for additions to commercial-form buildings within the District. Additions are an important aspect of building evolution. A key objective to be achieved in the design of an addition is to ensure that new construction does not

involve the loss of important heritage building fabric. New additions shall also be constructed in a way that clearly differentiates them from the original building. The following policies and guidelines apply to the construction of additions:

5.1 Location, height and width of additions

Policies

- a) Exterior additions shall be located at the rear of the building. Rear additions not visible from the public realm may be the same height or less than the height of the original building.
- b) Additions to buildings to increase the height may be permitted in accordance with the Town of Cobourg Official Plan policies. Where height beyond three stories is approved, additions must be stepped back from the main façade of the original building in order to be unobtrusive in the streetscape and to differentiate the addition from the older structure.

5.2 Relation to street

Policies

- a) Additions to commercial buildings on corner lots shall address both streets with appropriate materials, glazing, entrances and other architectural features to ensure continuity with street front façade design and to avoid the construction of large blank walls.
- b) Additionstothesideofcommercialpropertiesshouldhavethesame setbackasthe original building in order to retain the consistent setbacks of the commercial street wall.

5.3 Windows and entrances

Policy

a) Windows and entrances on additions shall be constructed with materials that are compatible with the historic structure. Contemporary design and materials may be used.

Guidelines

- b) Where new entrances or exterior stair cases are required for additions, they should be installed on secondary elevations or at the rear of the building.
- c) Ramps may be permitted for barrier-free access in accordance with applicable legislation, but should not be physically attached to heritage building fabric, such as walls or foundations.

5.4 Exterior cladding

Policy

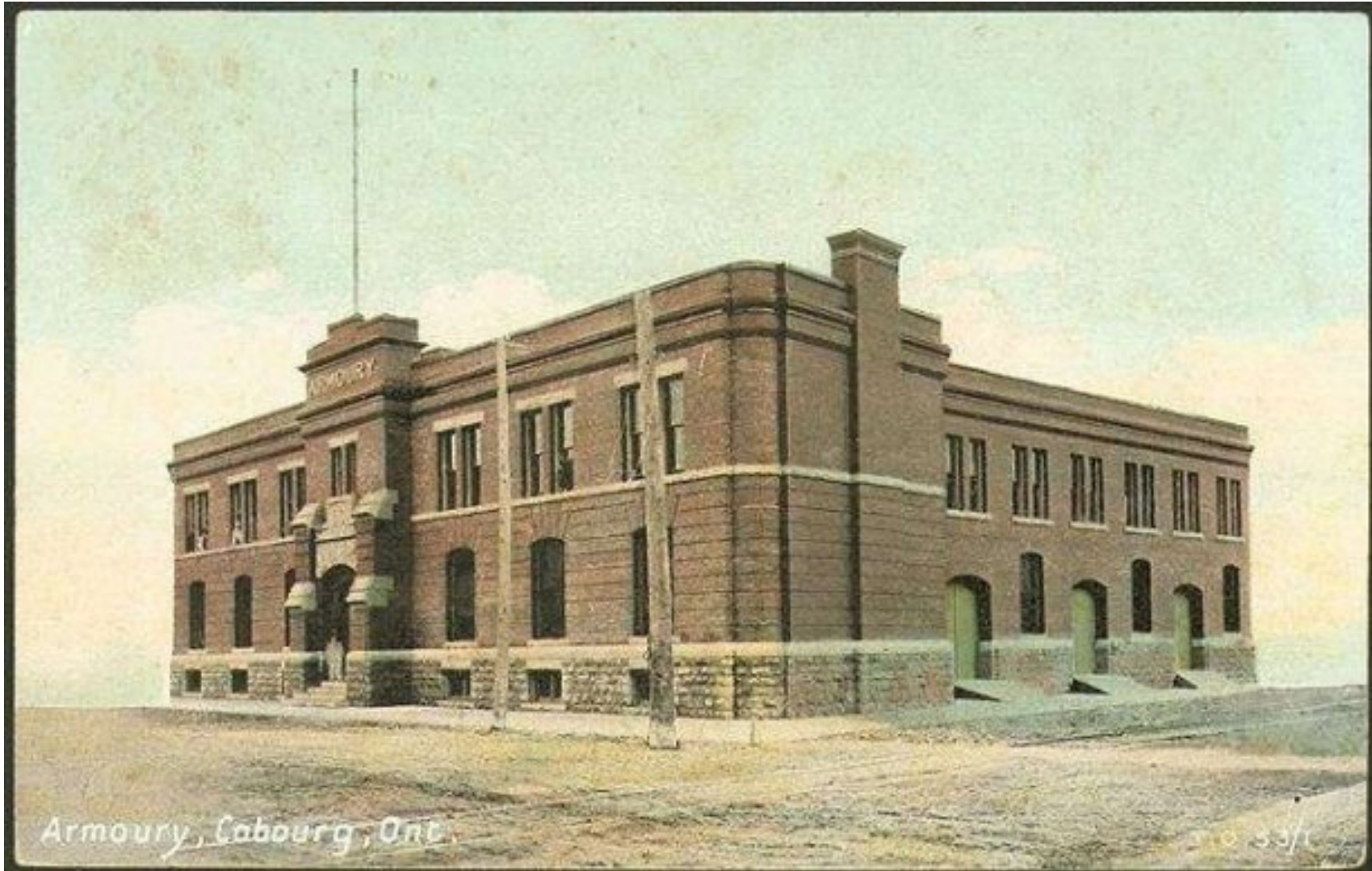
a) Exterior cladding on additions to commercial buildings shall be compatible with the cladding material of the original structure, but should be a different and distinct material from the original building in order to be distinguishable as a later addition. Additions replicating the original cladding material are discouraged.

Guidelines

- b) Traditional building materials, such as brick and wood, as well as contemporary materials may be used for major additions, provided that there are clear visual or physical breaks that distinguish old and new portions of the building.
- c) The application of new cladding, surfaces or coatings, including synthetic materials such as vinyl or aluminum siding, acrylic stucco, and Exterior Insulation and Finish Systems (EIFS) are discouraged on building facades facing the public realm. These materials and others, such as fibre cement board, metal panels, synthetic wood products, and other modern materials will be considered on a case by case basis.

8.0. Description of Building

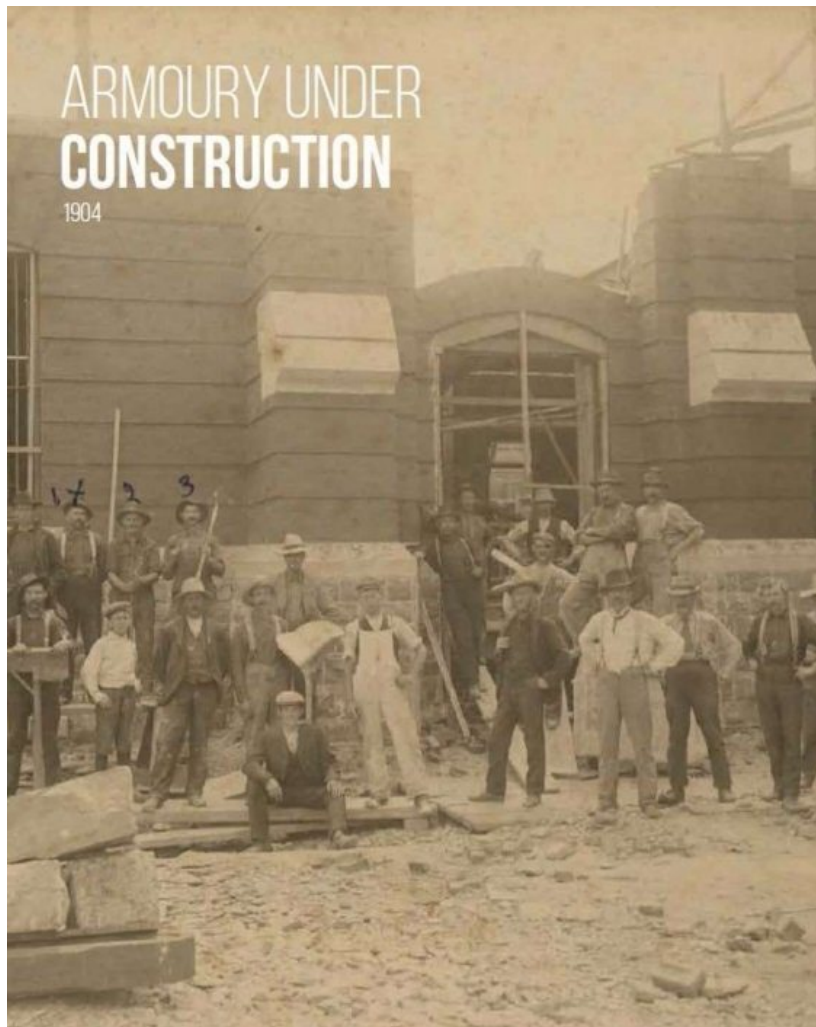
8.1. Historic Images



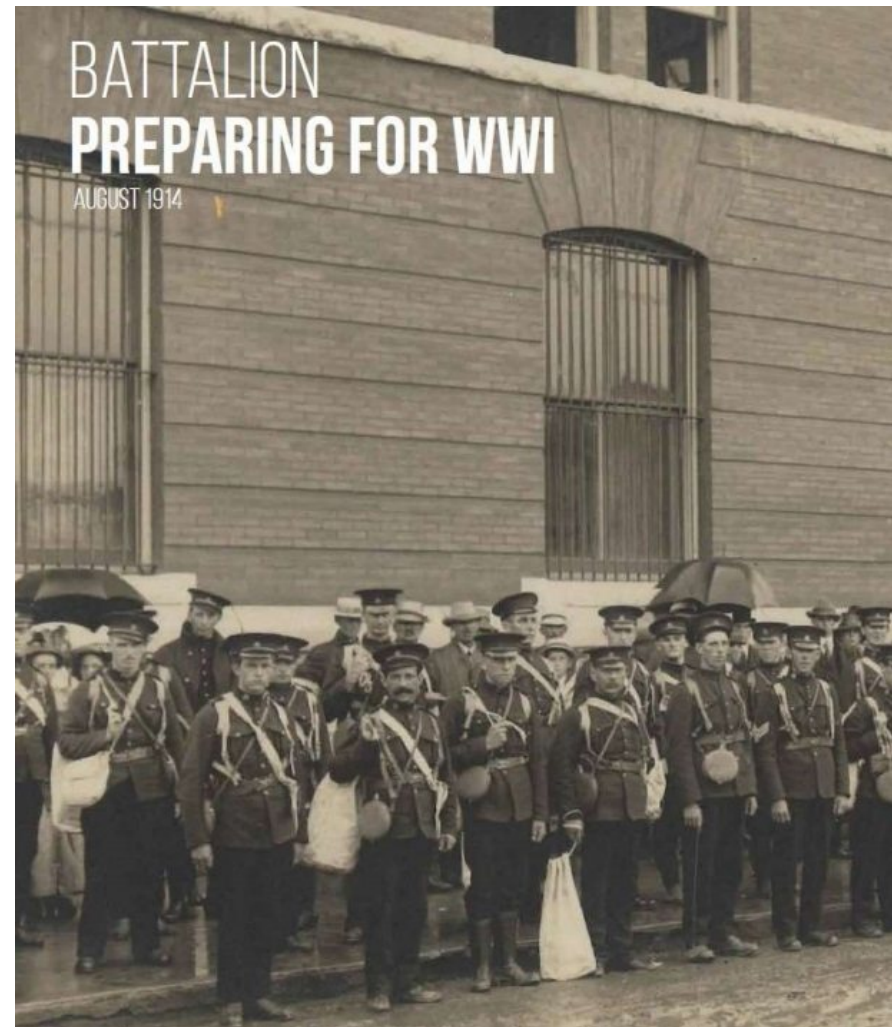
33. Cobourg Armoury shortly after construction. Note design features at the entrance bay, parapets and regular west rear garage doors. Toronto Public Library Digital Archive



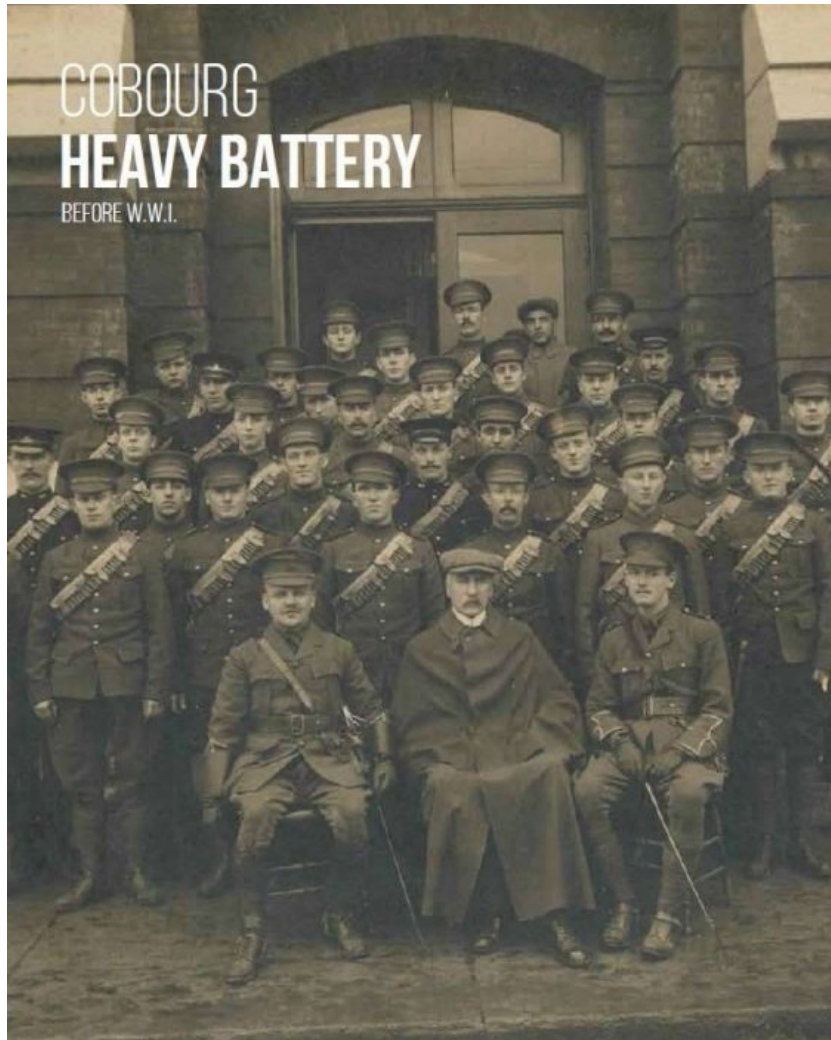
34. Cobourg Armoury looking to the east, 1915. Note the interesting rounded corner at King and Hibernia Streets. Photo credit: Library and Archives Canada



35. From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Armoury under construction, 1904. Note the steel bars are being built into the wall at the windows as the building is being constructed



36. From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives, Battalion preparing for WW1, August 1914.



37. From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Cobourg heavy battery before WW1. Note the design of the original front doors and transom



38. From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Battalion, August 1914.

8.2. Description

The Cobourg Police Building, the Historic Cobourg Armoury, is designed in a simplified Baronial style popular for similar buildings from the Department of public Works in the turn-of-the-century period. The building has a simple T plan with a symmetrical front range of building facing King St W. and the rear range, which formerly contained the equipment and drill hall extending to the south stepped back from Hibernia St. The building Occupies approx 1/2 of the depth from King Street to Albert Street with an at grade parking area south of the building for Police use. The balance to Albert Street is an open site used for public parking.

The building is of mass masonry construction with a timber framed interior except where areas such as the drill hall are on grade with a concrete slab. It is possible the drill hall has a steel structure to increase the span, no opening were made to confirm this. The King St range is 2-1/2 storeys in height, two full floors elevated above a partially exposed basement level. The rear drill hall range is 2 series in height with the drill Hal equipment shed slightly elevated above grade with a second office floor above.

The upper building rests on a rusticated limestone base from grade to ground floor window sills with a chamfered top tinning to the face of the upper walls. The upper walls are in a plain red brick. The first floor is rusticated with expressed horizontal lines . These are interrupted at window openings with highly expressed brick arches that form the heads of the window and door openings. A stone banding course at the second floor sill hight separates the second floor with is of a pain brick with flat stone lintels over paired window openings.

Surmounting the second floor is a series of steps creating strong horizontal lines in a “cornice” effect. This parapet area has been rebuilt in a slightly more orange brick and the some of the original



39. Composite image of the north facade of the historic Armoury.mNote the changes to the lines and projections of the parapet around the building. PGA



40. The building as seen from the NE. PGA

horizontal detailing seen in historic photos has been altered. This is the primary change in appearance over the more than century of use, in many other respects the building is unaltered on the exterior.

The primary building entrance is located centrally on the symmetrical King Street Facade. A middle projection framed with heavy butters extensions frames a raised first floor entrance. The doorway is framed above with a large stone arch and monument with bears the date 1904. Within the doorway opening between buttresses and arch is a recessed entrance door. The door is reached via a wood stair from King St. This wood stair is built over an original stone stair which remains but is severely deteriorated below the wood stair.

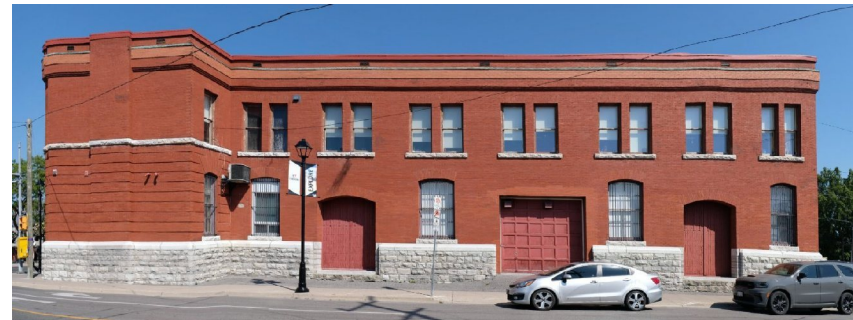
The main entrance door leads into a staircase / lobby and here a grand oak stair has survived and rises from first to second floor.

Windows for the building are all “modern” 1/1 double hung wood windows. At the first floor the window heads are all arched openings with expressed arch voussoir. At the second floor window openings are paid with a brick division between 1/1 double hung wood windows. Window openings are flat heads with a continuous stone lintel above both openings of the pair. At the basement windows are very close to grade with only a stone sill raising the windows around 4” above the adjacent sidewalks. The windows are a horizontal proportion with a centre muntin.

A small but interesting flourish in the design is located at the NW corner at King and Hibernia Streets. The building has a 1/4 round slightly recessed corner which makes a subtle reference to a corner turret.



41. The building as seen from the north-west. PGA



42. The west elevation showing the rear range of building that includes the Drill Hall / Equipment Room with offices above. The central door has been altered, enlarged with a flat head. PGA

Along Hibernia St at the rear drill hall range there are three large “garage” doors reminiscent of fortified gates, consistent with the building’s style. These doors are slightly elevated, which might be explained in that historically the Cobourg Railway track with a switched siding ran along the west side of the building on Hibernia St. This siding allowed for equipment and supplies to be directly loaded into the building from boxcars, an advantage of this site when originally selected.

The East side of the building faces adjacent commercial properties extending east along King Street. It includes a similar design aesthetic and material palette and includes a secondary entrance to both the raised first floor and lower basement floor of the front range.

On the east side of the historic building within the area framed by the tail of the T plan, a small one storey building has been constructed as a detention centre associated with the larger Police Building. It is an entirely separate building on the site and its construction has not impacted the original form of the 1904 Armoury building.

The 1904 Armoury-Police Building is a fine example of civic work built in a period in which Canada was building many formal government buildings to serve the growing needs of our relatively new nation and looking to establish a formal aesthetic and presence representing and expressing our colonial English past. It has survived remarkably intact and unaltered and through its strong Baronial style and material palette has an important presence on King Street

This review, CHER, of the existing building is not based on any specific proposal for alterations or additions and considers the building as it stands today.



43. Above. The south elevation facing the open parking lot. Note the garage door on this elevation has also been enlarged. PGA



44. Left. The east elevation facing the detention centre built to the east of the south range, as well as an out door covered patio. PGA

9.0. Preliminary Condition Review

9.1. Foundations

The exposed foundation of the building is constructed of a rustic rock faced stone. It appears to be of a Kingston limestone, grey-white and brittle. The brittleness of this stone has lead to areas of fracture and delamination and erosion. This has been promoted by rising damp-freezing and thawing and particularly with the continued use of salt as a deicing agent on steps and adjacent sidewalks. Salt is very corrosive to limestone and crystallizes within the mortar and limestone matrix.

There are areas of the foundation that require significant repointing to repair eroded joints and to help reduce penetration of water and salt into the joints. This is particularly aggressive at the main front entrance on King Street where the stairs are so failed as to be unusable and a newer wood stair has been built over the original stone stairs which remain in a deteriorated condition below.

There appears to be very little settlement, however there are a couple of corner locations where roughly vertical cracks indicate some building movement.



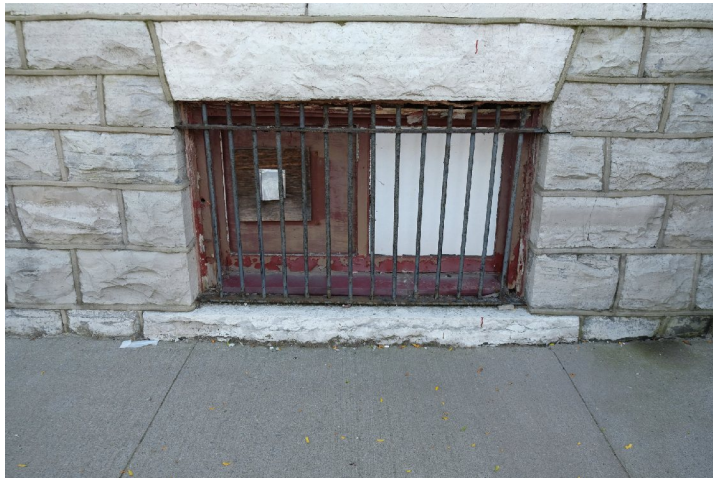
45. View of the front entrance bay on King St. The raised parapet has been altered. The front stairs are severely deteriorated and overbuilt with a wood stair for access. The entrance door has been replaced. PGA



47. Detail view of the north-east corner of entrance bay, This wall has also shifted and lower joints and some stone units are deteriorated, from the use of salt. The entire foundation and stair assembly of the front entrance requires repairs. PGA



46. Detail view of the south wall of the entrance bay, The wall has shifted and lower joints are deteriorated, similar to the deterioration across this area from the use of salt.PGA



48. Left. Typical basement window. Note close proximity to grade and deteriorated joints just above grade that require pointing. PGA



49. View of lug sill at first floor window and dressed banding above the rusticated foundation. Many vertical joints in the banding course and sills where they exist require repointing. PGA



50. Left. Basement entrance at the east side. Ramps provide accessibility into the building as seen here. The foundation of the upper ramp is severely deteriorated and requires repair. PGA



51. Similar to above, note some settlement in the foundation and resulting cracking largely at joints between stone units as well as vertical joints in the banding course. All open joints should be repointed. PGA

9.2. Upper Walls

The upper walls are all of a mass masonry construction in a deep red smooth faced brick. The brick appears generally in very good condition. Most joints in the brickwork are also in good condition with only some localized areas that require some repointing.

The top of the exterior walls has been altered. It appears that most of the historic parapet was reconstructed at some point in the past. This reconstruction was done using a more orange-red brick, that is similar but a slightly different colour to the original making the reconstruction legible. At the time of the reconstruction, the form of the parapet was also slightly altered changing the original subtle expression of a cornice and banding at this level.

The building had three principal projections.

At the middle front on King Street a central bay projects both forward and rises above the main wall to express the entrance. This entrance form is made more robust suggesting strength and permanence through substantial projecting buttresses in brick and stone that frame the door opening and entrance stair and with a higher stepped parapet which also supported a flag pole. When the parapet was reconstruction the height was reduced, an upper cornice lost and the central stepping not replaced. This central parapet feature also housed large letters “ARMOURY” which has not been replaced.

At each end of the King Street range the building was also framed by smaller projecting chimney bays that rose above the general parapet levels. These projecting chimneys framed the front range and added interest to the east and west walls. The projection was in brick with stone banding and a projecting stone cap. When the parapets were rebuilt, the projection was removed and including the decorative stone work.



52. Cobourg Armoury shortly after construction. Note design features at the entrance bay, parapets and regular west rear garage doors compared to the image below. Toronto Public Library Digital Archive



53. Central bay of the north elevation, note changes at the parapet level all around the building compared to the image above. PGA



54. A cracked sill and open joints are allowing water into the wall resulting in staining through lime migration. All open joints should be repointed to prevent further deterioration. repointing. PGA



55. Detail of voussoir and second floor stone banding course-continuous sill. Note a number of open joints in both brick and stone. Many vertical joints in the banding course and some localized areas of brick walling require repointing. PGA



56. This basement stone lintel has shifted as joints deteriorate allowing a prism of brick to drop. Note stepped cracking at brick joints. PGA

9.3. Windows

Surprisingly most of the original windows remain in the building. No extensive survey was undertaken but most of these windows appear in usable condition. All original windows require attention including putty repairs, some wood repair, filling, sanding scraping and repainting. Original windows should be repaired.

A few windows at the north elevation west first floor, and one on the west side have been replaced with inappropriate aluminium windows of a smaller size and had infill solid transom panels installed above to close off the balance of the window opening.

The Aluminium windows are inappropriate and should be replaced with 1/1 wood windows to match the originals. Should thermal performance need improvement this should be done through the deployment of storm windows or interior sull sash.

Many of the ground floor windows have iron bars protecting the window opening, primarily on the north elevation. These iron bars were set into the stone or brick on either side of the windows. The embedded iron has rusted and rust jacking has-is splitting the masonry. The ironbark need to be removed and refinished with high zinc content primer and epoxy based finished coats the nest in mason loose packed into place tight with lead wool. In time the lead will protect the masonry from future rusting.



57. View of windows on the north elevation east. The upper 1/1 wood windows are original the lower window has been replaced with an ill fitting smaller aluminium window and solid transom within the original window opening. PGA



58. Second floor windows are paired 1/1 wood windows separated by a brick pier. All wood windows require attention, putty, filling, sanding scraping and repainting, and may require cord replacements for functionality of required to open. PGA



59. Detail of typical first floor 1/1 wood window with protective metal bars. PGA



60. View to second floor window showing the detailed decorative brick voussoir over the ground floor windows . PGA



61. Detail of typical basement window . PGA



62. Left. Note typical deterioration of brick returns at windows with iron bars.

63. Right, a detailed view

This damage is caused by rust jacking as the embedded iron rusts it expands to shatter the masonry where it is anchored.

This deterioration is progressive as more water enters increasingly open joints and contributes to rusting. Eventually bricks will fall from the wall.

Iron bars should be removed and refinished and walling repaired. Reinstalled iron should be set in lead which helps prevent rusting but also is soft and will give way before masonry is damaged.

PGA

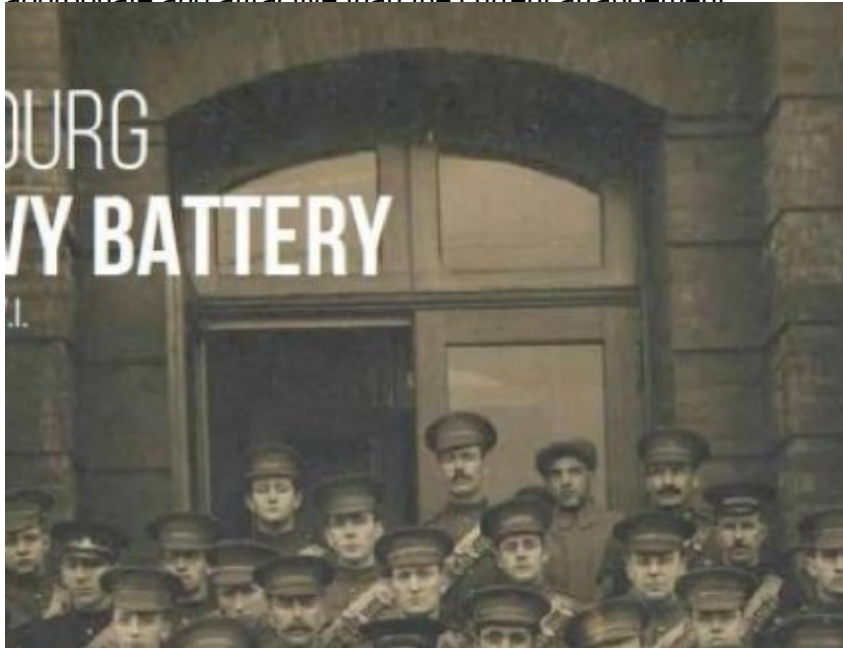


9.4. Doors

The front door-main entrance to the building is located centrally on King Street. At present there is a replacement wood framed single glazed door with sidelights surmounted by a single glazed transom with an arched head that fits into the arched doorway opening. This system is worn and in need of painting.

The original entrance as can be seen in the historic photos was a wood double glazed door with heavier styles and rails likely in a

clear finished oak. This double door was surmounted by a glazed transom with a heavy wood frame that mirrored the scale of the doors below including a double central dividing frame that aligned with the doors below. This original arrangement was more appropriate and attractive than the current arrangement



64. Detail view of the front entrance doors as constructed, a pair of clear finished oak doors with paired transoms. PGA

There are two other man doors to the building, both on the east side at the inside corner between the King St range and the drill hall rear range, one exiting from the basement level and one from the ground floor. There is substantial work required at these entrances to the stone-concrete stairs serving these doors which are deteriorated with failing previous repairs, largely the result of salt application as a deicer.



65. The current front entrance stair is severely deteriorate. a new wood stair to the entrance door has been built to allow access over the deteriorated stair. The existing door is a single leaf with sidelights and a single transom. Restoration of this important doorway and access stair is required. PGA

Both doors would benefit from repair and repainting.

Most doors to this robust “military” building are in the form of garage doors to the drill hall / equipment wing of the building. There are three doors on the west side, one door on the south and one door on the east, 5 in total.

On the west side there were originally 3 matching double doors inspired by military gate construction within arched openings. Two original doors remain north and south, the middle door and doorway has been altered. The middle doorway has been enlarged and replaced with a flat head on steel lintels with no arch. The door is a multi panelled wood sectional overhead door.

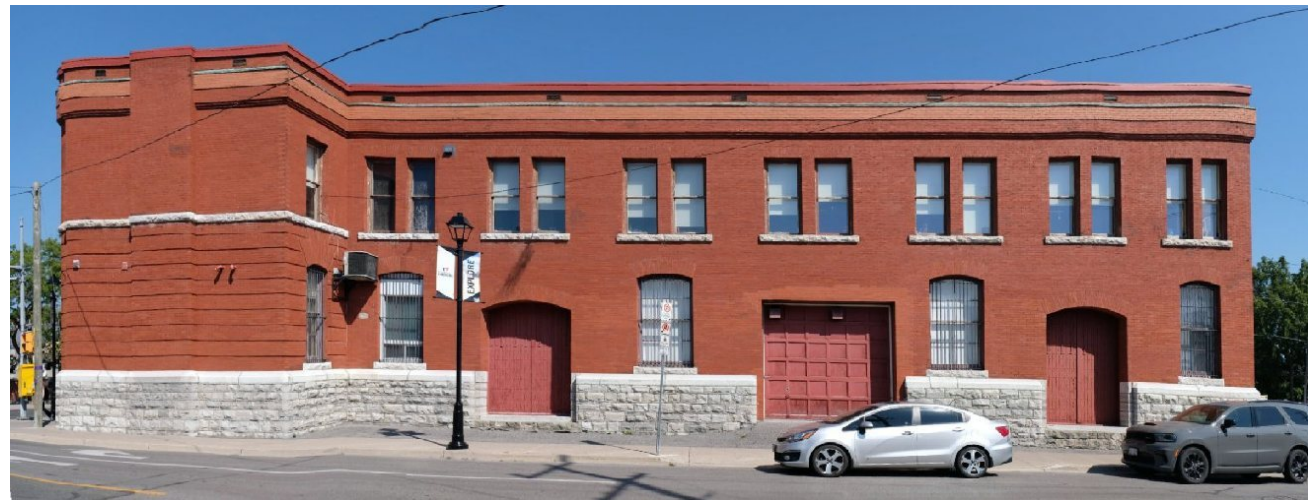
Similarly the south door has been altered and enlarged with a flat headed opening, rough brickwork above the doorway clearly illustrates the original arched opening. The door is a multi panelled wood sectional overhead door. The East doorway has also been altered similar to the south.

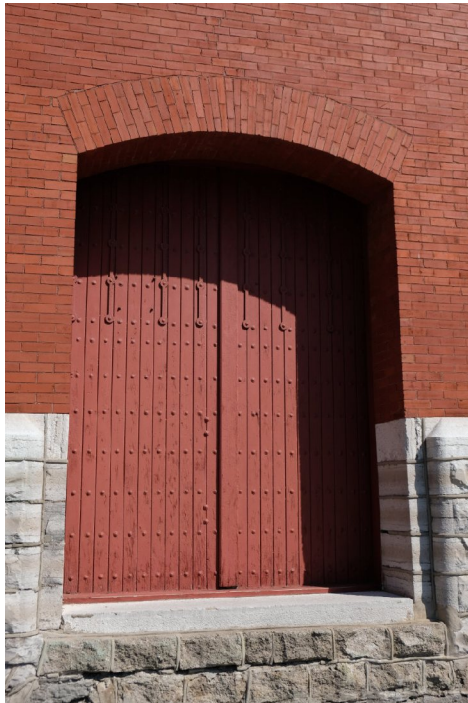
Of the 5 garage doors, 2 are original and should be preserved. All wood doors require minor repair, filling, sanding scraping and painting.



66. Detail view at the existing front stair, the scope of deterioration in this area is clearly illustrated. PGA

67. West elevation showing the three garage doors. The north and south doors are reinforced board doors with a military gate expression. The middle doorway has been enlarged and the arched head removed. A panelled sectional garage door has been installed. PGA





68. Detail of original garage door. These were a pair of hinged doors, heavily reinforced, note the decorative expressed pattern of bolt heads and ironwork at the top of the door. PGA



69. The south door has, similar to the central west door been enlarged and replaced with an overhead sectional wood garage door. PGA

9.5. Decorative Features

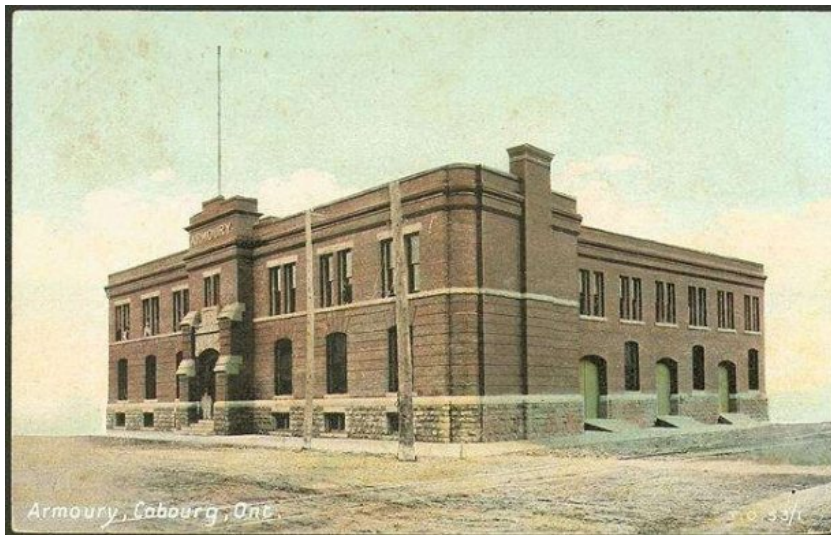
As a robust “military” building, an armoury, the building does not include many decorative features. The stylistic features of the building are simple and robust and generally based on brick or stone banding, the expression of a cornice, buttresses with stone trim at the main entrance, a heavily rusticated stone base to the otherwise brick building, and the flourish at the original garage doors.

As noted above the decorative quality of the upper parapet and projections was diminished when the parapets were reconstructed.

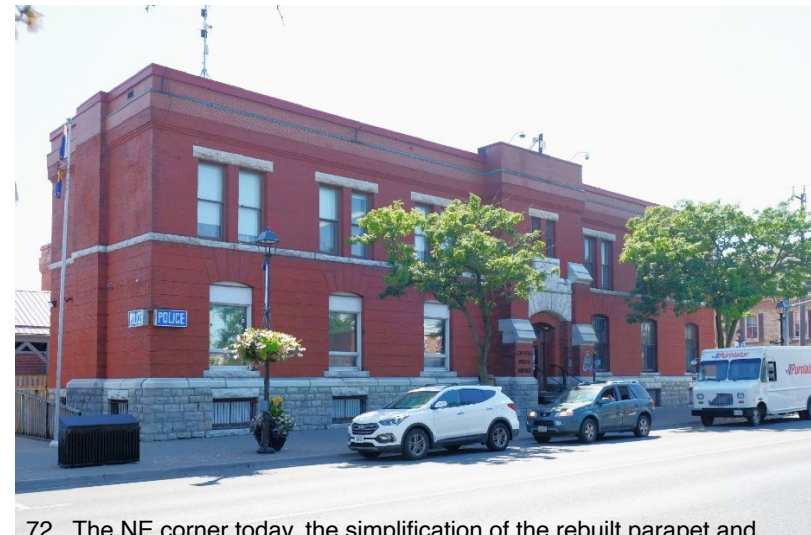
The primary surviving decorative features are concentrated at the front entrance the buttress, the stone arch and monument framing the door opening. The stonework in this area needs serious attention, particularly at the base. Some new stone is required as well as patching, consolidation and repointing. It is important this be done soon in other that the upper wall does not lose integrity and shift through failing support.



70. The NW corner today, note changes to the parapet-cornice. PGA



71. Cobourg Armoury shortly after construction. Note the design of the parapets and projecting entrance bay with cornice and the projecting chimneys. Toronto Public Library Digital Archive



72. The NE corner today, the simplification of the rebuilt parapet and loss of cornice expression and projections at the central entrance bay and chimneys has diminished the decorative expression of the architectural style of the building. PGA

At the building interior the principal “grand” stair to the second floor has survived. This feature has been maintained through various iterations of interior alterations and is an important feature to preserve in any future alterations. It is in good condition.



73. The main grand oak stair has survived at the interior front lobby. View down from the second floor mid landing. PGA



74. The main grand stair as seen from the interior lobby with the entrance door to King Street beyond. PGA

10.0. Description of Context

The historic armoury, Cobourg Police building is located on a prominent corner at King and Hibernia Sts. Although there are a few commercial buildings extending west from the site it is a “gateway” building west of the fully built up principal blocks of the heritage commercial core. Commercial units extend continuously to the east of the building, to the west the street wall is more broken with free standing commercial, the William Academy and houses.

To the south the site is an open parking lot between the Armoury and Albert Street and south from there it is a historic residential neighbourhood.

This building is a significant heritage building on King Street and contributor to the Commercial Core Heritage Conservation District.



75. Looking east to the historic commercial core with the Armoury to the right. PGA



76. Looking west with the Armoury to the right. note change of character from a consistent street wall to a more open streetscape
PGA



77. Looking north from south of Albert street, a historic residential neighbourhood. PGA



78. Looking south on Hibernia St from the Armoury toward a historic residential neighbourhood south of Albert street. This was the route of the former railroad from the harbour. PGA

11.0. Valuation under Ontario Heritage Act OReg 09/06

The Ontario Heritage Act was recently altered under Bill 23 including the criteria for designation under Reg 09/06. The previous Act divided criteria into divisions, Design, Association and Context, with 3 sub points in each division and required one criteria to be met for designation this 3x3 arrangement of criteria was sometime confusing. The current Act did away with divisions and has 9 criteria almost identical to the 9 (3x3) criteria of the former Act, and a property must meet 2 criteria to be eligible for designation. I have considered the 9 Criteria below:

	Criteria	Comments
1	The property has design value or physical value because it is a rare, unique, representative or early example of a style, type, expression, material or construction method.	Yes, This building is a representative of a style of building that was deployed across the country for the creation of a network of Armouries.
2	The property has design value or physical value because it displays a high degree of craftsmanship or artistic merit.	No, Although a substantial building fit for purpose, it is built using simple robust materials and typical construction for the 1904 period
3	The property has design value or physical value because it demonstrates a high degree of technical or scientific achievement.	No, it is built using simple robust materials and typical construction for the 1904 period and does not employ a rare or new for the time, material or arrangement that would be a technical achievement.
4	The property has historical value or associative value because it has direct associations with a theme, event, belief, person, activity, organization or institution that is significant to a community.	Yes, The historic armoury building is directly associated with the construction of a network of Armouries in Canada at a time when Canada was establishing itself as an independent country and culture post 1867. The building through its use and the support of the military was involved with Canada’s efforts in two world wars, in which Canada distinguished itself.
5	The property has historical value or associative value because it yields, or has the potential to yield, information that contributes to an understanding of a community or culture.	Yes, the arrangements of space, room subdivisions and use record and reflect in physical form systems of training and support for Canada’s military operations in the 20th century.

Criteria	Comments
<p>6 The property has historical value or associative value because it demonstrates or reflects the work or ideas of an architect, artist, builder, designer or theorist who is significant to a community.</p>	<p>Yes, this building was the work of the Department of Public Works for Canada and the Chief Architect from 1897 to 1914, David Ewart. He had worked in the Department from its inception in 1871 having been Assistant Chief Architect during the tenure of Thomas Fuller (1881-1896) and Thomas Seaton Scott (1871- 1881). The department had several government departments as clients: the Post Office, Customs, Internal Revenue, Department of Agriculture, military buildings and drill sheds for the Department of Militia and Defence, penitentiaries for the Department of Justice, schools for the Department of the Interior, experimental farms, large urban drill halls and barracks.</p>
<p>7 The property has contextual value because it is important in defining, maintaining or supporting the character of an area.</p>	<p>Yes, This is a significant structure in the historic core of the Town of Cobourg. It is built to the King Street property line and continues the street wall of the historic core area. It is one of three principal institutions on King St, Victoria Hall, The Armoury and William Academy (c 1900 originally CDCI West).</p>
<p>8 The property has contextual value because it is physically, functionally, visually or historically linked to its surroundings.</p>	<p>Yes, It is an urban street wall building built in the urban “main Street” historic core of Cobourg. It is both visually and historically linked to its surroundings.</p>
<p>9 The property has contextual value because it is a landmark</p>	<p>Yes, this building by its location, scale, “military” presence, history and gateway to the historic core position can be considered a Landmark.</p>

12.0. Statement of Significance

The Cobourg Police Building, the historic Cobourg Armoury, was constructed in 1904 at the turn-of-the-(past)century. It located on Cobourg’s “Main Street” King Street and contributes to the formal street wall of the core. It is one of three principal Institutions on King Street in this area, Victoria Hall (c1860), The Armoury Building (1904) and The former CDCI West (Collegiate)(c1900). The site occupies a corner location at King and Hibernia Streets and has a gateway presence to the commercial core. The building is 2-1/2 stories in a spare baronial style with a T shaped plan which includes a street front Range on King Street and a rear range (wing) to the south.

The heritage value of the building is found in its downtown location, scale, form and Baronial (military) style. It is one of a type of building that was deployed across the country for the creation of a network of Armouries at this time, constructed at a time when Canada was establishing itself as an independent country and culture post 1867. The building through its use and the support of the military was involved with Canada's efforts in two world wars, in which Canada distinguished itself. The Armoury was the work of the Department of Public Works for Canada and the Chief Architect from 1897 to 1914, David Ewart. It is a well known institutional building historically the Cobourg Armoury and in recent years as the home of the Cobourg Police Department.

13.0. Heritage Attributes

- The form, scale and massing of the building located at the Corner of King and Hibernia Streets in downtown Cobourg.
- The 2 1/2 story height of the building with a primary range on King street and a stepped back range (wing) along Hibernia Street
- The rusticated limestone expressed foundation with dressed limestone caps to the first floor window sill height
- The red brick walls of the building laid with horizontal rustication recessed banding at the first floor, brick voussoir at window openings and embedded stone banding courses, brick banding course, stone lintels and sills
- The rounded recessed corner detail at the NW corner of King and Hibernia Streets.
- The projecting north central entrance bay with projecting buttresses with stepped limestone caps, the stone voussoir and central monument both the main doorway with the date 1904
- Regular window openings with single 1/1 wood windows at the first floor and paired 1/1 wood windows at the second floor
- A regular bay structure on the north elevation 3 bays on either side of the central projecting entrance bay, on the west elevation 7 second story window bays over 3 garage door bays, on the south elevation 2 window bays on either side of a central projecting bay with the Ground floor east bay a garage doorway.
- Original reinforced braced board wood doors in two bays of the west elevation.
- The decorative oak staircase at the front entrance bay interior

The detention centre constructed to the east of the existing building is not a heritage attribute.

14.0. General principles for work on heritage structures.

Provincial Standards and guidelines exist for the execution of work to heritage buildings. Any work proposed on this building would be expected to meet these requirements. Expectations are set out in the Ontario Heritage Tool Kit. Other guidelines exist in the form of the OHT book Well Preserved, the booklet An Annotated Specification for the Conservation

of Historic Masonry and Standards and finally the Standards and Guidelines for the Preservation of Historic Places in Canada, Parks Canada.

With regard to conservation of the preserved heritage fabric these principles include;

- Building conservation shall be undertaken on the basis of research into the historical and architectural aspects of the existing buildings sufficient to make responsible judgments.
- The condition, layout and design of the existing buildings and surroundings, shall be recorded before commencing work. Changes made in or to a building shall be documented in relation to, and to contribute to, the record of the building.
- Building repairs shall be designed and managed to preserve as much original building fabric as possible.
- Distinguishing original qualities, character and attributes of the buildings in themselves and their relationship to each other and the site should be preserved. The removal or alteration of any historic material, or distinctive architectural features should be avoided whenever possible.
- Alterations or additions should respect that the historic portions of the building are distinctive to their own time and not attempt to inappropriately copy, emulate or blur the distinctions between historic and new. New work should be distinguishable as such. This does not imply highly contrasting. New work can be referential, subtle, quiet and of traditional form.
- Deteriorated architectural features shall be repaired rather than replaced if possible to ensure functionality and safety. If necessary replacement features and materials shall sensitively respect the original design and construction.
- Building cleaning shall be done by the gentlest means possible, avoiding aggressive methods which erode or otherwise deteriorate original fabric such as sandblasting. It is not necessary or desirable that a building be clean as new, as this removes valuable patina, part of the buildings' story.
- Work on the heritage building should be undertaken by trades skilled in and experienced with the restoration of heritage buildings.
- Maintain the building after restoration. Good ongoing maintenance with a preventative maintenance attitude should prevent future major restoration from being required.

15.0 Statement of Professional Opinion.

The Cobourg Police Building, the historic Cobourg Armoury building, is an important heritage building in the heart of the town. It contributes to the commercial core HCD, maintains the street wall of the commercial core, reinforces King Street as an important core street for institutions, and is linked to the history of the Town through Two world wars.

It is my opinion that the property meets 6 of the 9 criteria in the Ontario Heritage Act for designation. This suggests to me the building should in addition to being a contributing building in the Commercial Core HCD it should additionally be designated under part IV of the Ontario Heritage Act so that specific heritage attributes of this important building may be identified and protected. Of note, the building was Designated in 1986 under bylaw 34-86. This was repealed when the building became part of the HCD, however, under the current OHA the property may be designated both Part IV and Part V of the Ontario Heritage Act.

This is an important building in downtown Cobourg and should be preserved and all required maintenance-restoration work required be undertaken as soon as possible. Should the current use change future uses should be designed to fit within the current structure and all new work avoid alteration of the North and West public sides of the building. Any south or east additions should avoid removal of the existing walls which should be preserved as part of the work as exterior walls or visible interior walls, for example as seen within an “atrium” type space.

16.0 Closure

The information and data contained herein represents Philip Goldsmith Architect’s (PGA) best professional judgment in light of the knowledge and information available to PGA at the time of preparation. All visual observations were made from the ground in August 2023, no testing was conducted and no access to upper walls was available. PGA denies any liability whatsoever to other parties who may obtain access to this report for any injury, loss or damage suffered by such parties arising from their use of, or reliance upon, this report or any of its contents without the express written consent of PGA and the client

17.0 Biography

Photos

Google, 2014-2021
Heritage Research, August 2023
Archival Photos, Cobourg Police Annual Report, 2017

Maps

Archives of Ontario, Ontario Land Records Index Belden Atlas, 1878
Bird's Eye View Map, 1874

Books& Papers

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Cobourg Booklet, 1900
Cobourg Photographic View Album, c. 1900. W.J. Huston Photographer, Cobourg.
Cobourg Business Directory, 1895.
Vintage Postcards of Armouries – Toronto Public Library Collection
Memorandum from the Minister of Public Works dated October 1902 confirming purchase of Downs property. Library and Archives Canada.
Memorandum from the Minister of Public Works dated February 11, 1904, confirming contractor selection. Library and Archives

Canada.

Memorandum from the Committee of the Privy Council to the Minister of Defense dated December 10, 1907, confirming additional lot purchase. Library and Archives Canada.

Research Materials

David Ewart entry in Dictionary of Canadian Architects in Canada, RAIC Thomas Fuller entry in Dictionary of Canadian Architects in Canada Thomas Seaton Scott entry in Dictionary of Canadian Architects in Canada



**THE COBOURG ARMOURY, 1904
107 KING STREET WEST, COBOURG, ONTARIO**

LOT DESCRIPTION: Lot 17, Concession of the Town of Cobourg described as part of Lots 7, 8, 15 and 16, Block C, south of King Street (Caddy Plan)

The Cobourg Armoury building was completed during a period of expanded development of civic building construction. In many small towns and cities across Canada, there was venerable design and construction of over 340 new buildings and renovations completed during the tenure of David Ewart (1841-1921), the Chief Architect for the Department of Public Works in Ottawa. During this period, which was one of the most productive eras in the history of the Chief Architects Branch, the department produced many landmark public buildings and standardized plans establishing a recognizable design criterion across the country. Drawings for most of the Armoury and Drill Halls designed by Ewart and his department during his tenure as Chief Architect are held in the National Archives of Canada in Ottawa.

The Cobourg Armoury constructed in 1904 is a civic building designed in the Baronial style with good aesthetic design features. Many of the Armoury buildings completed during this period were large buildings on large sites with stonework on the base, towers, buttresses, ornate crenellation, corbelling, parapet walls and dentilated stringcourses with paired and arched wood sash windows and doors, and large doors with detailing reminiscent of a fortified gate. The former Armoury building is notable for its unique recessed brick stringcourse which gives the appearance of rustication, a rounded corner on the western section of the front façade, decorative stringcourses in the cornice, cut stone base and paired narrow windows with one lintel or header and decorative voussoirs on the front and side facades.

Designed with the dual function of housing the 40th Northumberland Regiment and the Canadian Garrison Artillery, the Armoury building was typical of other buildings of this type in the latter part of the 19th and early twentieth century. The building was completed during a period of growth and civic expansion within the town. The building is situated in the western portion of the main street, King Street at the intersection of Hibernia and Spring Streets on the south side of the street one block from the prominent Victoria Hall (55 King Street West), the landmark town hall designed by architect Kivas Tully in 1856-1860. The Armoury building address is 107 King Street West and is in an area that included the West Collegiate (135 King Street West). This new collegiate building was completed in 1902 in an Edwardian Classical style when the original Collegiate built in 1870 and located at 117 King Street East across from St. Peter's Rectory became overcrowded.

HISTORY OF THE ARMOURY BUILDING

The military history of the Town of Cobourg dates to the War of 1812 and several early residents participated in the conflict. By 1837, the Cobourg rifles participated in the Upper Canadian Rebellions, and by 1856, the first official rifle company was formed and a second was established in 1863. The official name of the company was the 40th Northumberland battalion of infantry which was headquartered in the town. Military units participated in many of the conflicts that occurred in the late 19th and early 20th century including the Fenian Raids, the Northwest Rebellion, the Boer War and WW1, WW2, and the Korean War.

The Town of Cobourg was interested in having an Armoury building constructed in the town in the late 1800s. The Cobourg Garrison Artillery Company had been practicing in a small brick building on King Street East called the Gun Shed and the regiment had been using a small space on the third floor of Victoria Hall and there was a need for a dedicated space. Initially, there was some opposition from external visiting militia officials including the Commanding General that a central armoury was not required. Local military leaders McNaughton, Floyd and Odell organized the support of various batteries and regiments and construction of an armoury in Cobourg proceeded.

On a memorandum dated 1902, at the request of the Minister of Militia and Defense, the sum of \$10,000 was approved by Parliament for the construction of an Armoury in Cobourg. An officer of the department visited Cobourg in July 1902 along with John B. McColl, the Member of Parliament for Northumberland West to approve of a potential site referred to as the Downs Property. It was noted in the memorandum that the site had a double frontage facing two streets. It was suggested that they could make use of the present brick building facing King Street for officer quarters with the top flat for the caretaker and a portion of the lower level for armouries for two companies of infantry. It was noted the price of \$4000 was reasonable but if the existing buildings had to be torn down, the land would be worth no more than \$2,000. The existing buildings were demolished, and a new building was to be completed.

In a memorandum dated February 11, 1904, from the Minister of Public Works, submitted in response to advertisements calling for tenders for an Armoury Building in Cobourg, nine bids were received ranging from \$35,550 to \$46,336. The contract was awarded to a Brockville construction company, David J. Booth who submitted the lowest bid of \$35,550 and construction started in the spring of 1904. Parliament had initially approved the amount of \$15,000 for the construction of the building and later approved the remaining \$20,550 needed to complete the construction. The building was to measure 112 feet wide and 130 feet in depth and would be two stories in height. In December 1907, the Minister of Militia and Defense acquired a small parcel of land measuring a quarter of an acre at Albert and Spring Street for \$1050 acquiring the entire block between King and Albert Street. The government documents reference Spring Street but the Belden Atlas of 1878 identifies Hibernia Street south of King Street, and Spring Street north of King Street.

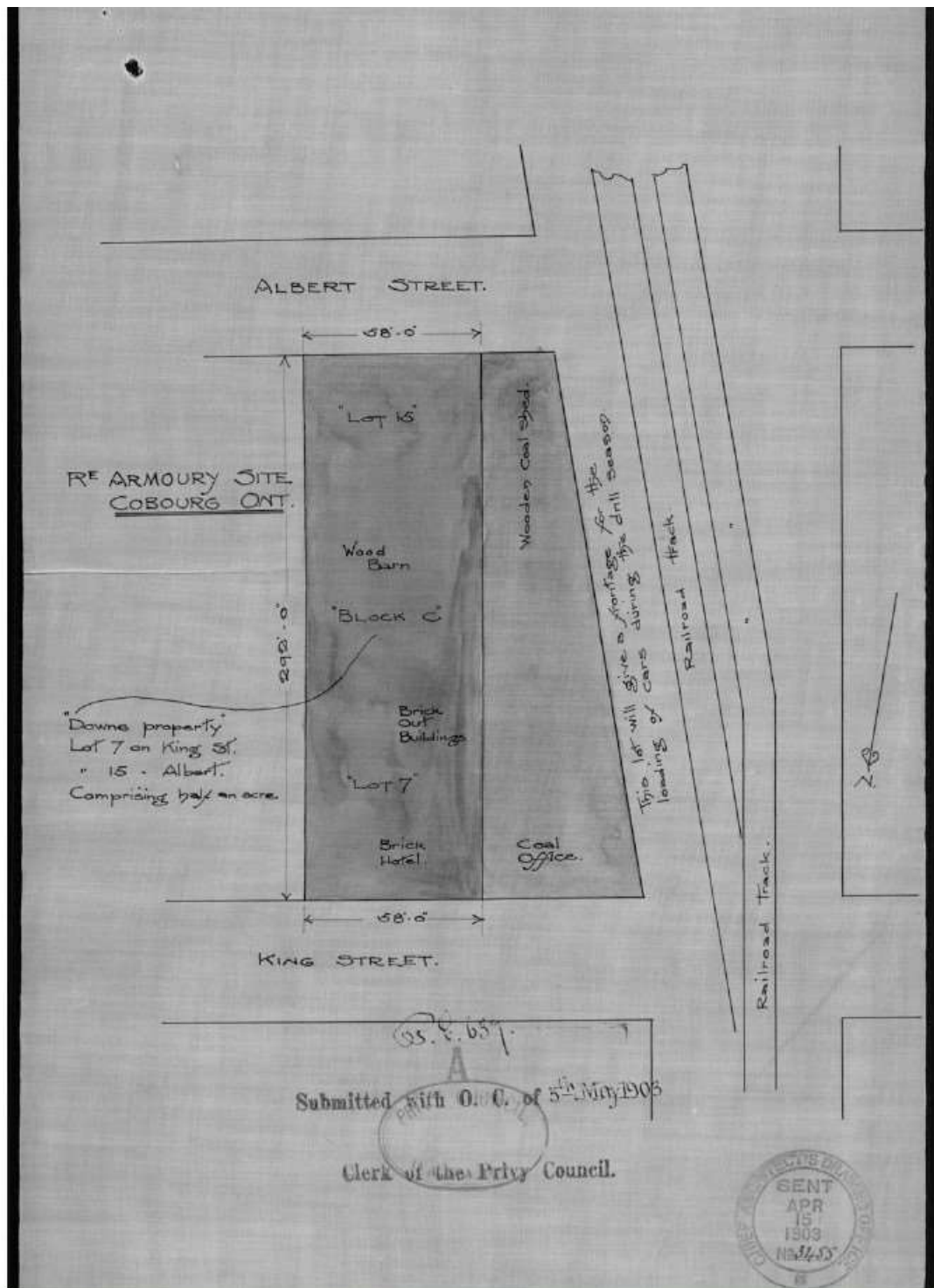
The Armoury Building was used by the Northumberland Regiment and the Canadian Garrison Artillery. The ground floor was the headquarters of the Field Battery and the Cobourg Artillery, and the second floor was the headquarters of the

Regiment Companies plus included an apartment for the caretaker. The building was also used as a recruitment centre during the two world wars.

During World War 1, county wide soldiers were assigned to the building. The building was used for dormitories to accommodate up to 250 soldiers. The ballroom was modified to include 4 tiers of bunks for 96 men, the lecture room held 3 tiers of bunks that accommodated 54 men. The gun room of the 15th battery was converted to a mess hall, kitchen, and storeroom.

In 1953, the Canadian Ordnance Depot was established in Cobourg on Darcy Street North. By 1968, the Cobourg Depot was deemed surplus, and was closed. The Armoury building was declared surplus and closed on the 1st of April 1970. In 1971, The Town of Cobourg bought the Armoury building for \$30,000 and utilized it for the town police station.

DEVELOPMENT OF THE COBOURG ARMOURY BUILDING



The drawing that was part of the purchase agreement submitted to the Clerk of the Privy Council submitted on 5th May 1905.

The site that was selected for the Armoury building included four lots in Block C including Lot 7, 8, 15 and 16 fronting on King, Hibernia, and Albert Streets. Lot 7 measured 58 feet on King Street. There was a brick hotel with a brick outbuilding located on Lot 7. The lot was 292 feet deep and extended to Albert Street to the south and comprised half an acre. The lot measured 58 feet on Albert Street and included Lot 15. Lot 7 and 15 were owned by Thomas Downs, who ran a hotel at the location since the early 1880s. Prior to the ownership of Thomas Downs in 1882, the property was owned by

Samuel Clarke, a merchant on King Street. In 1881, Samuel Clarke bought Lot 7 and other land at the corner of King and Hibernia Street and then in 1882, he sold to Thomas Downs who took out a mortgage for \$2000 in 1892 with Albert Hoskin. In 1898, Downs took out another mortgage for \$1500 before selling the property for the armoury. In c. 1900 there was a brewery operating in Cobourg possibly at this location called McPherson and Downs.



Northumberland and Durham Counties, Belden Atlas 1878. The location of the future Armoury building completed in 1904 was Lot 7 and 8 fronting on King Street and Lot 15 and 16 fronting on Albert Street. The rail line ran along Hibernia Street south of King Street West crossing at Albert Street.

Lot 8 and Lot 16 as shown on the Belden Atlas of 1878 was owned by George Spence who had a wholesale and retail dealer and shipper business dealing in wood, wood products and coal. There was a wooden coal shed and coal office on this lot. The railroad track ran along the west side of the lot on Hibernia Street which was referred to as Spring Street north of King Street, and it was noted on the drawing that the “west exposure with rail access would provide frontage for the loading of cars during the drill season.” Lot 8 had a frontage of 65 feet on King Street and measured 175 feet deep providing a total frontage on King Street of 123 feet.

The purchase agreement indicated the following:

One memorandum dated 21 April 1903 from the Minister of Public Works stating that under authority of the order in council dated March 1903 the property known as the Downs property at Cobourg was purchased for a site for an Armoury building which is to be created in that town the said property having a frontage of 58 feet on King Street by a depth of 292 feet. The minister further states that the architect of the Department of Public Works considers the lot in question very narrow for the purposes for which it is to be utilized and he has suggested that the purchase of the adjoining lot as well which forms the corner of King and Spring Streets and which is owned by M. George Spence who is willing to sell the same for \$2000. The lot being shown in green on accompanying sketch that an officer of the department has examined the property and he reports as follows regarding the same the lot having a frontage of 65 feet on King Street and a frontage of about 175 feet on Spring Street at a cost of \$2000 would be fairly reasonable. This lot with adjacent property already purchased by the government would give a frontage of 123 feet on King Street and would make a very fine site for an Armoury as the lot faces the railway with switch running into property and would make it very convenient for on

training guns and would prevent objectionable buildings from being erected alongside of armories. The minister in view of the forgoing recommends that authority be given to purchase from M. George Spence for the sum of \$2000 the property above mentioned which is required in connection with the site of the proposed Armoury building at Cobourg ON. The committee submit the same for approval.

Prior to the ownership of George Spence, the lots were owned by Thomas Pearce, a shoemaker who was located on University Avenue. The description of the lot in the purchase agreement suggests the lot was considered quite small for an armoury location and the site size may have influenced the design. Many of the armoury buildings being constructed during this period were situated on large lots and incorporated corner and central towers, crenellation on the roofline and substantial stone bases. On the front façade of the Cobourg Armoury building is a date stone of 1904 included with the initials ER which signifies the building was completed during the reign of Edward VII (1901-1910) and stands for Edward Rex (the king).



Advertisement from the Cobourg Album, c. 1900 for McPherson and Downs Brewers.



Advertisement from the Farmers and Business Directory, 1897 for the business of George Spence.

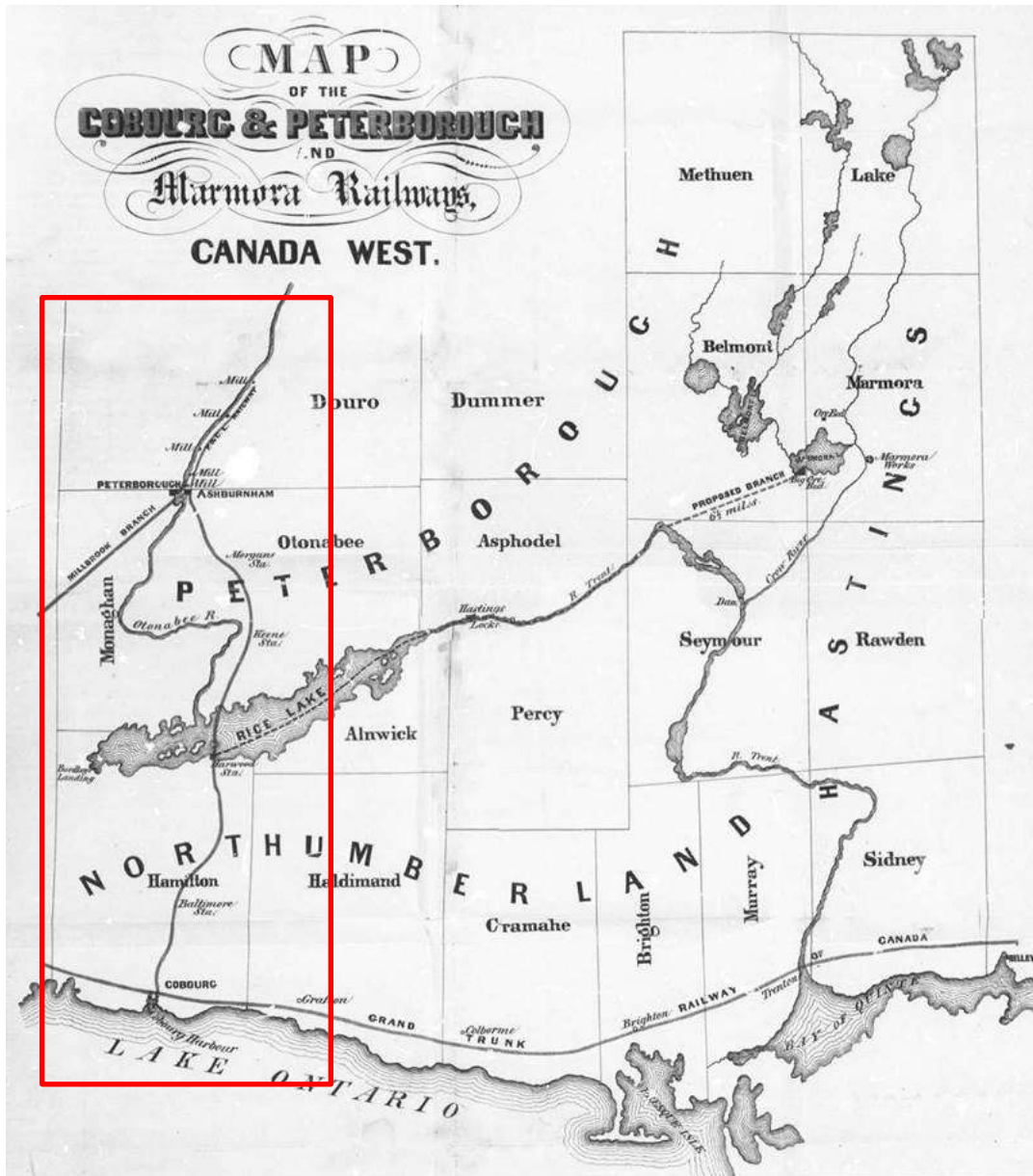
HISTORY OF COBOURG, ONTARIO

CONTEXT AND SETTING

Cobourg was founded in 1798 and the earliest settlers were United Empire Loyalists, Eluid Nickerson, Joseph Ash, and Asa Burnham. The town was originally called Amherst but was renamed Cobourg in 1819 in honour of the marriage of Princess Charlotte to Prince Leopold of Saxe-Coburg. By 1820, Cobourg had developed into an established community with grist mills, sawmills, and stores followed by a post office and gaol. By the 1830s, Cobourg had an established

harbour and by 1837, it was incorporated as a town. During the 1830s, Cobourg's harbour was improved to handle both freight and passengers in addition to exporting regional lumber and grain. New transportation routes were established in the 1840s with a ferry linking Cobourg with Rochester, New York and then completion of the Grand Trunk Railway linking Toronto and Montreal in 1856. In 1842, Victoria College was completed in Cobourg and remained until 1892. Early civic leaders recognized the importance of building a significant Town Hall and hired prominent architect Kivas Tully to design Victoria Hall in 1856 with a courtroom that was a replica of London's Old Bailey.

Also, during the 1850s, the town and its citizens helped to finance construction of the Cobourg Peterborough Railway. The railway had a significant challenge since there was no direct route north of Cobourg without building a bridge across Rice Lake. The railway was established in 1852 and open in 1854. The five-kilometer route across the lake became unsafe due to a combination of faulty engineering and ice damage and by 1860-61, it was no longer safe and functioning. By the early 1870s, wealthy Pittsburgh steel producers became interested in the railway and the Marmora iron mines which they purchased along with the railway forming the Cobourg, Peterborough and Marmora Railway and Mining Company. In 1873, they led construction of the Arlington Hotel, one of the first hotels to cater to affluent Americans. As a result, Cobourg became a major destination for summer residents and a resort community. A marketing campaign was launched extolling the virtues of the high ozone quality of the air in Cobourg. During the 1890s and early 1900s, several new hotels were constructed, and wealthy Americans began building large private residences in Cobourg. After the first World War and into the mid-20th century, a gradual decline occurred in Cobourg's resort status with ferry and train service being replaced by car and airplane travel focusing attention on other locations.



Prospectus: Cobourg & Peterborough Railway and Marmora Railways -1865

Map of the Cobourg Peterborough Railway and Marmora Railway in 1865. The line was later purchased by the Grand Trunk Railroad in 1893 and closed in 1898.



Hamilton Township as depicted on the Belden Atlas of 1878.



3D Map of Cobourg in 1867 as constructed by members of the Cobourg Museum Foundation. The brick building and brick outbuilding drawn on the purchase agreement for the lots at the corner of King and Hibernia/Spring Streets are visible on the 3D map. (Zoom in for more detail)

ARCHITECT, DAVID EWART (18 FEBRUARY 1841 - 6 JUNE 1921)

David Ewart was the Chief Architect of the federal Department of Public Works from 1896 to 1914. Ewart was born in Penicuik near Edinburgh, Scotland in 1841 and he initially was trained in his father's company as a joiner. He studied architecture at the Edinburgh School of Art in Edinburgh. In 1871, at the age of thirty, he and his wife, Jeanne Marie Doyen immigrated to Ottawa, and within eleven days of arriving, he joined the Department of Public Works as a draftsman. By 1879, Ewart was acting as assistant to the Chief Architect, Thomas Seaton Scott until his retirement in 1881, when Ewart took over as Head of the department. In 1881, Thomas Fuller was assigned the lead role which he held until 1896 and Ewart remained as assistant. Ewart was formally appointed Chief Architect in November 1897 and during his tenure, he oversaw the construction of several hundred buildings.

During the period when the Cobourg Armoury was being completed, several significant buildings in Ottawa designed by Ewart were constructed including the Dominion Archives Building (1904-1906) now the Canada War Museum, the Victoria Memorial Museum (1905-1908) now the Canadian Museum of Nature, Royal Canadian Mint Building (1905-1908), and the Connaught Building (1913-1916). Ewart's long career with the Department of Public Works earned him the Imperial Service Order which was awarded to civil servants after 1902 for a minimum of 25 years of service. Upon his retirement in 1914, he continued to hold the title of dominion consulting architect until his death in 1921.



Victoria Memorial Museum designed by Ewart in (1905-1908) now known as the Canadian Museum of Nature.



Royal Canadian Mint, Sussex Street, Ottawa, circa 1908. Photo Credit: Topley Studio Fonds, Library and Archives Canada, PA-012645.



Dominion Archives Building, Photo Credit: Wikimedia Commons, 1923. The former Dominion Archive Building was the first national Archives Building from 1906 to 1967.

FEDERAL DEPARTMENT OF PUBLIC WORKS / OFFICE OF THE CHIEF ARCHITECT

The Office of the Chief Architect was established in 1871 in the federal Department of Public Works in the architecture branch to supervise and oversee the design and property management of federal buildings across the country. In 1871, organizational changes were made in the Engineering Department of the Department of Public Works with the separation of the duties of assistant engineer and the senior architect establishing an architectural and engineering office. This was the initial stage of establishing a separate architectural department managed by the Architect of the Department of Public Works which was later confirmed by legislation.

The building types designed by the department included armouries, drill halls, courthouses, post offices, correctional facilities and other public buildings. By centralizing the architectural output, the work could be standardized for federal buildings across the country. During the early years of the establishment of the department, commissions would be assigned to external architects. By 1881, in-house staff had been hired and trained and as a result the work was organized for the large number of projects that the department had to manage.

From 1897 to 1914, David Ewart was the Chief Architect. He had worked in the Department from its inception in 1871 having been Assistant Chief Architect during the tenure of Thomas Fuller (1881-1896) and Thomas Seaton Scott (1871-1881). By the time of the tenure of Fuller and Ewart, the policy for department design was firmly established and the department was capable of preparing a large range of building types. During the period when Ewart was managing the department for both new construction and alterations and repair, the staff expanded from 18 in 1897 to 41 by 1913.

Records associated with the buildings indicate the Chief Architect was attributed with the design, and no specific individual design attributions were provided during this period of the department's history. The department had several government departments as clients: the Post Office, Customs, Internal Revenue, Department of Agriculture, military buildings and drill sheds for the Department of Militia and Defence, penitentiaries for the Department of Justice, schools for the Department of the Interior, experimental farms, large urban drill halls and barracks.

ARCHITECTURAL STYLE

During the tenure of Thomas Seaton Scott (1871-1881), the designs of many of the federal civic buildings favoured the Second Empire style. By 1881, upon Scott's retirement, the interest in the style had declined. During the period of leadership of Thomas Fuller as Chief Architect many of the building designs were in the Romanesque Revival style. Ewart's early work was also influenced by the Romanesque style since it was a very popular style in the latter part of the 19th century. His work on the Dominion Observatory from 1902 is seen as a good example of his Romanesque Revival designs.

Ewart incorporated Tudor and Elizabethan details into his designs and are visible on his later works including the Dominion Archives Building, Victoria Memorial Museum, The Royal Mint and the Customs Department building. Most of the armoury buildings completed in the latter part of the 19th and early 20th century incorporated baronial architectural features. Scottish baronial was an architectural style of the late 19th century Gothic Revival which revived the forms of historical architecture of Scotland in the late Middle Ages. Buildings in the Scottish baronial style included stylistic elements and forms from castles, tower houses and large residences of the Renaissance period in Scotland. The revival style was popular from the early 19th century until World War 1. Ewart had toured Great Britain for inspiration having studied Windsor Castle, Hampton Court, and St. James Palace. For the Canadian Museum of Nature. Ewart designed the building in a Tudor-Gothic Revival style incorporating Beaux-Arts planning principles. Crenellated towers, turrets, parapets and heavy stone block were typical in the Baronial Gothic style seen in armouries in many cities. David Ewart oversaw the design of many major federal buildings during a time of substantial growth across the nation that established a federal identity, and many were in the baronial style.



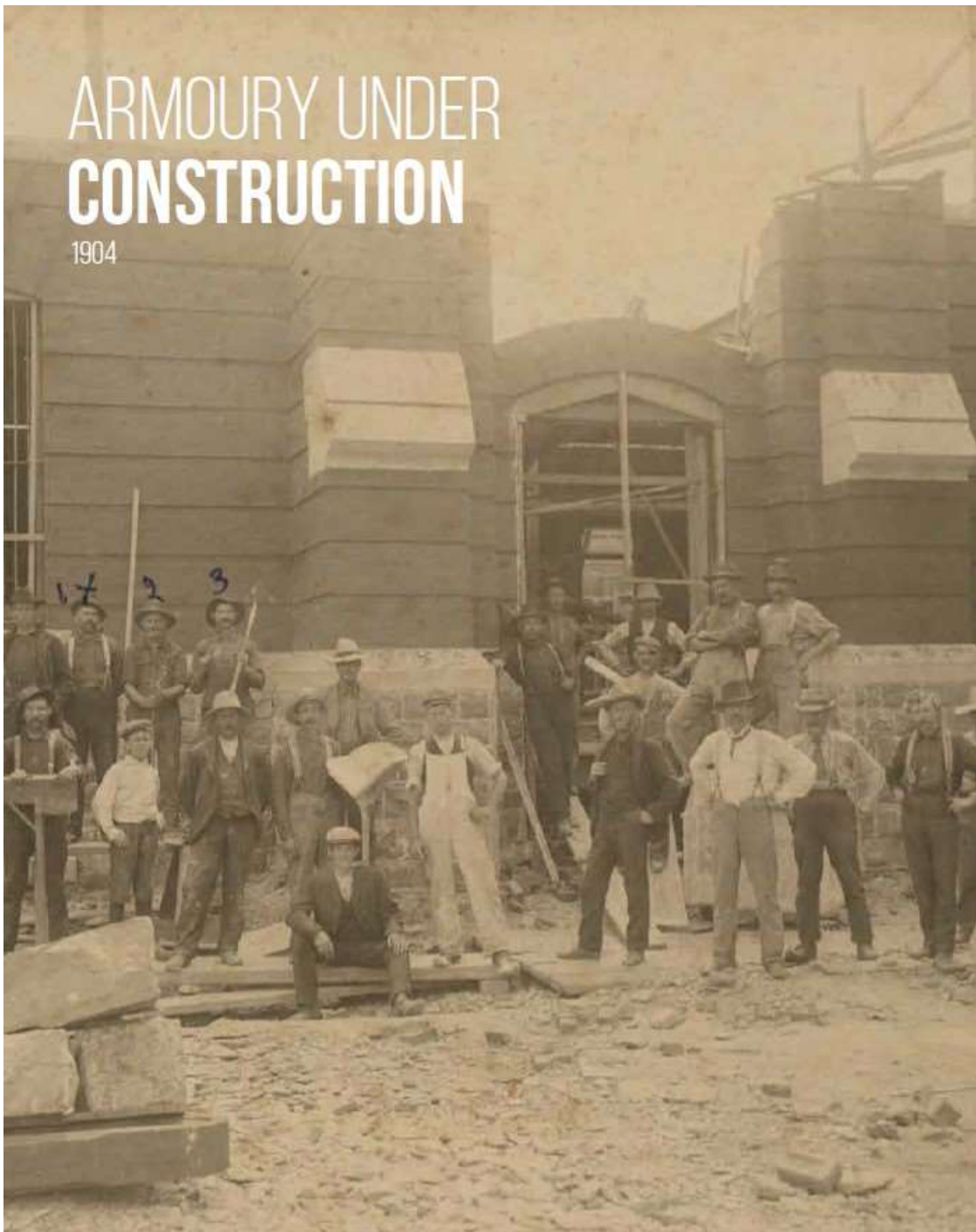
Cobourg Armoury
Photo credit: Unknown, 1910, Toronto Public Library Digital Archive



Cobourg Armoury looking to the east, 1915
Photo credit: Library and Archives Canada

ARMOURY UNDER CONSTRUCTION

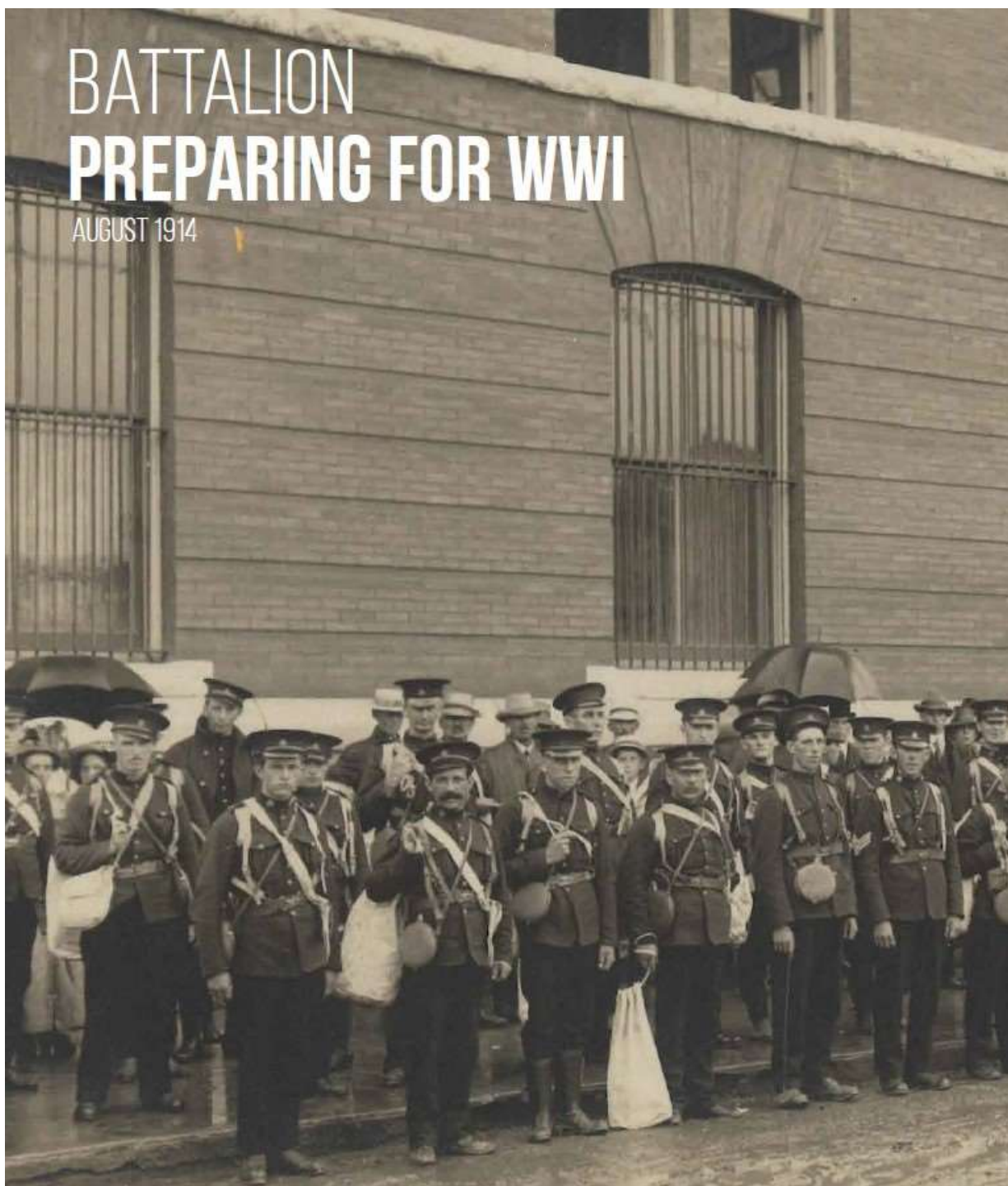
1904



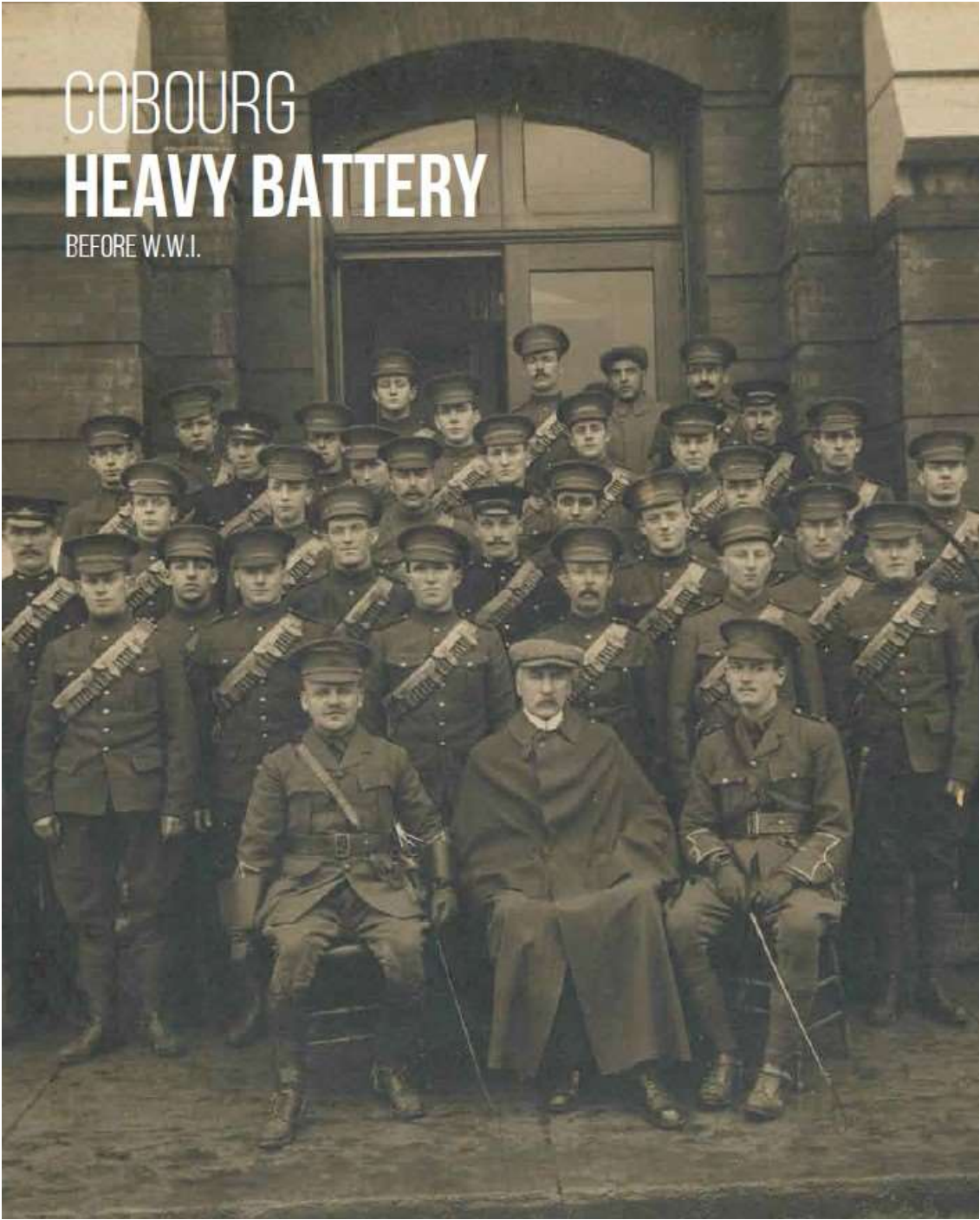
From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Armoury under construction, 1904.

BATTALION PREPARING FOR WWI

AUGUST 1914



From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives, Battalion preparing for WW1, August 1914.

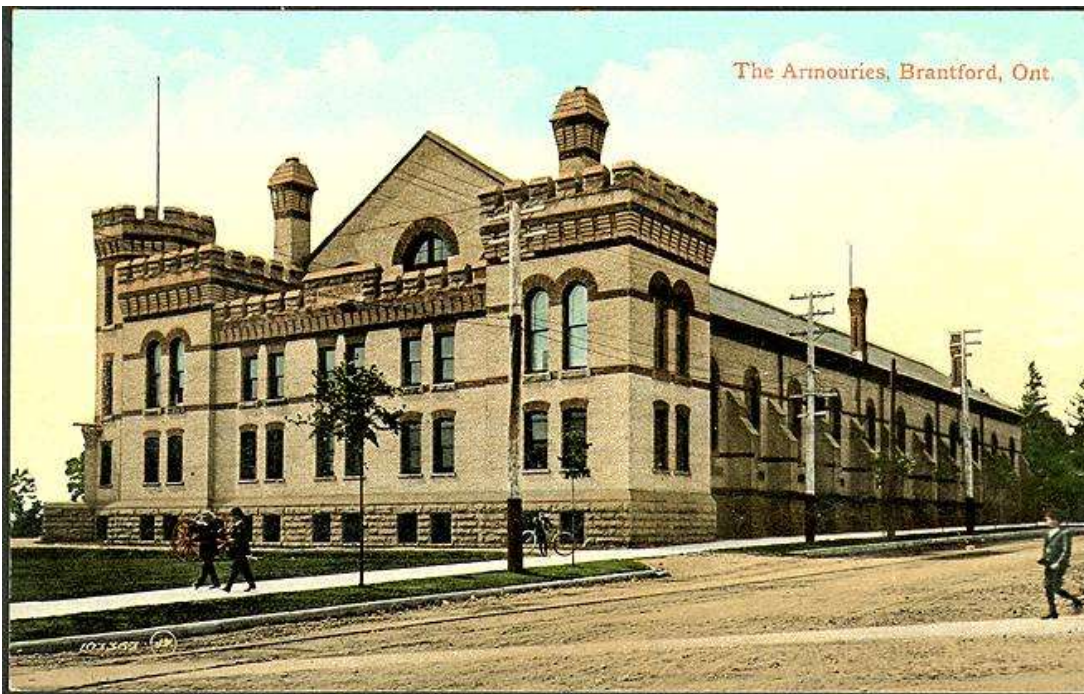


From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Cobourg heavy battery before WW1.



From the Cobourg Police Annual Review, 2017. Original images part of the Northumberland Archives. Battalion, August 1914.

OTHER ARMOURIES CONSTRUCTED FROM 1893-1914



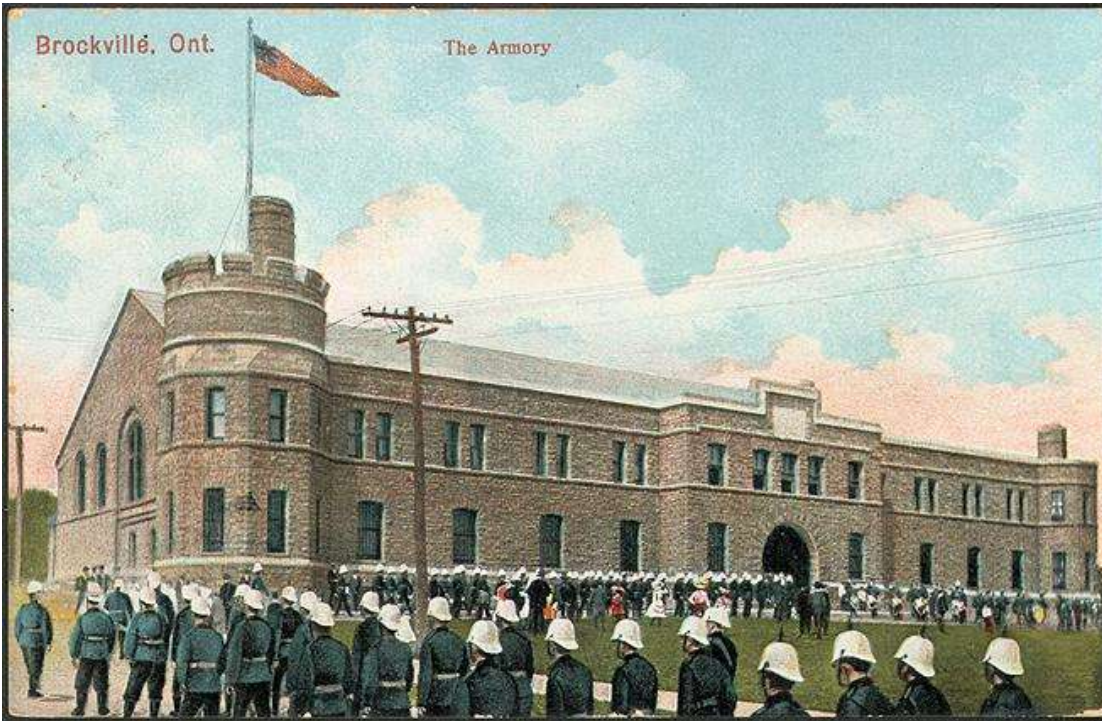
BRANTFORD ARMOURY, 1893

Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



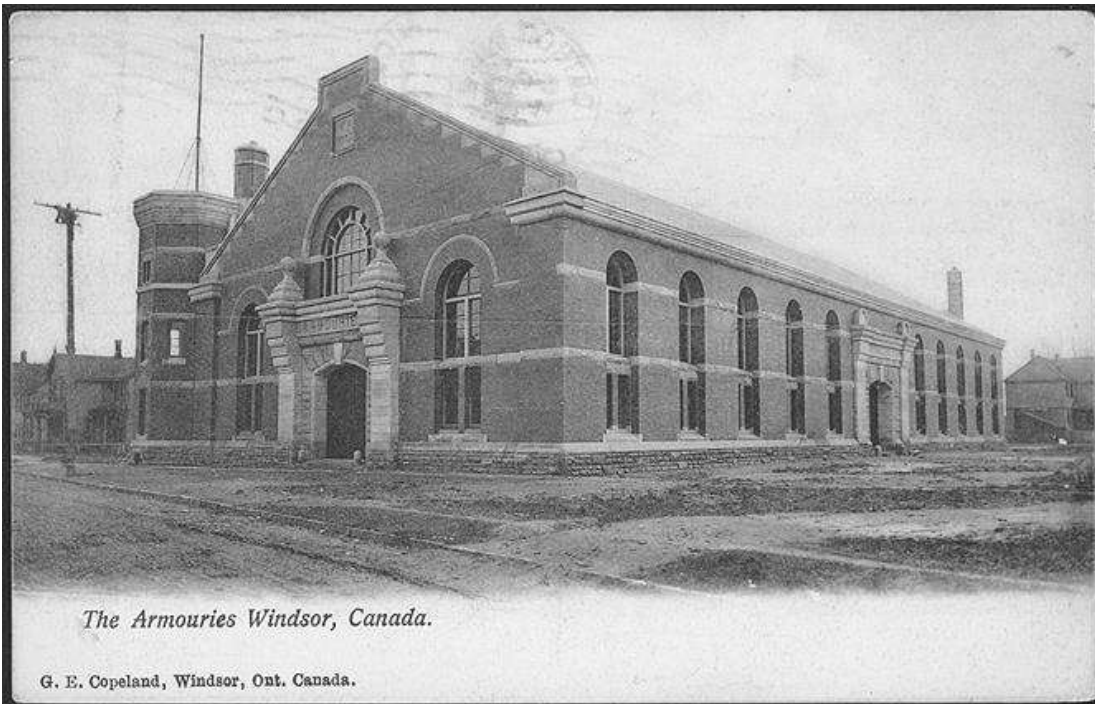
KINGSTON, 1899

Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



BROCKVILLE ARMOURY, 1900-1901

Photo credit: Illustrated Post Card Co., 1910, Toronto Public Library Digital Archive



WINDSOR ARMOURY, 1900-01

Photo credit: G.E. Copeland, 1910, Toronto Public Library Digital Collection



LONDON ARMOURIES, 1902 - 03
Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive

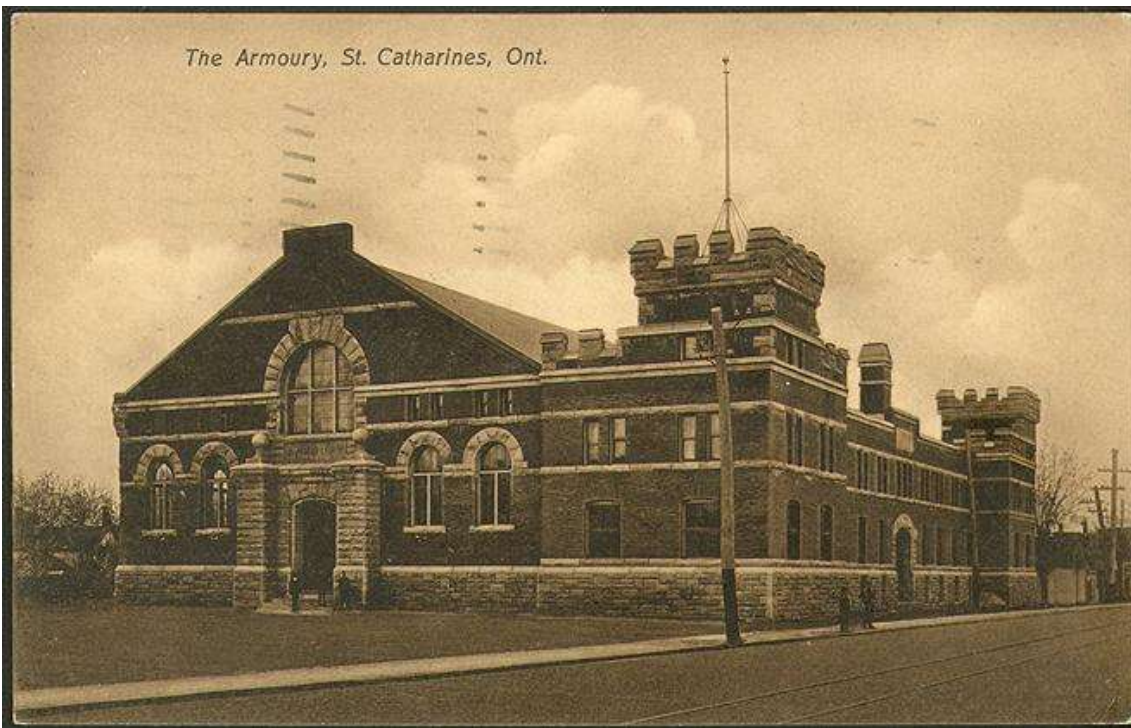


WOODSTOCK, 1904 - 05
Photo credit: J & J Sutherland, 1910, Toronto Public Library Digital Archive



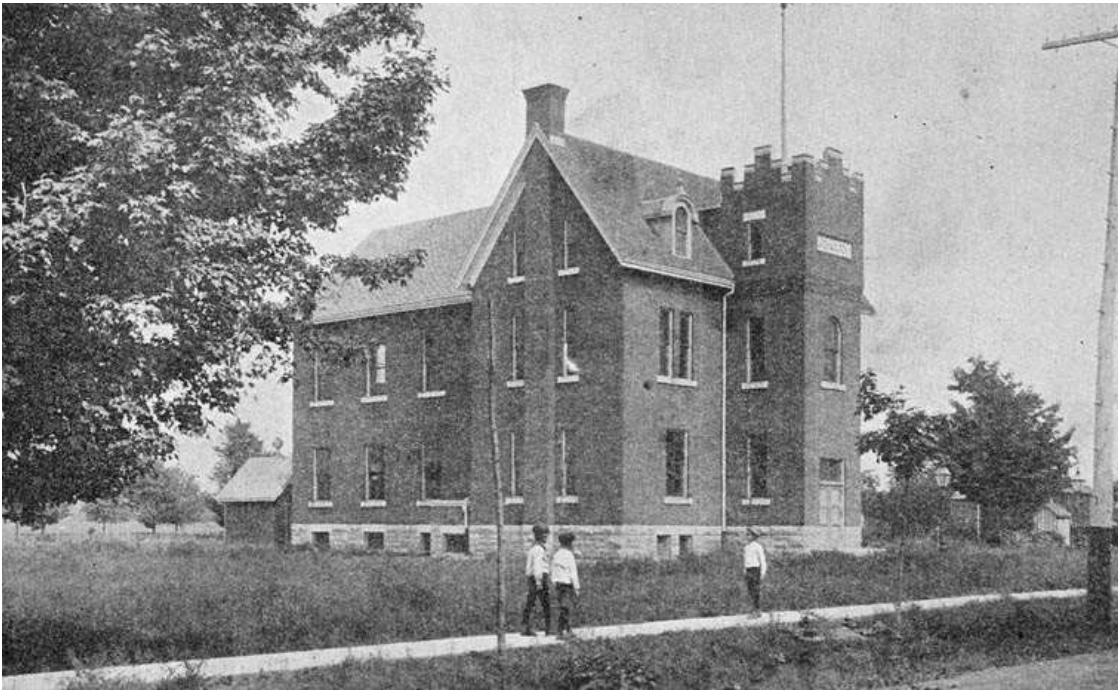
CHATHAM ARMOURY, 1905

Photo credit: Unknown, 1910, Toronto Public Library Digital Archive



ST. CATHARINES ARMOURY, 1905

Photo credit: F.H. Leslie, 1910, Toronto Public Library Digital Archive



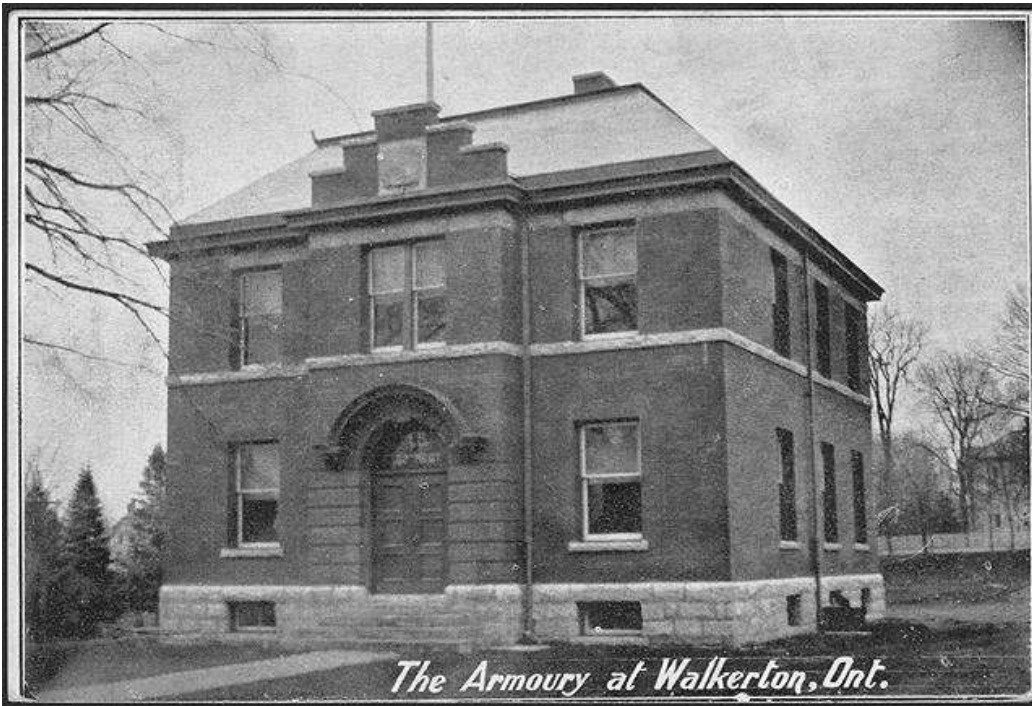
BURFORD ARMOURY, 1905

Photo Credit: Unknown, 1910, Toronto Public Library Digital Archive



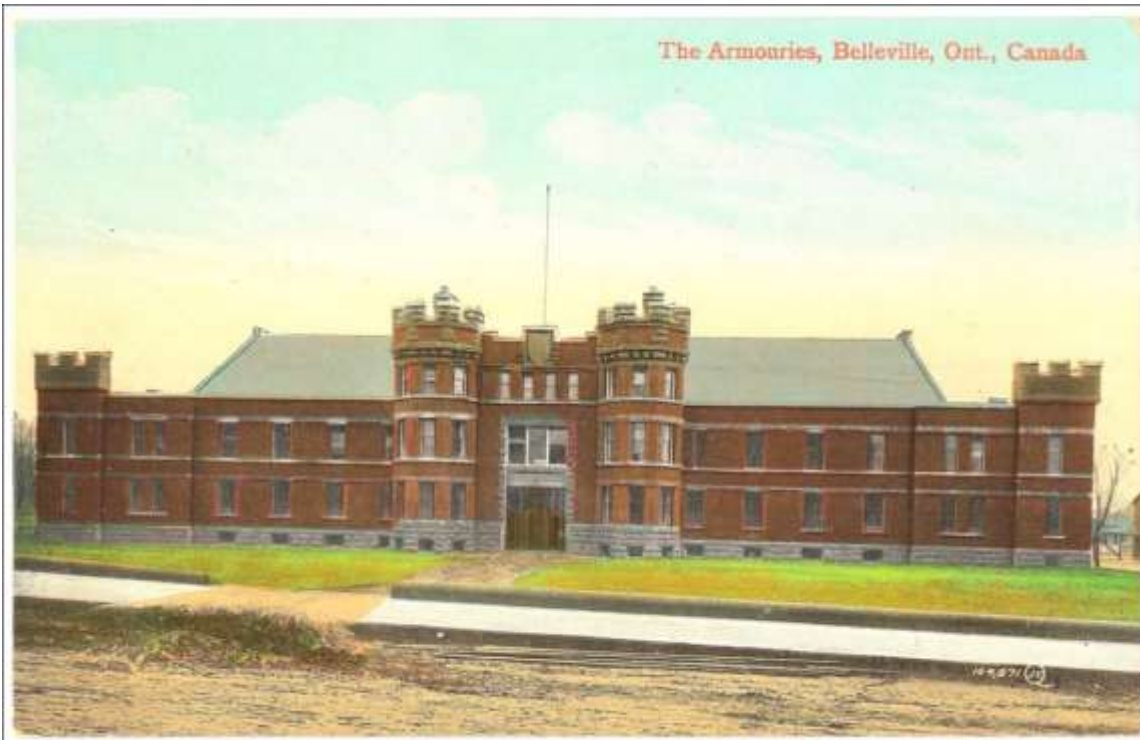
GUELPH ARMOURY, 1906-07

Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



WALKERTON ARMOURY, 1907

Photo credit: Unknown, 1910, Toronto Public Library Digital Archive



BELLEVILLE ARMOURY, 1907-08

Photo credit: Valentine & Sons, Montreal and Toronto, 1910, Toronto Public Library Digital Archive



NIAGARA FALLS ARMOURY, 1907-08

Photo Credit: Niagara Falls Public Library dated 1939.



PETERBOROUGH ARMOURY, 1907-08

Photo Credit: Wikimedia Commons dated 1911.



LINDSAY ARMOURY, 1913

Photo Credit: Kawartha Lake Digital Archive dated 1920.



GALT ARMOURY, CAMBRIDGE 1914

Photo Credit: Wikimedia Commons dated 2014.



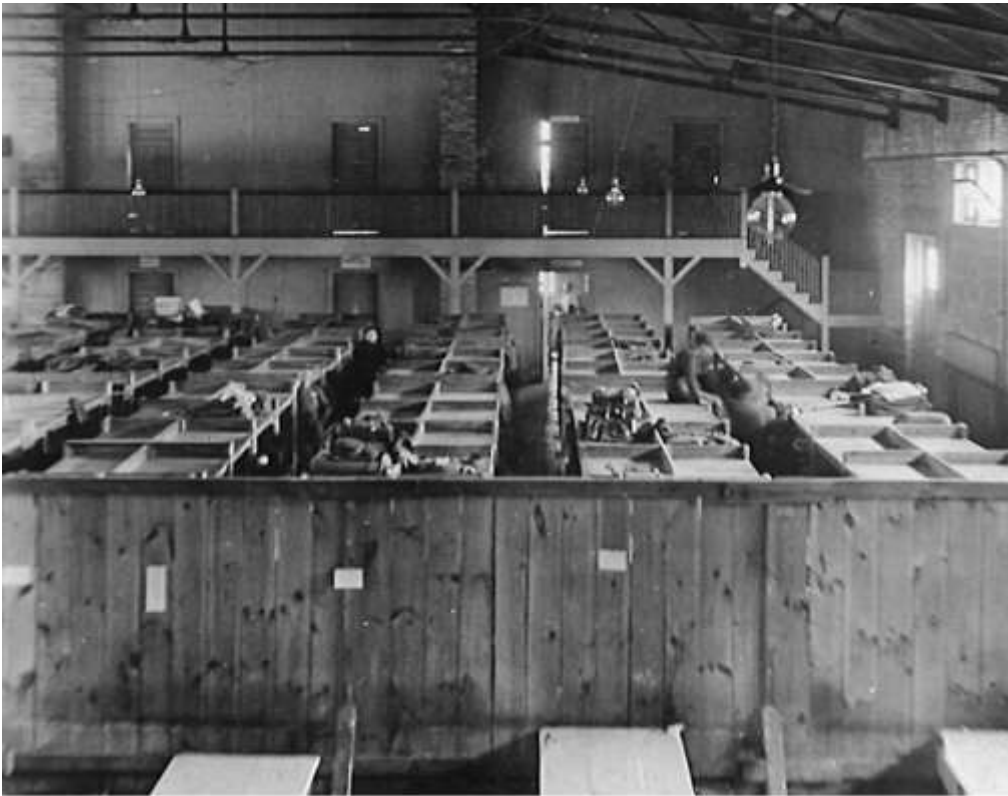
NAPANEE ARMOURY, 1914

Photo Credit: Undated, Museum of Lennox and Addington



OSHAWA ARMOURY, 1914

The Oshawa Armoury c. 1915. The Thomas Bouckley Collection, the Robert McLaughlin Gallery, Oshawa



Oshawa Armoury converted to sleeping quarters, circa 1917-18. Ontario Regiment Museum Collection.



BRAMPTON ARMOURY, 1914

Photo Credit: Undated, Tourism Brampton. The Brampton Armoury was built under the "Type B standard plan".



Aerial View of the former Armoury building with parking lot

The Cobourg Armoury was designated in 1986 under by-law 34-86. In November 1991, the property was included in a heritage conservation district study. On May 24, 2016, by-law 042-2016 was passed to adopt the heritage conservation district plan which included the former Armoury building.

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Cobourg Police Service – Needs Assessment & Accommodation Options

Version 1.0 – FINAL DRAFT for REVIEW

September 22, 2023

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Appendices

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Appendix B – Functional Program
Appendix C – Building & Systems Condition Assessment
Appendix D1 – Cultural Heritage Evaluation Report
Appendix D2 – Cobourg Armoury Heritage/History Report
Appendix E – Accessibility Report
Appendix F – Cost Estimate

Accessibility – This document has been developed to conform to the requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

CONFIDENTIALITY – This document has been prepared for the exclusive use of the Cobourg Police Service, and is not to be circulated outside the organization without specific permission.

1 – PROJECT SUMMARY

1.1 – Project Objectives & Methodology

Objectives & Background

Under the Police Services Act of Ontario (the Act) the municipality is responsible for providing facilities to properly support adequate and effective policing in the community.

The existing facilities at 107 King Street West no longer provide sufficient space to support police operations effectively and safely, despite the addition of a separate detention building and use of space at the Cobourg Innovation Centre at 739 D’Arcy Street. The objective of this study is to form a masterplan for addressing current space deficiencies and options with respect to development of expanded, new or upgraded facilities to support current and future police operations in Cobourg.

Challenges and Opportunities

A major challenge to providing new and adequate facilities for the Cobourg Police Service is the cost. The costs to provide community safety are increasing, and it is important to demonstrate value for money with any facility improvement strategy. Two factors should be considered – to make the best use of public dollars to provide the best possible value, considering upfront capital costs, operating costs and building durability to minimize the need for future maintenance and repairs, and also to plan for longevity by making any new facility flexible and expandable to minimize future costs beyond the established planning horizon. A properly planned and designed facility will allow the Cobourg Police Service to optimize and make best use of available resources.

The Town has several other large capital projects planned, and making another significant capital investment would place an additional burden on the Town and its residents and businesses. Other approaches to minimizing the capital cost impact could be studied, such as public-private partnerships or build-to-lease arrangements.

In this study, we have endeavoured to optimize space in the recommended new facility, and to balance the ability to support operational effectiveness with costs resulting from the facility size. This philosophy of optimizing costs and benefits should continue through any subsequent design and construction phases.

Report Concept

The intention of this report is to determine future space and facility needs to support adequate and effective police services in Cobourg, based on a 25-year planning horizon, and to explore, identify and evaluate accommodation options that are available.

As a benchmark to compare alternative strategies, a functional program has been developed, and a conceptual building designed around that, considering space needs, internal functional relationships, distribution of space by floor, and site needs for the next 25 years. The cost estimate included with this report is included in Appendix F. Alternative development options (such as expanding and renovating the existing building) are compared to this benchmark in terms of cost, implementation, location and other considerations.

This report is intended to outline potential strategic accommodation options for the Cobourg Police Service, to permit project stakeholders to make an informed decision with respect to future facilities. Several key topics are covered in this report which will help this process:

- Validation of the need for new or expanded facilities.
- Strategic accommodation or development options available – including provisions to meet the needs of a potentially expanded jurisdiction.
- Size of facility required – this report outlines the size of facility required to meet 25-year space needs. While a concept site and building layout has been provided for illustration, and to determine approximate site area requirements, no detailed design has been prepared at this stage, and no specific locations or sites have been identified. That work will follow pending approval of a facility masterplan and funding. Refer to Section 4.1.3 and Appendix B.
- Potential construction cost – an estimate of construction costs based on a start date in Q4 2024, following detailed design and preparation of construction documents. Appropriate construction cost escalation should be added for potential construction tender dates beyond this. This is a Class D, order-of-magnitude pre-design estimate for planning and budgeting purposes. Refer to Appendix F.

1.2 – Study Process

RPL Architects were awarded this assignment based on a Proposal for Services in response to Request for Proposals RFP #1-2023 *Cobourg Police Service Facility Condition Assessment and Functional Space Analysis* dated February 2, 2023. Through this RFP, the Service sought to retain the services of a qualified consulting team with relevant expertise and experience in the planning and design of police buildings to undertake a facility condition assessment and police functional space analysis. The assignment was to determine the current level of service and projected service requirements for a thirty-year planning horizon, and to determine if these could be accommodated in the current building, or if alternative accommodation strategies would be necessary.

Following award RPL Architects began work on this assignment at the end of April 2023. The work was done through three distinct phases:

- Stage 1 – Understanding Current Operations, Facility Deficiencies & Issues
- Stage 2 – Developing a Vision of Future Needs
- Stage 3 – Evaluating Accommodation Options

Consultant Team

The consultant team, led by RPL Architects as the prime consultant, included a number of specialists in the following areas:

Space planning and accommodation options evaluation, site evaluation, analysis	RPL Architects, Police Facility Consultants
Architectural	RPL Architects
Mechanical, electrical and IT/comms systems	Quasar Consulting Group
Structural & civil engineering	MTE Consultants, Engineers
Cost consulting	Ingersoll Associates
Building code and life safety	LMDG
Architectural heritage consultant	Philip Goldsmith Architect

Study Participants

The following people were consulted and/or participated in the understanding of current and future police operations, priorities and accommodation needs:

- Chief of Police – Paul VandeGraaf
- Deputy Chief of Police – Jeff Haskins
- CAO Roger Ramkissoon
- Staff Sergeant Scott Bambridge – Operations Support
- Staff Sergeant John Linney – Operations
- Sgt Kyle Ferguson – Uniform Patrol
- D/Sgt Randy Curr – Investigations
- Cst. C. Bauer – Uniform Patrol
- Cst. Josalyn Hilts – HARP unit
- Jason Salisbury and Joel Rashotte – Training
- A/Supt. Duncan Walker A/Insp. Mark Salerno – Police Auxiliary
- Vicky Darbyshire – Identifications
- Gina Wilson – Director of Corporate Services, Business Centre
- Jackie Stacey, Lisa Munday – Administration
- Keri McCutcheon, Sara Guerra – Business Centre
- Phil Mandryk – Information Technologies
- Chantelle Vanderwel (and Sharon, Erin, Rhonda, Julie, Carla) – Records & CM, Exhibits
- Caitlin McLeod – DEMS & Property
- Lesley Rodrigues – Crime Analysis
- Joe Miller – PoliceTech Accelerator program

Others who were not part of the formal interview process provided additional valuable insight and opinions.

As part of the process the consultant team had conversations with several Town of Cobourg representatives:

- Lucas Cleveland – Mayor
- Nicole Beatty – Deputy Mayor, Councillor and member of the Police Services Board
- Brent Larner – Town Clerk
- Rob Franklin – Manager of Planning
- Marina Smirnova – Cobourg Heritage Planner

Police Services Board

A presentation was made to the Cobourg Police Services Board on August 29, 2023 to provide a summary background to the findings of this assignment and report.

Site Evaluation

As no suitable Town-owned or other available properties were identified during the course of the study, specific sites were not evaluated as potential locations for a new facility and compared in terms of operational effectiveness, locations, accessibility to the community, cost of development and other factors. Should the Police Services Board elect to approve one of the accommodation strategies recommended in this report, a comprehensive site selection study and facility master plan should be undertaken as described in the preceding section and in Section 4.1.3.

Note on Areas

Areas in this report are given in imperial units. Square feet can be converted to square metres by dividing by 10.76. Existing and required areas for each operational unit, section or suite are approximate. Future space requirements are estimates based on typical circulation and grossing factors, and have been rounded.

- Gross floor area (GFA) refers to the area of the building including the thickness of exterior walls, common circulation areas (corridors, stairs, elevator) and service spaces, as well as common-use washrooms.
- Usable area generally refers to the area of each individual suite or group of spaces assigned to a specific purpose and includes internal circulation.
- Net area refers to the actual size of offices, rooms and workstations.

A factor has been used in the accompanying tables to estimate usable and gross floor area based on the required net area of each component.

1.3 – Findings & Recommendations

Future Staffing Levels and Space Requirements

Space requirements to accommodate current and future police operations in Cobourg are based on anticipated staffing levels for each operational unit, and specific space requirements, functions, equipment and storage needs in each. Anticipated future staffing levels are based on an approximate 25-year planning horizon, however actual numbers could vary. Similarly, space provisions are based on a continuation of police service and operational and technical trends – however as there are many unknowns. Any new facility should be designed with flexibility in mind to accommodate or adapt to future policing needs, methods and technologies.

- Based on discussions with Cobourg Police Service representatives, past trends, population and demographic projections and development patterns within the Town, this report estimates that the Service will grow from its current level of 143 (including volunteers and Police Auxiliary) to around 225 by 2048.
- To accommodate this number of staff, approximately 60,000 sq.ft (6,600 sqm) of space would be required (excluding a new firing range and use-of-force training facility).
- A further 11,000 sq.ft (1,000 sqm) would be required for an 8-lane 50m firing range.

Note that these areas, and the figures included in Appendices B and D, are estimates only. The final gross floor area (and associated building cost) will depend on the final building shape and configuration, number of floors, internal planning efficiencies, provision of expansion space, property development costs, site servicing and many other factors. More detailed concept designs and cost estimates can be prepared following site selection.

Annexation – The figures above are based on providing services to the Town of Cobourg only, within the current jurisdictional boundaries. Should annexation of other communities be considered, the impact on staffing levels and operational needs of the police building will be affected. How the Service intends to approach this issue must be decided prior to embarking on any future facility location or design.

Accommodation Options

There are three basic options available to provide facilities to support adequate and effective policing in Cobourg. A fourth option would be to plan a new building to be the primary facility, located in Cobourg, for a potential West Northumberland police service:

1. Expand and renovate the existing building.
2. Adapt another building for use by the Service.

3. Construct a new purpose-designed facility meeting best practices and providing a long-term solution for space needs for the Cobourg Police Service.
4. Develop a facility concept to accommodate a potential West Northumberland Police Service, amalgamating the services of Cobourg, Port Hope and areas currently serviced through contract with the OPP. No detailed staffing, space or facility requirements have been prepared for this option, but the facility would be much larger than would be necessary for Cobourg-only scenarios.

The first option is considered impractical, extremely difficult to implement, and would likely be the most expensive. Through the course of this study no suitable buildings were identified that could potentially be adapted for re-use.

This report recommends adopting the third option, to provide new facilities, specifically designed for the police service and the people of Cobourg. This can be designed to be expandable in future to optimize life cycle costs, and can be planned to support partnerships with other community service organizations.

- Base option
- Use-of-force training centre

A fifth option, to contract policing services to the Ontario Provincial Police, was not considered.

Options Comparison & Recommendations

As Options 1 and 2 above were not considered feasible, this report focusses only on the provision of a new facility on as-yet undetermined site. A generic concept plan for each new option is included in this report for costing purposes and to validate the site area that would be required.

- For the Cobourg Police only
- Cobourg as a HQ location for a potential regional service or area of expanded jurisdiction

Construction & Project Costs

Police buildings have always been expensive to construct. They must be designed to post-disaster structural requirements as dictated by the Ontario Building Code, they must have robust mechanical, electrical and communications systems with a high level of reliability and redundancy. They must be durable, easy to maintain and economical to operate. Recently, the requirement for high levels of energy efficiency and compliance with net zero carbon (NZC) targets has impacted construction costs. In the last three years (since COVID-19) construction costs have increased significantly, and are expected to continue to rise as a result of significant

investment into public buildings and infrastructure, combined with the impact of labour shortages, demographic changes in the workforce and supply chain issues and material shortages. Even the current war in Ukraine has impacted the availability and cost of structural steel internationally.

The Class D (program-based) pre-design cost estimate included in Appendix F has been escalated to the fourth quarter of 2024, which would be the earliest realistic date for a building design to be completed and tendered, however if the decision to commit to a new facility is delayed, the impact of further construction cost escalation must be considered. Due to the conceptual nature of the new building at this time, and the fact that no site has yet been selected, a 20% design contingency has been carried.

Other project delivery methods are available, such as design-build, construction management or Integrated Project Design (IPD), however the ultimate capital construction cost to the Town would be similar.

Option 1 – Expansion & Renovation:

- Estimated construction cost (2023 dollars)\$29.0 million
- Estimated construction cost (Q4 2024 + 10% escalation).....\$31.9 million

These costs exclude the cost of temporary relocation of all or a portion of police operations, and temporary fit-up of space.

Option 3 – New Construction:

- Estimated construction cost (2023 dollars)\$31.3 million
- Estimated construction cost (Q4 2024 + 10% escalation).....\$34.4 million

These costs exclude an indoor firing range, which has been included as an option. If included in the project, this would add another \$5 to \$8 million depending on the number of firing lanes included and the provision of other use-of-force training areas.

No cost estimate could be prepared for Option 2 (adaptive re-use), as no suitable facilities were identified.

Recommendations

This report provides information on the requirements for a single new consolidated police headquarters, and the justification for this. Other options of renovation and expansion of the existing location, or of adaptive re-use of another building, are considered unfeasible.

This report recommends that need for a new police headquarters be acknowledged, and that the scope of this assignment be expanded to include identification and evaluation of potential sites, and to include the development of a new police facility master plan based on a site-specific concept.

Next Steps – Facility Master Plan

Following approval of the recommendations in this report, a logical next step would be to prepare a comprehensive facility master plan for the Cobourg Police Service. Elements of this should include:

- Site selection and evaluation – including location, access, physical site characteristics, risk assessment, site servicing, acquisition cost, etc.
- Test-fit concept designs
- Construction and project cost validation, including land costs, soft costs, furniture and equipment, etc.
- Development opportunities for use of vacated areas currently allocated to the Police Service.
- Implications of having a new Cobourg Police facility become the headquarters for an enlarged jurisdiction.
- Determination of project delivery method (stipulated sum, design-build, Integrated Project Delivery)

This work could be conducted as a separate pre-design project, or could be incorporated into a full architectural and engineering consulting assignment from pre-design through to construction completion and move-in.

2 – CURRENT OPERATIONS, FACILITIES & ISSUES

2.1 – Current Operations & Resources

The Cobourg Police Service provides policing, crime prevention and public safety services to the residents, businesses and visitors to the Town.

Mission, Vision and Values of the Cobourg Police Service

Strategic priorities of the plan include increasing visibility and presence, expanding and diversifying partnerships and modernizing youth engagement strategies, as well as promoting organizational wellness, modernizing the deployment of resources, improving road safety, and addressing systemic barriers.

The recommendations in this report will support these and other objectives, and the future direction of the Police Service in Cobourg.

2.1.1 – Current Operations

Organization

Under the Chief of Police the Service is divided into two branches:

- The Community Policing Branch reports to the Deputy Chief of Police and includes the following divisions and units:
 - Office of the Deputy Chief (Professional Standards, Continuous Improvement/Innovation, Policy & Procedures, Organizational Performance & Crime Analysis.
 - Operations Division (Uniform platoons, 911 communications, Special Events and the Auxiliary unit.
 - Operations Support Division (Investigative Support, Public Safety Resource Unit, Training & Education, Court Services, Property & Evidence and volunteers.
 - Community Resource Unit (MHEART/HARP¹, Youth Support, Traffic Safety, Forensic Identifications, Community Partnerships and the Northumberland County Situation Table.
- The Administrative Support Branch reports to the Chief Administrative Officer, and includes the following sections and responsibilities:
 - Information Technology Unit

¹ Mental health, addiction and homeless support units.

- Human Resources and Financial Services
- Administrative Services Division (Administrative Coordinator/QM/Retention/Paid Duty, FOI coordinator, facilities management, fleet services)
- Corporate Services Division (Business Centre, Records & Case Management)

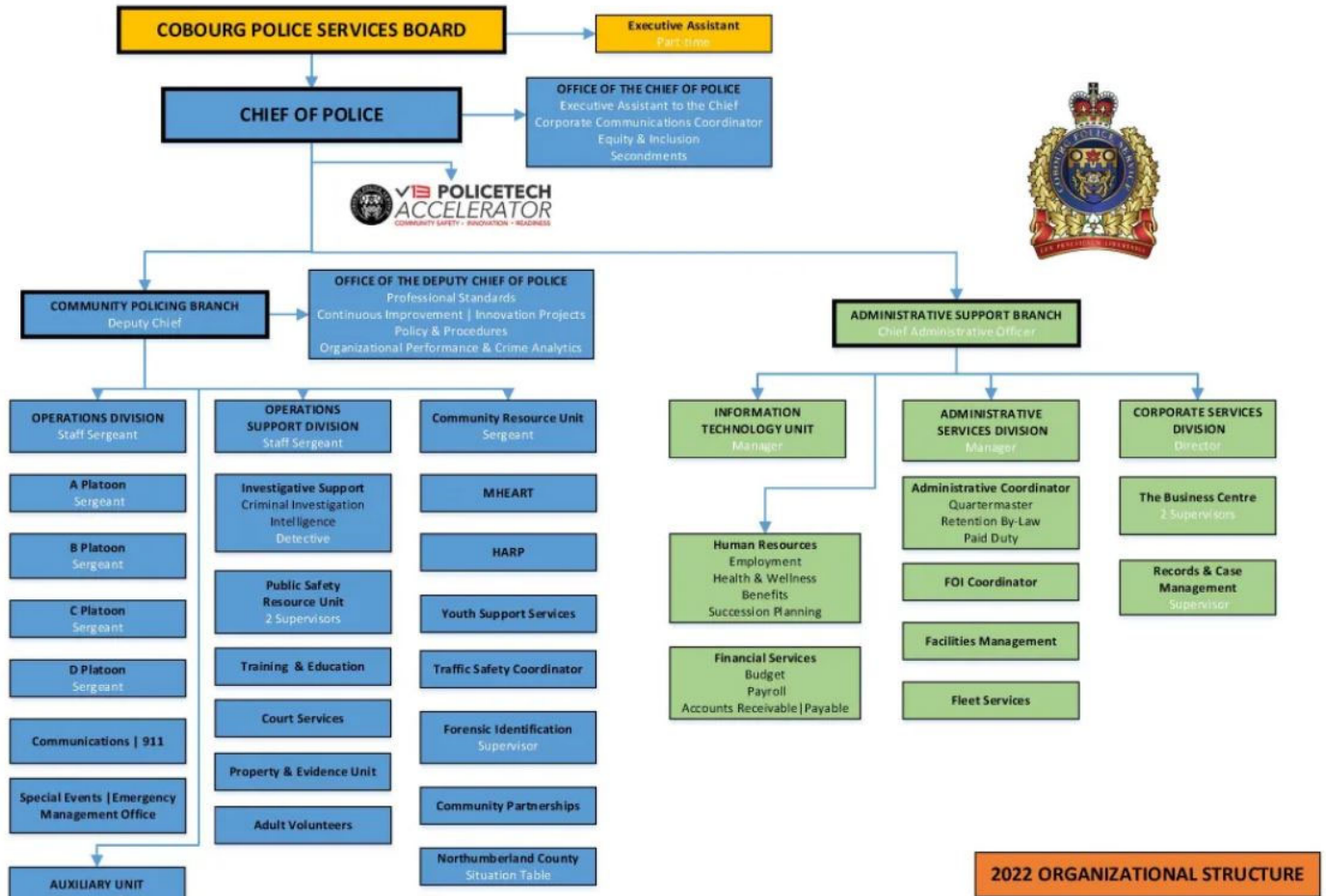


Fig. 2.1.1 – Cobourg Police Service organization chart 2022

Current Locations & Service Profile

All police operations are conducted out of the principal building at 107 King Street West. The Business Centre, which conducts criminal record checks as a separate function occupies space on the second floor of the Cobourg Innovation Centre at 739 D'Arcy Street. There is no regular public access to the Business Centre, but the large conference room on the second floor is used for Police Service Board meetings, to which members of the public have access. An office is provided for the Police Auxiliary unit on the second floor at 739 D'Arcy Street as there is no available space at the King Street location.

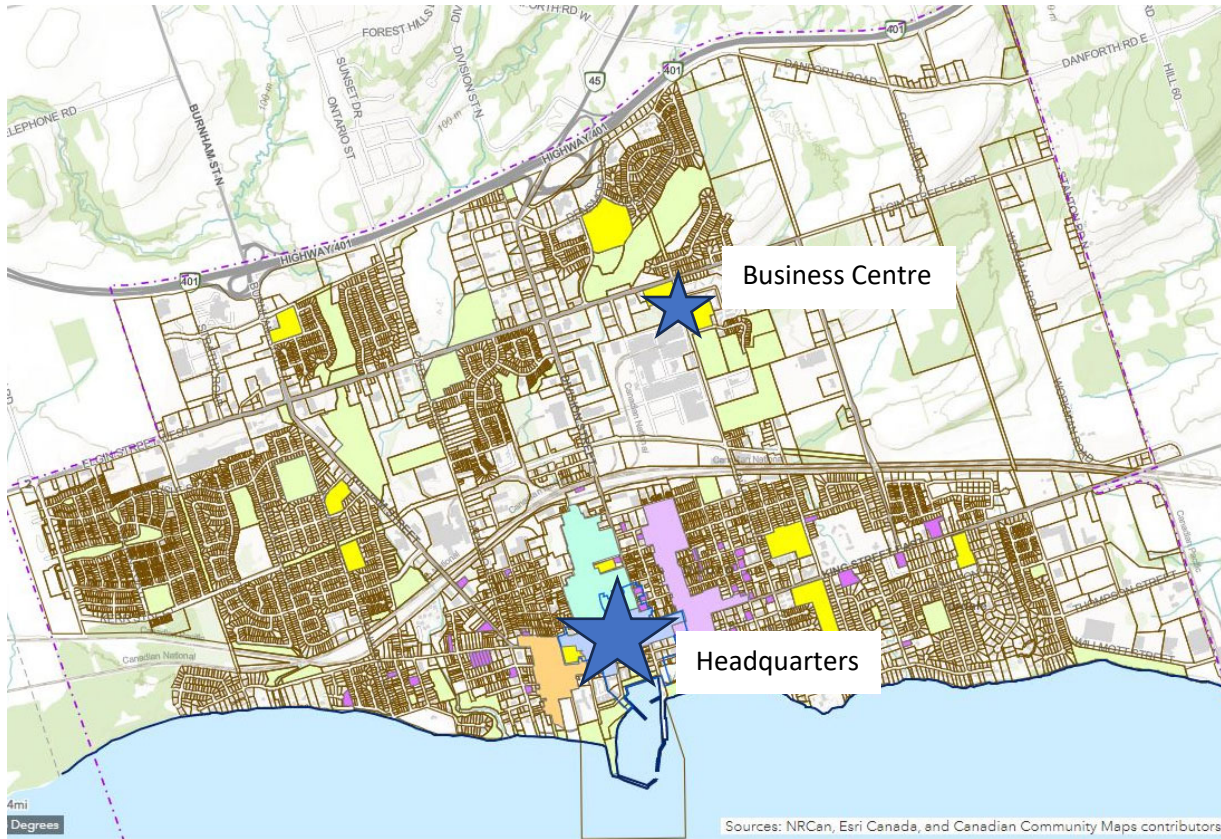


Fig. 2.1.1.1 – Facility Locations

Provision of Adequate and Effective Police Service

Across Canada, policing organizations are challenged in providing adequate, effective and proactive services to their communities. Police work continues to become more complex, to require more training, and demands more collaboration and innovative response to ever-increasing community needs. The existing police facility does not adequately support those

objectives and the specific initiatives and services provided by the Cobourg Police Service. It has been outgrown, and the quality, arrangement and condition of its spaces cannot accommodate the inevitable organizational growth that the Service will undergo to meet the demands of a growing community.

2.1.2 – Staffing & Resources

Current Staffing Levels

Including the Business Centre, the Service as of June 2023 comprises 143 sworn, civilian and volunteer staff. This number fluctuates with time based on new hires and retirements. A number of members are off duty with PTSD or have been assigned modified duties.

- Sworn members 41
- Special constables 16
- Police auxiliary..... 20
- Full-time civilians..... 19
- Part-time civilians..... 42
- Subtotal – excl. volunteers 138
- Volunteers..... 5
- Total – all categories 143

For comparison purposes, excluding staff associated with the Business Centre and volunteers, the Cobourg Police Service comprises approximately 93 sworn and civilian members, serving a community of around 21,000. This is a ratio of 4.4 per 1,000 population.

The Town of Cobourg – Population & Demographics

According to the Town of Cobourg Planning Department the current resident population is estimated at between 20,519 and 21,077 (2021/2022). 25-year population growth projections indicate an anticipated population in the Town of between 28,000 and 31,000 by 2048, an estimated increase of between 36 and 66 percent over current levels.

- Current population (2022) est. 21,077
[\(www.citypopulation.de/en/canada/ontario/admin/northumberland/3514021__cobourg/\)](http://www.citypopulation.de/en/canada/ontario/admin/northumberland/3514021__cobourg/)
- Town of Cobourg/Census – population 20,519 in 2021.

Projected Population & Development:

- Population estimate 2006 (Town of Cobourg Official Plan, May 2018) 18,210

- Town population projection 2031 (Town of Cobourg Official Plan, May 2018)... 23,430
- Extrapolated population projection 2048 @ +1.15% per year (RPL) 28,000
- Town population estimate 2021 (Statistics Canada) 20,519
- Town population projection 2041 (Northumberland County OP, 2016) 28,800
- Extrapolated population projection 2048 @ +2% per year (RPL) 30,800

Sources: Northumberland County Official Plan 2016, Population by Area Municipality by 2041

Growth & Development

According to the Long Range Planning section of the Town of Cobourg Planning and Development Division, significant residential development is planned and foreseen for the east end of the Town, along with associated commercial and community resources.

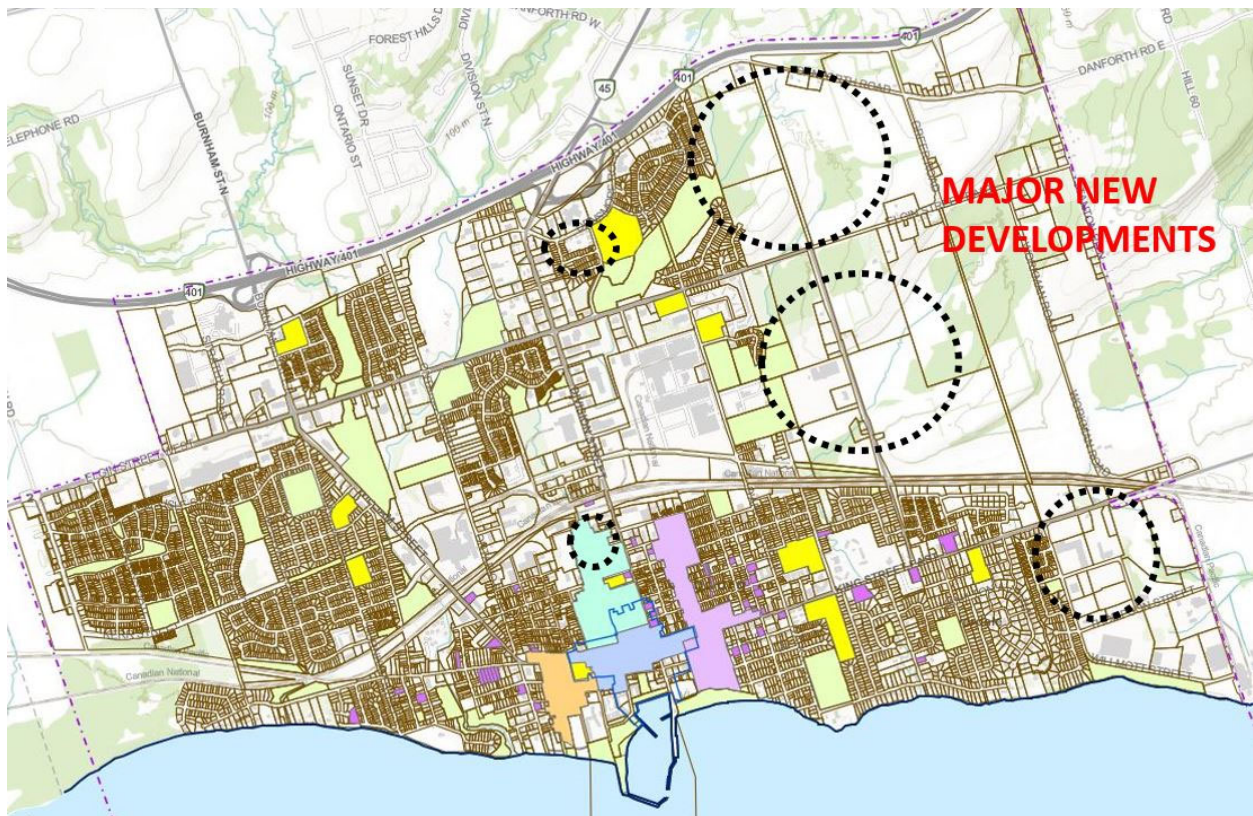


Fig. 2.1.2.1 – Future Development Growth in Cobourg

Calls for Service & Other Service Load Indicators

Other than raw growth in the resident population, other factors have had, and will continue to have, an impact on policing strategies and service load. These include implementing pro-active

and community-based policing, crime prevention and support programs, increased training demands, and increasingly time-consuming and complex response to calls for service.

The annual number of calls for service in Cobourg increased 23 percent between 2017 and 2022 – from 16,670 to 20,529. This trend is predicted to continue.

Average time spent on a call varies with occurrence type. Most police calls for service are for a limited number occurrence types. Time spent by reporting officers on a call (excluding follow-up or investigative time) can typically range from an average of 2.5 hours for assaults, warrants and bail violations to between one and two hours for other occurrences. Even ambulance assistance, municipal by-law calls and other activities takes up officers’ time. Other, less frequent but more serious call types, such as kidnapping or sudden death, can take four to five hours or longer, excluding investigative time, court appearances and preparation.

Potential Future Staffing Levels

Excluding the Business Centre and volunteers current total staff to be accommodated in the King Street building is around 93 (August 2023).

Based on anticipated population growth and demographic changes, future demand for police service could indicate a future total staff complement (excluding the Business Centre and volunteers) of around 152, a 63 percent increase over current levels. This represents a continual staffing growth of between 1 and 1.5 percent per year, or approximately two additional members a year.

- Current Population (approx.) 21,000
- Current Police Staff (excluding 45 at the Business Centre)..... 93
- Police-to-Population Ratio..... 4.4 per 1,000

- Projected 2048 Population (mid range of projections, approx.)..... 30,000
- Projected Police Staff (excluding est. 68 at the Business Centre) 152
- Police-to-Population Ratio..... 5.1 per 1,000

Actual numbers of sworn staff may vary from these anticipated numbers by the 25-year planning horizon. The figures above exclude the Business Centre and volunteers.

Annexation or Amalgamation

The numbers presented in this report are based on the service area for the Cobourg Police Service to maintains its current boundaries. Should annexation of adjacent communities take place, adjustments in staffing projections and space requirements would have to be made. Service strategies for additional areas may dictate a need for other facilities or police substation to support revised resource allocation and deployment patterns.

This report does not cover the impact on staff of space that may result from amalgamation with the Town of Port Hope, or to have Cobourg be the location for a wider jurisdiction in the western portion of Northumberland County.

2.1.3 – Cobourg Police Service Strategic Plan 2022-2025

The recent Strategic Plan prepared by the Service is tailored to meeting the needs and priorities of the community. According to the chair of the Police Services Board it provides a framework for an integrated approach to policing rooted in innovation, collaboration and knowledge sharing. The Police Services Act (and the pending Comprehensive Ontario Police Services Act) requires the Board to prepare and adopt regular forward-thinking strategic plans to provide adequate and effective police services to the population served. Nine separate areas are the focus of performance goals and improvement indicators (community-based crime reduction and investigation initiatives; community satisfaction; emergency calls for service; clearance rates for violent crimes, property crimes and youth crime; assistance to victims of crime; interactions with youth, members of racialized or disadvantaged communities and those with addiction or mental health issues; interactions and relationships with indigenous communities; and road safety).

Five key strategic priorities are identified in the Strategic Plan to address these issues:

1. Collaboration amongst partners
2. Innovation in policing practices and technologies
3. Operational excellence
4. The people of the CPS – encouraging knowledge, motivation and passion in their work
5. Public trust and commitment

The aim of this report is to identify a facility improvement plan to support these priorities, to allow adoption of design best practices for police organizations, to facilitate increased efficiencies and communication within the organization, to permit community partnership opportunities, and to meet long-term needs of the service and the community.

2.2 – Current Facilities

2.2.1 – Current Facilities

The Cobourg Police Service operates out of two locations. The majority of police operations are housed at the former armouries building at 107 King Street West, including a separate detention block constructed several years ago. The Business Centre, which processes criminal record checks (and is the largest such operation in North America) is located on the second floor of the Venture 13 building at 739 D’Arcy Street.

- Primary location, 107 King St W (basement + 2 floors) 27,630 sq.ft GFA
- Detention block.....Approx. 260 sq.ft GFA
- Business Centre, 739 D’Arcy St. (incl. large board room, Auxiliary)..... 7,620 sq.ft GFA
- Total area occupied 35,510 sq.ft GFA

Headquarters – 107 King Street West

This two-storey building (two floors + basement) was constructed as an armoury for Canadian armed forces in 1904. The main and second floors accommodate the bulk of police operations, support and administrative functions. The basement, which doesn’t extend under the entire building, is in very poor condition. The only function located in the basement is evidence storage. Other parts of the basement are unusable. An elevator serves all three levels.

Floor areas (gross floor area) are as follows, but the actual usable area within the building is less. A portion of the existing basement is unusable because of damp and deteriorating condition. Internal planning is inefficient and fragmented.

- Main floor..... 11,088 sq.ft GFA
- Second floor 11,087 sq.ft GFA
- Basement (only partially usable) 5,455 sq.ft GFA
- Total gross floor area..... 27,630 sq.ft GFA

The main building at 107 King St W and the detention block are served by two independent emergency generators.



Fig. 2.2.1 – Existing Facility at 107 King Street West

Detention Block

Constructed several years ago to house processing and detention of persons in custody, this facility fulfils its purpose, but does not meet best practices for detention facility design. Rooms and circulation areas are very restricted.

Parking & Vehicle Access

The Police Service has access to approximately 50 parking spaces on the property for operational vehicles, including the police lot, on-street parking and use of the Town parking lot at the intersection of Hibernia Street and Albert Street. Staff vehicles are accommodated on the nearby parking lot of the William Academy. The number of on-site parking spaces is inadequate. Parking lot security is also an issue for both operational vehicles and staff vehicles. There is no secure fence, and vehicles have been subject to damage.

Business Centre – 739 D’Arcy Street

The Cobourg Police Service Business Centre provides criminal and vulnerable sector checks to members of the public on a pay-for-service basis. The unit occupies part of the second floor of the Venture 13 Building. Approximately 7,600 sq.ft is assigned, including an office for the Police Auxiliary and a large conference/training room. Actual space provided for offices, workstations and support areas (printers, copiers) is around 4,500 sq.ft. The space is adequate for current Business Centre operations.

Other Town functions occupy the first floor, and a large break/reception room and kitchen area is located on the second floor.

This building is protected by an emergency generator to ensure seamless operation in the event of power failure.

2.2.2 – Facility Issues & Shortcomings

Primary concerns with the existing facilities include lack of space, inefficient planning and poor building condition in many areas. Of particular concern are the detention area, which removed from the main building, operational spaces throughout, the forensic identification area, evidence storage, lack of meeting and working areas, and public access spaces. There is no community room for community partner meetings. Circulation space for members of the public is not well planned, requiring members of the public to be brought into the secure part of the building for non-custodial interviews. There is no space for private, confidential conversations adjacent to the public lobby. The building is not fully accessible (Refer to Appendix E). Parking is inadequate and not secure.

Some of the more significant deficiencies in the existing building include:

- General lack of space (operational space, meeting space, lockers, facilities for public meetings)

- Need to lease off-site space for the Business Centre that could be better used by the Town
- Space is inefficient, poorly planned
- Some areas are in very poor condition
- Accessibility concerns (refer to the Appendix)
- Safety & security concerns
- Inadequate secure parking
- No space for growth
- Inadequate for partnership opportunities

Lack of Space

Key space deficiencies in the existing building at 107 King Street West include:

- Inadequate working and meeting/collaboration spaces (shared and dedicated)
- Lack of office space for specialty teams (e.g. MHEART, HARP, etc.)
- Inadequate space for units that will grow (e.g. technical support team)
- Lack of focus rooms
- No private public meeting space, space for community meetings
- Inadequate locker space, physical fitness training/gym
- Inadequate physical and tactical training space, including use-of-force
- Inadequate space for specialty activities (e.g. forensic identifications)
- Lack of garage spaces, secure bays
- No space to accommodate growth, or support new activities

Layout & Planning

The building was not designed as a modern police facility, and its use has been adapted over the years in attempts to make better use of the existing structure to support police operations. As a result, it is poorly planned and laid out, resulting in inefficient movement and communication, and inconsistent allocation of space for required functions. Issues include:

- Inefficient circulation and adjacencies
- Interview rooms require members of the public to be admitted to the secure zone
- Portion of basement damp and in very poor condition
- Poor building envelope condition and windows
- Floors are noisy and distracting
- Space in detention block is very tight

- Potentially vulnerable cooling and protection of IT equipment
- Poor heating and cooling, inconsistent
- Potential security risks, continuity of custody/separation of exhibits

Building Layout & Configuration

Best practice for planning a police facility is to create publicly accessible, secure operational and high security zones. For the Cobourg police facility these zones are not well defined.

The separate detention block was added as there was no space to accommodate it within the existing structure. Locating the detention area closer to uniform operational areas and the station commander is considered best practice to ensure prisoner and officer safety.

Building Condition

- Portion of basement damp and in very poor condition
- Poor building envelope condition and windows
- Floors are noisy and distracting
- Space in detention block is very tight
- Potentially vulnerable cooling and protection of IT equipment
- Poor heating and cooling, inconsistent
- Potential security risks, continuity of custody/separation of exhibits

Accessibility

Several key accessibility deficiencies are evident with the existing building at 107 King Street West.

- Lack of a properly accessible entry for members of the public.
- Lack of adjacent accessible parking.
- Internal accessibility issues with stairs, locker rooms and washrooms.

Refer to the full accessibility report and recommended upgrades to the building in Appendix E.

Building Security

Details of current building security are not included in this report. If required, a separate confidential security risk assessment can be prepared based on our observations.

Parking & Fleet, Site Conditions

- Inadequate parking for operational vehicles
- Inadequate parking for staff vehicles
- Insecure parking lot
- No setbacks or security buffer from street
- Poor site security, potential non-police access
- Vulnerabilities – generators, building entrances

2.2.3 – Historical & Cultural Significance of the Existing Building

The existing building is an important part of Cobourg's architectural and historic heritage. The Armoury was completed in 1904 during a period of expanded development of civic building construction in many small towns and cities across Canada, and is a valuable part of Cobourg's heritage and urban character.

Further details can be found in the two appendices – the Cultural Heritage Evaluation Report and the Cobourg Armoury Heritage/History Report.

2.2.4 – Mechanical & Electrical Systems

Quasar Consulting Group was retained to carry out a building systems assessment of the main building a 107 King Street West. This assessment was carried out to assist Cobourg Police to determine capital expenditure planning for the next 10-year term. Probable costs for repairs or replacements over the immediate (0 and 1 years), short term (2 to 5 years) and longer term (6 to 10 years) are provided.

This report (Appendix C) is not to be used as a specification for undertaking work. All immediate and short-term work emanating from this assessment is to be supplemented by intrusive destructive testing and measurements to determine the most appropriate scope of work. Forecasted beyond the first few years (short term) are only to be viewed as speculative reserve placeholder items based on likely component life. Updates will be required as components age, systems are altered, management opinions change, or new information becomes available. These undertakings are beyond the scope of this report.

The study included an on-site visual review in May 2023 of mechanical and electrical systems in the building. Space occupied by the Business Centre at 739 D'Arcy Street is not included in this

report. Details regarding each of the reviewed elements, with our observations, are included in Appendix C.

Building Systems Observations

Main Police Building – Mechanical:

- Natural gas fired domestic hot water tank requires replacement within the next 10-year period.
- Natural gas fired furnaces on the main floor and 2nd floor, 5 in total, need to be replaced within the next 5 to 6 years.
- Condensing units attached to the 5 furnaces should be replaced at the same time as the furnaces within the next 5 to 6 years.
- Controls for the furnaces / condensing units should be replaced at the same time within the next 5 to 6 years.
- There are many abandoned heating radiators in the basement of the building. Consideration should be given to the removal of these items as they are not in use.
- Consideration should be given for the replacement of the natural gas heating appliances with heat pump units. This would allow the facility to decarbonize and reduce the emissions associated with its operations.
- Electrical:
- Lighting throughout the basement and mechanical rooms appears to be fluorescent fixtures and should be replaced with LED fixtures within the next 2-year period.
- It is also recommended to replace any older exit signs with the new running man or green pictograph type of exit sign.
- The electrical infrastructure for the building is in great condition and no recommendations are needed. However, if the facility were to install heat pump units and decarbonize the heating, consideration should be given to the potential extra power that would be required for the facility.

Holding Facility – Mechanical:

- There are 2 rooftop units that supply heating and cooling to this building which were inaccessible during our site visits. Based on the age of the building, it would appear that the replacement of these units would be required within the next 10-year period.
- Consideration should be given for the replacement of the natural gas heating appliances with heat pump units. This would allow the facility to decarbonize and reduce the emissions associated with its operations.

Electrical:

- Most of the lighting in the building is older fluorescent fixtures. It is highly recommended to replace all lighting fixtures with LED within the next 2-year period.
- If the facility were to install heat pump units and decarbonize the heating, consideration should be given to the potential extra power that would be required for the facility.

3 – NEEDS ASSESSMENT

3.1 – Operational & Support Units

For planning purposes this report divides required space in the building into discrete blocks based on their function and/or need for separation. Unless noted otherwise, all functions are currently located at 107 King Street West.

Refer to Section 3.2 for a description of current and future space needs, and to Appendix B – Staff & Space Tables listing.

3.1.1 – Administration & Support Functions

Administration Suite

- Location: 2nd Floor
- Current staff: 8
- Current area: approx. 2,540 sq.ft
- Anticipated future staff: 9
- Required area: approx. 3,100 sq.ft

Currently this area comprises offices for senior command and administrative staff, the IT manager and PoliceTech Accelerator coordinator. The receptionist position occupies an open workstation. An open area is set up with a conference table for meetings, however this does not provide the appropriate privacy and sound separation.

As with many other areas of the existing building, the wooden floors creak loudly, which is distracting.

Required spaces not provided now include a dedicated board/meeting room sized for 20 people, access to a document centre (copier/printer, supplies) and an office for a future Inspector.

Records & Case Management

- Location: 2nd Floor
- Current staff: 7

- Current area: approx. 380 sq.ft
- Anticipated future staff: 13
- Required area: approx. 1,600 sq.ft

Currently this function is located on the second floor, and is removed from other policing operations, resulting in inefficiencies and additional travel time for operational staff needing information. This function would be much more efficient if placed on the same level as the majority of police operations.

Required spaces not provided now include a private office for the Records Supervisor, an office for the FOI/Disclosure clerk, sufficient file storage space, access to a document centre and appropriate office space for the anticipated growth in staff. Access to a nearby meeting room is also required (included in 33-Common Areas).

Business Centre

- Location: Venture 13, 739 D'Arcy Street, 2nd Floor
- Current staff: 45, including 2 supervisors, full-time and part-time staff
- Current area: approx. 4,500 sq.ft
- Anticipated future staff: 68
- Required area: approx. 2,500 sq.ft

This unit operates as a separate business, generating income from conducting criminal record checks for members of the public. It is the largest such operation in North America.

In addition to offices for the 2 supervisors and appropriate workstations for full-time and part-time staff, this unit requires a substantial document centre with multiple printers/copiers and space to lay out and assemble documents. Access to focus rooms (small private temporary-use offices) is required, and access to a large training/meeting room (ref. 33-Common Areas). These latter spaces are not included in the space requirements listed above and in the Staff & Space Schedules. This unit also should provide private office space for 1 to 2 accommodated CPS members. In a new facility, space for server racks could be located in a caged-off area within the main data/server room (ref. 04-Technology Services).

For a number of reasons this function, although somewhat separate from core police operations, would be better located at the primary location, to improve internal communication and supervision by the Director of Corporate Services. A ground floor location is not necessary as there is limited need for public access.

Technology Services

- Location: 2nd Floor
- Current area: approx. (office + server room)
- Current staff: 1
- Anticipated future staff: 5
- Required area: approx. 1,500 sq.ft (including main data centre/server room)

The main server room is located on the second floor. It functions well but is too small to accommodate future growth and new systems. A single office in the administration suite is provided for the current IT Manager. This unit is planned to increase to a total of 5 staff. In addition to a main data/server room space is required for technicians' workstations, a work area, storage and space for equipment testing and roll-out. With the introduction of body-worn cameras, ongoing changes in policing technology and practices, and other information-processing operations this section of the CPS is anticipated to grow significantly.

The main data room needs to be supplied with emergency power (the building should have 100% emergency backup), dedicated UPS and appropriate cooling and fire suppression. Space within the main data room can be provided for racks for the Business Centre in caged off-areas and secured racks for investigative purposes. Locating all racks in the same space will allow for a more efficient, robust and efficient cooling and emergency power system.

Data/communication closets will be required on each floor. The number of data closets and the space requirements for these will be determined during the design stage.

911 Communications

Emergency communications are not located in this facility. 911 calls are received and dispatched under contract to the Owen Sound Police Service. It is anticipated this arrangement will continue.

Training Facilities

Appropriate training is becoming an increasingly important part of policing in Canada, and is required to meet the provisions of the Police Services Act (and pending update to that).

In addition to offices for CPS training personnel, a number of larger spaces are provided in the recommended Staff and Space Schedule to support ongoing training requirements for the Service. These spaces include:

- Use-of-force training room (higher ceiling)
- Standard 24p classroom (dividable)
- Simulator room
- Multipurpose community room
- 24p common meeting room
- Operations Division parade/briefing room (when not in operational use)
- Senior administration boardroom (as/when available)

Provision of suitable training venues will allow the Service to host training sessions made available to other nearby agencies, including remote training programmes conducted by the Ontario Police College – for in-service and specialty training. Other, off-site, training venues will continue to be used for specialty tactical and rapid-response training.

While appropriate facilities should be provided for in-service, special-purpose, tactical and use-of-force training, the cost of an indoor firing range is not likely to be feasible. The scope of this report does not include development of a business case to support investment in a new firing range or use-of-force training centre, and the expected payback on a pay-for-use by other law-enforcement and other authorized users. The space required for a 50m indoor firing range and support facilities could vary from 6,500 sq.ft for a 4-position range to 11,000 sq.ft for an 8-position.

3.1.2 – Operations Division & Operations Support

The Operations Division and Operations Support Division are both headed by a Staff Sergeant, each of whom reports to the Deputy Chief of Police. The Community Resource Unit also reports to the Deputy Chief.

Operations Division

- Location: Main floor
- Current area: approx. 580 sq.ft

This Division is responsible for uniform patrol, community programmes, special constables and the Auxiliary unit. The S/Sgt is located on west side of the main floor. The duty sergeant (shared office) and officers' report-writing area is located on the east side of the main floor on the other side of the building, resulting in inefficient communications. There is inadequate space to accommodate the number of officers present at shift change.

There are no available spaces for activities requiring privacy, lack of distraction and focus. These activities range from preparing briefs to conducting sensitive or confidential phone calls or on-line meetings.

An office is provided for the Special Constables supervisor and an office for the front desk staff behind the front desk, in addition to a small document centre and storage room. This space is insufficient and poorly planned to facilitate proper communication with Uniform Patrol and other sworn members and specialty programs.

There is no dedicated briefing/parade room, and very limited space for community and special programs that have become an important part of how the Cobourg Police Service has addressed addiction, mental health and homelessness issues in the Town. These are problems that have become steadily worse in Canada for many years. The Police Auxiliary unit is located at the Innovation Centre on D'Arcy Street because there is no space available at the main building. Overall the inadequate and dispersed current facilities result in inefficient communication, cooperation amongst units and information sharing. New, increased and properly-planned spaces would facilitate the Cobourg Police Service to carry out its policing strategies and service more efficiently to the community, and support current and future initiatives.

Operations Support Division

- Location: Main floor
- Current area: approx.

The S/Sgt is located on west side of the main floor. Responsibilities of this division include:

- Investigate Support (covered separately below)
- Public Safety Resource Unit
- Training & Education (covered separately below)
- Court Services
- Property & Evidence Unit (covered separately below)
- Adult volunteers

Many of the comments and recommendations made above are applicable to this Division, and a new, properly-planned facility would permit more efficient integration of the activities and responsibilities of the two Divisions.

This Community Resource Unit is headed by a Sergeant, and includes the following:

- MHEART (mental health) & HARP (homelessness and addiction) teams

- Youth Support Services
- Traffic Safety
- Community partnerships & Northumberland County situation table
- Forensic Identifications (covered separately below)

Investigations & Crime Analysis

- Location: Main floor, east side
- Current Area: approx. 525 sq.ft

An office is provided for 3 investigators on the main floor, and a private office for the supervisor. There is no space for growth. There are no dedicated project rooms, and very limited space to meet, either informally or formally. The unit should have access to a meeting room, but this can be shared with other units and the Service as a whole (ref. Common Areas).

The Crime Analyst currently works in the command centre/camera room on the main floor. This function should have a dedicated office, which will become more important as this function is expanded to two people.

Interview Rooms

- Soft interview – 2nd floor
- Interview monitoring – 2nd floor

There is no space available to speak in privacy with members of the public or victims of crime without bringing those individuals into the secure part of the building. There is one small interview room behind the front desk area, and a public-use fingerprinting station on the main floor in the secure zone. The single 'soft' interview is located on the 2nd floor, on the same level as many police operations.

These areas should be planned to allow access by members of the public, people making statements, and victims of crime, in privacy without compromising security or staff safety.

In-custody interviews are conducted in the detention block.

Forensic Identifications

- Location: 107 King St W, 2nd floor
- Current Area: approx. 290 sq.ft

All CPS forensic ident activities are conducted in a small office on the 2nd floor. There is no separation between work spaces and spaces used for examining evidence. A suitable-planned area is required with separate spaces for working with evidence from a number of sources. Provision of separate examination rooms for items from the victim, suspect and scene is standard practice for police forensic examination facilities. However, given the scale of identification activities within the CPS, in this case separate bio-cabinets could be provided within the main ident lab to provide continuity of custody of evidentiary material and eliminate the risk of cross-contamination.

Emergency Communications

911 call-taking and dispatch are contracted out to the Open Sound Police Service. Due to the significant expense of upgrading to (next generation) NG911 this arrangement is expected to continue.

Incident Management

A room behind the front desk area is set up with monitors from cameras located at key points around the building and in the Town. This is currently used for other functions (e.g. crime analysis) due to lack of space in the remainder of the building.

3.1.3 – Detention Facility

The separate detention facility functions somewhat adequately, however best practice to optimize safety is to locate this component closer to Uniform Patrol and the watch commander. A safe and secure path for prisoner release should also be considered during the design phase.

3.1.4 – Staff Amenities

Staff amenities should be planned and located to encourage members to mix, facilitating information-sharing and camaraderie amongst the different groups of people working in the building – sworn/non-sworn, uniform, plain clothes, etc. Amenities should include appropriate physical fitness training areas on-site and beverage stations and/or vending machines located at key areas. Provisions should be made for quiet rooms for trauma decompression, confidential phone calls, prayer/meditation, and for sleeping if members are unable to get home due to weather, emergencies or court dates.

3.1.5 – Public-Access Areas

Front Desk Area

A key deficiency of the front desk area is lack of space for members of the public to have private conversations out of earshot of others waiting in the lobby. A public-use restroom and shower is available to members of the public.

The recommended space program includes interview and meeting spaces immediately accessible from the public lobby, where members of the public can be kept outside the secure zone. The community/multipurpose room should also be immediately accessible from the public lobby, with secondary access from the secure side for police training and other operational purposes.

3.1.6 – Garage Areas

Garage areas are very limited in the existing building. The former garage has been taken over for equipment storage and other operational purposes. Proper space is required for specialty vehicle storage, minor maintenance (e.g. fluids and wiper blade replacement), forensic identification, and impound.

3.1.7 – Site & Parking

The site selected should be large enough to accommodate the building, operational vehicle parking (including shelters for active front-line vehicles), vehicle impound, visitor parking, and for future expansion. There should be space for surge parking to accommodate shift overlap and special events or emergency responses (including joint forces teams). The operational parking lot should be secured with fences and gates. Provision should be made for prisoner release safely and out of reach of operational, staff of visitor vehicles.

3.2 – Facility & Space Requirements

3.2.1 – Space & Facility Needs

Currently the Cobourg Police Service occupies around 34,180 sq.ft (3,175 sqm) including the Business Centre on D’Arcy Street. For the purposes of this study it is assumed that function would be integrated into any new headquarters.

Following the user engagement meetings, interview and review of existing facilities and police operations, it has been determined that a building of around 85,800 sq.ft (7,970 sq.m) would be required to accommodate projected 25-year growth, including vehicle storage/garage space.

A summary of projected future staffing and space requirements is included on the next page. The full Functional Program is included in Appendix B, which lists each staff category, and space required for all operational and support functions.

Impact of Amalgamation or Service Area Expansion

The projected staffing and space needs presented in this report are based on the service area for the Cornwall Police Service maintaining its current service boundaries.

Should annexation of adjacent communities take place, adjustments in staffing projections and space requirements would have to be made. Service strategies for additional areas may dictate a need for other facilities or police substation to support revised resource allocation and deployment patterns.

Staff & Space Summary				Cobourg Police Service	
Table 1				Version 1.0 - July 4, 2023	
Summary	Current	Future		Required Block Area	Notes
01 - Administration	8	9		3,100	
02 - Records & Case Management	7	13		1,600	
03 - Business Centre	45	68		2,500	
04 - Technology Services	1	5		1,500	
11 - Operations Div./Operations Support	68	106		4,400	
12 - Investigative Support	5	10		1,800	
13 - Interview Rooms				1,000	
14 - Forensic Identifications	1	2		800	
15 - Property/Evidence	1	1		2,500	
16 - QM/Stores	0	1		900	
17 - Tactical/Specialty	0	1		600	
18 - Other Units	0	0		300	
19 - Front Desk	0	0		400	
20 - Detention/Custody	0	0		2,900	
21 - Training Centre	2	3		4,400	
31 - Staff Amenities, Lockers				3,900	
32 - Public-Access Areas				2,800	
33 - Common Areas				2,400	
41 - Garages, Vehicle Areas				6,100	
42 - Storage & Maintenance	0	1		2,400	
Total	138	220		46,300	Sum of Block Areas (sq.ft)
Volunteers	5	5		1.30	Grossing Factor
Total Building Occupancy	143	225		60,200	Estimated GFA (sq.ft)
Growth		82	59%		
43 - Outdoor Covered Areas				1,800	sq.ft
51 - Parking & Outdoor Areas				80,800	sq.ft

Table 3.2.1.1 – Staff & Space Summary

3.2.2 – Site Requirements

To accommodate the building (planned on two floors), parking for operational vehicles, staff vehicles and visitors, and other site needs, and depending on the character and topography of any potential site, a property with between 4 and 6 acres of usable area would be required to accommodate the building, public and operational parking and room for future expansion. Smaller sites may be usable subject to a test-fit and provision of space for future expansion.

4 – ACCOMMODATION OPTIONS

4.1 – Accommodation Strategies

4.1.1 – Accommodation Options

For the Cobourg Police, there are three basic options to provide the additional space required:

1. Expand and renovate the existing facility.
2. Repurpose another property for Cobourg Police operations.
3. Construct a new facility.

The option of splitting police operations between two or more locations is not operationally practical. The option of contracting police services in Cobourg to the Ontario Provincial Police is not covered by this report.

The following factors were considered in developing the following accommodation options:

- Current, future and long-term space needs, long term planning strategies
- Police service delivery options
- Importance of downtown location
- Heritage district considerations
- Current building structural and general condition, building code issues, accessibility
- Compliance with the Police Services Act Adequacy Standards and other best practices
- Land and building availability, possibility of expansion at current location, Town policy regarding property acquisition/expropriation
- Implementation (disruption during construction)
- Construction and site development costs
- Ongoing operating costs (facility costs and police operations)
- Sustainability and Town climate change policies
- Culture and history of the Cobourg Police Service
- Partnership opportunities and development opportunities
- Potential to accommodate other Town functions or public spaces
- Community and business synergies, partnerships

Option 1 – Expand and Renovate the Existing Building

This concept has been developed for illustration and comparison only, and should not be inferred as a recommendation. The only feasible option for providing the required amount of

space at 107 King Street West would be to construct a two or three-storey annex to the existing building and a parking deck. Challenges with this option include difficulties with purchase or expropriation of adjacent properties, the difficulty of conducting construction work while maintaining critical police operations, and considerations for new construction within the Cobourg downtown heritage district.

Option 2 – Repurpose Another Property for Cobourg Police Operations

No potentially-suitable properties have been identified as candidates for adaptive re-use. Any building to be used and occupied by the Police Service must meet post-disaster requirements as defined in the Ontario Building Code, which would increase the cost of adapting any existing building. The cost of adapting an existing building would potentially exceed the cost of new construction.

Option 3 – Construct a New Facility

Given the impracticality and higher cost of Option 1, and the apparent unavailability of any suitable buildings for adaptive re-use, this report recommends constructing a new purpose-designed facility on a suitable site. No specific sites have been identified, but a generic concept has been developed that will form the basis of the attached cost estimate. This concept has also been used to determine the site area that would be required.

The attached functional program is based on anticipated 25-year needs for the Cobourg Police Service, given projected population numbers, future demographics and police service demand. Any new building should be designed to be expanded in future to accommodate police service and operational needs beyond that planning horizon.

Concepts for potential development approaches to Options 1 and 3 are shown in the next section.

Option 4 – Construct a New as a Headquarters for a Larger Jurisdiction

A fourth option would be to plan a new building to be the primary facility, located in Cobourg, for a potential West Northumberland police service, potentially amalgamating the services of Cobourg, Port Hope and areas currently serviced through contract with the OPP. No detailed staffing, space or facility requirements have been prepared in this report for this option, however the facility would be significantly larger than would be necessary for a Cobourg-only scenario.

4.1.2 – Site Selection & Evaluation

No specific sites have been identified, however the following criteria should be used when evaluating potential properties:

- Ability to accommodate the proposed building and site operations
- Site security and nearby threats
- Planning and zoning requirements
- Ability to provide multiple access points on and off the property
- Overall cost of development

Location Criteria

A number of factors should be considered when evaluating locations for a new police facility:

- Deployment patterns
- Incident mapping & events, impact of police presence
- Proximity to courts
- Public visibility & accessibility
- Impact on local businesses
- Proximity to neighbourhood amenities
- Compatibility with adjacent property uses
- Security and risk assessment
- Traffic patterns
- Impact of potential amalgamation or expansion of service area
- Potential co-location with other emergency services or municipal operations

Often, evaluation of location criteria will result in determination of suitable or unsuitable areas within the municipality, which may reduce the number of available properties to evaluate and rank in the next step.

Physical Site Evaluation Criteria

- Site area and configuration, grades & site features – ability to accommodate the ideal building footprint, configuration and site needs
- Ability to have duplicate entry/exit points
- Room to accommodate future expansion
- Ability to accommodate co-location of community partners
- Site servicing, including proximity of power lines
- Zoning
- Rights-of-way or easements

- Watercourses, floodplains, environmentally protected areas
- Impact on traffic patterns, and effect of existing patterns on emergency response/deployment
- Site-specific risk assessment
- Soils conditions, environmental contamination
- Redevelopment of brownfield sites
- Ownership/cost of acquisition
- Impact on construction or site development costs
- Beneficial adaptive re-use of existing structures

A location and site evaluation process would assign weighted values to these criteria depending on their importance to the organization or to the Town. Each criterion would be scored, then multiplied by its importance factor to provide a weighted comparison amongst sites, to shortlist the most suitable. The usual next step would be to develop concept building and site layouts (test-fits) for each property to validate its suitability and refine the selection process and site suitability ranking.

4.1.3 – Masterplan Recommendations

Following approval of the recommendations in this report, a logical next step would be to prepare a comprehensive facility master plan to define and guide future development of a new facility. Elements of this should include:

- Site selection and evaluation – including location, access, physical site characteristics, risk assessment, site servicing, etc.
- Test-fit concept designs
- Construction and project cost validation, including land costs, soft costs, furniture and equipment, etc.
- Determination of project delivery method (e.g. stipulated sum, construction management, Integrated Project Delivery)
- Potential P3 partnerships (e.g. design-build, build-to-lease)

This work could be conducted as a separate pre-design project, or could be incorporated into a full architectural and engineering consulting assignment from pre-design, production of construction documents through to construction completion and move-in.

4.2 – Development Concepts

Potential development concepts for Accommodation Option 1 (expand and renovate at the current location) and Option 3 (new construction). For Option 2, no properties were identified as potential sites for adaptive re-use.

4.2.1 – Accommodation Option 1, Expansion & Renovation

This concept has been developed for illustration and comparison only. The only feasible option for providing the required amount of space at 107 King Street West would be to construct a two or three-storey annex to the existing building and a parking deck.

While it would be operationally beneficial to relocate the Business Centre to the main centre of operations, this would likely not be practical or cost-efficient under this arrangement.

Expanding and renovating the existing building does not appear practical or reasonable for several reasons:

- Challenges with purchase or expropriation of adjacent properties.
- The difficulty of conducting construction work while maintaining critical police operations.
- Considerations for new construction within the Cobourg downtown heritage district.
- Difficulties and cost of providing sufficient on-site parking for operational and staff vehicles.
- Higher construction costs for renovation and building an addition, including the cost of purchasing or expropriating adjacent properties.

Further, the Town of Cobourg may be interested in using the existing heritage building for other municipal or public uses.



Fig. 4.1.1.1 – Existing Building at 107 King Street West



Fig. 4.1.1.2 – Expansion/Renovation Conceptual Option

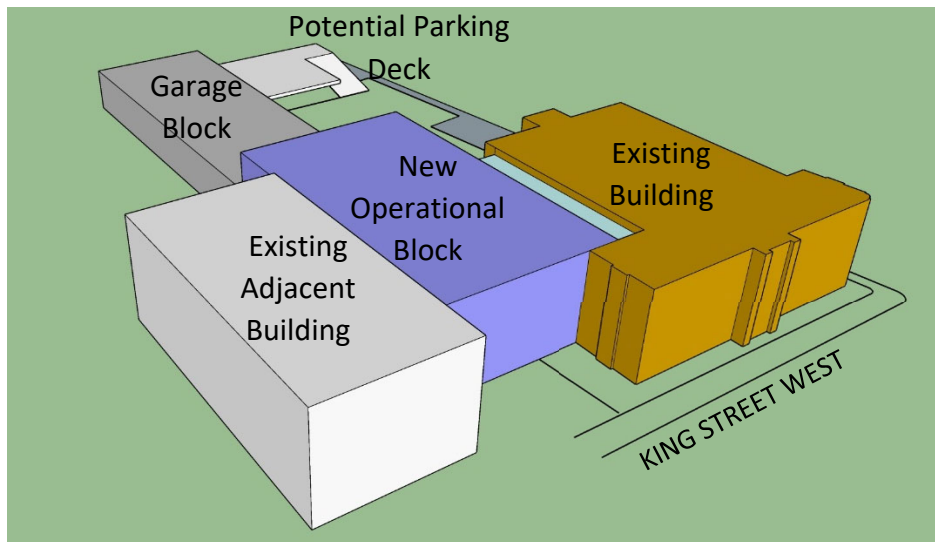


Fig. 4.1.1.3 – Expansion/Renovation Conceptual Option

4.2.2 – Accommodation Option 3, New Construction

The attached functional program (Appendix B) is based on anticipated 25-year needs for the Cobourg Police Service, given projected population numbers, future demographics and police service demand.

Any new building should be designed to be expanded in future to accommodate police service and operational needs beyond that planning horizon. Should amalgamation or expansion of the Cobourg Police service boundary be considered, this would have a relatively minor effect on space requirements at the headquarters, depending on decisions regarding deployment of resources at each location.

A new building could be designed to provide space for community partnerships. It could also be designed to achieve a high level of energy efficiency, to conform to Town of Cobourg sustainable design requirements, mandated Net Zero Carbon compliance and optimization of ongoing energy and operational costs.

As no specific sites have been identified, this is a generic concept only to determine approximate site area that would be required. Alternative building and site configuration concepts may be developed for specific properties.

- Two-storey building with no basement. To optimize operational adjacencies, to accommodate vehicle access, and to limit public-access areas, the main floor is larger than the second floor. Garage areas can be constructed in a less expensive way than the

rest of the building. The firing range is shown as a separate wing. The actual configuration and location would depend on the final site selected. A number of police specialty vehicles will be stored indoors.

- Main floor (including garages) 38,700 sq.ft
- Upper floor 18,200 sq.ft
- Mechanical Penthouse 3,400 sq.ft
- Total building area 60,200 sq.ft

- Sites between 5 and 8 acres should be considered. Actual site area required will depend on site shape/configuration, adjacent streets, zoning or other setbacks, and site features and topography. Multiple vehicle access/egress points are shown, with separate circulation for public vehicles. Police operational and staff vehicles would be within a secure compound.
- Actual building location, orientation and arrangement of driveways and parking areas would depend on the actual site selected. Security setbacks should be considered.

Parking Provisions

- Police operational vehicles (partly covered) 55 spaces
- Staff vehicles 120 spaces + 3 accessible
- Public visitor vehicles 12 + 2 accessible

Parking stalls for police cruisers are planned to be larger than municipal standards. Larger spaces are provided for specialty vehicles. Several vehicles now parked outside will be accommodated in the recommended garage space. Space is also provided on site for vehicle impound, outdoor secure storage and other uses. Refer to the Functional Program in Appendix B.

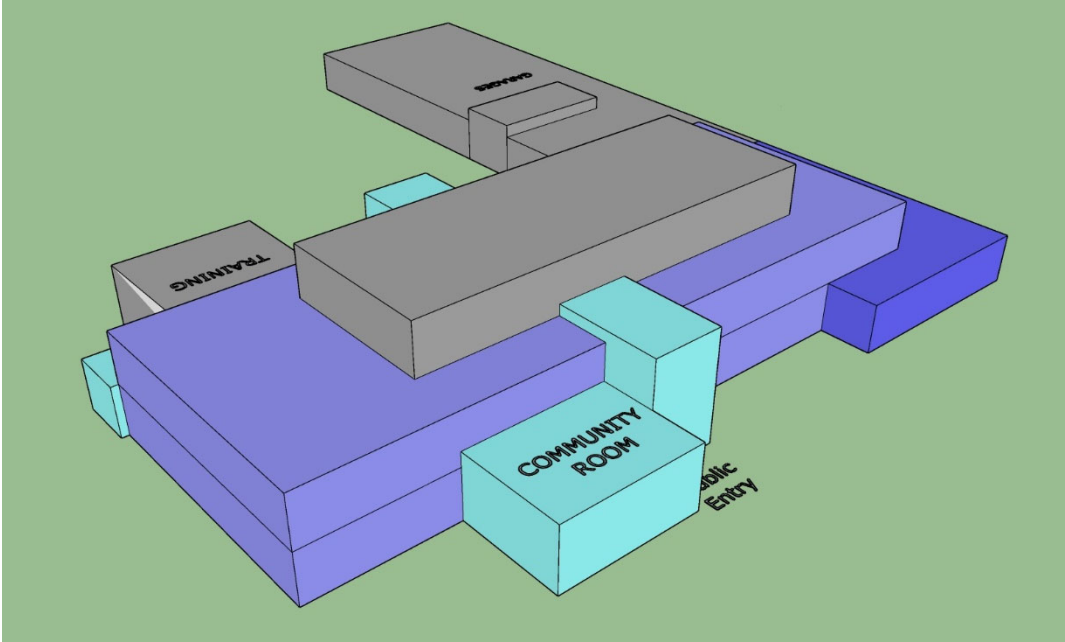


Fig. 4.2.2.1 – New building concept (generic site)

APPENDICES

Appendix A – Existing Facility Drawings

Appendix B – Functional Program

Appendix C – Building & Systems Condition Assessment

Appendix D1 – Cultural Heritage Evaluation Report

Appendix D2 – Cobourg Armoury Heritage/History Report

Appendix E – Cost Estimate

Appendix A – Existing Facility Drawings

Floorplan images from drawings by Piccinni Architects.



Fig. A.1 – Existing Ground Floor Plan



1 SECOND FLOOR PLAN
A103 SCALE 1:75

Fig. A.2 – Existing Second Floor Plan

Appendix B – Functional Program

Staff & Space Tables

Staff & Space Summary

Cobourg Police Service

Table 1

Version 1.0 - July 4, 2023

Summary	Current	Future	Required Block		Notes
			Area		
01 - Administration	8	9	3,100		
02 - Records & Case Management	7	13	1,600		
03 - Business Centre	45	68	2,500		
04 - Technology Services	1	5	1,500		
11 - Operations Div./Operations Supp	68	106	4,400		
12 - Investigative Support	5	10	1,800		
13 - Interview Rooms			1,000		
14 - Forensic Identifications	1	2	800		
15 - Property/Evidence	1	1	2,500		
16 - QM/Stores	0	1	900		
17 - Tactical/Specialty	0	1	600		
18 - Other Units	0	0	300		
19 - Front Desk	0	0	400		
20 - Detention/Custody	0	0	2,900		
21 - Training Centre	2	3	4,400		
31 - Staff Amenities, Lockers			3,900		
32 - Public-Access Areas			2,800		
33 - Common Areas			2,400		
41 - Garages, Vehicle Areas			6,100		
42 - Storage & Maintenance	0	1	2,400		
Total	138	220	46,300		Sum of Block Areas (sq.ft)
Volunteers	5	5	1.30		Grossing Factor
Total Building Occupancy	143	225	60,200		Estimated GFA (sq.ft)
Growth		82	59%		
43 - Outdoor Covered Areas			1,800		sq.ft
51 - Parking & Outdoor Areas			80,800		sq.ft

Table 2

Version 1.0 - July 4, 2023

01 - Administration				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Police Chief	1	1	Office	1	240	240	
Deputy Chief	1	1	Office	1	180	180	
Executive Asst.	1	1	Office	1	120	120	
CAO	1	1	Office	1	120	120	
Director of Corp. Serv.	1	1	Office	1	120	120	
Admin Asst./Reception	2	2	Workstation	2	80	160	
PoliceTech Coord.			Office	1	120	120	
			Waiting Area	1	150	150	
Corporate Commun.	1	1	Office	1	120	120	
Future Inspector		1	Office	1	120	120	
			Media Room	1	180	180	
			Board Room (20p)	1	480	480	Accessible to other units
			Beverage Station	1	16	16	
			Secure Files	1	120	120	
			Document Centre	1	150	150	Accessible to other units?
Total Staff	8	9	13% Growth			2,396	Net Area (sq.ft)
						1.30	Internal Circulation
						3,100	Block Area (sq.ft)

02 - Records & Case Management				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Records Supervisor	1	1	Office	1	120	120	
Records Staff	3	5	Workstation	5	60	300	
PT Civilians	2	3	Workstation	2	60	120	
CPIC Auditor		1	Workstation	1	60	60	
Transcription	1	2	Workstation	2	60	120	
FOI/Disclosure		1	Office	1	120	120	?
			File Area	1	150	150	Is this sufficient?
			Document Centre	1	150	150	
			Beverage Station	1	16	16	
			Public Counter	1	40	40	TBD
			Meeting (10p)	1	Ref. Common Areas		
Total Staff	7	13	86% Growth			1,196	Net Area (sq.ft)
						1.30	Internal Circulation
						1,600	Block Area (sq.ft)

03 - Business Centre				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Supervisor	2	2	Office	2	120	240	
FT Civilians	4	6	Workstation	25	36	900	
PT Civilians	39	60					
Accommodated Members			File/Collaboration Area	1	400	400	
			2-p Office	1	180	180	Privacy required
			Document Centre	1	180	180	
			Beverage Station	1	16	16	
			Server racks		Ref. 04 - IT Services		
			Focus rooms		Ref. Common Areas		
			Training/Meeting	1	Ref. Common Areas		
Total Staff	45	68	51% Growth			1,916	Net Area (sq.ft)
						1.30	Internal Circulation
						2,500	Block Area (sq.ft)

Table 2

Version 1.0 - July 4, 2023

04 - Technology Services				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
			Main Data Centre	1	600	600	
			Racks for 03-Business Centre			incl.	Caged-off area
			Other racks			incl.	Caged-off area
IT Manager	1	1	Office	1	120	120	
Tech Services		4	Open Office (4p)	1	360	360	(confirm size)
			Work Area/Storage	1	240	240	
			IT Closets			Incl. in building gross	# TBD
Total Staff	1	5	400% Growth			1,320	Net Area (sq.ft)
						1.10	Internal Circulation
						1,500	Block Area (sq.ft)

11 - Operations Div./Operations Support				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
S/Sgt - Support Div.	1	1	Office	1	120	120	
Sergeants	4	6	Shared Office (2p)	1	180	180	2 workstations
Patrol Officers (incl. PTSD & accomm.)	19	30	Report Writing	1	300	300	8 stations
			Parade Room (24p)	1	600	600	Size for 24p
			Equipment	1	160	160	Handgun lockers + proving stns
			Focus Rooms			Ref. Common Areas	Use as virtual courtroom
			Duty Bags/Mail	1	240	240	24" x 24" x 4-high (80)
Special Constable Supv.	1	1	Office	1	120	120	
Special Constables	15	22	Use Patrol areas				
DEMS/Redaction	1	2	Shared Office (2p)	1	180	180	
			Command Centre/RTOC	1	360	360	
			Conference/Breakout	1	240	240	Accessible to other units?
Police Auxiliary	20	30	Shared Office	1	240	240	A/Supt, A/Insp
S/Sgt - Oper. Support	1	1	Office	1	120	120	
Public Safety Resource	?	2	Shared Office (2p)	1	180	180	2 workstations
Community Resource	2	4	Open Office (4p)	1	360	360	MHEART, HARP
Other Constables	3	5					
			Meeting Room (8p)			Ref. Common Areas	
			Storage	1	80	80	
Court Services	1	2	Off-site				
			Beverage Station	1	40	40	
Total Staff	68	106	56% Growth			3,520	Net Area (sq.ft)
						1.25	Internal Circulation
						4,400	Block Area (sq.ft)

12 - Investigative Support				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Sergeant	1	1	Office	1	120	120	
Investigators	3	5	Workstation	5	60	300	
Street Crime Unit		2	Shared Office (2p)	1	180	180	
Crime Analyst	1	2	Workstation	2	60	120	Currently in Command Ctr.
			Project Room	2	240	480	
			Meeting Room (8p)			Ref. Common Areas	
			Secure Storage	1	120	120	
			Beverage Station	1	40	40	
Total Staff	5	10	100% Growth			1,360	Net Area (sq.ft)
						1.30	Internal Circulation
						1,800	Block Area (sq.ft)

Table 2

Version 1.0 - July 4, 2023

13 - Interview Rooms				Required Areas			
			Space Type	Number	Size	Allocated	Notes
			Standard Interview	2	100	200	
			Soft Interview	2	120	240	
			Fingerprint/Photo (non-custody)	1	160	160	
			Monitoring Room	2	60	120	
			Interview/Public Meeting				Ref. Public Access Areas
			Waiting Area	1	150	150	
						870	Net Area (sq.ft)
						1.10	Internal Circulation
						1,000	Block Area (sq.ft)

14 - Forensic Identifications				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Ident Officer	1	1	Office	1	120	120	
SOCO		1	Ident Lab	1	480	480	
			Bio-cabinets (3)	1	48	48	
			Evidence Holding	1	50	50	Indiv. Lockers
			Exam Bays				Ref. Garages
Total Staff	1	2	100% Growth			698	Net Area (sq.ft)
						1.10	Internal Circulation
						800	Block Area (sq.ft)

15 - Property/Evidence				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Evidence Clerks	1	1	Office	1	120	120	
			Intake/Processing	1	120	120	
			Large Item Drop-off	1	80	80	
			General Evidence	1	1,500	1,500	Incl. vaults, frig/freezers
			Secure Storage	1	400	400	
			Evidence Bicycles				Ref. Garages
			Property Return	1	80	80	
			Vehicle Impound				Ref. Garages
			Flammables				Ref. Outdoor Storage
			Loading Dock				Incl. in building gross
Total Staff	1	1	0% Growth			2,300	Net Area (sq.ft)
						1.10	Internal Circulation
						2,500	Block Area (sq.ft)

16 - QM/Stores				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
QM Clerk		1	Workstation	1	60	60	
			Property/Supplies	1	600	600	Confirm area required
			Emergency Supplies	1	120	120	
			Change Room	1	10	10	
			Loading Dock				Incl. in building gross
			Waste Management				Incl. in building gross
Total Staff	0	1	#### Growth			790	Net Area (sq.ft)
						1.10	Internal Circulation
						900	Block Area (sq.ft)

Table 2

Version 1.0 - July 4, 2023

17 - Tactical/Specialty			Required Areas				
	Current	Future	Space Type	Number	Size	Allocated	Notes
ERT/EDT Team (incl. in other units)			Team Room (12p)	1	480	480	Gear storage, planning table
			Shower/WR/change	1	80	80	
Canine Unit	0	1	Workroom/Storage			Ref. Garages	
			Temporary Kennel			Ref. Garages	
Total Staff	0	1				560	Net Area (sq.ft)
						1.10	Internal Circulation
						600	Block Area (sq.ft)

18 - Other Units			Required Areas				
			Space Type	Number	Size	Allocated	Notes
Police Association			Office/Storage	1	180	180	
Police Services Board			Office	1	120	120	Adj. Community Room
						300	Net Area (sq.ft)
						1.10	Internal Circulation
						300	Block Area (sq.ft)

19 - Front Desk			Required Areas				
			Space Type	Number	Size	Allocated	Notes
			Public Reception	1	240	240	Incl. accessible counter
			Storage/Filing/Printer	1	160	160	
			Growth			400	Net Area (sq.ft)
						1.10	Internal Circulation
						400	Block Area (sq.ft)

20 - Detention/Custody			Required Areas				
			Space Type	Number	Size	Allocated	Notes
			Booking	1	360	360	
			Cell Monitoring	1	80	80	
			Staff Washroom	1	36	36	
			Report Room	1	240	240	Use Patrol area if close
			Interview Monitoring	1	80	80	
			Fingerprint/Photo	1	100	100	
			Breath Testing/DRE	1	120	120	
			Secure Interview	2	100	200	
			Prisoner Phone/Video	1	24	24	
			Prisoner Washroom	1	36	36	
			Prisoner Property	1	12	12	Vented lockers
			Prisoner Shower	1	60	60	
			Detention Cells	8	80	640	
			Barrier-free/watch cell	1	80	80	
			Janitor	1	48	48	
			Sallyport			Ref. Garages	
			Growth			2,116	Net Area (sq.ft)
						1.35	Internal Circulation
						2,900	Block Area (sq.ft)

Table 2

21 - Training Centre				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Training Supervisor	1	1	Office	1	120	120	
Training & Education	1	2	Shared Office	1	180	180	
			Use of Force Training	1	1,800	1,800	Double height
			Storage	1	240	240	
			Standard Classroom (24p)	1	900	900	Dividable
			Simulator Room	1	475	475	(17' x 28')
			Break Area	1	300	300	
Total Staff	2	3	50% Growth			4,015	Net Area (sq.ft)
						1.10	Internal Circulation
						4,400	Block Area (sq.ft)

31 - Staff Amenities, Lockers				Required Areas			
			Space Type	Number	Size	Allocated	Notes
			Lunch Room	1	480	480	
			First Aid Room	1	120	120	
		55	Male Locker Room	1	715	715	Potential open locker room
			Male WR/Shower	1	400	400	
		25	Female Locker Room	1	325	325	Potential open locker room
			Female WR/Shower	1	300	300	
			Gender-Neutral Area	1	240	240	
			Civilian Lockers	1	80	80	
			Staff WRs		incl. in building gross		
			Fitness Room	1	900	900	
						3,560	Net Area (sq.ft)
						1.10	Internal Circulation
						3,900	Block Area (sq.ft)

During the design phase an alternate gender-neutral locker room and washroom arrangement will be evaluated. This may result in less area or greater locker capacity.

32 - Public-Access Areas				Required Areas			
			Space Type	Number	Size	Allocated	Notes
			Public Lobby	1	800	800	Excl. entry vestibule
			Public WRs	2	90	180	
			Interview/Meeting (4p)	1	180	180	
			Community Room	1	1,200	1,200	Use for public Board meetings
			Servery	1	80	80	
			Storage	1	80	80	
						2,520	Net Area (sq.ft)
						1.10	Internal Circulation
						2,800	Block Area (sq.ft)

Table 2

33 - Common Areas			Required Areas			
	Space Type		Number	Size	Allocated	Notes
	Common Meeting (8p)		3	240	720	
	Common Meeting (16p)		2	400	800	
	Common Meeting (24p)		1	600	600	
	Focus Rooms		5	60	300	
					2,420	Net Area (sq.ft)
					1.00	Internal Circulation
					2,400	Block Area (sq.ft)

Other Available Spaces (included in units above):

01 - Administration	Board Room (20p)		1	480	480	
11 - Operations Div./Operations Support	Parade Room (24p)		1	600	600	
11 - Operations Div./Operations Support	Conference/Breakout		1	240	240	
21 - Training Centre	Use of Force Training		1	1,800	1,800	
	Standard Classroom (24p)		1	900	900	
32 - Public-Access Areas	Interview/Meeting (4p)		1	180	180	
	Community Room		1	1,200	1,200	
					5,400	Net Area (sq.ft)

41 - Garages, Vehicle Areas			Required Areas			
	Space Type		Number	Size	Allocated	Notes
	Prisoner sallyport (adjacent to Detention)		1	600	600	Separate from other garages
	General Garage		1	1,200	1,200	Confirm vehicles, equipment
	Work Bay		1	600	600	
	FIS Van Bay		1	600	600	7m long x 3.5m high
	FIS Exam Bay		1	960	960	Catwalk, hoist, lighting
	Impound Bay		1	600	600	
	Drug Seizure		1	250	250	
	Secure Storage		1	480	480	Divide into cages
	Bicycle Team/Segways		1	240	240	Incl. storage, workbench
					5,530	Net Area (sq.ft)
					1.10	Internal Circulation
					6,100	Block Area (sq.ft)

42 - Storage & Maintenance				Required Areas			
	Current	Future	Space Type	Number	Size	Allocated	Notes
Maintenance Staff	0	1	Maintenance Shop	1	480	480	
			Workstation	1	60	60	
			Property/Supplies	1	600	600	Confirm area required
			Emergency Supplies	1	120	120	
			Change Room	1	10	10	
			Loading Dock		Incl. in building gross		
			Waste Management		Incl. in building gross		
			General Storage	1	900	900	
Total Staff	0	1	#### Growth			2,170	Net Area (sq.ft)
						1.10	Internal Circulation
						2,400	Block Area (sq.ft)

Table 2

43 - Outdoor Covered Areas		Required Areas			
Space Type	Number	Size	Allocated	Notes	
Bicycles, unheated evidence	1	1,000	1,000		
Flammables	1	480	480		
Outdoor Maint. Equip.	1	300	300		
			1,780	Net Area (sq.ft)	
			1.00	Internal Circulation	
			1,800	Block Area (sq.ft)	

51 - Parking & Outdoor Areas		Required Areas			
Space Type	Number	Size	Allocated	Notes	
Operational parking (partially covered)	100	200	20,000	Secure lot	
Large vehicle parking	4	240	960	Secure lot	
Staff parking	147	165	24,176	Secure lot	
Accessible spaces	2	210	420	Secure lot	
Break patio	1	500	500	No public visibility	
Visitor parking	15	165	2,475		
Accessible spaces	2	210	420		
			48,951	Net Area (sq.ft)	
			1.65	Internal Circulation	
			80,800	Block Area (sq.ft)	

Table 3

Version 1.0 - July 4, 2023

Summary	Required Block Area	Main Floor	Upper Floor	MPH
01 - Administration	3,100		3,100	
02 - Records & Case Management	1,600	1,600		
03 - Business Centre	2,500		2,500	
04 - Technology Services	1,500		1,500	
11 - Operations Div./Operations Support	4,400	4,400		
12 - Investigative Support	1,800		1,800	
13 - Interview Rooms	1,000	1,000		
14 - Forensic Identifications	800		800	Excl. vehicle exam bay
15 - Property/Evidence	2,500	2,500		
16 - QM/Stores	900	900		
17 - Tactical/Specialty	600	600		
18 - Other Units	300	170	130	
19 - Front Desk	400	400		
20 - Detention/Custody	2,900	2,900		
21 - Training Centre	4,400	4,400		Potential 2nd floor classrooms
31 - Staff Amenities, Lockers	3,900		3,900	
32 - Public-Access Areas	2,800	2,800		
33 - Common Areas	2,400	1,000	1,400	
41 - Garages, Vehicle Areas	6,100	6,100		
42 - Storage & Maintenance	2,400	2,400		
Total	46,300 sq.ft	31,170	15,130	
Grossing Factor (est.)	1.30	1.24	1.20	
Approx. Area by Level	60,200 sq.ft	38,700	18,200	3,400 sq.ft
 Total Building Area (est.)				60,300 sq.ft

Building Components	Approx. GFA
Main building	45,400
Custody area, excl. sallyport	3,200
One-storey community multipurpose room	1,200
One-storey tactical training room	1,800
Single-storey garage, incl. sallyport	6,700
Mechanical penthouse on 3rd level	2,000
	60,300 sq.ft
 Building Footprint for Planning	 38,700 sq.ft

Area distribution is approximate for planning purposes, depending on final building configuration and mechanical penthouse.

Appendix C – Building & Systems Condition Assessment

Appendix D – Cultural Heritage Evaluation Report

Appendix D1 – Cultural Heritage Evaluation Report

Appendix D2 – Cobourg Armoury Heritage/History Report

Appendix E – Accessibility Report

Appendix E – Cobourg Police Service – Accessibility Report

1 – COBOURG POLICE SERVICE – ACCESSIBILITY REQUIREMENTS

1.1 Accessibility Aspirations and Summary of Current Restrictions in the Existing Building

Objectives & Limitations

The Cobourg Police Service is committed to provide a fully accessible facility for any member of the public, volunteers and to all staff members working in or visiting the existing building at 107 King Street West. There are existing efforts to reach out to as many representative communities in Cobourg to attract anyone interested in working with the Service, and to provide a facility that will not pose any restrictions on anyone wanting to contribute in any manner.

Although the current facility can accommodate some aspects of both the requirements of the Ontario Building Code and accessible design (as required under the Accessibility for Ontarians with Disabilities Act) best practices, both floor levels have restrictions in their ability to provide a completely accessible work and public space for employees, volunteers and members of the public.

Ground and Second Floor Limitations

The biggest challenge facing the ground floor is the provision of accessible entrance to the public and the male staff washrooms. Currently, the only accessible entrance is found on a side entrance with an interview room that is not fully accessible and the male washroom accessible stall is not fully compliant

In the second floor the staff kitchen and conference room kitchenette does not provide a fully accessible kitchen that is built in compliance with best practices found in current standards. Furthermore, both the male and female washrooms do not provide accessible stalls that satisfy current OBC requirements for path of travel or clearance for wheelchair maneuverability. Finally, the smaller interview room is too small to accommodate someone in a wheelchair.

Lack of Accessible Parking

In addition to a few deficient elements of the main building's interior, as explained above, it's also important to note that along with not providing a compliant main entrance, the exterior of the building does not provide accessible parking stalls. There were no identifiable accessible parking stalls anywhere near the main building.

Detention Facility

The challenges above may be overcome with targeted renovations, however the biggest challenge in the facility is found outside the main building in the detention building. Although the corridors are all within the requirements set by the OBC, all the spaces: interview room, booking area, remote court interview room- do not provide any space to accommodate a wheelchair-bound detainee. Furthermore, as described below the facility presents a series of challenges for paramedics and police officers tending to detainees and sick detainees .

Because of the specialized nature of the detention building, accessibility issues have to be considered along with the way the police and other emergency workers interact with the detainees. Not only does the facility need to accommodate detainees with accessibility challenges, but it must also be designed to facilitate their physical handling by the police officers throughout their time in custody across all the different types of rooms that they will need to be placed in. Furthermore, along with the physical interaction between the police officers and detainees, paramedics frequently respond to health emergencies and have to maneuver in and out with their emergency equipment. Transporting their gurneys through the narrow corridors and placing the detainee on them is a serious challenge. The accessibility and safety challenges posed by the existing Detention Building will require understanding, synthesizing and applying the principles behind the accessible design standards and methods based on ODA and the requirements of the OBC with thorough consideration of the procedures used in handling the range of physical interactions with detainee during routine and emergency situations.

Summary

If the Cobourg Police Service's aspiration is to provide a fully accessible facility, it must go beyond the minimal requirements found in the OBC and strive to incorporate the best practices in line with the Town of Cobourg's Multi-Year Accessibility Plan 2020-2024, The Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

1.2 Study Process and Structure

RPL Architects interviewed a member of the executive staff to understand what are the concerns, current number of people who are being accommodated in the building that have restrictions in their movement or interfacing with the work and use of the building. Following this, RPL Architects reviewed the main building, the exterior and the detention building.

Although, RPL Architects evaluated the current facility mainly against the latest Ontario Building Code, RPL also relied on principles found in a variety of documents based on the Accessibility for Ontarians with Disabilities Act (AODA) for best practice recommendations and references. This report will address each of the major components of a building where accessible requirements have the biggest impact in the usability of the facility by those with physical restrictions.

RPL evaluated the corridors and doors; washrooms; lobby and reception areas; office and interview spaces; ramps and elevator and exterior areas. Other than the stairs, elevator and exterior, each of these components will be covered by floor within the main and detention building.

It's important to note that this report is not an exhaustive review of the facility's accessible status. It gives an overview. It did not go to fine grain evaluation of secondary accessibility elements, such as pushbutton locations, washroom fixture's locations, wayfinding or other details. These details would be more appropriately covered should the Town of Cobourg elect to implement a full building accessibility programme.

2 – COBOURG POLICE SERVICE – REVIEW

2.1 Exterior of Facility

Building Entrance Ramps

As mentioned below, accessible entrance to the building is provided by a non-compliant ramp to the side of the building and there no other accessible entrances/exits without steps around the building (refer to Fig. 4). In addition, there were no observed reserved accessible parking stalls provided. Parking stalls are to follow and satisfy the minimal number determined by the municipality’s zoning by laws and to follow a similar layout described below.

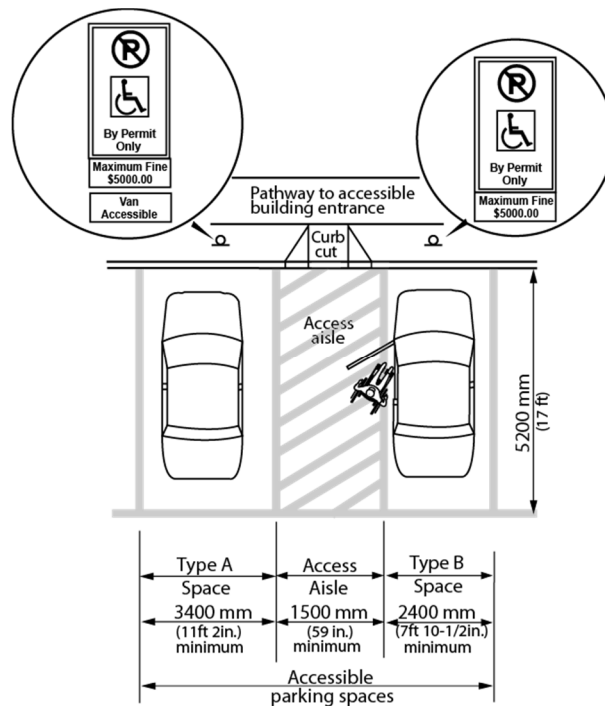


Image 1: Reference accessible parking layout.



Picture 1: Picture taken from the back of building toward the Exist. Exit from the building is not level to the ground level.

2.2 Main Building

Ground Floor

Corridors, Doors, Entrances and Ramps, Reception and Lobby

As per OBC 3.8.2.1, since the ground floor is considered the entrance story, a barrier free path of travel is required for the whole floor area. The barrier free path of travel shall have an unobstructed width of at least 1100mm (including ramps) and the minimal clear width of a door is to be 860mm when it is in an open position.

Although most of corridors are wide enough to comply with the barrier free minimums throughout the ground floor level, the current barrier free entrance does not comply with OBC 3.8.3.3.(4). This section of the Building Code states that any barrier free path of travel needs to have push button and barrier free entrance and path has to originate in the main entrance into the current lobby entrance. Presently the barrier free entrance is at the side entrance not the lobby. Furthermore, there are discontinuities in barrier free travel clearance, which prevents a full access to all areas of the ground floor and to and through the back exit to the outside (refer to the plan at the end of this section). However, both door width and require push button are present in the side entrance.

With few exceptions doors into to most spaces comply with the barrier free 860 mm door clearance required for accessible passage ways. Similarly, the two large ramps also have the

required minimum clearances (1100mm) and maximum slopes of 1 in 12 (OBC 3.8.3.4.(1)(b)). However, the small ramp does not comply. It has a slope of 1 in 10. Furthermore, the ramp that leads into the South Stair Exit does not have a level landing area at the bottom of its run that is 1670mm by 1670mm. The South Exit to the exterior does not have a level change, which compromises exiting from the existing South Stair. According to OBC Section 3.8.3.2.(1)(a) *“exterior walks that form part of a barrier-free path travel shall, (a) provide by means of a continuous plane not interrupted by steps or abrupt changes in level”*.

To ameliorate the current situation, a new ramp should be built to provide a smooth transition from the inside to the outside of the South Exit. A full solution would require a major internal renovation of the ramp and stairs to address the issues above.

Offices (Offices 114 and 115; Report Room, Interview Room, Resource Room)

As mentioned above, with few exception doors into to most spaces comply with the barrier free 860 mm door clearance required for accessible passage ways. (Those which do not are highlighted). However, if the intention is to provide volunteers and civilian workers with compromised accessibility to work in the facility there are few office spaces that can accommodate required turning radius for maneuvering a wheel chair. Furthermore, although there are pushbuttons to the washrooms, best practice would suggest that additional door activation pushbuttons should be located into interview room since that is the room most likely used by the public.

Women and Men’s Locker, Change Room, Shower and Washroom

Currently the Men’s Locker and Washroom do not comply with the OBC requirements for accessible washrooms. The accessible stall is not correctly sized. There is not enough space currently for the wheelchair 1500mm diameter maneuvering clearance that complies with the OBC Section 3.8.3.8.(1)(a) and for a clear transfer space at least 900 mm wide and 1 500 mm deep provided on one side of the water closet as per OBC Section 3.8.3.8.(2)(a)(ii). In addition, path way through to the showers is not 1100mm required for barrier free path of travel. The Women’s Locker, shower and Washroom is a new renovation. It, therefore, complies with OBC.

Barrier free Washroom

Both the public barrier free washroom off the reception area and the universal washroom immediately next to the east entrance, do not have panic buttons as per requirements of Section 3.8.3.12.(2)(b) of the OBC for universal washrooms. In addition, only the universal washroom next to the reception room has enough space to satisfy the requirement for adult change space. Refer to reference drawings below for best design practice for washrooms.

Image 2: Reference accessible washroom

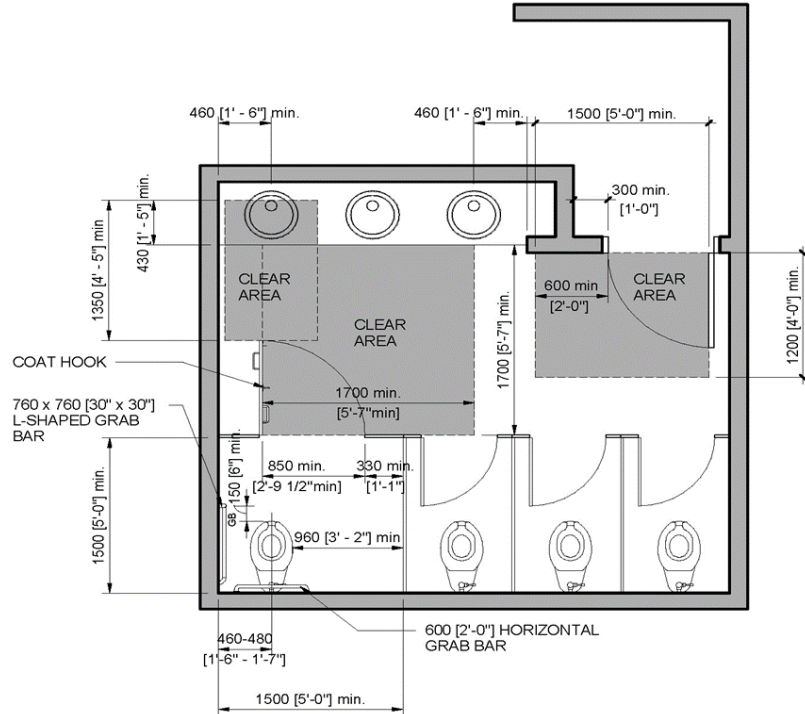
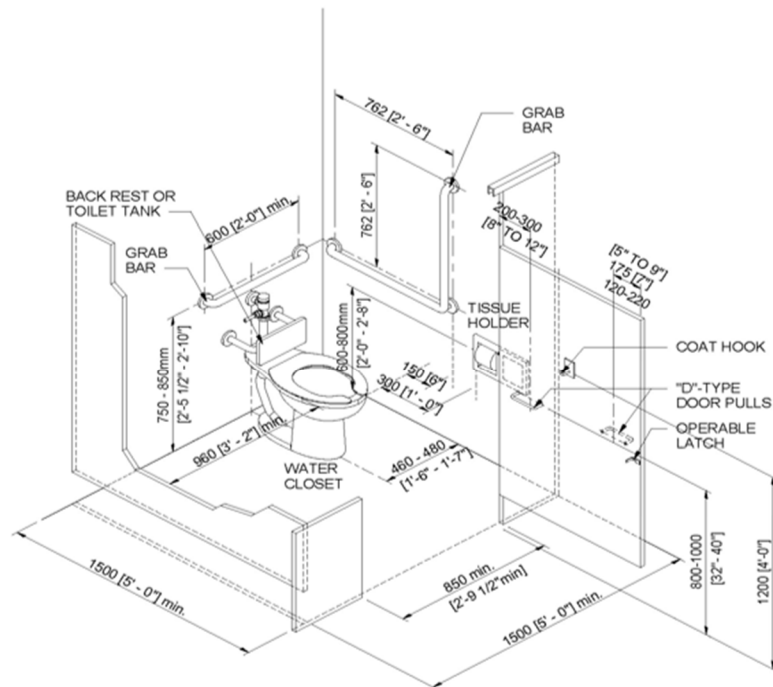


Image 3: Reference accessible stall



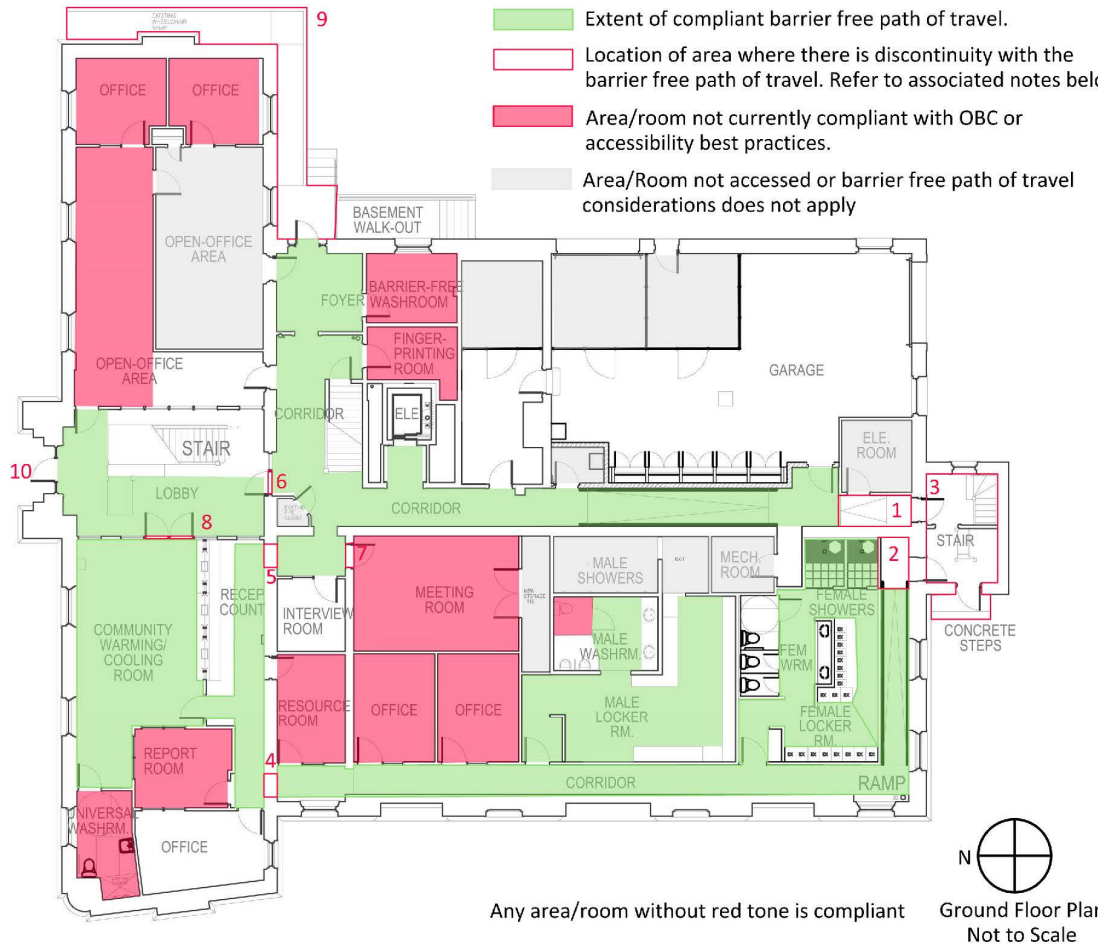


Image 4: Ground Floor Accessible Summary Plan

- | | | | |
|---|--|----|--|
| 1 | Ramp does not have a compliant slope. | 5 | Access too narrow between spaces. |
| 2 | Ramp Landing is not compliant. | 6 | Push button is recommended. |
| 3 | Maneuvering through exit is not compliant | 7 | Push button is recommended. |
| | Exterior concrete steps do not provide compliant level area for persons using wheel chair to easily move away from building. | 8 | Push button is recommended |
| 4 | Access too narrow between spaces. | 9 | Accessible ramp must be provided at the main entrance. |
| | | 10 | Accessible ramp must be provided at the main entrance. |

Second floor

Corridors, Doors, and Entrances

If the intention is to provide as accessible a facility as is possible, the second floor must also provide corridors that have fully accessible paths of travel. The existing main corridors are all wide enough for movement. However, much like the ground floor, there are discontinuities in the accessible path of travel. With few exceptions, such as the two interview rooms, doors into to most spaces comply with the barrier free 860 mm door clearance required for accessible passage ways.

Offices (Offices, Reception and Interview Rooms and Quiet Room)

Executive Area, Interview Rooms and Offices

Access to all individual offices from the shared executive work space and along King Street are compliant. However, their individual sizes would make accommodating and maneuvering anyone using a wheel chair difficult.

Interview Rooms

Access into the two interview rooms is not compliant with the minimum corridor widths. While the larger interview room can accommodate the requirements of someone in a wheelchair, the smaller interview room is too small to easily accommodate someone in a wheelchair and its turning radius.

Staff Lunch Room, Quiet Room and Kitchen

Considering the intention for a fully accessible second floor, it would be advisable for the staff lunch room to be fitted with a push button to activate a door opener. Currently there is none. However, the space itself does have enough room for a wheelchair to maneuver. The kitchen counter is not presently accessibly designed. Cabinets are not designed for accommodating accessible requirements.

Washrooms

Similar to the ground floor staff washrooms, both men and women's washroom do not comply with the OBC requirements. The accessible stall does not have enough space currently for the 1500mm diameter maneuvering clearance that complies with the OBC Section 3.8.3.8.(1)(a) and for a clear transfer space of at least 900 mm wide and 1 500 mm deep provided on one side of the water closet as per OBC Section 3.8.3.8.(2)(a)(ii).

Conference room

The conference room is large enough to accommodate accessible requirements. However, the current kitchenette lower cabinets do not comply with acceptable accessible design best practices.



Image 5: Second Floor Accessible Summary Plan

- | | | | |
|---|-----------------------------------|---|-----------------------------|
| 1 | Access too narrow between spaces. | 5 | Push button is recommended. |
| 2 | Access too narrow between spaces. | 6 | Push button is recommended. |
| 3 | Access too narrow between spaces. | | |

2.3 Detention Building

All corridors are complying with the OBC minimum width requirement of 1100mm and, other than the detainee cells, most of the doors comply with minimum 860mm wide requirement. However, there is nowhere that can accommodate a 1500mm diameter clear space for maneuvering a wheel chair. This is especially important since some detainees do use wheelchairs and there is a routine requirement for use of a gurney. These corridors pose a challenge when the officers and the emergency persons have to negotiate a gurney through corridors, especially with non-cooperative detainees. Interview rooms, virtual court room, and detainee processing rooms do not have adequate room to negotiate a wheelchair easily and without compromising the physical control by the accompanying police officer of the detainee. The washroom off the corridor is too small to comply with any standard and the individual cells are specialized spaces and were not evaluated for their conformity to accessibility standards.

2.4 Stairs

Although stairs are not directly evaluated for accessibility to those that have a difficult time moving, they are increasingly required to provide physical cues to those who are visually impaired, by providing contrasting colours at the beginning and end of stair runs. Currently all the stairs in the main building do not provide tactile landing indications and railings that provide smooth transitions between landing and steps, as required.

Appendix F – Cost Estimate

Cobourg Police				August 2, 2023.	R1
Cobourg, Ontario.					
Project Summary:		Option 1 Reno + Expansion	\$/SF	Option 2 New Build	\$/SF
Trade Summary		\$20,482,568.00	\$328.60	\$23,005,202.00	\$382.82
Contractor General Conditions & Fee	12.50%	\$2,560,321.00	\$41.07	\$2,875,650.00	\$47.85
Winter Heat & Protection	0.75%	\$153,619.00	\$2.46	\$172,539.00	\$2.87
Subtotal		\$23,196,508.00	\$372.14	\$26,053,391.00	\$433.54
Contingency Allowance		\$5,799,127.00	\$93.03	\$5,210,678.00	\$86.71
Subtotal		\$28,995,635.00	\$465.17	\$31,264,069.00	\$520.25
2024 Q4 Tender	10.00%	\$2,899,564.00	\$46.52	\$3,126,407.00	\$52.03
TOTAL		\$31,895,199.00	\$511.69	\$34,390,476.00	\$572.28
			/sf		
SEPARATE PRICE (Not Included in the above):					
1) Provide 730m2 firing range (order of magnitude)	ADD	\$4,550,000.00			
Option 1:					
..gut & renovate existing building	<i>sf</i>	23,436.00			
..add building expansion of basement, ground & second floors	<i>sf</i>	38,897.00			
Total Building Area	<i>sf</i>	62,333.00			
Option 2:					
..new building on a green field site, one & two storey areas	<i>sf</i>	60,094.00			
..no basement area					
NOT INCLUDED:					
-HST					
-design fees					
-pricing / trade contingencies					
-inspection & testing allowance					
-all items noted NIC					
-any item not included above					
-additional soil borings					
-special foundations (piles, caissons)					
-removal or replacement of contaminated soils					
-development, education, park fees or levies					
-site plan approval / building permit fees / costs					
-premium for tender validity periods >30 days					
NOTE:					
This cost estimate is based on current market pricing. The current marketplace is continuing to experience significant price increases on a variety of materials on a monthly basis. The contingency included in this estimate is for the building unknowns and not meant as a contingency to cover the fluctuating market conditions.					

Cobourg Police		Option 1 Renovate Extg. +Expansion				August 2, 2023.	R1	
Cobourg, Ontario.								
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
01 21 00	ALLOWANCES:							
	existing building finishes	2,140.00	m2	\$850.00	m2	\$1,819,000.00		
	expansion finishes	3,660.00	m2	\$850.00	m2	\$3,111,000.00		
	NOT USED				0	\$0.00		\$4,930,000.00
02 03 50	CUT & PATCH							
	cut & patch for mechanical & electrical	161.00	hrs	\$125.00	hrs	\$20,125.00		
	miscellaneous cut & patch	1.00	sum	\$5,000.00	sum	\$5,000.00		\$25,125.00
02 41 16	BUILDING DEMOLITION							
	demolish single storey building	250.00	m2	\$120.00	m2	\$30,000.00		
	demolish two buildings on County Rd 2	240.00	m2	\$85.00	m2	\$20,400.00		
	gut floor plate	2,140.00	m2	\$65.00	m2	\$139,100.00		
	disposal bins	40.00	ea	\$850.00	ea	\$34,000.00		\$223,500.00
02 41 23	SITE DEMOLITION & REMOVALS:							
	miscellaneous removals	1.00	sum	\$35,000.00	sum	\$35,000.00		\$35,000.00
02 82 11	ASBESTOS ABATEMENT							
	asbestos abatement	1.00	sum	\$100,000.00	sum	\$100,000.00		\$100,000.00
03 10 00	BUILDING CONCRETE FORMWORK							
	column footings	85.00	m2	\$125.00	m2	\$10,625.00		
	columns basement - ground	280.00	m2	\$145.00	m2	\$40,600.00		
	foundation wall footings	120.00	m2	\$135.00	m2	\$16,200.00		
	foundation walls	1,270.00	m2	\$145.00	m2	\$184,150.00		
	slab on grade	45.00	m2	\$130.00	m2	\$5,850.00		
	slab on metal deck	45.00	m2	\$135.00	m2	\$6,075.00		
	loading docks	4.00	m2	\$175.00	m2	\$700.00		
	miscellaneous bases	20.00	m2	\$200.00	m2	\$4,000.00		
	stairs	0.00	m2	\$0.00	m2	\$0.00		
	formwork equipment	1,869.00	m2	\$15.00	m2	\$28,035.00		\$296,235.00
03 14 00	SET EMBEDDED ITEMS							
	anchor bolts	116.00	ea	\$18.00	ea	\$2,088.00		
	loading dock pit frames	1.00	ea	\$500.00	ea	\$500.00		
	miscellaneous items	1.00	sum	\$1,500.00	sum	\$1,500.00		\$4,088.00
03 15 00	CONCRETE SUNDRIES							
	AIFB at slab edge	184.00	m	\$12.50	m	\$2,300.00		
	drill & grout anchors in slab edges	150.00	ea	\$20.00	ea	\$3,000.00		
	grout column base plates	29.00	ea	\$100.00	ea	\$2,900.00		
	water stop	320.00	m	\$35.00	m	\$11,200.00		
	miscellaneous concrete items	1.00	sum	\$2,500.00	sum	\$2,500.00		\$21,900.00
03 20 00	REINFORCING STEEL							
	reinforcing steel -foundations	35.00	mt	\$2,900.00	mt	\$101,500.00		
	reinforcing steel -structural slabs	43.00	mt	\$2,900.00	mt	\$124,700.00		
	loading dock pit slabs	0.00	mt	\$2,900.00	mt	\$0.00		
	mesh to slab on grade	1,294.00	m2	\$7.25	m2	\$9,382.00		
	mesh to slab on metal deck	1,294.00	m2	\$7.25	m2	\$9,382.00		\$244,964.00
03 30 00	BUILDING CONCRETE PLACEMENT							
	column footings	40.00	m3	\$60.00	m3	\$2,400.00		
	columns basement-grd	45.00	m3	\$70.00	m3	\$3,150.00		
	foundation wall footings	45.00	m3	\$60.00	m3	\$2,700.00		
	foundation walls	190.00	m3	\$65.00	m3	\$12,350.00		
	slab on grade	170.00	m3	\$60.00	m3	\$10,200.00		
	ground floor structural slab	395.00	m3	\$55.00	m3	\$21,725.00		
	2nd floor slab on metal deck	170.00	m3	\$60.00	m3	\$10,200.00		
	loading dock pits	3.00	m3	\$60.00	m3	\$180.00		
	miscellaneous bases	5.00	m3	\$175.00	m3	\$875.00		
	stair pan fill	5.00	m3	\$175.00	m3	\$875.00		
	placement equipment	1,068.00	m3	\$40.00	m3	\$42,720.00		\$107,375.00
03 33 00	CONCRETE SUPPLY							
	foundations	320.00	m3	\$188.00	m3	\$60,160.00		
	slabs on grade & deck	340.00	m3	\$184.00	m3	\$62,560.00		
	structural slabs	395.00	m3	\$196.00	m3	\$77,420.00		
	stairs & miscellaneous bases	10.00	m3	\$184.00	m3	\$1,840.00		
	environmental charge	1,065.00	m3	\$5.00	m3	\$5,325.00		
	fuel surcharge	1,065.00	m3	\$5.00	m3	\$5,325.00		
	carbon fee	1,065.00	m3	\$1.50	m3	\$1,598.00		
	winter heat	300.00	m3	\$20.00	m3	\$6,000.00		
	superplasticizer	340.00	m3	\$18.00	m3	\$6,120.00		
	waste	32.00	m3	\$185.00	m3	\$5,920.00		\$232,268.00

Cobourg Police		Option 1 Renovate Extg. +Expansion				August 2, 2023.	R1	
Cobourg, Ontario.								
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
03 35 00	CONCRETE FLOOR FINISHING							
	slab on grade	1,125.00	m2	\$15.00	m2	\$16,875.00		
	structural slabs	1,125.00	m2	\$15.00	m2	\$16,875.00		
	slab on metal deck	1,125.00	m2	\$15.00	m2	\$16,875.00		
	elevator pit slabs	10.00	m2	\$75.00	m2	\$750.00		
	loading dock pits	4.00	m2	\$75.00	m2	\$300.00		
	stairs & miscellaneous bases	55.00	m2	\$150.00	m2	\$8,250.00		
	cure & seal	3,385.00	m2	\$1.90	m2	\$6,432.00		
	sawcut & filler to slab on grade	563.00	m	\$8.50	m	\$4,786.00		\$71,143.00
04 03 41	MASONRY RESTORATION							
	brick	1,032.00	m2	\$325.00	m2	\$335,400.00		
	stone	228.00	m2	\$90.00	m2	\$20,520.00		
	miscellaneous items	1,260.00	m2	\$15.00	m2	\$18,900.00		\$374,820.00
04 05 10	MASONRY							
	elevator & stair core walls	470.00	m2	\$235.00	m2	\$110,450.00		
	new expansion brick veneer	1,560.00	m2	\$525.00	m2	\$819,000.00		
	cavity wall insulation	1,560.00	m2	\$120.00	m2	\$187,200.00		
	cavity wall air vapour barrier	1,560.00	m2	\$50.00	m2	\$78,000.00		\$1,194,650.00
04 43 23	STONE							
	stone supply	50.00	m2	\$350.00	m2	\$17,500.00		
	stone installation	50.00	m2	\$450.00	m2	\$22,500.00		
	cavity wall insulation	50.00	m2	\$120.00	m2	\$6,000.00		
	cavity wall air vapour barrier	50.00	m2	\$50.00	m2	\$2,500.00		\$48,500.00
05 12 23	STRUCTURAL STEEL							
	columns	17.00	mt	\$6,500.00	mt	\$110,500.00		
	perimeter beams 2nd & roof	23.20	mt	\$6,500.00	mt	\$150,800.00		
	interior beams 2nd & roof	27.40	mt	\$6,500.00	mt	\$178,100.00		
	OWSJ 2nd & roof	22.30	mt	\$6,750.00	mt	\$150,525.00		
	reinforce to existing structure	2,140.00	m2	\$35.00	m2	\$74,900.00		
	tie into existing steel	0.00	sum	\$0.00	sum	\$0.00	NIC	
	man door frames/lintels	0.00	ea	\$0.00	ea	\$0.00	NIC	
	overhead door frames	3.00	ea	\$2,250.00	ea	\$6,750.00		
	design development	89.90	mt	\$250.00	mt	\$22,475.00		\$694,050.00
05 31 00	STEEL DECKING							
	floor deck	1,125.00	m2	\$75.00	m2	\$84,375.00		
	roof deck	1,125.00	m2	\$70.00	m2	\$78,750.00		
	roof upstands	450.00	m	\$45.00	m	\$20,250.00		\$183,375.00
05 50 00	MISCELLANEOUS METALS							
	bollards	12.00	ea	\$800.00	ea	\$9,600.00		
	ladders	5.00	m	\$750.00	m	\$3,750.00		
	miscellaneous items	2,140.00	m2	\$35.00	m2	\$74,900.00		\$88,250.00
05 51 29	STAIRS & LANDINGS							
	steel pan stairs -2 sets	100.00	tr	\$625.00	tr	\$62,500.00		
	landings	30.00	m2	\$325.00	m2	\$9,750.00		
	handrail & railings	60.00	m	\$325.00	m	\$19,500.00		\$91,750.00
06 10 10	ROOF WOOD BLOCKING							
	2 x 6 roof blocking	1,350.00	m	\$14.00	m	\$18,900.00		
	3/4" plywood to roof	60.00	sht	\$155.00	sht	\$9,300.00		
	interior plywood to sills, etc.	1.00	sum	\$3,500.00	.	\$3,500.00		\$31,700.00
06 10 11	ROUGH CARPENTRY							
	rough hardware	1.00	sum	\$1,585.00	sum	\$1,585.00		\$1,585.00
06 18 19	TEMPORARY WORK							
	site security fencing	310.00	m	\$30.00	m	\$9,300.00		
	monthly rental	10.00	mth	\$1,800.00	mth	\$18,000.00		
	weather tight enclosures -68#	110.00	m2	\$115.00	m2	\$12,650.00		
	temporary partitions	240.00	m2	\$75.00	m2	\$18,000.00		
	temporary stair to roof -initial setup & dismantle	1.00	sum	\$3,500.00	sum	\$3,500.00		
	temporary stair -monthly rental	3.00	mth	\$2,500.00	mth	\$7,500.00		
	safety rails	450.00	m	\$25.00	m	\$11,250.00		\$80,200.00
06 20 00	MILLWORK / FINISH CARPENTRY							
	millwork	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	
	finish carpentry	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	\$0.00
06 40 00	ARCHITECTURAL WOODWORK							
	architectural woodwork	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00

Cobourg Police		Option 1 Renovate Extg. +Expansion				August 2, 2023.	R1	
Cobourg, Ontario.								
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
07 11 13	DAMP-PROOFING							
	damp-proofing	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 16 19	CEMENTIOUS WATERPROOFING							
	elevator pits	35.00	m2	\$125.00	m2	\$4,375.00		\$4,375.00
07 18 00	TRAFFIC TOPPING							
	traffic topping	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 21 13	BUILDING INSULATION							
	existing building foundation insulation	330.00	m2	\$80.00	m2	\$26,400.00		
	expansion foundation insulation	504.00	m2	\$80.00	m2	\$40,320.00		\$66,720.00
07 24 00	EXTERIOR INSULATION FINISH SYSTEM							
	EIFS	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 26 00	WATERPROOFING							
	excavate existing building foundation walls	360.00	m3	\$80.00	m3	\$28,800.00		
	make good & waterproof existing building foundation walls	300.00	m2	\$150.00	m2	\$45,000.00		
	backfill existing building foundation walls	792.00	mt	\$40.00	mt	\$31,680.00		
	expansion waterproofing to walls	504.00	m2	\$85.00	m2	\$42,840.00		\$148,320.00
07 41 43	METAL ROOFING							
	sloped metal roofing	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 42 23	WOOD PANELS:							
	exterior wood panels at existing curved top doors -2.4x3.2M	3.00	ea	\$15,000.00	ea	\$45,000.00		\$45,000.00
07 46 13	METAL SIDING							
	metal siding	0.00	m2	\$0.00	m2	\$0.00	NIC	
	miscellaneous flashings	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
07 53 24	MEMBRANE ROOFING							
	remove existing building roofing	865.00	m2	\$50.00	m2	\$43,250.00		
	new roofing to existing bilding	865.00	m2	\$325.00	m2	\$281,125.00		
	expansion membrane roofing	1,410.00	m2	\$300.00	m2	\$423,000.00		
	roof pavers	160.00	m	\$225.00	m	\$36,000.00		\$783,375.00
07 61 00	METAL FLASHING							
	parapet cap flashing	320.00	m	\$50.00	m	\$16,000.00		
	miscellaneous flashings at openings	1.00	sum	\$3,500.00	sum	\$3,500.00		\$19,500.00
07 81 00	SPRAYED FIREPROOFING							
	sprayed fireproofing	5,800.00	m2	\$65.00	m2	\$377,000.00		\$377,000.00
07 84 00	FIRESTOPPING							
	perimeter edge firestopping	280.00	m	\$55.00	m	\$15,400.00		\$15,400.00
07 86 00	SMOKE SEALS							
	smoke seals	280.00	m	\$45.00	m	\$12,600.00		\$12,600.00
07 92 10	SEALANTS							
	sealants	5,800.00	m2	\$5.00	m2	\$29,000.00		\$29,000.00
08 11 14	HOLLOW METAL DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	single frames for wood doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 11 15	INSTALL METAL DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	handle doors, frames & screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 11 16	ALUMINUM WINDOWS & DOORS							
	existing building entrance	15.00	m2	\$950.00	m2	\$14,250.00		
	doors to above	2.00	ea	\$3,500.00	ea	\$7,000.00		
	vestibules	15.00	m2	\$850.00	m2	\$12,750.00		
	doors to above	2.00	ea	\$3,500.00	ea	\$7,000.00		
	automatic operators	2.00	ea	\$3,500.00	ea	\$7,000.00		
	interior aluminum windows / screens	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	glass balustrades	0.00	m	\$0.00	m	\$0.00	NIC	\$48,000.00

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08 14 10	WOOD DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	install wood doors & frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 33 25	COILING DOORS							
	coiling doors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
08 36 12	OVERHEAD DOORS							
	overhead doors at dock levellers	1.00	ea	\$8,500.00	ea	\$8,500.00		
	overhead doors at sally port	2.00	ea	\$12,500.00	ea	\$25,000.00		\$33,500.00
08 44 13	CURTAIN WALL							
	curtain wall	294.00	m2	\$1,500.00	m2	\$441,000.00		
	doors to above	2.00	ea	\$3,500.00	ea	\$7,000.00		
	automatic operators	1.00	ea	\$3,500.00	ea	\$3,500.00		\$451,500.00
08 50 50	ALUMINUM WINDOWS							
	expansion aluminum windows 25% of exterior wall	537.00	m2	\$925.00	m2	\$496,725.00		\$496,725.00
08 54 13	FIBREGLAS WINDOWS							
	replace ground floor windows -1.0x2.1M	20.00	ea	\$4,750.00	ea	\$95,000.00		
	replace upper floor windows -0.6x1.52M	42.00	ea	\$2,950.00	ea	\$123,900.00		
	remove existing windows	62.00	ea	\$750.00	ea	\$46,500.00		\$265,400.00
08 71 10	FINISH HARDWARE							
	hollow metal doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	wood doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 80 50	MISCELLANEOUS GLASS & GLAZING							
	glass & glazing	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	mirrors	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
08 90 00	LOUVRES							
	roof equipment screening louvres	75.00	m2	\$750.00	m2	\$56,250.00		\$56,250.00
09 23 00	GYPSON BOARD							
	drywall & insulation to interior side of perimeter walls	1,800.00	m2	\$155.00	m2	\$279,000.00		
	drywall partition to exterior wood panels	25.00	m2	\$185.00	m2	\$4,625.00		
	drywall partitions	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	drywall furred to masonry	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	drywall ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$283,625.00
09 30 13	CERAMIC TILE							
	ceramic tile flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	ceramic tile to walls	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 30 15	QUARRY TILE							
	tile flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile to walls	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 51 13	ACOUSTIC CEILINGS							
	acoustic tile ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 54 23	LINEAR METAL CEILINGS:							
	Linear Metal Ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 57 00	WOOD CEILINGS							
	wood ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 62 00	SPECIAL FLOORING							
	polished concrete flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 64 29	WOOD FLOORING							
	wood flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	baseboards	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 65 19	RESILIENT FLOORING							
	vct flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	sheet flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	vinyl base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00

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09 67 00	FLUID APPLIED FLOORING							
	epoxy flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	epoxy base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 68 00	CARPET							
	carpet	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	carpet base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 84 00	ACOUSTICAL WALL TREATMENT							
	wall panels	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	ceiling panels	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 91 00	PAINTING							
	masonry partitions	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	drywall partitions	1,800.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	drywall ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	exposed structure ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	hollow metal doors, frames & screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	bollards	12.00	ea	\$100.00	ea	\$1,200.00		
	miscellaneous items	1.00	sum	\$6,000.00	sum	\$6,000.00	0	\$7,200.00
09 96 00	SPECIAL WALL COATINGS							
	special coating to walls	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
10 11 13	CHALK, TACK & WHITE BOARDS							
	chalk, tack & white boards	20.00	ea	\$650.00	ea	\$13,000.00		\$13,000.00
10 14 50	VISUAL AID BOARDS							
	visual aid boards	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
10 21 13	TOILET COMPARTMENTS							
	toilet partitions	20.00	ea	\$2,500.00	ea	\$50,000.00		
	urinal screens	6.00	ea	\$500.00	ea	\$3,000.00		\$53,000.00
10 21 16	SHOWER & DRESSING COMPARTMENTS							
	pre-fabricated shower units	10.00	ea	\$4,500.00	ea	\$45,000.00		
	pre-fabricated dressing cubicles	10.00	ea	\$2,500.00	ea	\$25,000.00		\$70,000.00
10 22 39	OPERABLE PARTITIONS							
	folding partitions	6.00	m	\$2,500.00	m	\$15,000.00		\$15,000.00
10 28 00	WASHROOM ACCESSORIES							
	supply washroom accessories	10.00	ea	\$3,500.00	ea	\$35,000.00		
	hand dryers	10.00	ea	\$850.00	ea	\$8,500.00		
	install washroom accessories	1.00	sum	\$7,000.00	sum	\$7,000.00		\$50,500.00
10 43 00	EXTERIOR SIGNAGE							
	exterior signage	1.00	sum	\$40,000.00	sum	\$40,000.00		\$40,000.00
10 44 00	INTERIOR SIGNAGE							
	interior signage	5,800.00	m2	\$5.00	m2	\$29,000.00		\$29,000.00
10 51 13	LOCKERS							
	lockers	75.00	ea	\$350.00	ea	\$26,250.00		\$26,250.00
10 56 13	STORAGE SHELVING							
	janitors room shelving	6.00	ea	\$500.00	ea	\$3,000.00		\$3,000.00
10 75 00	FLAGPOLES							
	flagpole c/w base	3.00	ea	\$7,500.00	ea	\$22,500.00		\$22,500.00
11 11 36	ELECTRIC VEHICLE CHARGING UNITS:							
	level 2 charging unit -240V	0.00	ea	\$9,500.00	ea	\$0.00	NIC	
	level 3 charging unit -480V	0.00	ea	\$35,000.00	ea	\$0.00	NIC	\$0.00
11 12 00	PARKING CONTROL EQUIPMENT							
	parking control equipment	0.00	ea	\$0.00	ea	\$0.00	NIC	
	spare cards	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
11 13 00	LOADING DOCK EQUIPMENT:							
	loading dock c/w bumpers	1.00	ea	\$25,000.00	ea	\$25,000.00		
	seals / shelters	1.00	ea	\$3,500.00	ea	\$3,500.00		
	trailer restraints	1.00	ea	\$3,000.00	ea	\$3,000.00		\$31,500.00
11 19 00	DETENTION EQUIPMENT:							
	door, tables, equipment	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00

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Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
11 21 73	COMMERCIAL LAUNDRY EQUIPMENT:							
	washers	0.00	ea	\$0.00	ea	\$0.00	NIC	
	dryers	0.00	ea	\$0.00	ea	\$0.00	NIC	
	unload, uncrate, install	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
11 30 13	APPLIANCES:							
	refrigerator	0.00	ea	\$0.00	ea	\$0.00	NIC	
	range	0.00	ea	\$0.00	ea	\$0.00	NIC	
	dishwasher	0.00	ea	\$0.00	ea	\$0.00	NIC	
	microwave	0.00	ea	\$0.00	ea	\$0.00	NIC	
	unload, uncrate, set in place & hook-up	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
11 40 00	FOOD SERVICE EQUIPMENT							
	food service equipment	1.00	sum	\$100,000.00	sum	\$100,000.00		\$100,000.00
11 52 00	AUDIOVISUAL EQUIPMENT							
	projection screens	5.00	ea	\$3,500.00	ea	\$17,500.00		
	audiovisual equipment	5.00	ea	\$4,500.00	ea	\$22,500.00		\$40,000.00
11 81 23	WINDOW WASHING EQUIPMENT							
	roof anchors	10.00	ea	\$1,000.00	ea	\$10,000.00		
	swing stage c/w anchors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$10,000.00
11 67 23	SHOOTING RANGE EQUIPMENT:							
	update existing shooting range equipment	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
	new shooting range equipment	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
11 82 26	WASTE HANDLING EQUIPMENT							
	compactors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
12 21 00	WINDOW TREATMENT							
	window treatment	130.00	m2	\$90.00	m2	\$11,700.00		\$11,700.00
12 30 00	MANUFACTURED CASEWORK							
	manufactured casework	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
12 35 53	LAB EQUIPMENT							
	laboratory furniture	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	\$0.00
12 50 00	FURNITURE, FIXTURES & EQUIPMENT							
	furniture, fixtures & equipment	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
13 08 00	SOUND, VIBRATION & SEISMIC CONTROL							
	existing building	2,140.00	m2	\$20.00	m2	\$42,800.00		\$42,800.00
14 20 00	ELEVATORS							
	passenger	1.00	ea	\$185,000.00	ea	\$185,000.00		
	modify, upgrade existing elevator(s)	0.00	ea	\$0.00	ea	\$0.00	NIC	\$185,000.00
21 13 13	FIRE PROTECTION							
	existing building	2,140.00	m2	\$35.00	m2	\$74,900.00		
	expansion	3,660.00	m2	\$50.00	m2	\$183,000.00		
	fire protection header	1.00	ea	\$15,000.00	ea	\$15,000.00		\$272,900.00
23 05 00	MECHANICAL							
	existing HVAC units	2.00	ea	\$82,000.00	ea	\$164,000.00		
	existing ductwork	2,140.00	m2	\$115.00	m2	\$246,100.00		
	liquid transfer heating & cooling	2,140.00	m2	\$90.00	m2	\$192,600.00		
	balancing & commissioning	2,140.00	m2	\$5.00	m2	\$10,700.00		
	existing roof drainage	865.00	m2	\$30.00	m2	\$25,950.00		
	existing plumbing & drainage	2,140.00	m2	\$80.00	m2	\$171,200.00		
	existing controls	2,140.00	m2	\$55.00	m2	\$117,700.00		
	unit heaters at loading docks	1.00	ea	\$10,500.00	ea	\$10,500.00		
	expansion HVAC units	3.00	ea	\$155,000.00	ea	\$465,000.00		
	expansion ductwork	3,660.00	m2	\$175.00	m2	\$640,500.00		
	liquid transfer heating & cooling	3,660.00	m2	\$140.00	m2	\$512,400.00		
	balancing & commissioning	3,660.00	m2	\$6.00	m2	\$21,960.00		
	expansion roof drainage	1,125.00	m2	\$30.00	m2	\$33,750.00		
	expansion plumbing & drainage	3,660.00	m2	\$120.00	m2	\$439,200.00		
	expansion controls	3,660.00	m2	\$80.00	m2	\$292,800.00		
	miscellaneous systems	1.00	sum	\$10,000.00	sum	\$10,000.00		\$3,354,360.00
23 56 13	SOLAR & WIND ENERGY EQUIPMENT							
	solar panels	0.00	ea	\$0.00	ea	\$0.00	NIC	
	wind energy	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00

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26 05 01	ELECTRICAL							
	existing power & distribution	2,140.00	m2	\$70.00	m2	\$149,800.00		
	existing data & communication empty conduit	2,140.00	m2	\$20.00	m2	\$42,800.00		
	existing data & communication wire & terminations	2,140.00	m2	\$0.00	m2	\$0.00	NIC	
	existing lighting	2,140.00	m2	\$125.00	m2	\$267,500.00		
	existing fire alarm	2,140.00	m2	\$20.00	m2	\$42,800.00		
	existing security system	2,140.00	m2	\$70.00	m2	\$149,800.00		
	existing public address system	2,140.00	m2	\$8.00	m2	\$17,120.00		
	expansion power & distribution	3,660.00	m2	\$95.00	m2	\$347,700.00		
	expansion data & communication empty conduit	3,660.00	m2	\$20.00	m2	\$73,200.00		
	expansion data & communication wire & terminations	3,660.00	m2	\$0.00	m2	\$0.00	NIC	
	expansion lighting	3,660.00	m2	\$175.00	m2	\$640,500.00		
	expansion fire alarm	3,660.00	m2	\$25.00	m2	\$91,500.00		
	expansion security system	3,660.00	m2	\$98.00	m2	\$358,680.00		
	expansion public address system	3,660.00	m2	\$10.00	m2	\$36,600.00		
	loading dock & door feeds	1.00	ea	\$1,750.00	ea	\$1,750.00		
	level 2 charging unit -240V power supply	0.00	ea	\$0.00	ea	\$0.00	NIC	
	level 3 charging unit -480V power supply	0.00	ea	\$0.00	ea	\$0.00	NIC	
	miscellaneous systems	1.00	sum	\$15,000.00	sum	\$15,000.00		\$2,234,750.00
31 11 00	CLEAR & GRUB							
	clear & grub site	1.00	sum	\$20,000.00	sum	\$20,000.00		\$20,000.00
31 14 13	SITE EXCAVATION							
	storm water control	1.00	sum	\$1,500.00	sum	\$1,500.00		
	regrade site	0.00	m2	\$0.00	m2	\$0.00		\$1,500.00
31 14 13	SITE BACKFILL							
	fill site to new contours at landscape areas	0.00	m3	\$0.00	m3	\$0.00	NIC	
	raise grade at u/s paved surfaces	0.00	mt	\$0.00	mt	\$0.00	NIC	\$0.00
31 23 10	BUILDING EXCAVATION							
	bulk dig basement	3,600.00	m3	\$30.00	m3	\$108,000.00		
	column footings	246.00	m3	\$45.00	m3	\$11,070.00		
	foundation walls	280.00	m3	\$45.00	m3	\$12,600.00		
	loading dock pits	3.00	m3	\$75.00	m3	\$225.00		
	elevator pit	35.00	m3	\$75.00	m3	\$2,625.00		
	hand excavation	40.00	hrs	\$75.00	hrs	\$3,000.00		
	fence protection at excavations	1.00	sum	\$2,500.00	sum	\$2,500.00		
	Ontario government soil verification/reports	21.00	ea	\$750.00	ea	\$15,750.00		
	disposal off site	4,129.00	m3	\$15.00	m3	\$61,935.00		\$217,705.00
31 23 10	BUILDING BACKFILL							
	backfill basement walls	1,663.00	mt	\$35.00	mt	\$58,205.00		
	column footings	541.00	mt	\$35.00	mt	\$18,935.00		
	foundation walls	493.00	mt	\$35.00	mt	\$17,255.00		
	elevator pits	46.00	mt	\$65.00	mt	\$2,990.00		
	A' to u/s slab on grade	495.00	mt	\$40.00	mt	\$19,800.00		\$117,185.00
31 23 16	ROCK REMOVAL:							
	drilling & blasting	0.00	m3	\$0.00	m3	\$0.00	NIC	
	rock removal	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00
31 23 19	DEWATERING							
	dewatering	3.00	mth	\$3,500.00	mth	\$10,500.00		
	wellpoint system	0.00	mth	\$0.00	mth	\$0.00	NIC	\$10,500.00
31 41 00	SHORING							
	shoring	378.00	m2	\$600.00	m2	\$226,800.00		
	mobilization	1.00	sum	\$25,000.00	sum	\$25,000.00	NIC	\$251,800.00
31 48 00	UNDERPINNING							
	underpinning	80.00	m3	\$2,500.00	m3	\$200,000.00		\$200,000.00
31 62 26	PILING							
	piling	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
31 64 00	CAISSONS							
	caissons	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
31 66 15	HELICAL PILES:							
	helical piles	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00

Cobourg Police		Option 1 Renovate Extg. +Expansion			August 2, 2023.	R1		
Cobourg, Ontario.								
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
32 12 16	ASPHALT PAVING							
	make good existing parking lot	1,050.00	m2	\$85.00	m2	\$89,250.00		
	excavation to pavement	473.00	m3	\$50.00	m3	\$23,650.00		\$112,900.00
32 13 13	CONCRETE PAVEMENT							
	concrete pavement	0.00	m2	\$0.00	m2	\$0.00	NIC	
	granular 'A' to u/s concrete pavement	0.00	mt	\$0.00	mt	\$0.00	NIC	\$0.00
32 16 13	CONCRETE CURBS							
	concrete curbs	120.00	m	\$125.00	m	\$15,000.00		\$15,000.00
32 16 23	CONCRETE SIDEWALKS							
	concrete sidewalks	480.00	m2	\$115.00	m2	\$55,200.00		\$55,200.00
32 14 00	UNIT PAVING:							
	unit pavers	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
32 31 13	FENCING & GATES							
	chain link fencing & gates	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00
32 32 34	RETAINING WALLS							
	retaining walls	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
32 37 00	SITE FURNISHINGS							
	site furniture	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
32 92 23	SEEDING / SODDING							
	landscaping	1.00	sum	\$50,000.00	sum	\$50,000.00		\$50,000.00
33 44 00	MECHANICAL SITE SERVICES							
	storm / sanitary / water / gas	1.00	sum	\$75,000.00	sum	\$75,000.00		
	street connections from property line	4.00	ea	\$7,500.00	ea	\$30,000.00		
	dewatering	1.00	sum	\$10,000.00	sum	\$10,000.00		\$115,000.00
33 46 20	FOUNDATION DRAINAGE							
	underslab weeping tile system	0.00	m	\$0.00	m	\$0.00	NIC	
	existing building perimeter drainage	172.50	m	\$50.00	m	\$8,625.00		
	new expansion perimeter foundation drainage	161.00	m	\$50.00	m	\$8,050.00		\$16,675.00
33 46 23	INFILTRATION SYSTEM:							
	infiltration system	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00
33 71 75	ELECTRICAL SITE SERVICES							
	Existing:							
	...hydro service fees	1.00	sum	\$25,000.00	sum	\$25,000.00		
	...primary u/g ductbank	0.00	m	\$250.00	m	\$0.00	NIC	
	...primary cabling	0.00	m	\$0.00	m	\$0.00	by Hydro	
	...transformer	0.00	sum	\$0.00	sum	\$0.00	by Hydro	
	...transformer pad	0.00	m2	\$125.00	m2	\$0.00	NIC	
	...transformer pad bollards	0.00	ea	\$850.00	ea	\$0.00	NIC	
	...secondary u/g ductbank	0.00	m	\$250.00	m	\$0.00	NIC	
	...secondary cabling	0.00	m	\$150.00	m	\$0.00	NIC	
	...generator pad	0.00	m2	\$125.00	m2	\$0.00	NIC	
	...generator pad bollards	0.00	ea	\$850.00	ea	\$0.00	NIC	
	...parking lot light standards w/ conc base	6.00	ea	\$8,500.00	ea	\$51,000.00		
	...buried u/g conduit / cabling for above	150.00	m	\$75.00	m	\$11,250.00		
	...landscaping lighting	0.00	ea	\$0.00	ea	\$0.00	NIC	\$87,250.00
	Expansion:							
	...hydro service fees	1.00	sum	\$50,000.00	sum	\$50,000.00		
	...primary u/g ductbank	15.00	m	\$250.00	m	\$3,750.00		
	...primary cabling	0.00	m	\$0.00	m	\$0.00	by Hydro	
	...transformer	0.00	sum	\$0.00	sum	\$0.00	by Hydro	
	...transformer pad	9.00	m2	\$125.00	m2	\$1,125.00		
	...transformer pad bollards	4.00	ea	\$850.00	ea	\$3,400.00		
	...secondary u/g ductbank	10.00	m	\$250.00	m	\$2,500.00		
	...secondary cabling	10.00	m	\$150.00	m	\$1,500.00		
	...generator	1.00	sum	\$250,000.00	sum	\$250,000.00		
	...generator pad	24.00	m2	\$125.00	m2	\$3,000.00		
	...generator pad bollards	6.00	ea	\$850.00	ea	\$5,100.00		
	...parking lot light standards w/ conc base	6.00	ea	\$8,500.00	ea	\$51,000.00		
	...buried u/g conduit / cabling for above	150.00	m	\$75.00	m	\$11,250.00		
	...landscaping lighting	0.00	sum	\$0.00	sum	\$0.00	NIC	\$382,625.00
	Total Base Cost					\$20,482,568.00		\$20,482,568.00
	Construction Contingency					\$0.00		
	Total Projected Construction Costs			\$328.60	/sf	\$20,482,568.00	+HST	

Cobourg Police Cobourg, Ontario.		Option 2 New Building				August 2, 2023.	R1	
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
01 21 00	ALLOWANCES:							
	new building interior finishes	5,585.00	m2	\$800.00	m2	\$4,468,000.00		
	NOT USED	0.00	m2	\$0.00	m2	\$0.00		\$4,468,000.00
02 03 50	CUT & PATCH							
	cut & patch for mechanical & electrical	0.00	hrs	\$0.00	hrs	\$0.00	NIC	
	miscellaneous cut & patch	1.00	sum	\$5,000.00	sum	\$5,000.00	NIC	\$5,000.00
02 41 16	BUILDING DEMOLITION							
	demolish single storey building	0.00	m2	\$0.00	m2	\$0.00	NIC	
	demolish two buildings on County Rd 2	0.00	m2	\$0.00	m2	\$0.00	NIC	
	gut floor plate	0.00	m2	\$0.00	m2	\$0.00	NIC	
	disposal bins	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
02 41 23	SITE DEMOLITION & REMOVALS:							
	miscellaneous removals	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
02 82 11	ASBESTOS ABATEMENT							
	asbestos abatement	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
03 10 00	BUILDING CONCRETE FORMWORK							
	column footings	329.00	m2	\$125.00	m2	\$41,125.00		
	piers	371.00	m2	\$145.00	m2	\$53,795.00		
	foundation wall footings	392.00	m2	\$135.00	m2	\$52,920.00		
	foundation walls perimeter	1,344.00	m2	\$145.00	m2	\$194,880.00		
	foundation walls -interior	420.00	m2	\$145.00	m2	\$60,900.00		
	slab on grade	91.00	m2	\$130.00	m2	\$11,830.00		
	slab on metal deck	98.00	m2	\$135.00	m2	\$13,230.00		
	loading docks	4.00	m2	\$175.00	m2	\$700.00		
	miscellaneous bases	20.00	m2	\$200.00	m2	\$4,000.00		
	stairs	0.00	m2	\$0.00	m2	\$0.00		
	formwork equipment	3,069.00	m2	\$15.00	m2	\$46,035.00		\$479,415.00
03 14 00	SET EMBEDDED ITEMS							
	anchor bolts	700.00	ea	\$18.00	ea	\$12,600.00		
	loading dock pit frames	1.00	ea	\$500.00	ea	\$500.00		
	miscellaneous items	1.00	sum	\$1,500.00	sum	\$1,500.00		\$14,600.00
03 15 00	CONCRETE SUNDRIES							
	AIFB at slab edge	588.00	m	\$12.50	m	\$7,350.00		
	drill & grout anchors in slab edges	0.00	ea	\$20.00	ea	\$0.00	NIC	
	grout column base plates	175.00	ea	\$100.00	ea	\$17,500.00		
	water stop	0.00	m	\$35.00	m	\$0.00	NIC	
	miscellaneous concrete items	1.00	sum	\$3,000.00	sum	\$3,000.00		\$27,850.00
03 20 00	REINFORCING STEEL							
	reinforcing steel -foundations	90.00	mt	\$2,900.00	mt	\$261,000.00		
	loading dock pit slabs	1.00	mt	\$2,900.00	mt	\$2,900.00		
	mesh to slab on grade	4,359.00	m2	\$7.25	m2	\$31,603.00		
	mesh to slab on metal deck	1,783.00	m2	\$7.25	m2	\$12,927.00		\$308,430.00
03 30 00	BUILDING CONCRETE PLACEMENT							
	column footings	280.00	m3	\$60.00	m3	\$16,800.00		
	piers	168.00	m3	\$70.00	m3	\$11,760.00		
	foundation wall footings	112.00	m3	\$60.00	m3	\$6,720.00		
	foundation walls -perimeter	203.00	m3	\$65.00	m3	\$13,195.00		
	foundation walls -interior	56.00	m3	\$65.00	m3	\$3,640.00		
	slab on grade	532.00	m3	\$60.00	m3	\$31,920.00		
	2nd floor slab on metal deck	217.00	m3	\$60.00	m3	\$13,020.00		
	penthouse slab on metal deck	56.00	m3	\$65.00	m3	\$3,640.00		
	loading dock pits	3.00	m3	\$60.00	m3	\$180.00		
	miscellaneous bases	5.00	m3	\$175.00	m3	\$875.00		
	stair pan fill	5.00	m3	\$175.00	m3	\$875.00		
	placement equipment	1,637.00	m3	\$40.00	m3	\$65,480.00		\$168,105.00
03 33 00	CONCRETE SUPPLY							
	foundations	819.00	m3	\$188.00	m3	\$153,972.00		
	slabs on grade	535.00	m3	\$184.00	m3	\$98,440.00		
	slabs on metal deck	273.00	m3	\$184.00	m3	\$50,232.00		
	stairs & miscellaneous bases	10.00	m3	\$184.00	m3	\$1,840.00		
	environmental charge	1,637.00	m3	\$5.00	m3	\$8,185.00		
	fuel surcharge	1,637.00	m3	\$5.00	m3	\$8,185.00		
	carbon fee	1,637.00	m3	\$1.50	m3	\$2,456.00		
	winter heat	300.00	m3	\$20.00	m3	\$6,000.00		
	superplastisizer	535.00	m3	\$18.00	m3	\$9,630.00		
	waste	49.00	m3	\$185.00	m3	\$9,065.00		\$348,005.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building				August 2, 2023.	R1	
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
03 35 00	CONCRETE FLOOR FINISHING							
	slab on grade	3,790.00	m2	\$15.00	m2	\$56,850.00		
	slab on metal deck	1,550.00	m2	\$15.00	m2	\$23,250.00		
	elevator pit slabs	20.00	m2	\$75.00	m2	\$1,500.00		
	loading dock pits	4.00	m2	\$75.00	m2	\$300.00		
	stairs & miscellaneous bases	55.00	m2	\$150.00	m2	\$8,250.00		
	cure & seal	5,360.00	m2	\$1.90	m2	\$10,184.00		
	sawcut & filler to slab on grade	1,895.00	m	\$8.50	m	\$16,108.00		\$116,442.00
04 03 41	MASONRY RESTORATION							
	brick	0.00	m2	\$0.00	m2	\$0.00	N/A	
	stone	0.00	m2	\$0.00	m2	\$0.00	N/A	
	miscellaneous items	0.00	m2	\$0.00	m2	\$0.00	N/A	\$0.00
04 05 10	MASONRY							
	elevator & stair core walls	650.00	m2	\$220.00	m2	\$143,000.00		
	brick veneer -25% of façade	871.00	m2	\$525.00	m2	\$457,275.00		
	cavity wall insulation	871.00	m2	\$120.00	m2	\$104,520.00		
	cavity wall air vapour barrier	871.00	m2	\$50.00	m2	\$43,550.00		\$748,345.00
04 43 23	STONE							
	stone supply	0.00	m2	\$0.00	m2	\$0.00	NIC	
	stone installation	0.00	m2	\$0.00	m2	\$0.00	NIC	
	cavity wall insulation	0.00	m2	\$0.00	m2	\$0.00	NIC	
	cavity wall air vapour barrier	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
05 12 23	STRUCTURAL STEEL							
	garage	72.00	mt	\$6,500.00	mt	\$468,000.00		
	custody	21.00	mt	\$6,500.00	mt	\$136,500.00		
	tactical	15.00	mt	\$6,500.00	mt	\$97,500.00		
	circulation	16.00	mt	\$8,500.00	mt	\$136,000.00		
	common	9.00	mt	\$6,500.00	mt	\$58,500.00		
	entrance	3.00	mt	\$6,500.00	mt	\$19,500.00		
	operations 2nd floor	103.00	mt	\$6,500.00	mt	\$669,500.00		
	operations roof	95.00	mt	\$6,500.00	mt	\$617,500.00		
	penthouse	24.00	mt	\$6,500.00	mt	\$156,000.00		
	overhead door frames	11.00	ea	\$2,250.00	ea	\$24,750.00		
	design development	358.00	mt	\$250.00	mt	\$89,500.00		\$2,473,250.00
05 31 00	STEEL DECKING							
	floor deck	1,795.00	m2	\$75.00	m2	\$134,625.00		
	roof deck	3,790.00	m2	\$70.00	m2	\$265,300.00		
	roof upstands	450.00	m	\$45.00	m	\$20,250.00		\$420,175.00
05 50 00	MISCELLANEOUS METALS							
	bollards	44.00	ea	\$800.00	ea	\$35,200.00		
	ladders	5.00	m	\$750.00	m	\$3,750.00		
	miscellaneous items	5,585.00	m2	\$35.00	m2	\$195,475.00		\$234,425.00
05 51 29	STAIRS & LANDINGS							
	steel pan stairs -2 sets	100.00	tr	\$625.00	tr	\$62,500.00		
	landings	30.00	m2	\$325.00	m2	\$9,750.00		
	handrail & railings	60.00	m	\$325.00	m	\$19,500.00		\$91,750.00
06 10 10	ROOF WOOD BLOCKING							
	2 x 6 roof blocking	1,350.00	m	\$14.00	m	\$18,900.00		
	3/4" plywood to roof	60.00	sht	\$155.00	sht	\$9,300.00		
	interior plywood to sills, etc.	1.00	sum	\$3,500.00		\$3,500.00		\$31,700.00
06 10 11	ROUGH CARPENTRY							
	rough hardware	1.00	sum	\$1,585.00	sum	\$1,585.00		\$1,585.00
06 18 19	TEMPORARY WORK							
	site security fencing	310.00	m	\$30.00	m	\$9,300.00		
	monthly rental	10.00	mth	\$1,800.00	mth	\$18,000.00		
	weather tight enclosures -68#	30.00	m2	\$115.00	m2	\$3,450.00		
	temporary partitions	80.00	m2	\$75.00	m2	\$6,000.00		
	temporary stair to roof -initial setup & dismantle	1.00	sum	\$4,000.00	sum	\$4,000.00		
	temporary stair -monthly rental	4.00	mth	\$2,500.00	mth	\$10,000.00		
	safety rails	376.00	m	\$25.00	m	\$9,400.00		\$60,150.00
06 20 00	MILLWORK / FINISH CARPENTRY							
	millwork	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	
	finish carpentry	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	\$0.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building			August 2, 2023.	R1		
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
06 40 00	ARCHITECTURAL WOODWORK							
	architectural woodwork	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
07 11 13	DAMPPROOFING							
	dampproofing	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 16 19	CEMENTIOUS WATERPROOFING							
	elevator pits	70.00	m2	\$125.00	m2	\$8,750.00		\$8,750.00
07 18 00	TRAFFIC TOPPINGS							
	traffic topping	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 21 13	BUILDING INSULATION							
	foundation wall insulation	1,610.00	m2	\$80.00	m2	\$128,800.00		\$128,800.00
07 24 00	EXTERIOR INSULATION FINISH SYSTEM							
	EIFS	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 26 00	WATERPROOFING							
	waterproofing to perimeter walls	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 41 43	METAL ROOFING							
	sloped metal roofing	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
07 42 23	WOOD PANELS:							
	wood exterior cladding	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
07 46 13	METAL SIDING							
	composite panels -50% of façade	1,742.00	m2	\$560.00	m2	\$975,520.00		
	cavity wall insulation	1,742.00	m2	\$120.00	m2	\$209,040.00		
	cavity wall air vapour barrier	1,742.00	m2	\$50.00	m2	\$87,100.00		
	miscellaneous flashings	1.00	sum	\$5,000.00	sum	\$5,000.00	NIC	\$1,276,660.00
07 53 24	MEMBRANE ROOFING							
	membrane roofing	3,790.00	m2	\$290.00	m2	\$1,099,100.00		
	roof pavers	160.00	m	\$225.00	m	\$36,000.00		\$1,135,100.00
07 61 00	METAL FLASHING							
	parapet cap flashing	630.00	m	\$50.00	m	\$31,500.00		
	miscellaneous flashings at openings	1.00	sum	\$3,500.00	sum	\$3,500.00		\$35,000.00
07 81 00	SPRAYED FIREPROOFING							
	sprayed fireproofing	1,795.00	m2	\$65.00	m2	\$116,675.00		\$116,675.00
07 84 00	FIRESTOPPING							
	perimeter edge firestopping	630.00	m	\$55.00	m	\$34,650.00		\$34,650.00
07 86 00	SMOKE SEALS							
	smoke seals	630.00	m	\$45.00	m	\$28,350.00		\$28,350.00
07 92 10	SEALANTS							
	sealants	5,585.00	m2	\$5.00	m2	\$27,925.00		\$27,925.00
08 11 14	HOLLOW METAL DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	single frames for wood doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 11 15	INSTALL METAL DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	handle doors, frames & screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 11 16	ALUMINUM WINDOWS & DOORS							
	entrance glazing	72.00	m2	\$950.00	m2	\$68,400.00		
	doors to above	2.00	m2	\$3,500.00	m2	\$7,000.00		
	vestibules	26.00	m2	\$850.00	m2	\$22,100.00		
	doors to above	2.00	ea	\$3,500.00	ea	\$7,000.00		
	automatic operators	2.00	ea	\$3,500.00	ea	\$7,000.00		
	interior aluminum windows / screens	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	glass balustrades	30.00	m	\$1,800.00	m	\$54,000.00		\$165,500.00

Cobourg Police		Option 2 New Building			August 2, 2023.	R1		
Cobourg, Ontario.								
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
08 14 10	WOOD DOORS & FRAMES							
	single door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	double door frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	install wood doors & frames	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 33 25	COILING DOORS							
	coiling doors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
08 36 12	OVERHEAD DOORS							
	overhead doors at dock levellers	1.00	ea	\$9,500.00	ea	\$9,500.00		
	overhead doors at garage	8.00	ea	\$9,500.00	ea	\$76,000.00		
	overhead doors at sally port	2.00	ea	\$12,500.00	ea	\$25,000.00		\$110,500.00
08 44 13	CURTAIN WALL							
	curtain wall 25% of façade	871.00	m2	\$1,500.00	m2	\$1,306,500.00		
	doors to above	2.00	ea	\$3,500.00	ea	\$7,000.00		
	automatic operators	1.00	ea	\$3,500.00	ea	\$3,500.00		\$1,317,000.00
08 50 50	ALUMINUM WINDOWS							
	aluminum windows	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
08 54 13	FIBREGLAS WINDOWS							
	fibreglas windows	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
08 71 10	FINISH HARDWARE							
	hollow metal doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	
	wood doors	0.00	ea	\$0.00	ea	\$0.00	see 01 21 00	\$0.00
08 80 50	MISCELLANEOUS GLASS & GLAZING							
	glass & glazing	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	mirrors	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
08 90 00	LOUVRES							
	roof equipment screening louvres	0.00	m2	\$0.00	m2	\$0.00	N/A	\$0.00
09 23 00	GYPSUM BOARD							
	backup to exterior masonry	871.00	m2	\$155.00	m2	\$135,005.00		
	backup to composite siding	1,742.00	m2	\$155.00	m2	\$270,010.00		
	drywall furred to masonry	650.00	m2	\$75.00	m2	\$48,750.00		
	interior drywall ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	drywall ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$453,765.00
09 30 13	CERAMIC TILE							
	ceramic tile flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	ceramic tile to walls	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 30 15	QUARRY TILE							
	tile flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile to walls	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	tile base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 51 13	ACOUSTIC CEILINGS							
	acoustic tile ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 54 23	LINEAR METAL CEILINGS:							
	Linear Metal Ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 57 00	WOOD CEILINGS							
	wood ceilings	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 62 00	SPECIAL FLOORING							
	polished concrete flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	\$0.00
09 64 29	WOOD FLOORING							
	wood flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	baseboards	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00
09 65 19	RESILIENT FLOORING							
	vct flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	sheet flooring	0.00	m2	\$0.00	m2	\$0.00	see 01 21 00	
	vinyl base	0.00	m	\$0.00	m	\$0.00	see 01 21 00	\$0.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building			August 2, 2023.	R1	
Section	Item	Quantity		\$/Unit	Totals	Remarks	Section Total
09 67 00	FLUID APPLIED FLOORING						
	epoxy flooring	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	epoxy base	0.00	m	\$0.00	\$0.00	see 01 21 00	\$0.00
09 68 00	CARPET						
	carpet	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	carpet base	0.00	m	\$0.00	\$0.00	see 01 21 00	\$0.00
09 84 00	ACOUSTICAL WALL TREATMENT						
	wall panels	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	ceiling panels	0.00	m2	\$0.00	\$0.00	see 01 21 00	\$0.00
09 91 00	PAINTING						
	masonry partitions	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	perimeter wall drywall	3,263.00	m2	\$15.00	\$48,945.00		
	drywall partitions	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	drywall ceilings	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	exposed structure ceilings	0.00	m2	\$0.00	\$0.00	see 01 21 00	
	hollow metal doors, frames & screens	0.00	ea	\$0.00	\$0.00	see 01 21 00	
	bollards	44.00	ea	\$100.00	\$4,400.00		
	miscellaneous items	1.00	sum	\$6,000.00	\$6,000.00		\$59,345.00
09 96 00	SPECIAL WALL COATINGS						
	special coating to walls	0.00	m2	\$0.00	\$0.00	see 01 21 00	\$0.00
10 11 13	CHALK, TACK & WHITE BOARDS						
	chalk, tack & white boards	20.00	ea	\$650.00	\$13,000.00		\$13,000.00
10 14 50	VISUAL AID BOARDS						
	visual aid boards	0.00	ea	\$0.00	\$0.00	NIC	\$0.00
10 21 13	TOILET COMPARTMENTS						
	toilet partitions	24.00	ea	\$2,500.00	\$60,000.00		
	urinal screens	6.00	ea	\$500.00	\$3,000.00		\$63,000.00
10 21 16	SHOWER & DRESSING COMPARTMENTS						
	pre-fabricated shower units	10.00	ea	\$4,000.00	\$40,000.00		
	pre-fabricated dressing cubicles	10.00	ea	\$2,500.00	\$25,000.00		\$65,000.00
10 22 39	OPERABLE PARTITIONS						
	folding partitions	6.00	m	\$2,500.00	\$15,000.00		\$15,000.00
10 28 00	WASHROOM ACCESSORIES						
	supply washroom accessories	10.00	ea	\$4,500.00	\$45,000.00		
	hand dryers	10.00	ea	\$850.00	\$8,500.00		
	install washroom accessories	1.00	sum	\$9,000.00	\$9,000.00		\$62,500.00
10 43 00	EXTERIOR SIGNAGE						
	exterior signage	1.00	sum	\$40,000.00	\$40,000.00		\$40,000.00
10 44 00	INTERIOR SIGNAGE						
	interior signage	5,585.00	m2	\$5.00	\$27,925.00		\$27,925.00
10 51 13	LOCKERS						
	lockers	100.00	ea	\$350.00	\$35,000.00		\$35,000.00
10 56 13	STORAGE SHELVING						
	janitors room shelving	5.00	ea	\$500.00	\$2,500.00		\$2,500.00
10 75 00	FLAGPOLES						
	flagpole c/w base	3.00	ea	\$7,500.00	\$22,500.00		\$22,500.00
11 11 36	ELECTRIC VEHICLE CHARGING UNITS:						
	level 2 charging unit -240V	5.00	ea	\$10,500.00	\$52,500.00		
	level 3 charging unit -480V	0.00	ea	\$0.00	\$0.00	NIC	\$52,500.00
11 12 00	PARKING CONTROL EQUIPMENT						
	parking control equipment	0.00	ea	\$0.00	\$0.00	NIC	
	spare cards	0.00	ea	\$0.00	\$0.00	NIC	\$0.00
11 13 00	LOADING DOCK EQUIPMENT:						
	loading dock c/w bumpers	1.00	ea	\$25,000.00	\$25,000.00		
	seals / shelters	1.00	ea	\$3,500.00	\$3,500.00		
	trailer restraints	1.00	ea	\$3,000.00	\$3,000.00		\$31,500.00
11 19 00	DETENTION EQUIPMENT:						
	door, tables, equipment	0.00	ea	\$0.00	\$0.00	see 01 21 00	\$0.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building			August 2, 2023.	R1		
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
11 21 73	COMMERCIAL LAUNDRY EQUIPMENT:							
	washers	0.00	ea	\$0.00	ea	\$0.00	NIC	
	dryers	0.00	ea	\$0.00	ea	\$0.00	NIC	
	unload, uncrate, install	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
11 30 13	APPLIANCES:							
	refrigerator	0.00	ea	\$0.00	ea	\$0.00	NIC	
	range	0.00	ea	\$0.00	ea	\$0.00	NIC	
	dishwasher	0.00	ea	\$0.00	ea	\$0.00	NIC	
	microwave	0.00	ea	\$0.00	ea	\$0.00	NIC	
	unload, uncrate, set in place & hook-up	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
11 40 00	FOOD SERVICE EQUIPMENT							
	food service equipment	1.00	sum	\$100,000.00	sum	\$100,000.00		\$100,000.00
11 52 00	AUDIOVISUAL EQUIPMENT							
	projection screens	5.00	ea	\$3,500.00	ea	\$17,500.00		
	audiovisual equipment	5.00	ea	\$4,500.00	ea	\$22,500.00		\$40,000.00
11 81 23	WINDOW WASHING EQUIPMENT							
	roof anchors	10.00	ea	\$1,000.00	ea	\$10,000.00		
	swing stage c/w anchors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$10,000.00
11 67 23	SHOOTING RANGE EQUIPMENT:							
	new shooting range equipment	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
11 82 26	WASTE HANDLING EQUIPMENT							
	compactors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00
12 21 00	WINDOW TREATMENT							
	window treatment	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
12 30 00	MANUFACTURED CASEWORK							
	manufactured casework	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
12 35 53	LAB EQUIPMENT							
	laboratory furniture	0.00	sum	\$0.00	sum	\$0.00	see 01 21 00	\$0.00
12 50 00	FURNITURE, FIXTURES & EQUIPMENT							
	furniture, fixtures & equipment	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
13 08 00	SOUND, VIBRATION & SEISMIC CONTROL							
	sound / vibration / seismic	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
14 20 00	ELEVATORS							
	passenger	2.00	ea	\$175,000.00	ea	\$350,000.00		
	freight	0.00	ea	\$0.00	ea	\$0.00	NIC	\$350,000.00
21 13 13	FIRE PROTECTION							
	fire protection	5,585.00	m2	\$42.00	m2	\$234,570.00		
	fire protection header	1.00	ea	\$10,000.00	ea	\$10,000.00		\$244,570.00
23 05 00	MECHANICAL							
	HVAC units	6.00	ea	\$80,000.00	ea	\$480,000.00		
	ductwork	5,585.00	m2	\$160.00	m2	\$893,600.00		
	liquid transfer heating & cooling	5,585.00	m2	\$105.00	m2	\$586,425.00		
	balancing & commissioning	5,585.00	m2	\$5.00	m2	\$27,925.00		
	roof drainage	3,790.00	m2	\$25.00	m2	\$94,750.00		
	plumbing & drainage	5,585.00	m2	\$85.00	m2	\$474,725.00		
	existing controls	5,585.00	m2	\$55.00	m2	\$307,175.00		
	unit heaters at loading docks	1.00	ea	\$10,500.00	ea	\$10,500.00		
	miscellaneous systems	1.00	sum	\$10,000.00	sum	\$10,000.00		\$2,885,100.00
23 56 13	SOLAR & WIND ENERGY EQUIPMENT							
	solar panels	0.00	ea	\$0.00	ea	\$0.00	NIC	
	wind energy	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building			August 2, 2023.	R1		
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total
26 05 01	ELECTRICAL							
	power & distribution	5,585.00	m2	\$75.00	m2	\$418,875.00		
	data & communication empty conduit	5,585.00	m2	\$15.00	m2	\$83,775.00		
	data & communication wire & terminations	0.00	m2	\$0.00	m2	\$0.00	NIC	
	lighting	5,585.00	m2	\$150.00	m2	\$837,750.00		
	fire alarm	5,585.00	m2	\$22.00	m2	\$122,870.00		
	security system	5,585.00	m2	\$75.00	m2	\$418,875.00		
	public address system	5,585.00	m2	\$8.00	m2	\$44,680.00		
	loading dock & door feeds	1.00	ea	\$1,750.00	ea	\$1,750.00		
	level 2 charging unit -240V power supply	5.00	ea	\$3,500.00	ea	\$17,500.00		
	level 3 charging unit -480V power supply	0.00	ea	\$0.00	ea	\$0.00	NIC	
	miscellaneous systems	1.00	sum	\$15,000.00	sum	\$15,000.00		\$1,961,075.00
31 11 00	CLEAR & GRUB							
	clear & grub site	1.00	sum	\$25,000.00	sum	\$25,000.00		\$25,000.00
31 14 13	SITE EXCAVATION							
	storm water control	1.00	sum	\$1,500.00	sum	\$1,500.00		
	regrade site	0.00	m2	\$0.00	m2	\$0.00		\$1,500.00
31 14 13	SITE BACKFILL							
	fill site to new contours at landscape areas	0.00	m3	\$0.00	m3	\$0.00	NIC	
	raise grade at u/s paved surfaces	0.00	mt	\$0.00	mt	\$0.00	NIC	\$0.00
31 23 10	BUILDING EXCAVATION							
	column footings	1,047.00	m3	\$45.00	m3	\$47,115.00		
	foundation walls	1,053.00	m3	\$45.00	m3	\$47,385.00		
	loading dock pits	3.00	m3	\$75.00	m3	\$225.00		
	elevator pit	68.00	m3	\$75.00	m3	\$5,100.00		
	hand excavation	40.00	hrs	\$75.00	hrs	\$3,000.00		
	fence protection at excavations	1.00	sum	\$2,500.00	sum	\$2,500.00		
	Ontario government soil verification/reports	11.00	ea	\$750.00	ea	\$8,250.00		
	disposal off site	2,103.00	m3	\$15.00	m3	\$31,545.00		\$145,120.00
31 23 10	BUILDING BACKFILL							
	backfill basement walls	0.00	mt	\$0.00	mt	\$0.00	N/A	
	column footings	2,303.00	mt	\$35.00	mt	\$80,605.00		
	foundation walls	1,853.00	mt	\$35.00	mt	\$64,855.00		
	elevator pits	90.00	mt	\$65.00	mt	\$5,850.00		
	A' to u/s slab on grade	4.00	mt	\$40.00	mt	\$160.00		\$151,470.00
31 23 16	ROCK REMOVAL:							
	drilling & blasting	0.00	m3	\$0.00	m3	\$0.00	NIC	
	rock removal	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00
31 23 19	DEWATERING							
	dewatering	40.00	mth	\$3,500.00	mth	\$140,000.00		
	wellpoint system	0.00	mth	\$0.00	mth	\$0.00	NIC	\$140,000.00
31 41 00	SHORING							
	shoring	0.00	m2	\$0.00	m2	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
31 48 00	UNDERPINNING							
	underpinning	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00
31 62 26	PILING							
	piling	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
31 64 00	CAISSONS							
	caissons	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
31 66 15	HELICAL PILES:							
	helical piles	0.00	m	\$0.00	m	\$0.00	NIC	
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00
32 12 16	ASPHALT PAVING							
	parking lots, etc.	3,600.00	m2	\$65.00	m2	\$234,000.00		
	excavation to pavement	1,620.00	m3	\$50.00	m3	\$81,000.00		\$315,000.00
32 13 13	CONCRETE PAVEMENT							
	concrete pavement	0.00	m2	\$0.00	m2	\$0.00	NIC	
	granular 'A' to u/s concrete pavement	0.00	mt	\$0.00	mt	\$0.00	NIC	\$0.00

Cobourg Police Cobourg, Ontario.		Option 2 New Building			August 2, 2023.	R1	
Section	Item	Quantity		\$/Unit	Totals	Remarks	Section Total
32 16 13	CONCRETE CURBS						
	concrete curbs	340.00 m		\$125.00 m	\$42,500.00		\$42,500.00
32 16 23	CONCRETE SIDEWALKS						
	concrete sidewalks	752.00 m2		\$115.00 m2	\$86,480.00		\$86,480.00
32 14 00	UNIT PAVING:						
	unit pavers	0.00 m2		\$0.00 m2	\$0.00	NIC	\$0.00
32 31 13	FENCING & GATES						
	chain link fencing & gates	360.00 m		\$165.00 m	\$59,400.00		\$59,400.00
32 32 34	RETAINING WALLS						
	retaining walls	0.00 m2		\$0.00 m2	\$0.00	NIC	\$0.00
32 37 00	SITE FURNISHINGS						
	site furniture	0.00 ea		\$0.00 ea	\$0.00	NIC	\$0.00
32 92 23	SEEDING / SODDING						
	landscaping	1.00 sum		\$150,000.00 sum	\$150,000.00		\$150,000.00
33 44 00	MECHANICAL SITE SERVICES						
	storm / sanitary / water / gas	1.00 sum		\$250,000.00 sum	\$250,000.00		
	street connections from property line	4.00 ea		\$7,500.00 ea	\$30,000.00		
	dewatering	1.00 sum		\$10,000.00 sum	\$10,000.00		\$290,000.00
33 46 20	FOUNDATION DRAINAGE						
	underslab weeping tile system	0.00 m		\$0.00 m	\$0.00	NIC	
	perimeter foundation drainage	432.00 m		\$45.00 m	\$19,440.00		\$19,440.00
33 46 23	INFILTRATION SYSTEM:						
	infiltration system	0.00 m3		\$0.00 m3	\$0.00	NIC	\$0.00
33 71 75	ELECTRICAL SITE SERVICES						
	...hydro service fees	1.00 sum		\$100,000.00 sum	\$100,000.00		
	...primary u/g ductbank	30.00 m		\$250.00 m	\$7,500.00	NIC	
	...primary cabling	0.00 m		\$0.00 m	\$0.00	by Hydro	
	...transformer	0.00 sum		\$0.00 sum	\$0.00	by Hydro	
	...transformer pad	10.00 m2		\$125.00 m2	\$1,250.00	NIC	
	...transformer pad bollards	4.00 ea		\$850.00 ea	\$3,400.00	NIC	
	...secondary u/g ductbank	25.00 m		\$250.00 m	\$6,250.00	NIC	
	...secondary cabling	25.00 m		\$150.00 m	\$3,750.00	NIC	
	...generator	1.00 sum		\$250,000.00 sum	\$250,000.00		
	...generator pad	25.00 m2		\$125.00 m2	\$3,125.00	NIC	
	...generator pad bollards	6.00 ea		\$850.00 ea	\$5,100.00	NIC	
	...parking lot light standards w/ conc base	20.00 ea		\$8,500.00 ea	\$170,000.00		
	...buried u/g conduit / cabling for above	500.00 m		\$75.00 m	\$37,500.00		
	...landscaping lighting	30.00 ea		\$2,500.00 ea	\$75,000.00	NIC	\$662,875.00
	Total Base Cost				\$23,005,202.00		\$23,005,202.00
				Construction Contingency	\$0.00		
	Total Projected Construction Costs			\$382.82 /sf	\$23,005,202.00	+HST	
	New Building:						
	-basement	0.00 sf		0.00 m2			
	-ground floor	40,780.00 sf		3,790.00 m2			
	-2nd floor	16,678.00 sf		1,550.00 m2			
	-penthouse	2,636.00 sf		245.00 m2			
	Total Building Area	60,094.00 sf		5,585.00 m2			



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Community Services, Protection, and Economic Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Brian Geerts, Director of Community Services
Standing Committee Date: April 3, 2024
Report Number: COMM-2024-006
Council Meeting Date: April 24, 2024
Subject: **Intent to Purchase Through the Canoe Procurement
Group – Ice Resurfacer**

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1. Recommendation:

THAT Council receive this report for information purposes; and

FURTHER THAT Council endorse the benefits of group purchasing in principle, including Canoe Procurement Group as an example; and

FURTHER THAT Council approve the purchase of a replacement dual-fuel ice resurfacer through Canoe Procurement Group at a cost of not more than \$110,000.00, including non-refundable HST.

2. Executive Summary:

Competitive and transparent procurement processes are hallmarks of effective public fund use. Canoe Procurement Group offers efficient and transparent non-exclusive procurement services.

3. Background

Cobourg's Purchasing Policy governs the processes used for procurement of materials and services.

Purchasing Policy:

[doc00994520220531162800.pdf \(cobourg.ca\)](#)

Section 7 of the purchasing policy states that the Town may participate with other government agencies or public authorities where it is in the best interest of the Town to do so. In such cases, the purchasing policy & procedures of the lead agency shall prevail.

History of Canoe Procurement Group of Canada:

"In 1936, a handful of Western Canadian municipalities combined their purchasing power to procure common necessities for their communities at better prices. This practice proved effective, and the program was gradually expanded. In 2008, Prairie Fuel Advisors (PFA) Ltd. became a subsidiary of the group, which set the stage for the group's journey across Canada to become leaders in municipal procurement.

In 2014, the procurement group partnered with the National Joint Powers Association (now known as Sourcewell) to expand procurement options further. As the group expanded, all three Canadian Prairie Provinces partnered together to make cooperative procurement programs available to every municipality in Western Canada. Shortly after that, Newfoundland and Labrador joined, bringing programs to Eastern Canada for the first time. The group welcomed Ontario, Nova Scotia, and Prince Edward Island in 2019, then expanded again in 2020 with the addition of New Brunswick and the Northwest Territories.

The procurement group –operating jointly but branding separately – launched Canoe in June 2021, a unified identity for all Canadian municipal, public sector, and not-for-profit organizations to participate in collectively. Shortly after that, British Columbia formally joined the group. Nunavut followed suit in 2023, bringing the count of formally participating provinces and territories to 11."

[Our Story - Canoe Procurement Group of Canada](#)

4. Discussion:

The Town participates in group purchasing through Local Authority Service and other group purchasing agreements.

Canoe Procurement Group is another procurement option available to the Town; Staff have already completed the membership process. As membership with the Canoe Procurement group is non-exclusive, the Town may continue to choose the best procurement options based on the procurement context as needed.

While thorough procurement processes are critical for the best use of public resources, some inefficiencies can be inherent within systems from the vendor's perspective. For example, when several municipalities need to purchase an ice resurfacer, each organization will issue comprehensive bid documents that may exceed 50 pages. Multiple bidders submitting bid documents for multiple municipalities turn into hundreds or thousands of pages of bid documents to manage. This administrative burden may limit the interest of some vendors from bidding on projects. Group purchasing alleviates this administrative burden but maintains the transparency of the bidding process by grouping the purchases into one purchase contract.

Staff will continue to evaluate the best procurement options based on the project context and purchase requirements. One of the first projects to be completed using Canoe will be the purchase of a replacement Zamboni ice resurfacer. Many other opportunities exist in Sports/Arena and other purchase categories: [Sports Arena Supply Program - Canoe Procurement Group of Canada](#)

Group purchasing programs offer several benefits for municipalities:

1. **Cost Savings:** By leveraging the collective buying power of multiple municipalities, group purchasing programs can negotiate better prices, discounts, and terms with suppliers. This can result in significant cost savings on a wide range of goods and services, including office supplies, vehicles, equipment, and utilities.
2. **Efficiency:** Group purchasing programs streamline the procurement process by centralizing purchasing activities. This reduces the administrative burden on individual municipalities, allowing them to allocate resources more efficiently and focus on core responsibilities.
3. **Access to a Wider Range of Suppliers:** Municipalities gain access to a larger pool of pre-vetted suppliers through group purchasing programs. This increases supplier competition, leading to better quality products and services at lower prices.
4. **Risk Mitigation:** Group purchasing programs often involve contracts with favourable terms and conditions, such as warranties, service level agreements, and performance guarantees. This helps mitigate the risk of non-compliance, disputes, and supplier failures.
5. **Professional Support:** Many group purchasing programs offer additional support services, such as procurement expertise, contract management, and supplier relationship management. This can help municipalities navigate complex procurement processes and achieve better outcomes.
6. **Collaboration and Knowledge Sharing:** Participating in a group purchasing program allows municipalities to collaborate with other entities, share best practices, and learn from each other's experiences. This fosters a culture of continuous improvement and innovation within the public sector.

7. Economies of Scale: Group purchasing enables municipalities to benefit from economies of scale, as they can collectively negotiate larger volume discounts and better terms than they could individually.
Overall, group purchasing programs empower municipalities to achieve greater efficiency, cost savings, and value in their procurement activities, ultimately benefiting taxpayers and enhancing public services.

5. Financial Impact and Budget

Zamboni (Dual Fuel) 20-13 is at end of life and requires replacement. The replacement project was approved in the 2024 capital budget at a cost of \$110,000 including the value of the trade-in.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community

Maintain resiliency and competitiveness through investments in people and resources in collaboration with other public sector agencies and levels of government.

- Service Excellence

Build capacity to deliver.

- Sustainability

Consider opportunity costs as well as financial costs.

7. Public Engagement:

This report was posted publicly as part of the Council reporting process.

8. Attachments / Links:

[Proposal Evaluation_Ice_Rink_Average.xlsx \(canoeprocurement.ca\)](#)
[320-RFP-and-Addendum-Ice-Rink-120320-1.pdf \(canoeprocurement.ca\)](#)
[320-Zamboni-Contract-120320.pdf \(canoeprocurement.ca\)](#)
[Proposal Evaluation_Ice_Rink_Average.xlsx \(canoeprocurement.ca\)](#)

Report Approval Details

Document Title:	Intent To Purchase Through the Canoe Procurement Group.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 2:55 PM



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Community Services, Protection, and Economic Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Rory Quigley, Manager, Parks; Brian Geerts; Director of
Community Services
Standing Committee Date: April 3, 2024
Report Number: COMM-2024-007
Council Meeting Date: April 24, 2024
Subject: **Land Lease Renewal for Dog Park**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council approve the new lease agreement with 13158322 Canada Inc. for the Dog Park lands at 777 Ontario St. Cobourg; and

FURTHER THAT Council authorize the Mayor and Clerk to execute the final agreement, subject to finalization of any remaining details by staff.

2. Executive Summary:

This report outlines the proposed land lease renewal for the dog park located at 777 Ontario Street. This is the only off-lease dog park in Cobourg providing a vital community asset that fosters social and recreational activities among residents and their pets. No adjustments or modifications to the details of the lease have been made except for the monthly rate and term of the lease. Community Services receives positive feedback from the public about the dog park's services and location.

3. Background

Since the last renewal in 2019, the dog park has significantly contributed to community well-being. However, to maintain its value and functionality, it's imperative to revisit and update the lease agreement. The proposed renewal not only reflects the current usage patterns but also anticipates future needs, ensuring the dog park remains a well-maintained and cherished space for all.

4. Discussion:

The updated lease agreement proposes several important changes:

- **Lease Term:** Extension of the lease term provides stability over the next 2 (two) years with an option to extend for an additional 2 (two) years to help facilitate planning for both parties over the short term.
- **Maintenance Responsibilities:** A clear delineation of maintenance responsibilities between the Town and the lessee is maintained to ensure the park is well maintained and safe.
- **Financial Details:** Adjusted the financial terms to reflect the market cost and assist with projected budgetary cost planning for the next several years.

5. Financial Impact and Budget

As we move forward with the new lease renewal for the dog park, the primary financial impact on the Town will be the rent increase associated with the new lease terms. It's important to understand that this rent adjustment is the only financial change in the agreement. Operational maintenance and care costs, which include the day-to-day upkeep of the park, will remain unchanged. This ensures that while we accommodate a higher lease cost to secure the Dog park for the next (2) two years with a (2) two-year option, we do not anticipate any additional operational expenses.

2024 budget	\$18,900.00
<u>Proposed 2024-2026 Lease:</u>	<u>\$22,885.20</u>
Difference of:	\$3,985.20

The additional rent required for the April 15-Dec 31 2024 period will be found through adjustments to expenses or savings realized within the Parks Maintenance budget 7200.20.

For budget years 2025 and 2026, estimated increased lease rates are already in the approved forecast, but will be adjusted to the agreement terms through the 2025 budget process as seen in Figure 1 below:

2023	2022	2023			2024	2024	2025	2026
BUDGET	YTD	YTD	CODE	OBJECT	DEPT REQUEST	* FINAL APPROVED	FORECAST	FORECAST
0	195,693	232,724	723010	Payroll Salaries & Wages	0	0	0	0
0	28,266	33,338	723011	Payroll - Overtime	0	0	0	0
0	74,981	69,239	723015	Payroll Part Time Wages	0	0	0	0
0	72,473	90,449	723030	Payroll Benefits	0	0	0	0
0	9,483	10,265	723031	Payroll Part Time Benefit	0	0	0	0
0	380,896	436,015		SUB TOTAL SALARIES, WAGES & BENEFITS	0	0	0	0
73,500	83,701	116,417	7230460	Utilities	120,000 *	120,000	123,600	127,300
16,000	12,805	5,589	7230470	Building Maintenance	16,500 *	16,500	17,000	17,500
3,500	7,028	5,905	7230475	Signs	3,600	3,600	3,700	3,800
10,150	3,915	2,427	7230500	Cleaning Maintenance	10,500 *	10,500	10,800	11,100
7,500	12,163	7,533	7230510	Electrical Repairs	7,700	7,700	7,900	8,100
6,000	6,095	14,215	7230520	Plumbing Repairs	6,200 *	6,200	6,400	6,600
30,000	24,496	29,332	7230570	Property Improvements	30,900 *	30,900	31,800	32,800
0	0	0	NEW	Pathway Maintenance	6,500	6,500	6,700	6,900
3,250	943	389	7230691	Equipment Rental	3,300	3,300	3,400	3,500
0	17	0	7230700	COVID-19 Supplies	0 *	0	0	0
149,900	151,163	181,807		SUB TOTAL MATERIALS	205,200 *	205,200	211,300	217,600
25,000	26,051	30,674	7230480	Garbage Removal	25,800 *	25,800	31,000	31,900
36,000	39,053	6,843	7230750	Bylaw Enforcement	36,000	36,000	36,000	37,100
0	24,955	11,578	7230751	Parks Maintenance Contracts	0 *	0	0	0
35,000	39,010	11,077	7230755	Port-A-Potties	40,000 *	40,000	41,000	42,200
0	19,548	7,550	7230853	Special Project - Victoria Park Bandshell Flooring	0 *	0	0	0
0	0	0	7230851	Special Project - Splashpad Repairs	0	0	0	0
0	300	0	7230852	Special Project - Trash to Treasure	0 *	300	0	0
21,000	0	15,468	7230854	Special Project - Bridge Deck Inspections	7,000	7,000	0	0
0	0	8,781	7230855	Encampment	0	0	0	0
117,000	148,917	91,971		SUB TOTAL CONTRACTED SERVICES	108,800	109,100	108,000	111,200
18,900	20,257	17,218	7230540	Rent - Dog Park	19,000	19,000	25,000	25,000
18,900	20,257	17,218		SUB TOTAL FIINANCIAL	19,000	19,000	25,000	25,000
285,800	701,233	727,011		TOTAL PARKS MAINTENANCE	333,000 *	333,300	344,300	353,800

2024-01-26

*Indicates increase over previous year

Figure 1: Parks Maintenance Budget Sheet 2024, indicating source of Dog Park rent

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Invest in programs and services that encourage active lifestyles for all age groups.

Service Excellence

Go beyond residents’ basic needs and exceed their expectations on a regular basis.

Sustainability

Take care of what we have in ways that are adaptive, resilient, clean, and beautiful.

7. Public Engagement:

N/A

8. Attachments:

Draft lease

Report Approval Details

Document Title:	Land Lease Renewal for Dog Park.docx
Attachments:	- Dog Park Lease Agreement 2024 to 2026.docx
Final Approval Date:	Mar 25, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 25, 2024 - 11:34 AM

LEASE AGREEMENT

Made as of the 15th day of April 2024

BETWEEN:

13158322 Canada Inc.
-JJLP Property Management-
Acting as the agent for the Landlord
 (the "Landlord")

- and –

THE CORPORATION OF THE TOWN OF COBOURG
 (the "Tenant")

In consideration of the rents, covenants and obligations stipulated herein the Landlord and the Tenant have agreed to enter into a Lease for a portion of land legally known as PLAN CADDY BLK A PT LOTS 13 TO 15 PT BLK A AND RP 39R12039 PARTS 2 TO 4, 8, 10, 11, 14 TO 18, 21 TO 25 AND 28 (Cobourg) more particularly described in Schedule "A" attached (the "Premises").

1. GRANT OF LEASE

- (1) The Landlord leases the Premises to the Tenant:
 - (a) at the Rent set forth in Section 2;
 - (b) for the Term set forth in Section 3; and
 - (c) subject to the conditions and in accordance with the covenants, obligations and agreements herein.
- (2) The Landlord covenants that it has the right to grant the leasehold interest in the Premises free from encumbrances except as disclosed on title.

2. RENT

- (1) Rent means the amounts payable by the Tenant to the Landlord pursuant to this Section and includes Additional Rent.
- (2) During the period for 1 year from April 15, 2024, to April 14, 2025, sum of TWENTY-ONE THOUSAND SIX HUNDRED DOLLARS (\$21,600.00) plus H.S.T. per annum payable monthly in advance in equal installments of TWO THOUSAND THRITY FOUR DOLLARS (\$2034.00) on the fifteenth day of each and every month commencing APRIL 15, 2024; the Commencement Date and 1st term.
- (3) During the period for 1 year from April 15, 2025, to April 14, 2026, sum of TWENTY FIVE THOUSAND NINE HUNDRED TWENTY DOLLARS (\$25,920.00) plus H.S.T. per annum payable monthly in advance in equal installments of TWO THOUSAND FOUR HUNRED FORTY DOLLARS EIGHTY CENTS (\$2241.63) on the fifteenth of each and every month commencing APRIL 15, 2025; 2nd term. Note: Option to renew for 2 full years.

Rent PERIOD	BASE RENT	MONTHLY RENT (incl HST)	Total with applicabetaxes (HST)
April 15,2024 ending April 14,2025	\$ 21,600.00	\$ 2034.00	\$ 24,408.00
April 15,2025 ending April 14,2026	\$ 25,920.00	\$ 2440.80	\$ 29,289.60
OPTION to RENEW 2 years	Extension beyond April 14,2026 must be confirmed by November 1.2025. The renewal term base rent increase will match the annual inflation rate as per the Bank of Canada's posted rate in January effective at the start of term. Taxes and insurance may adjust this rate as appropriately indexed.		

(4) The Tenant further covenants to pay all other sums required by this Lease to be paid by him and agrees that all amounts payable by the Tenant to the Landlord or to any other party pursuant to the provisions of this Lease shall be deemed to be additional rent ("Additional Rent") whether or not specifically designated as such in this Lease.

(5) The Landlord and the Tenant agree that, save and except real property taxes payable in relation to the Premises which shall be the responsibility of the Landlord, it is their mutual intention that this lease shall be a net lease for the Landlord and:

(a) to affect the said intention of the parties the Tenant promises to pay the following expenses related to the Premises as Additional Rent.

- (i) maintenance of the Premises;
- (ii) insurance premiums; and
- (iii) harmonized sales tax;

(b) and if any of the foregoing charges are invoiced directly to the Tenant, the Tenant shall pay same as and when they become due and shall produce proof of payment to the Landlord immediately if requested to do so;

(i) but the Tenant may contest or appeal any such charges at the Tenant's own expense;

(d) and if the Tenant fails to make any of the payments required by this Lease then the Landlord may make such payments and charge to the Tenant as Additional Rent the amounts paid by the Landlord;

(6) All payments to be made by the Tenant pursuant to this Lease shall be delivered to the Landlord at the Landlord's address for service set out in Section 12 or to such other place as the Landlord may from time to time direct in writing.

(7) All Rent in arrears and all sums paid by the Landlord for expenses incurred which should have been paid by the Tenant shall bear interest from the date payment was due, or made, or expense incurred at a rate of two percent (2%) per annum.

(8) Upon execution of this Offer, the Tenant will deliver a cheque or EFT in the amount of **\$2373.00** payable to **13158322 Canada Inc.** The monies shall be deposited and be applied as follows:

First Month's Base Rent: **\$2034.00**

Security deposit; **\$2034.00** less **\$1695.00** received: Tenant Estoppel Certificate. April 15, 2014.

Security & Last month deposit difference: **\$339.00**

Total: **\$2373.00** (HST INCLUDED)

(9) The Tenant acknowledges and agrees that the payments of Rent and Additional Rent provided for in this Lease shall be made without any deduction for any reason whatsoever unless expressly allowed by the terms of this Lease or agreed to by the Landlord in writing.

3. TERM, TERMINATION AND POSSESSION

(1) The Tenant shall have possession of the Premises for a period of two (2) years, commencing on the 15th day of April 2024 and ending on the day of 14th day of April, 2026 (the "Term").

(2) The Tenant shall have the right to renew this Lease for one further term of two (2) years, exercisable on one hundred and eighty (180) days' prior written notice provided the Tenant is not then in default under the terms of this Lease.

(3) At any time during the Term or any renewal thereof, either party may terminate this agreement at any time upon six (6) months' prior written notice.

(4) Subject to the Landlord's rights under this Lease, and as long as the Lease is in good standing the Landlord covenants that the Tenant shall have quiet enjoyment of the Premises during the Term of this Lease without any interruption or disturbance from the Landlord or any other person or persons lawfully claiming through the Landlord.

4. ASSIGNMENT

(1) Neither party shall assign this Lease or, in the case of the Tenant, sublet the whole or any part of the Premises unless he first obtains the consent of the other party in writing, which consent shall not be unreasonably withheld:

(2) The parties acknowledge that the Landlord intends to sell or develop the Premises and that such sale or development may occur during the Term of this Lease. The Tenant hereby acknowledges that he shall consent to such transfer or development. In the case of a transfer to a subsequent party, such party shall retain the right to terminate this Lease on six (6) months' written notice.

5. USE

(1) The parties agree that the intended use for the Premises is an off-leash dog park for use by the general public and activities ancillary thereto.

(2) The Tenant shall not do or permit to be done at the Premises anything which may:

- (a) make void or voidable any insurance upon the Premises; and
- (b) constitute a breach of any by-law, statute, order or regulation of any municipal, provincial or other competent authority relating to the Premises.

(3) The Tenant's use shall in no way restrict future use or development of the Premises by the Landlord.

6. REPAIR AND MAINTENANCE

(1) The Tenant covenants that during the term of this Lease and any renewal thereof the Tenant shall keep in good condition the Premises and shall, with or without notice, promptly provide maintenance as a prudent owner would.

(2) The Tenant shall permit the Landlord or a person authorized by the Landlord to enter the Premises to examine the condition thereof and view the state of maintenance at reasonable times:

- (a) and if upon such examinatory maintenance is found to be necessary, written notice of the repairs required shall be given to the Tenant by or on behalf of the Landlord and the Tenant shall make the necessary repairs within the time specified in the notice;
- (b) and if the Tenant refuses or neglects to keep the Premises in good condition the Landlord may, but shall not be obliged to, maintain the Premises, and shall be permitted to enter the Premises, by himself or his servants or agents, for the purpose of effecting the maintenance without being liable to the Tenant for any loss, damage or inconvenience to the Tenant in connection with the Landlord's entry and repairs;

- (i) and if the Landlord makes repairs the Tenant shall pay the cost of them immediately as Additional Rent.

③ Upon the expiry of the Term or other determination of this Lease the Tenant agrees peaceably to surrender the Premises to the Landlord in a state of good maintenance, reasonable wear and tear and damage by fire, lightning and storm only excepted.

④ The Tenant shall immediately give written notice to the Landlord of any substantial damage that occurs to the Premises from any cause.

7. SIGNAGE, FIXTURES AND ADDITIONS

① The parties acknowledge that the Tenant shall be permitted to erect such signage, chattels and/or fixtures which would be reasonably expected for the use of the Premises, including but not limited to benches and garbage and recycling containers. The Tenant shall not require specific consent from the Landlord to install said items at the Premises.

② The Tenant may remove the items described in subsection (1) above and any Trade Fixtures at the end of the Term or other termination of this Lease and the Tenant covenants that he will make good and repair or replace as necessary any damage caused to the Premises by the removal of the Tenant's Trade Fixtures.

③ The Tenant shall, at his own expense, if requested by the Landlord, remove any or all additions or improvements made by the Tenant to the Premises during the Term and shall repair all damage caused by the installation or the removal or both.

8. INSURANCE

① The Tenant covenants to keep the Landlord indemnified against all claims and demands whatsoever by any person, whether in respect of damage to person or property, arising out of or occasioned by the maintenance, use or occupancy of the Premises or the subletting or assignment of same or any part thereof. And the Tenant further covenants to indemnify the Landlord with respect to any encumbrance on or damage to the Premises occasioned by or arising from the act, default, or negligence of the Tenant, its officers, agents, servants, employees, contractors, customers, invitees or licensees:

- (a) and the Tenant agrees that the foregoing indemnity shall survive the termination of this Lease notwithstanding any provisions of this Lease to the contrary.

② The Tenant shall carry public liability and property damage insurance in which policy the Landlord shall be a named insured and the policy shall include a cross-liability endorsement. The parties acknowledge that the insurance shall be an amount not less than Five Million (\$5,000,000.00) Dollars per occurrence for such general liability and property damage insurance.

- (a) and the Tenant shall provide the Landlord with a copy of the policy.

9. ACTS OF DEFAULT AND LANDLORD'S REMEDIES

① An Act of Default has occurred when:

- (a) the Tenant has failed to pay Rent for a period of fifteen (15) consecutive days, regardless of whether demand for payment has been made or not;
- (b) the Tenant has breached his covenants or failed to perform any of his obligations under this Lease; and
 - (i) the Landlord has given notice specifying the nature of the default and the steps required to correct it;

- and
 - (ii) the Tenant has failed to correct the default as required by the notice;
 - (c) the Tenant has:
 - (i) become bankrupt or insolvent or made an assignment for the benefit of Creditors;
 - (ii) had its property seized or attached in satisfaction of a judgment;
 - (iii) had a receiver appointed;
 - (iv) committed any act or neglected to do anything with the result that a Construction Lien or other encumbrance is registered against the Landlord's property;
 - (v) without the consent of the Landlord, made or entered into an agreement to make a sale of its assets to which the Bulk Sales Act applies;
 - (vi) taken action if the Tenant is a corporation, with a view to winding up, dissolution or liquidation;
 - (d) any insurance policy is cancelled or not renewed by reason of the use or occupation of the Premises, or by reason of non-payment of premiums;
 - (e) the Premises are used by any other person or persons, or for any other purpose than as provided for in this Lease without the written consent of the Landlord.
- ⓪ When an Act of Default on the part of the Tenant has occurred:
- (a) the Landlord shall have the right to terminate this Lease and to re-enter the Premises and deal with them as he may choose.

10. TERMINATION UPON NOTICE AND AT END OF TERM

(1) The Tenant agrees to permit the Landlord to display "For Sale" signs at the Premises and to show the Premises to prospective purchasers and to permit anyone having written authority of the Landlord to view the Premises at reasonable hours.

⓪ If the Tenant remains in possession of the Premises after termination of this Lease as aforesaid and if the Landlord then accepts rent for the Premises from the Tenant, it is agreed that such overholding by the Tenant and acceptance of Rent by the Landlord shall create a monthly tenancy only but the tenancy shall remain subject to all the terms and conditions of this Lease except those regarding the Term.

11. ACKNOWLEDGEMENT BY TENANT

The Tenant agrees that he will at any time or times during the Term, upon being given at least forty-eight (48) hours prior written notice, execute and deliver to the Landlord a statement in writing certifying

- (a) that this Lease is unmodified and is in full force and effect (or if modified stating the modifications and confirming that the Lease is in full force and effect as modified);
- (b) the amount of Rent being paid;
- (c) the dates to which Rent has been paid;
- (d) other charges payable under this Lease which have never been paid;
- (e) particulars of any prepayment of Rent or security deposits; and
- (f) particulars of any other encumbrances.

12. NOTICE

(1) Any notice required or permitted to be given by one party to the other pursuant to the terms of this Lease may be given;

To the Landlord at:

13158322 Canada Inc

Property at 777 Ontario Street, Cobourg, ON, K9A 3C6

To the Tenant at the Premises or at:

The Corporation of the Town of Cobourg

55 King Street West, Cobourg, ON K9A 2M2

(2) The above addresses may be changed at any time by giving fifteen (15) days written notice.

(3) Any notice given by one party to the other in accordance with the provisions of this Lease shall be deemed conclusively to have been received on the date delivered if the notice is served personally or seventy-two (72) hours after mailing if the notice is mailed.

13. REGISTRATION

The Tenant shall not at any time register notice of or a copy of this Lease on title to the property of which the Premises form part without consent of the Landlord.

14. INTERPRETATION

(1) The words importing the singular number only shall include the plural, and vice versa, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include firms and corporations and vice versa.

(2) Unless the context otherwise requires, the word "Landlord" and the word "Tenant" wherever used herein shall be construed to include the executors, administrators, successors and assigns of the Landlord and Tenant, respectively.

(3) When there are two or more Tenants bound by the same covenants herein contained, their obligations shall be joint and several.

In Witness of the foregoing covenants the Landlord and the Tenant have executed this Lease.

TENANT

THE CORPORATION OF THE TOWN OF COBOURG

Name:
Title:

Name:
Title:

LANDLORD

13158322 Canada Inc

Name:
Title:

Name:
Title:

SCHEDULE II AII

The Premises.

Approximately 9 Acres





STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Community Services, Protection, and Economic Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Brian Geerts, Director of Community Services
Standing Committee Date: April 3, 2024
Report Number: COMM-2024-008
Council Meeting Date: April 24, 2024
Subject: **Future Recreation Possibilities with YMCA**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or 905-372-4301

1. Recommendation:

WHEREAS Council recognizes the quality service delivery and broad expanse of partnership examples with municipalities and YMCAs and YWCAs across North America that demonstrate the efficacy of shared service delivery; and

WHEREAS Council recognizes the strong demand for housing and the accompanying community services that provide a complete lifestyle utilizing new and upgraded sport and recreation facilities to support the health and well-being of children, families, and seniors across Ontario; and

WHEREAS Council has a strong interest in community partnerships as evidenced by many effective local partnerships.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report for information purposes; and

FURTHER THAT Council endorses the concept of a continued partnership with the YMCA of Northumberland in recreation services, which may result in increased services at the Cobourg Community Centre or another creative solution to the satisfaction of the community; and

FURTHER THAT Council authorizes the Mayor to sign the attached Memorandum of Understanding with the YMCA of Northumberland to reignite discussions about further recreation opportunities; and

FURTHER THAT the YMCA of Northumberland is approved by Council as the single-source provider of outdoor aquatic services at the Centennial Pool for the 2024 season as per the approved budget, subject to finalization of typical terms and conditions by staff.

2. Executive Summary:

The Town of Cobourg and the YMCA of Northumberland (formerly Cobourg) have a long partnership history, including providing services and constructing physical recreation premises. Internationally, YMCAs and YWCAs are known as leaders in recreation, particularly in aquatics and children's services. Agreements, Memoranda of Understanding, and Public-private partnerships are common service delivery mechanisms for local governments. Resolution 347-2023 (attached) stimulated further staff-level discussions about potential areas of collaboration between the Town and the YMCA of Northumberland. A Memorandum of Understanding has been drafted and has been authorized by the Chair of the board of the YMCA.

New and upgraded sport and recreation facilities support the health and well-being of children, families, and seniors across Ontario.

3. Background

The YMCA has been an effective partner in delivering municipal services, and the suite of services it offers its members forms an integral part of the recreation and lifestyle services offered at the community and county levels.

4. Discussion:

[Resolution 347-2023](#)

Following Resolution 347-2023, the Director of Community Services and the Executive Director of the YMCA met twice to discuss "options where we can better serve our growing, diverse community in the areas of recreation, health, wellness, and children's services." The conversations were productive and have led to the development of the attached Memorandum of Understanding which already has the support of the board of the YMCA.

Considering the service-delivery strengths of the YMCA, several documents were reviewed by staff to inform current staff-level discussions:

- CCC – Floor Plan with Pool – 2009
- CCC and YMCA Northumberland Joint Facility Needs Assessment

- CCC Campus Master Plan Final Report
- CCC Feasibility Report – 2009
- DC Background Study: Table 5-3
- Staff Report – YMCA CCC Project Coordinating Committee 2018
- Resolution 347-2023

Current Town Resource Utilization

The Town has most recently engaged in a formal public consultation about the CCC or indoor recreation for the Recreation Strategy that was developed in 2018. However, staff continuously monitor customer and citizen feedback to inform the suite of programs and services offered. For example, the following review was posted publicly about the Cobourg Community Centre on March 24, 2024:

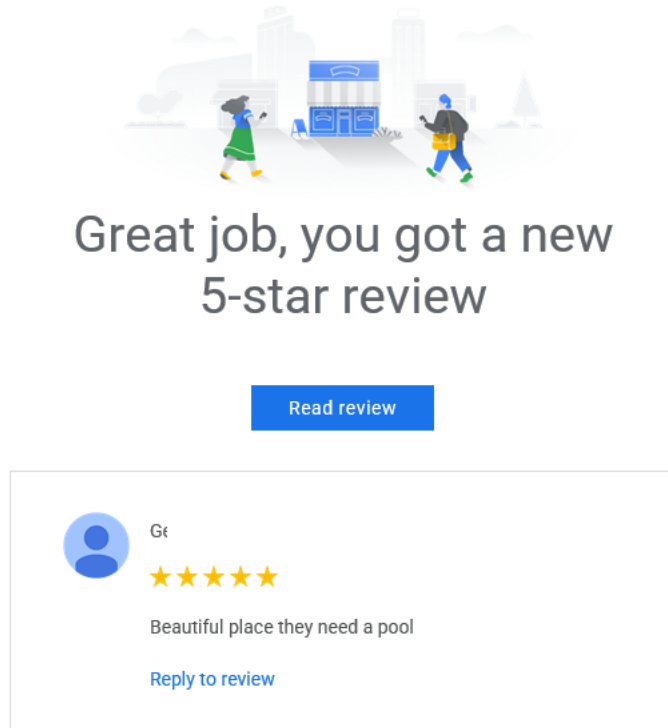


Figure 1: An example public review from Google shares a 5-star review of the Cobourg Community Centre but suggests a pool would be a welcome addition.

Cobourg Community Centre Utilization:

Any discussion about future services and partnerships begs the question of how well current facilities are utilized. The Cobourg Community Centre continues to be well enjoyed by the community, as evidenced by the following usage statistics from February 2024.

February Resource Utilization Statistics at the Cobourg Community Centre:			
Facility	Usage by Day	Usage by Hour	Notes:
Bowl Arena	100%	79%	16hr day
Pond Arena	100%	88%	16hr day
Gym A	97%	91%	12hr day
Gym B	100%	90%	12hr day
Multi-Purpose Rooms	69%	40-60%	10hr day
Building Attendance February:			
CCC Main Doors East	23,432	Visitors	Total Feb. Visitors: 39,898
CCC Main Doors West	16,466	Visitors	
CCC Walking Track Laps	62,202	Lap distance:	12,440 km

As evidenced by the performance statistics in the table, the CCC is well-used by the community. Staff and the YMCA are encouraged by the high utilization of the facility, which shows that the effort and resources invested in the facility are used and appreciated. As the Town is at the leading edge of a major growth period, it is appropriate to make plans in the near future to address growth needs.

Memorandum of Understanding

The YMCA of Northumberland is interested in providing expanded or new facilities that align with its operations, including an aquatic centre, conditioning and fitness areas, multi-purpose spaces, and change rooms.

Both parties are increased in increased participation rates in health and wellness from a broad spectrum of the population resulting in a healthier, more inclusive, and more vibrant community. The guiding principles of the MOU shall guide a good faith process to explore the viability of a new recreational facility and the related business plan, service model, and any service agreements or related agreements. All such plans shall support the Recreational Master Plan and other relevant strategic plans of the Town.

Both parties commit to a mutually beneficial partnership, including recognizing each organization's strengths and maintaining respect for sensitive issues. Financial viability and cooperative synergies will be optimized. A Project Coordinating Committee comprising 6-8 members equally represented by both parties will guide further process, discussions, and other exploratory actions. The MOU is non-binding and represents the respective goodwill and collaboration between parties. The YMCA board prefers unanimous support from Council.

Centennial Pool Operations 2024

Centennial Pool is a dated but operational public outdoor pool next to the waterfront and Victoria Park. The YMCA is an effective partner in staffing and operating the facility for the public benefit. The YMCA is interested in operating

the pool again this season, as evidenced by their 2024 budget submission. As per the Purchasing Policy, this is a single-source procurement with Council approval required. Staff will finalize appropriate typical terms and conditions as per previous years' operations.

5. Financial Impact and Budget

The approval of the attached Memorandum of Understanding has no direct cost impacts, but may lead to the development of a new project requiring financial plans and approvals.

The Town engages in a wide variety of partnerships, legal agreements, and memoranda of understanding to ensure that the public's needs and wants are met efficiently and effectively and to optimize the strengths of local volunteers and not-for-profit agencies. To provide those services, assets such as equipment and facilities are utilized. Development charges, taxes, and user fees are common sources of revenue to support these services and assets. The Town's readiness for partnership expansion is supported by the project in Table 5-3 of the Town's Development Charges Background Study labeled as Town and YMCA partnership (\$18.5 million, \$6.2 million DC recoverable).

The Town provides a wide variety of recreational assets that the public can enjoy throughout the year. All of these assets are of different ages, constructions, and in different states of repair based on age. Each asset has a lifecycle – a predetermined amount of service that can reliably be delivered based on assumptions on maintenance and reinvestment inputs. The system and principles that the Town uses to manage its assets, so that it can reliably deliver the services that it promises to the citizens, is called Asset Management.

Asset management planning offers several financial benefits to optimize use of resources and make informed decisions about infrastructure investments. These are some key financial advantages:

1. **Optimized Resource Allocation:** Asset management planning allows local governments to systematically assess the condition, performance, and lifecycle costs of their infrastructure assets, such as roads, bridges, water and wastewater systems, buildings, and parks. By understanding the condition and criticality of these assets, governments can prioritize maintenance, repair, and replacement activities to maximize the value of their investments and allocate resources more effectively.
2. **Long-Term Financial Sustainability:** Effective asset management planning enables local governments to adopt a proactive approach to infrastructure maintenance and renewal rather than reacting to emergencies or deferring maintenance until assets fail. By implementing preventive maintenance programs and asset renewal strategies, governments can extend the useful life of their

assets, reduce the risk of costly failures, and avoid expensive emergency repairs, ultimately lowering the total lifecycle costs of infrastructure ownership.

3. **Improved Capital Planning:** Asset management planning provides local governments with a comprehensive understanding of their infrastructure needs and investment requirements over time. By conducting condition assessments, performance evaluations, and risk analyses, governments can develop long-term capital improvement plans that prioritize investments based on asset condition, criticality, and strategic objectives. This enables governments to make more informed decisions about capital expenditures, timing of investments, and funding allocations, leading to more efficient use of financial resources.
4. **Enhanced Budgeting and Forecasting:** Asset management planning facilitates more accurate budgeting and financial forecasting by providing local governments with reliable data on the condition, performance, and costs associated with their infrastructure assets. By incorporating asset management principles into budgeting processes, governments can develop realistic budgets, anticipate future funding needs, and establish dedicated funding sources for infrastructure maintenance, renewal, and replacement activities, ensuring fiscal stability and accountability over the long term.
5. **Better Risk Management:** Asset management planning helps local governments identify and mitigate risks associated with their infrastructure assets, such as asset deterioration, regulatory compliance, and service delivery disruptions. By conducting risk assessments and implementing risk mitigation strategies, governments can minimize the likelihood and impact of asset failures, avoid costly liabilities, and protect the financial sustainability of their operations.
6. **Increased Transparency and Accountability:** Asset management planning promotes transparency and accountability in financial decision-making by providing stakeholders with clear visibility into infrastructure assets' condition, performance, and costs. By documenting asset data, performance metrics, and investment strategies in asset management plans, governments can demonstrate responsible stewardship of public resources, build trust with citizens and taxpayers, and enhance public confidence in the effectiveness of their infrastructure management practices.

Overall, asset management planning offers significant financial benefits by optimizing resource allocation, improving long-term financial sustainability, enhancing capital planning and budgeting processes, mitigating risks, and increasing transparency and accountability in infrastructure management. By adopting a strategic and data-driven approach to asset management, governments can achieve better outcomes for their communities while maximizing the value of their infrastructure investments.

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Provide the physical infrastructure to support a healthy community that will enable each of us to flourish and reach our full potential.

Service Excellence

Provide optimal service.

Sustainability

Enhance our Financial and Asset Management Plans to provide appropriate levels of services and ensure long-term sustainability.

7. Public Engagement:

This report is posted publicly as part of the Council’s public transparency processes.

8. Attachments:

Memorandum of Understanding

Report Approval Details

Document Title:	YMCA Partnership Opportunities.docx
Attachments:	- Town of Cobourg_MOU March 2024 Ysigned.pdf
Final Approval Date:	Mar 28, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 28, 2024 - 9:48 AM



**Memorandum of Understanding between
The Corporation of the Town of Cobourg (Municipality) and YMCA Northumberland
(YMCA)**

Background:

The Municipality and the YMCA are exploring a potential partnership to develop a recreation centre in Cobourg that would serve the recreational needs of the citizens of Cobourg and Northumberland County. The plan for a recreation centre is to provide expanded facilities that align with a YMCA operation, including an aquatic centre, conditioning and fitness areas, multi-purpose space and change rooms.

Proposed Impacts:

- Participation rates in health and wellness from a broad spectrum of the population would increase, resulting in a healthier, more inclusive, and more vibrant community.
- Programs and services will be viable and increasingly sustainable & relevant.
- Improved financial performance may be achieved by diversifying revenue streams for operating and capital costs.
- Accessibility to programs & services will be available to all citizens, regardless of their financial circumstances.

Guiding Principles:

The Parties agree that this Memorandum of Understanding shall guide a good faith process based on the following principles:

1. Alignment of the respective parties' missions and values being central to the operation of a proposed recreation centre.
2. The Municipality's Council and the YMCA's Board of Directors unanimously support this exploratory phase.
3. Exploration of a viable operational business plan and related service model, which may result in a long-term service agreement that would facilitate the provision of a high- quality facility and programs to meet the needs of the Municipality and which would support its current Recreational Master Plan and other relevant strategic plans.



4. Commitment to build on existing partnerships to meet the recreational needs of the citizens through quality and cost-effective programs and services.
5. Commitment to a partnership that has mutual benefit, including gaining an understanding and appreciation for the respective organization's strengths and respect for sensitive issues such as municipal identity and community leadership.
6. Commitment to an inclusive facility by providing accessible programs, services, and facilities to all, regardless of gender, sexual identity, race, religion, or socio-economic status.
7. Achieving financial viability with an operating model that will take advantage of cooperative synergies between the Municipality and the YMCA and shall be financially supported as needed and defined by the Municipality and the YMCA.
8. Establishing a Project Coordinating Committee consisting of 6-8 members with equal representation from the Municipality and the YMCA that will oversee the exploratory phase, which may include the formulation and approval of identified sub-committees such as Operations, Facility Design, Community Engagement, and Capital Partnerships, and Financial Development.

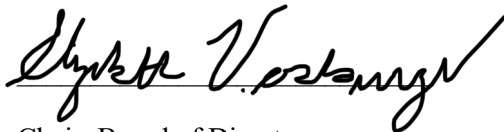
Purpose:

This Memorandum of Understanding (MOU) serves to frame the proposed outcomes, guiding principles, and parameters that will guide the decision-making process. It is understood that this MOU is non-binding and only represents the respective goodwill between the Municipality and the YMCA.

This MOU is approved by the Council of the Corporation of the Town of Cobourg and the YMCA Northumberland Board of Directors and is executed by the signatures below:

For the YMCA:

For the Town of Cobourg:



Chair, Board of Directors

Elizabeth Vosburgh
Name

March 27, 2024
Date

Mayor

Name

Date



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Terry Hoekstra, Manager of Engineering
Standing Committee Date: April 3, 2024
Report Number: PW-2024-003
Council Meeting Date: April 24, 2024
Subject: **Agreements with CP Railway and Tribute (Cobourg) Limited regarding Trunk Sanitary Sewer Crossing of Railway Lands**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council recognize the Town is required to enter into an agreement with each of CP Railway and Tribute (Cobourg) Limited to facilitate the construction of the Trunk Sanitary Sewer under Railway Lands within the unopened Willmott Street right-of-way; and

FURTHER THAT Council authorize Staff to enter into an agreement between CP Railway and the Town of Cobourg (attached to report); and

FURTHER THAT Council authorize Staff to enter into an agreement between the Town of Cobourg and Tribute (Cobourg) Limited when the conditions of the agreement have been established to the satisfaction of Town Engineering Staff; and

FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary documents to execute the required agreements.

2. Executive Summary:

CP Railway requires Municipalities to enter into an agreement that defines responsibilities for works to be completed within railway lands. As the Town of Cobourg is not leading the construction related details, whereas Tribute will be leading the construction, the Town requires a secondary agreement with Tribute to define roles and responsibilities.

3. Background

Cobourg East Community Secondary Plan (CECSP) requires trunk sanitary and trunk watermain infrastructure to service the approx. 1,400 acres within the CECSP subject lands. CECSP has been long established and the original servicing infrastructure report was completed in 2004 by KMK.

In 2023 the “Cobourg East Community Secondary Plan Area Municipal Servicing Class EA” environmental assessment was completed. Within this Class EA, the trunk sanitary sewer under-crossing of the railway lands at unopened Willmott Street was presented and subsequently approved as per the Project File Report (Plans, Reports and Studies on Town web site).

4. Discussion:

Canadian National Railway (CNR) does not require an agreement with the Municipality where the work is being undertaken. Tribute (Cobourg) Limited has a separate agreement whereby Tribute is the constructor of the Works and the construction responsibilities are defined as such.

At the time of this report, the agreement between Tribute and Town of Cobourg has not been finalized. Should the agreement be finalized by the time of the April 24th Regular Council meeting, the agreement will be appended to the agenda.

5. Financial Impact and Budget

All costs associated with the Trunk Sanitary Sewer (TSS) construction are Development Charge (DC) eligible as it is a growth related project. The TSS infrastructure cost is identified in the Town’s 2021 Development Charge Background Study. Tribute will front end the cost of the TSS construction with repayment back through DC credits or reimbursement over time.

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

The TSS construction is a critical milestone achieved to advance growth in the CECSP which will allow for the establishment of residential, commercial and industrial properties.

Service Excellence

Sustainability

7. Public Engagement:

Public engagement was achieved through the completion of the “Cobourg East Community Secondary Plan Area Municipal Servicing Class EA” environmental assessment.

8. Attachments:

CP Railway and Town of Cobourg Agreement No. XP40213328A

Report Approval Details

Document Title:	Agreements with CP Railway and Tribute (Cobourg) Limited regarding Trunk Sanitary Sewer crossing of Railway Lands.docx
Attachments:	- CP Railway and Town of Cobourg Agreement No. XP40213328A.pdf
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Laurie Wills, Director of Public Works - Mar 26, 2024 - 10:51 AM

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 2:41 PM

CANADIAN PACIFIC RAILWAY COMPANY

Agreement for the Laying of Pipelines on Railway Lands Crossing the Railway

THIS AGREEMENT made this _____ day of _____, 2024 to be effective the 1st day of February, 2024,

BETWEEN

CANADIAN PACIFIC RAILWAY COMPANY

hereinafter called the "Railway Company",

of the First Part;

and

THE TOWN OF COBOURG

55 King Street West

Cobourg, ON K9A 2M2

hereinafter called the "Applicant",

of the Second Part;

WHEREAS the Applicant has applied to the Railway Company for permission to install and maintain one (1) concrete 1156 mm sanitary sewer running under, on, and across the CPKC Tracks and within the Railway Company owned right of way at Mile 133.28 on the Belleville Subdivision in the Province of Ontario, as shown on drawing No. DET-1. Sheet 1 of 2 dated August 2021, hereto attached, is hereby declared to be part of this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSETH and it is hereby agreed by and between the parties hereto as follows:

- Designation* 1. That for the purpose of this Agreement the Said Pipeline shall be known and designated as the "Said Works."
- Construction, maintenance and repair* 2. That the Railway Company hereby permits the Applicant to construct, maintain and repair the Said Works, in each case using a contractor qualified in utility crossing installation and work and provided such contractor is acceptable and approved by CP, under the Railway Company's lands and railway as aforesaid subject to and in accordance with the rules and regulations of the Canadian Transportation Agency now made or which may hereafter be made in reference thereto, and to the terms and conditions of this Agreement.
- Work of supporting tracks* 3. That any work of supporting the Railway Company's tracks or structures or of protecting train movements made necessary by the construction, maintenance or repair of the Said Works shall be performed by the Railway Company and the Applicant shall pay to the Railway Company the entire cost of all such work forthwith upon receipt of certified accounts therefor on the basis of cost plus labour overheads as may be currently applicable and as set by the Railway Association of Canada, and material handling cost as may be currently applicable on the Railway Company.
- Placement of signs* 4. As directed by the Railway Company or required by the applicable Canadian Transportation Agency Order, that the Applicant, at its own expense, shall install and maintain, at locations satisfactory to the Railway Company, signs prominently marking the Said Works.
- Supervision* 5. That the work of construction, renewal and repair of the Said Works shall be subject to the supervision of a representative of the Railway Company whose instructions shall be strictly followed and whose wages and expenses shall be paid by the Applicant, but the Applicant shall not thereby be relieved from any of its obligations under this Agreement. The Applicant shall give to the local Utility Supervisor of the Railway Company at least two (2) weeks' notice by email or phone of intention to do such work, which notice period shall not be deemed to include, Saturdays, Sundays, and statutory holidays. When construction, renewal or repairs have been completed, the property of the Railway Company shall be restored by the Applicant to its former condition, and the Applicant shall at all times maintain the Said Works in good order and condition and to the entire satisfaction of the Railway Company.
- Indemnity* 6. That the Applicant shall at all times wholly indemnify the Railway Company from and against all

loss, costs, damage, injury and expense to which the Railway Company may be put by reason of any injury or damage to persons or property caused by the Said Works or by any substance being carried in the Said Works or by any works herein provided for, or by the imprudence, neglect or want of skill of the employees or agents of the Applicant in connection with the laying, maintenance, renewal, repair, moving, altering or removal of the Said Works, or the use thereof, unless the cause of such loss, cost, damage, injury or expense can be traced elsewhere, the burden of proof whereof shall be upon the Applicant.

Applicant's employees on Railway Company's premises

7. That subject to and in conformity with any rules or regulations now or hereafter in force governing railway employees, or the operation of railways, the Applicant and the agents and employees of the Applicant shall have the right to enter upon the lands of the Railway Company at such times as may be necessary for the purpose of the construction, maintenance, inspection, removal and repair of the Said Works herein contemplated; and that all persons so entering upon the lands of the Railway Company shall assume all risks of, and the Railway Company shall not be liable for, any injury (including injury resulting in death) loss, damage or expense to such person or his property while on the lands of the Railway Company, and the Applicant shall indemnify and save harmless the Railway Company against all claims and demands arising or resulting from any injury (including injury resulting in death) loss, damage or expense in connection therewith.

Default

8. That if at any time during the continuance of this Agreement the Applicant shall neglect to do such work of repair or maintenance as in the opinion of the Railway Company is necessary, the Railway Company may carry out such work of repair or maintenance itself as agent of the Applicant, and the Applicant shall pay to the Railway Company the entire cost of all such work forthwith upon receipt of certified accounts therefor on the basis of cost plus labour overheads as may be currently applicable and as set by the Railway Association of Canada, and material handling cost as may be currently applicable on the Railway Company.

Taxes

9. That the Applicant shall indemnify the Railway Company from and against all taxes or assessments of any description whatsoever levied by any authority in respect of the Said Works herein contemplated.

Fee

10. That the Applicant shall pay to the Railway Company for the permission granted, a one-time fee in the amount of **Five Thousand Five Hundred Dollars (\$5,500.00) plus HST**, payable prior to the effective date hereof. During the initial five (5) year period following the effective date, should this Agreement be terminated by the Railway Company for any reason, other than for default, failure or neglect on the part of the Applicant, then the Railway Company shall reimburse to the Applicant, one half (1/2) of the prepaid fee, without interest. A one-time Engineering Review fee in the amount of **One Thousand Two Hundred Fifty Dollars (\$1,250.00) plus HST** is payable by the Applicant upon receipt of a fully executed copy of this Agreement.

Moving or alteration

11. That should the Railway Company at any time desire, or be ordered by the Canadian Transportation Agency, or other authority having jurisdiction, to make such changes in the Railway Company's tracks, structures or facilities as would, in the opinion of the Railway Company, necessitate the moving or alteration of the Said Works herein contemplated, or should the Railway Company desire to build on the property crossed by the Said Works, or use it for any other purpose, or deem it necessary in order to protect its tracks, structures or property to make any change in the location or construction of Said Works, the Applicant shall at its own expense and to the entire satisfaction of the Railway Company perform all such work of moving or altering or carrying out protective measures to safeguard the Said Works as may be necessary within one month after receipt of notice to do so, and should the Applicant fail to perform such work of moving or altering within the time specified the Railway Company shall have the right to do such work as agent of the Applicant and the Applicant shall pay to the Railway Company the entire cost of all such work forthwith upon receipt of certified accounts therefor on the basis of cost plus labour overheads as may be currently applicable and as set by the Railway Association of Canada, and material handling cost as may be currently applicable on the Railway Company, and all the provisions of this Agreement shall apply to the Said Works while being moved or altered and in their changed condition or location and to the parties hereto in respect thereof.

Assignment

12. That the Applicant shall not assign, transfer or dispose of this Agreement or of the rights and privileges conferred thereby, without the consent in writing, first obtained, of the Railway Company.

Termination

13. That this Agreement shall continue and be in force for a period of one (1) year from the date hereof, and from year to year thereafter, subject, however, to termination at any time by either party giving to the other party a written notice naming therein a date at least ninety (90) days from the giving of such notice upon which this Agreement shall terminate and on the day so named in such notice this Agreement and all rights and privileges thereunder shall come to an end, provided that notwithstanding such termination the Applicant shall continue to be liable to the Railway Company for all payments due and obligations incurred thereunder prior to the date of such termination. The notice above mentioned may be given by mailing it postage prepaid and registered, addressed to the Coordinator Utilities, 1290 Central Parkway West, Suite 800, Mississauga, ON, L5C 4R3 or to the Applicant at the address mentioned above. The Parties agree and acknowledge that this Agreement shall terminate on its own terms if construction of the Said Works has not commenced within 12 months of the date of execution

Agreement binding successors and

14. That this Agreement shall, subject to paragraph 12 hereof, enure to the benefit of and be binding upon the parties hereto, the successors and assigns of the Railway Company, and the heirs, executors, administrators, successors and assigns of the Applicant.

assigns

Removal

15. And that upon the termination of this Agreement the Applicant shall, if requested by the Railway Company to do so, remove, at the expense of the Applicant the Said Works from the lands of the Railway Company, and restore the property of the Railway Company to its original state and condition; provided that the Railway Company may, at its option, perform such work as agent of and at the expense of the Applicant and, in either case, the conditions embodied in paragraphs 6 and 7 hereof shall remain applicable and effective until such time as all work to be performed by the Applicant or by the Railway Company as agent of the Applicant as provided for in this clause shall have been carried out to the entire satisfaction of the Railway Company.

Registration

16. The Applicant shall have no right to register this Agreement or any caveat or other notification or encumbrance in respect of same against title to any property owned or occupied by the Railway Company and, if registered, shall, at its sole cost, immediately remove or discharge all such registrations.

Electrical induction

17. Without limiting any of Railway Company's rights or remedies under this Agreement or otherwise, for all Said Works containing electrical current where there may at any time be electrical interference with Railway Company equipment or operations (electromagnetic, electrostatic, ground potential rise or otherwise) from the Said Works or nearby electrical facilities, as determined by Railway Company, acting reasonably, the Applicant shall, upon request by Railway Company, forthwith and at its sole cost, participate with the Railway Company in a joint electrical coordination study to implement technically viable and commercially reasonable measures to eliminate such interference, in accordance with the guidelines provided in CSA 22.3 No. 3, "Electrical Coordination" latest edition, or any standard made in replacement thereof. The Applicant shall be solely responsible for the implementation and cost of such measures.

IN WITNESS whereof the parties hereto have executed these presents.

CANADIAN PACIFIC RAILWAY COMPANY

THE TOWN OF COBOURG

Executed by the Applicant in the presence of:

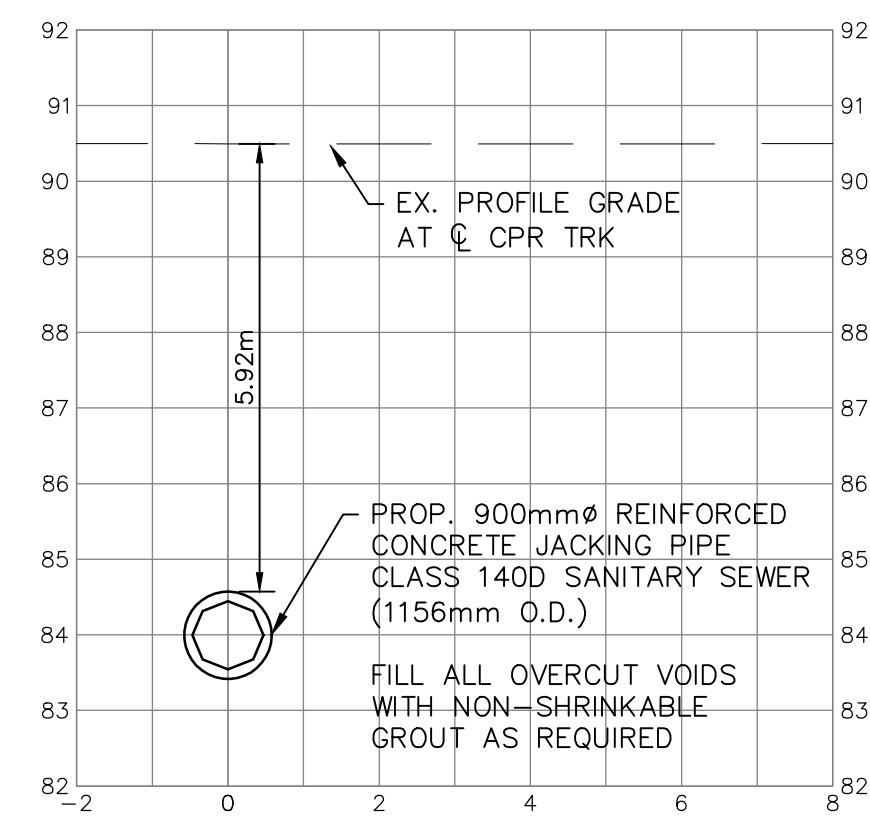
Printed Name of Witness

Authorized Signatory
Printed Name: _____

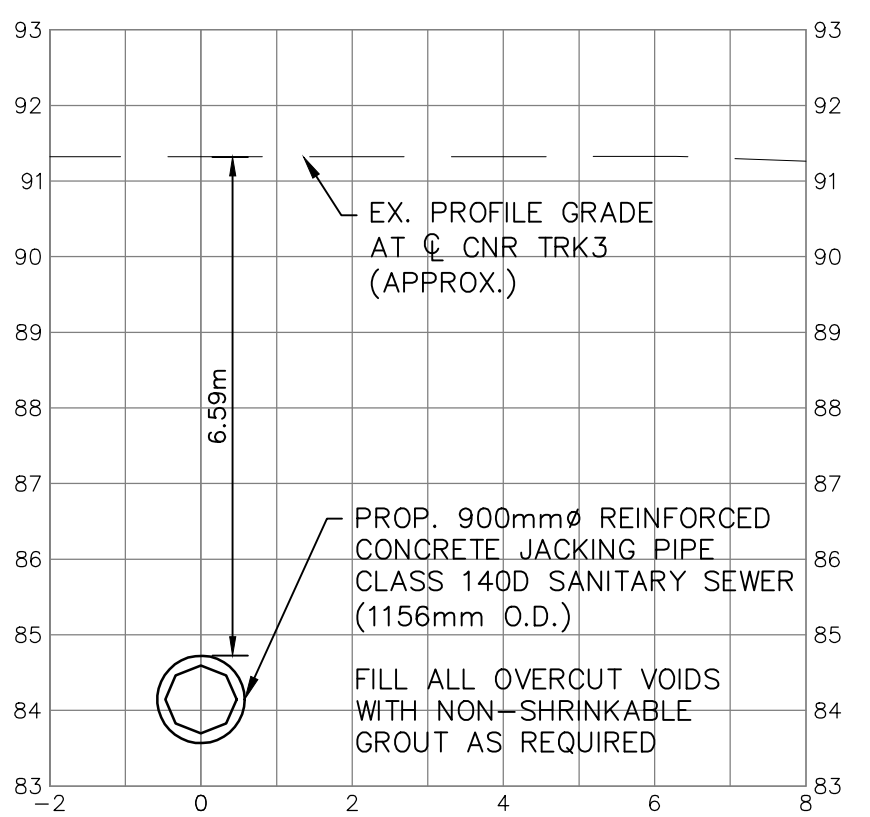
Signature

Authorized Signatory
Printed Name: _____

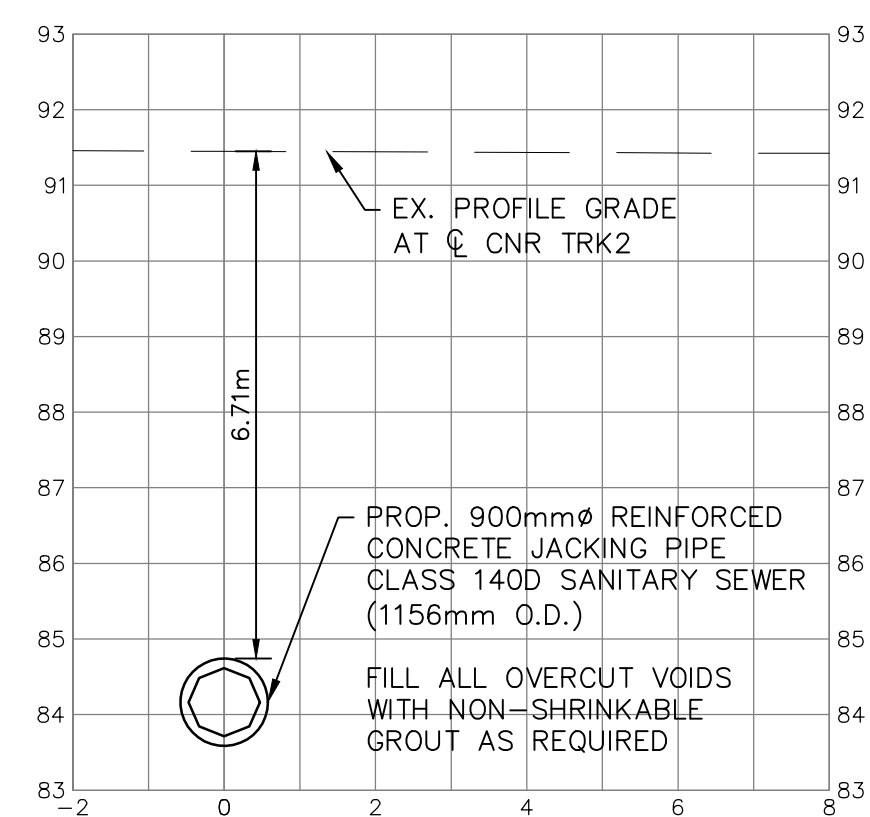
Jun. 13, 23
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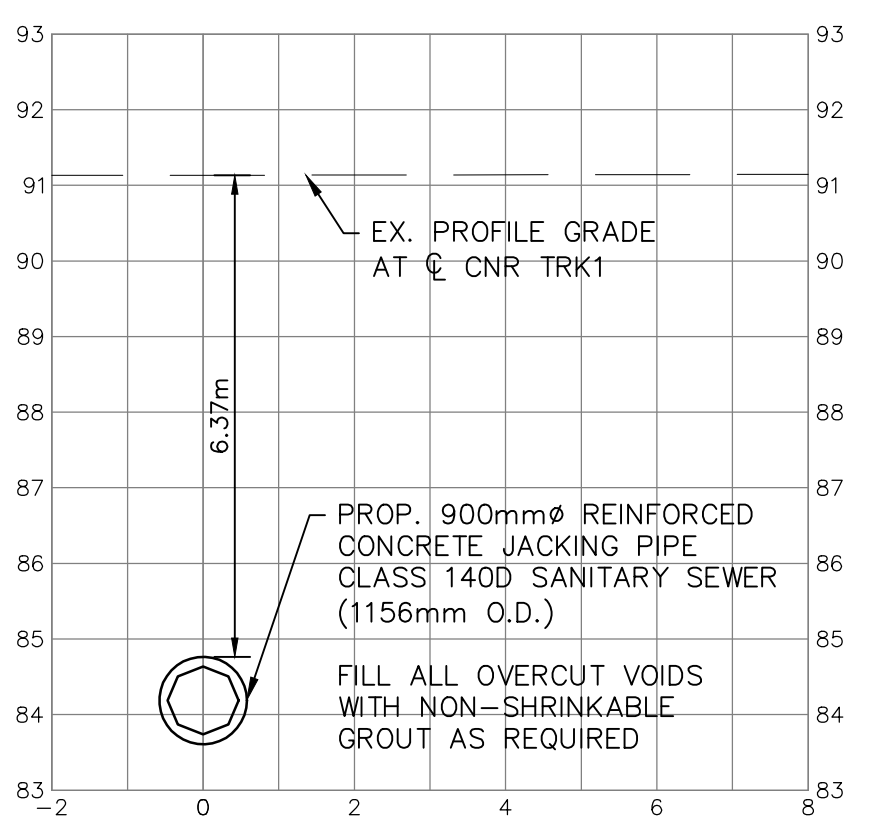
A CPR CROSS SECTION
STA. 2+099.4
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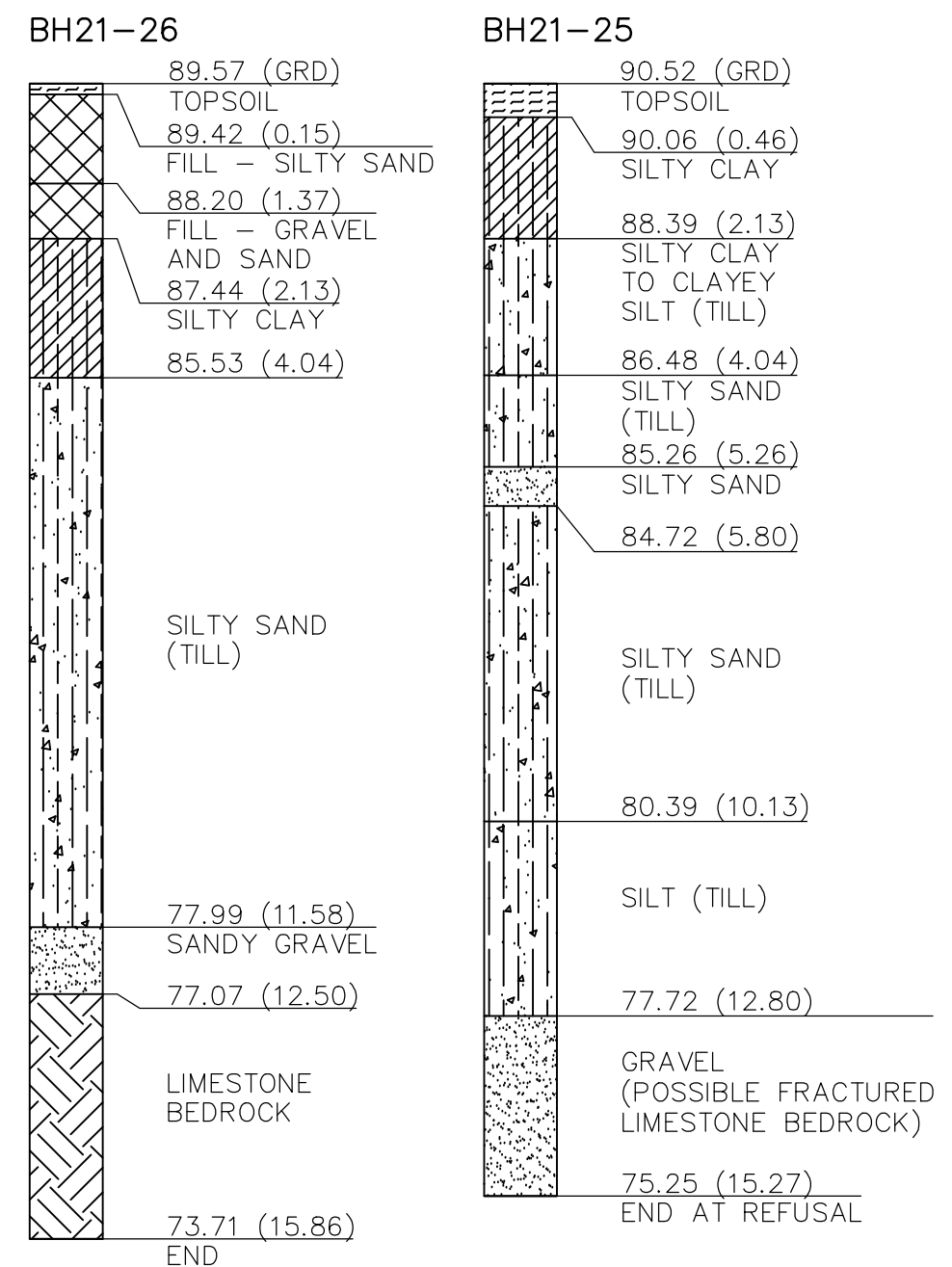
B CNR CROSS SECTION, TRACK 3
STA. 2+129.0
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C CNR CROSS SECTION, TRACK 2
STA. 2+132.6
 SCALE: 1:100



D CNR CROSS SECTION, TRACK 2
STA. 2+137.1
 SCALE: 1:100



1 BOREHOLE SOIL PROFILE
 VERTICAL SCALE: 1:100

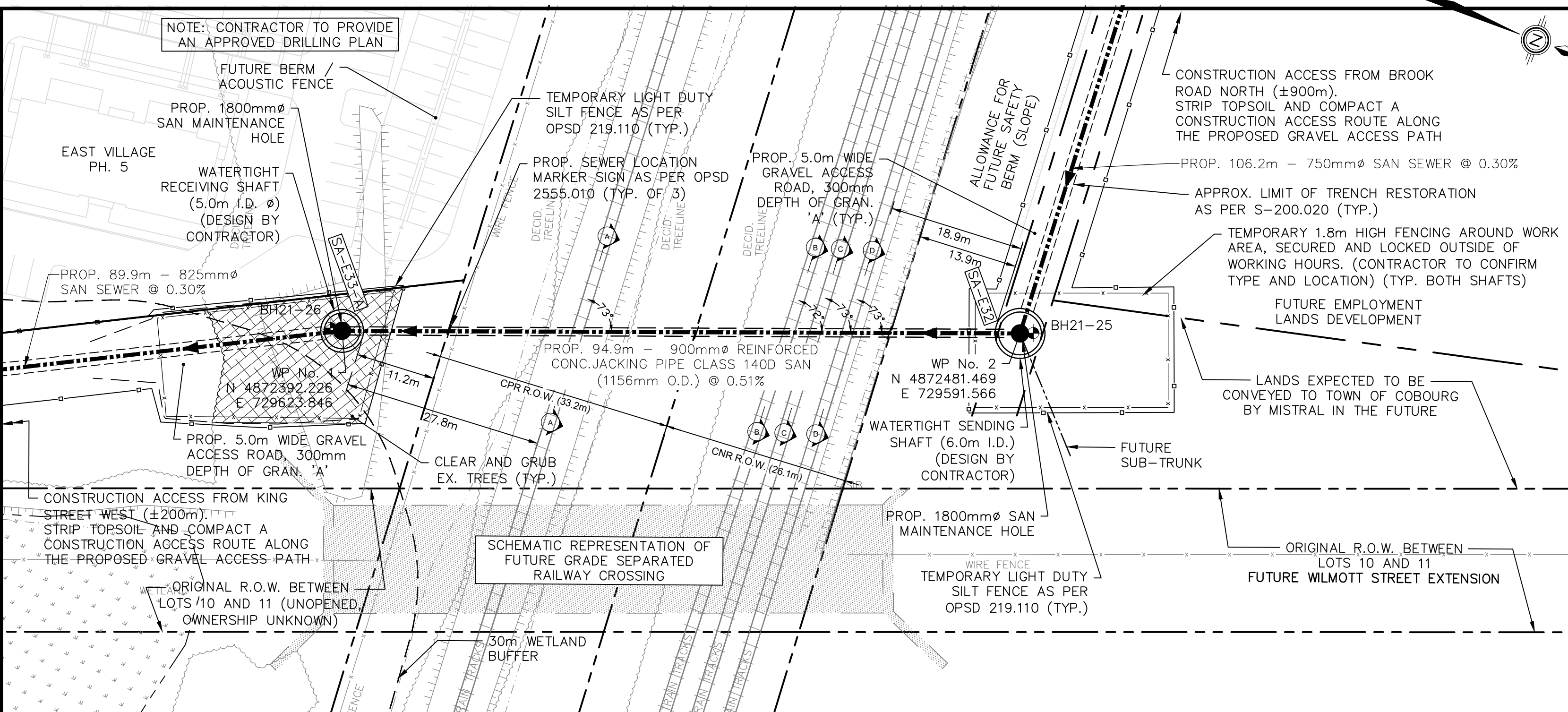
CANADIAN NATIONAL RAILWAY AND CANADIAN PACIFIC RAILWAY CROSSING RAILWAY INFORMATION

- CONSTRUCTION AND MAINTENANCE TO BE IN ACCORDANCE WITH TRANSPORT CANADA TCE-10 STANDARDS RESPECTING PIPELINES CROSSING UNDER RAILWAYS.
- INSTALLATION TO BE BY MICRO TUNNELLING.
- SHAFT DIMENSIONS NOT TO SCALE. SHOP DRAWINGS FROM BORING CONTRACTOR TO BE APPROVED BY ENGINEER PRIOR TO MICRO TUNNELLING INSTALLATION.
- INSTALL WARNING MARKERS AT EACH EDGE OF RAILWAY ROW (AS PER OPSD 2555.010).
- REFER TO GEOTECHNICAL REPORT BY WSP DATED JUNE 6, 2023 FOR SOILS INFORMATION AND SETTLEMENT MONITORING REQUIREMENTS.

CONTENTS HANDLED:	SANITARY SEWER
OUTSIDE DIAMETER:	1156mm
PIPE MATERIAL:	CONC. JACKING PIPE
SPEC. & GRADE:	1400
WALL THICKNESS:	121mm
MAX. OPERATING PRESSURE:	N/A
MAX. SURGE & TEST PRESSURE:	N/A
MAX. OPERATING TEMP:	40°C
MIN. OPERATING TEMP:	4°C
TYPE OF JOINT:	BUTT END JOINT, CSA 257.3
COATING:	N/A
METHOD OF INSTALLATION:	MICRO-TUNNELLING
CATHODIC PROTECTION:	NO

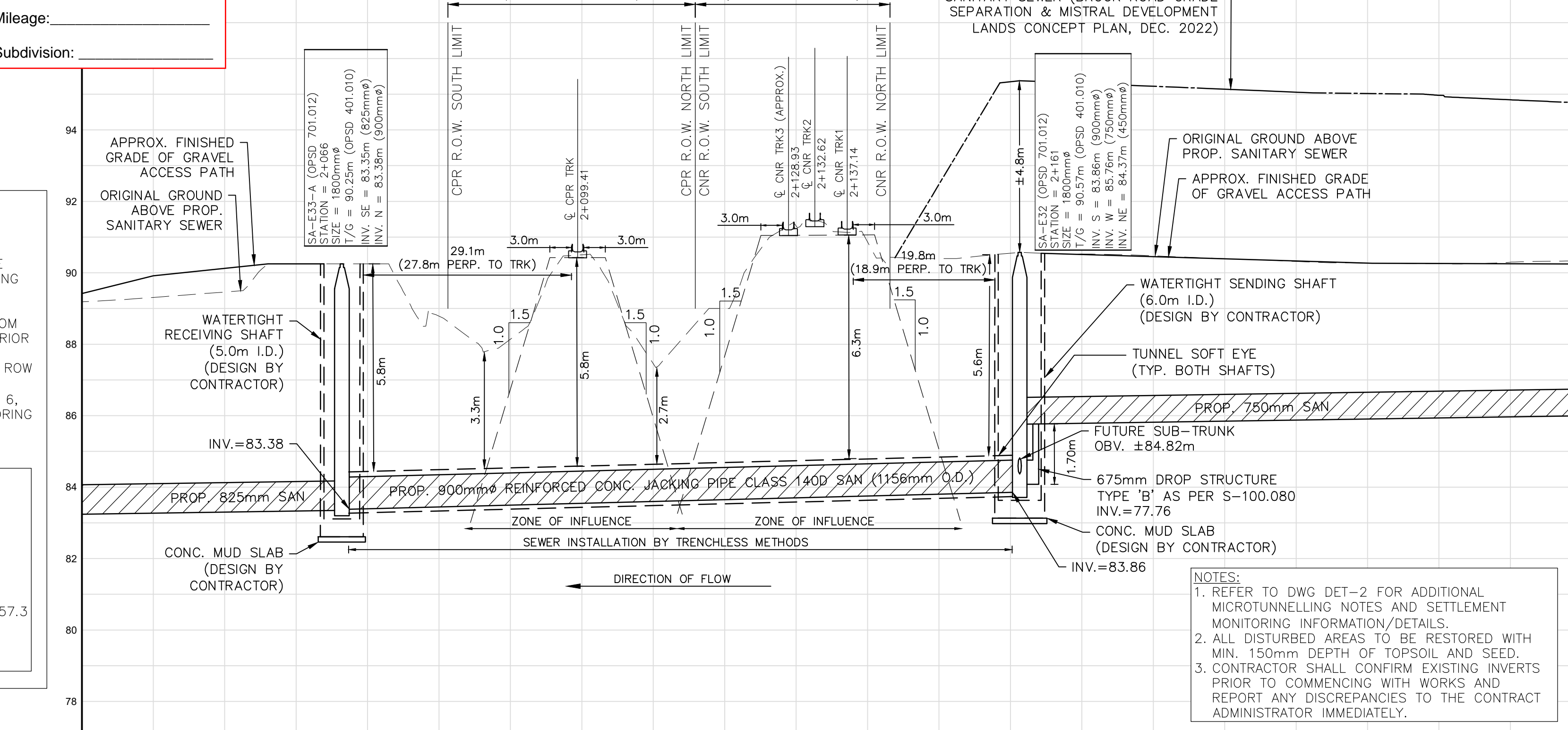
CPR SUBDIVISION: BELLEVILLE SUB
 CPR MILEAGE: 133.27

CNR SUBDIVISION: KINGSTON SUB
 CNR MILEAGE: 262.9



APPROVED AS TO RAILWAY CLEARANCE ONLY
Simon Dolan
 CANADIAN PACIFIC RAILWAY

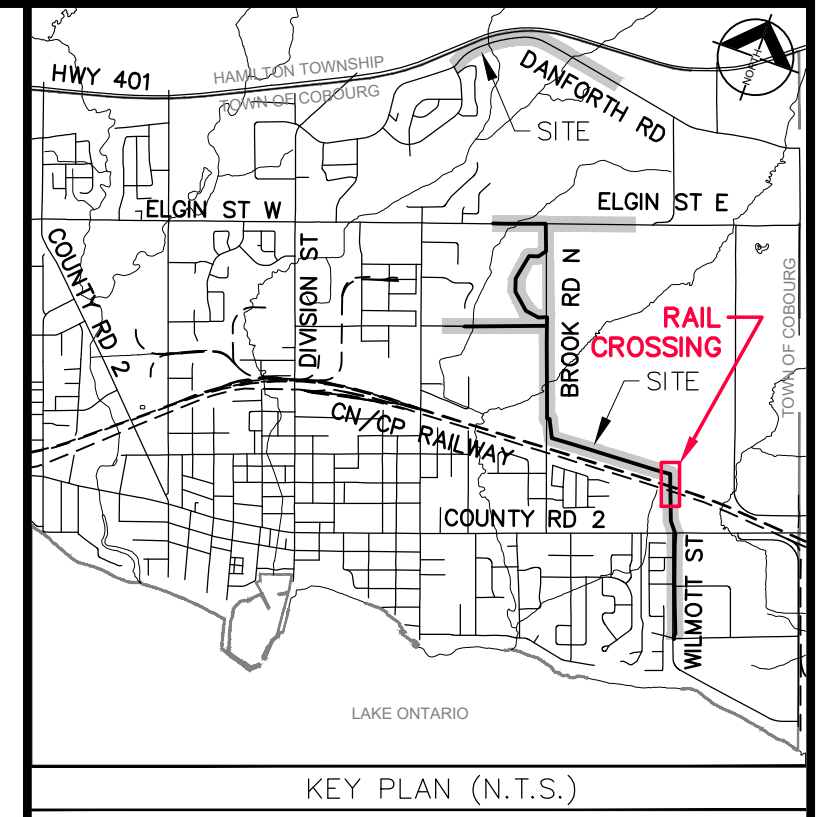
OCCUPATION
 UTILITY CROSSING WITHIN CP OWNED RIGHT OF WAY



NOTES:

- REFER TO DWG DET-2 FOR ADDITIONAL MICRO-TUNNELLING NOTES AND SETTLEMENT MONITORING INFORMATION/DETAILS.
- ALL DISTURBED AREAS TO BE RESTORED WITH MIN. 150mm DEPTH OF TOPSOIL AND SEED.
- CONTRACTOR SHALL CONFIRM EXISTING INVERTS PRIOR TO COMMENCING WORKS AND REPORT ANY DISCREPANCIES TO THE CONTRACT ADMINISTRATOR IMMEDIATELY.

STATION	2+080	2+080	2+100	2+120	2+140	2+160	2+180	2+200	2+240
CENTERLINE FINISHED GRADE	89.31	89.25	89.79	89.00	89.87	89.55	89.48	89.32	
SANITARY SEWER INVERT		83.35	83.38			83.96	83.76		
		PROP. 89.88 - 825mm SANITARY SEWER @ 0.30% INCL RESTORATION AS PER S-200.020			PROP. 90.90m 900mm SANITARY SEWER @ 0.51% INSTALLATION BY TRENCHLESS METHODS			PROP. 106.18m 750mm SANITARY SEWER @ 0.30% INCL RESTORATION AS PER S-200.010	



KEY PLAN (N.T.S.)

BENCHMARK:
 COSNE MONUMENT 001928U3005 76.774
 MARKER ON WHARF AT SOUTH END OF DIVISION STREET IN COBOURG, MARKED BY WATER RESOURCES BRASS TAB ON WEST SIDE OF WHARF, 18.9m SOUTHWEST OF RED BRICK GAUGE HOUSE, 9.8m WEST OF FENCE AROUND METEOROLOGICAL STATION AND 43cm NORTHEAST OF THE FIRST BOLLARD.

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO INFORM THEMSELVES OF THE EXACT LOCATION OF, AND ASSUME ALL LIABILITY FOR DAMAGE TO, ALL UTILITIES SERVICES AND STRUCTURES WHETHER ABOVE GROUND OR BELOW GRADE BEFORE COMMENCING THE WORK. SUCH INFORMATION IS NOT NECESSARILY SHOWN ON THE DRAWING, AND WHERE SHOWN, THE ACCURACY CANNOT BE GUARANTEED.

WITH THE SOLE EXCEPTION OF THE BENCHMARK(S) SPECIFICALLY DESCRIBED FOR THIS PROJECT, NO ELEVATION INDICATED OR ASSUMED HEREON IS TO BE USED AS A REFERENCE ELEVATION FOR ANY PURPOSE.

ALL DIMENSIONS AND INFORMATION SHALL BE CHECKED AND VERIFIED ON THE JOB AND ANY DISCREPANCIES MAY BE REPORTED TO THE MUNICIPALITY BEFORE COMMENCING THE WORK. DRAWINGS ARE NOT TO BE SCALED.



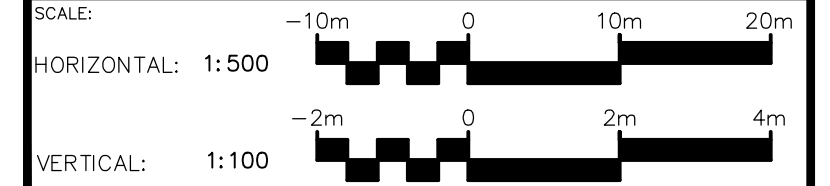
PROJECT NAME:
COBOURG TRAILS EXTERNAL SERVICING

DESIGNED BY: *C.G. STEPHEN*
 APPROVED BY: _____

No.	Date	Description	By
03	06/12/2023	ISSUED FOR CN/CP SUBMISSION	C.S.
02	02/14/2023	ISSUED FOR 60% DESIGN REVIEW	C.S.
01	06/19/2022	ISSUED FOR CNR/CP REVIEW	P.T.

SHEET TITLE:
SANITARY RAIL CROSSING SANITARY TRUNK SEWER STA. 2+020 TO STA. 2+240

DISCIPLINE:
MUNICIPAL INFRASTRUCTURE



PROJECT No: C14-0454 CLIENT File No: _____

DRAWER: G.M. DESIGNER: G.M. DRAWING No: _____

CHECKER: C.S. APPROVER: C.S. DET-1

DATE: August, 2021 SHEET No: 1 OF 2



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Dave Hancock, Chief Building Official
Standing Committee Date: April 3, 2024
Report Number: DS-2024-008
Council Meeting Date: April 24, 2024
Subject: **Final Approval for purchase of two electric vehicles and supporting electrical infrastructure**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council authorize the purchase of two (2) 2024 Chevrolet Blazer EV's at a cost of \$128,322.00 including HST from Spencer Chevrolet Cobourg, as approved in the 2024 Capital Budget; and

FURTHER THAT Council authorize supply and installation of the supporting electrical upgrade and two (2) by B.G.Roberts Electric Ltd. as approved in the 2024 Capital Budget.

2. Executive Summary:

The building department has researched, and budgeted, for two (2) new electric vehicles with the necessary chargers and electrical upgrades. Having obtained budget approval in early 2024, staff have selected to purchase two (2) Chevrolet Blazer EV's at a cost lower than the approved capital budget value. The vehicles are currently in stock, and on hold, and will meet the needs of regularly attending construction sites as well as being environmentally friendly.

3. Background

Prior to the submission of the Building Departments budget in 2023, research was done to explore new electric vehicles to replace the departments existing two (2) vehicles. The search explored electric vehicles from many manufacturers that suit the needs of the department, regularly attending construction sites, and the availability of vehicle stock for purchase in 2024.

4. Discussion:

The two (2) current building department vehicles will be transferred to other Town departments pending final approval as required. The location of the charging stations will be adjacent to the building generator, north of the Market building (where we currently park in the 'authorized parking' location), for which Heritage approval has been granted by the Ontario Heritage Trust as outlined in the letter received attached to this staff report.

5. Financial Impact and Budget

The 2024 budget was approved to purchase two (2) electric vehicles at a cost of \$100,000 each and two charging stations, including electrical upgrades, at a cost of \$34,013.99, with a total capital budget approval of \$234,013.99.

The cost of the two (2) selected vehicles (Chevrolet Blazer EV instead of a pickup truck) including chargers and electrical upgrades is \$162,335.99, which will be funded by the building reserve, a reduction of \$71,678.

Further, when the existing two (2) building department vehicles are repurposed to other Town departments at \$30,000 per vehicle (\$60,000), and an internal transfer will be posted to the building reserve reducing the net impact on the reserve from \$162,335.99 to \$102,335.99.

As the vehicles are funded by the Building reserve, there is no impact on the tax levy.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community
- Service Excellence
- Sustainability

7. Public Engagement:

N/A

8. Attachments:

Quotation from Spencer Chevrolet, Cobourg
Quotation from B.G. Roberts Ltd.
Heritage approval
Charging station specifications
Cost breakdown spreadsheet

Report Approval Details

Document Title:	Building Department Electric Vehicles Final Approval.docx
Attachments:	- Quotes Spencer Chevrolet.pdf - B.G. Roberts Ltd. Electrical quotation.pdf - 2024-02-22 Second Street Approval for EV Charging Stations.pdf - Charging Stations specifications.pdf - Budget vs Actual Costs Analysis.xlsx
Final Approval Date:	Mar 25, 2024

This report and all of its attachments were approved and signed as outlined below:

Dave Hancock - Mar 13, 2024 - 12:41 PM

Brent Larmer, Municipal Clerk / Director of Legislative Services - Mar 24, 2024 - 11:08 AM

Tracey Vaughan, Chief Administrative Officer - Mar 25, 2024 - 10:48 AM

Client

Lawlor, Sean

COMPANY	Hancock	CONTACT	Dave	#	
HOME	(905) 372-1005	OFFICE	() -	EXT.	
FAX	() -	CELL.	() -	DEAL #	
Vehicle		EMAIL	dhancock@cobourg.ca		
2024	CHEVROLET	1MD26	STOCK #		
BLAZER EV eAWD RS (1RS)					

BILL SPENCER CHEVROLET
 1090 ELGIN STREET WEST
 COBOURG
 K9A 5V5 Ontario
 905-372-8773

MSRP	
MSRP	\$72,599.00

PRICE	
Discount	\$8,500.00
Price	\$64,099.00
Cap. Options	\$0.00
Credits	\$0.00
Service contract	\$0.00
Appearance Prot.	\$0.00
Additional Equip.	\$0.00
Adjusted Price	\$64,099.00

OTHER	
Crédits Tx inc.	\$5,000.00
GM Card	\$0.00
Trade In	\$0.00
Trade In Tx incl.	\$0.00
Lien	\$0.00
Lease Debt	\$0.00
Other	\$0.00
License Fees	\$32.00
Other Fees	\$0.00
Admin. Fees	\$0.00
Tire Recovery	\$20.00
Gas Tax	\$0.00
OMVIC Fee	\$10.00
Federal Luxury Tax	\$0.00

TRANSACTION TYPE	
PERSONAL USE VEH.	<input type="checkbox"/>
REGISTRANT (COMPANY)	<input checked="" type="checkbox"/>

GAP warranty	
GAP Warranty (64,099)	\$0.00

Options	

NOTES	

TRANSACTION	
Sub Total	\$64,161.00
HST	\$8,336.77
Total Amount	\$72,497.77
Credits Tx inc.	\$5,000.00
\$ Delivery	\$0.00
Grand Total	\$67,497.77

DELIVERY	
License fees	\$0.00
Other Fees	\$0.00
A/C Tax	\$0.00
Additional Equip.	\$0.00
Service contract	\$0.00
GST Credit	\$0.00
\$-Deliv. Manufacturer	\$5,000.00

GRAND TOTAL	
\$67,497.77	

CREDITS	
VZE Rebate retail	\$5,000.00

Numbers shown above are for information purpose only and they may differ from the actual amounts that can only be established by RBC.

UPD Date Mar 12th 2:00 PM	Purchaser	Manager
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October 26, 2023

David Hancock
Chief Building Official
Town of Cobourg
55 King Street West
Cobourg, ON
K9A 2M2
Via Email: dhancock@cobourg.ca

RE: BUDGET NUMBER FOR CAR CHARGERS
VICTORIA HALL

We are pleased to supply you with a budgetary number for the installation of 2 new pedestal mounted car chargers, and a required panel in the penthouse to supply power to the pedestals, as follows:

1. Penthouse Panel:

- Supply and install a 200A molded case breaker in main panel in HVAC room.
- Install a 4 - conductor cable from above breaker through HVAC room, core through ceiling into Penthouse above.
- Supply and install a 200A 3 phase commercial panel in penthouse.

A budgetary cost for the above listed is \$ 14 218.85 plus H.S.T. includes all labor, material, and Electrical Safety Authority fees, and has been derived by the following:

• Material	\$12268.85
• Labor	\$01800.00
• ESA	<u>\$00150.00</u>
• TOTAL	\$14218.85

2. Car Chargers:

- Excavate from Penthouse beside generator to charger location in parking lot between Vic Hall and Marketplace building.
- Supply and install 2- 40 Amp rated cables from breaker panel above to pedestal location.
- Install 2- 40A breaker in panel.
- Supply and install a pedestal, 2 - Flo EV charger units and cable management systems.

A budgetary cost for the above listed is \$ 19 795.14 plus H.S.T. includes all labor, material, and Electrical Safety Authority fees, and has been derived by the following:

• Material	\$14837.13
• Labor	\$02700.00
• Excavating	\$02000.00
• ESA	<u>\$00258.00</u>
• TOTAL	\$19795.14

Terms: Quotation is valid for 30 days
Payment due upon receipt of invoice

Thank you, for this opportunity to be of service, and we look forward to assisting you with this, and any future electrical requirements you may have. If you have any questions or concerns, please feel free to contact me.

Sincerely,



Bob Henderson
President
B.G. Roberts Electric Ltd



An agency of the Government of Ontario

SENT BY EMAIL

February 22, 2024

David Hancock
On behalf of the Town of Cobourg

**Re: Second Street Fire Hall and Market
213 Second Street, Cobourg, ON
Approval for EV Charging Stations**

Dear David,

On February 6, 2024 the Ontario Heritage Trust (Trust) received an Alteration Request for the installation of two permanent electric vehicle (EV) charging stations in the Second Street Fire Hall parking lot.

As you are aware, this property is protected by a Heritage Conservation Easement Agreement (Easement) held by the Trust and registered on July 6, 1985. All proposed alterations to property features protected in the Easement must be approved in writing by the Trust before being undertaken by the property owner or agent thereof.

The Trust received the following additional information in support of the Alteration Request:

- FLO_CoRe_SpecSheet_V2.0.2_2022-01-05_CA_EN.pdf (product brochure for the proposed charging stations)
- Additional correspondence regarding proposed location (received 2024-01-30 and 2024-02-06)

Note that the work proposed would affect or potentially affect protected features identified in the Easement, including the following:

- The historical, architectural, aesthetic and scenic character and condition of the property.

After reviewing the Request and supporting materials, Trust staff finds the heritage impact of the work to be negligible, and the proposal to be in keeping with the terms of the Easement. The Trust therefore approves the work. No conditions are attached.

Once finished, an Alteration Completion Form must be provided to the Trust, showing that the work was carried out in accordance altogether with this letter, with the Alteration Request of Feb. 6, 2023, and with the referenced supporting information.

If you have any questions or concerns relating to this approval please feel free to contact me. I can be reached at (437) 335-2315 or Graham.Forster@heritagetrust.on.ca. I look forward to working with you towards the continued conservation of this significant site.

Sincerely,



Graham Forster
Easements Program Coordinator



Shown with
optional cable
management
system

CoRe+

Smart level 2 charging station for private, public and commercial applications

The CoRe+ charging station is specifically designed for private applications such as workplaces, multi-unit residential buildings, fleets, and is also suitable for public spaces

Choose between the Standard and PowerSharing™ versions of the CoRe+ at acquisition time

Benefits

- **PowerSharing™ technology (optional) (U.S. Pat. No. 9,927,778)**
Greatly reduce installation cost by sharing the remaining incremental capacity of an existing electrical infrastructure
- **PowerLimiting™ technology (U.S. Pat. No. 10,197,976)**
Add multiple charging stations to an existing installation while minimizing the building's peak power demand through:
 - Fixed limit
 - Scheduled limitations
 - Integration to a Building Management System (BMS)
- Rugged and reliable design able to withstand harsh weather

Smart Charging Solution

- **Enhanced charging station owner experience** - Complete remote management capabilities including software and firmware updates
- **Enhanced user experience** - Deliver real-time updates and notifications to drivers
- **Revenue generation** - Implement payment services to generate revenue
- **Access control** - Configure stations to authorize access using the FLO mobile app or RFID card authentication, or allow unrestricted access to the station

Key features

- Type 4X enclosure in cast aluminum casing
- Certified to operate in temperatures ranging from 40 °C to 50 °C / -40 ° F to 122 °
- Equipped with a charging cable that remains flexible at low temperature
- Wall-mounted and pedestal configuration options. Pedestal configuration helps meet ADA requirements.
- Pedestal configuration that helps meet ADA requirements
- Modular design to facilitate servicing and maintenance
- Access provided free of charge or according to a usage fee
- LED status indicator
- Optional cable management system
- Optional cascading kit enables serial daisy-chain connection of multiple charging stations on pedestals and on the same branch circuit



Overview

The CoRe+ charging station is designed for applications where multiple charging stations may be necessary now or in the future, such as public sites, workplaces, multi-unit residential buildings (condos and apartments), or commercial fleets. The CoRe+ can be equipped with a cable management system keeping the cables safe and suspended.

Future-proof energy management features

PowerSharing

- Allows the addition of charging ports (keeping up with the fast-paced increase demand for EVSE) for limited electrical infrastructure.
- Requires minimal modification to an existing electrical installation. Our technology can power up to 4 times more vehicles than standard installations would allow.

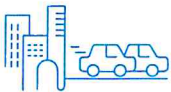
PowerLimiting

- Minimize the incremental power demand on the building's infrastructure (which can significantly increase with uncontrolled EVSEs).
- Limits the power drawn from the grid for an entire site based on a schedule or by communicating directly with a BMS.

Physical features

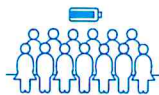
- Rugged charging station able to withstand extreme weather and corrosion
- Thick and sturdy cast aluminum casing
- Universal SAE J1772 connector
- Flexible 6.4 m / 21' (optional 7.62 m / 25') cable that remains malleable even during winter's coldest temperatures
- Mounting pedestal helping to meet ADA requirements

Applications



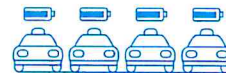
Public sites

For business owners and organizations wanting to provide their customers with first-class charging experience and become a destination of choice, while demonstrating their sustainable development leadership.



Workplace

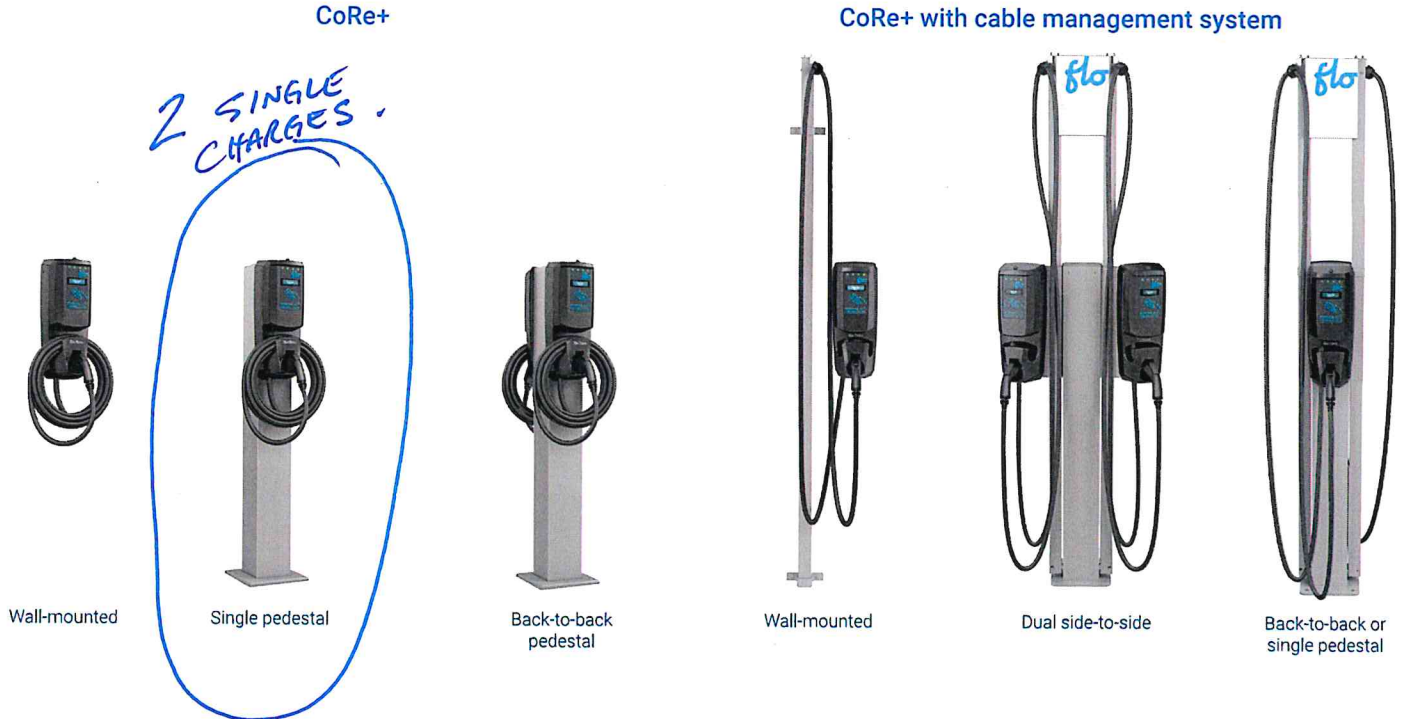
For companies looking to offer an EV charging service to their employees, and looking for a solution that can evolve at the same rate as the demand for the service while maintaining reasonable installation and operation costs.



Fleet

For fleet managers who wish to grow their EV fleets without expanding their electrical infrastructure while maintaining the operational costs at an affordable level.

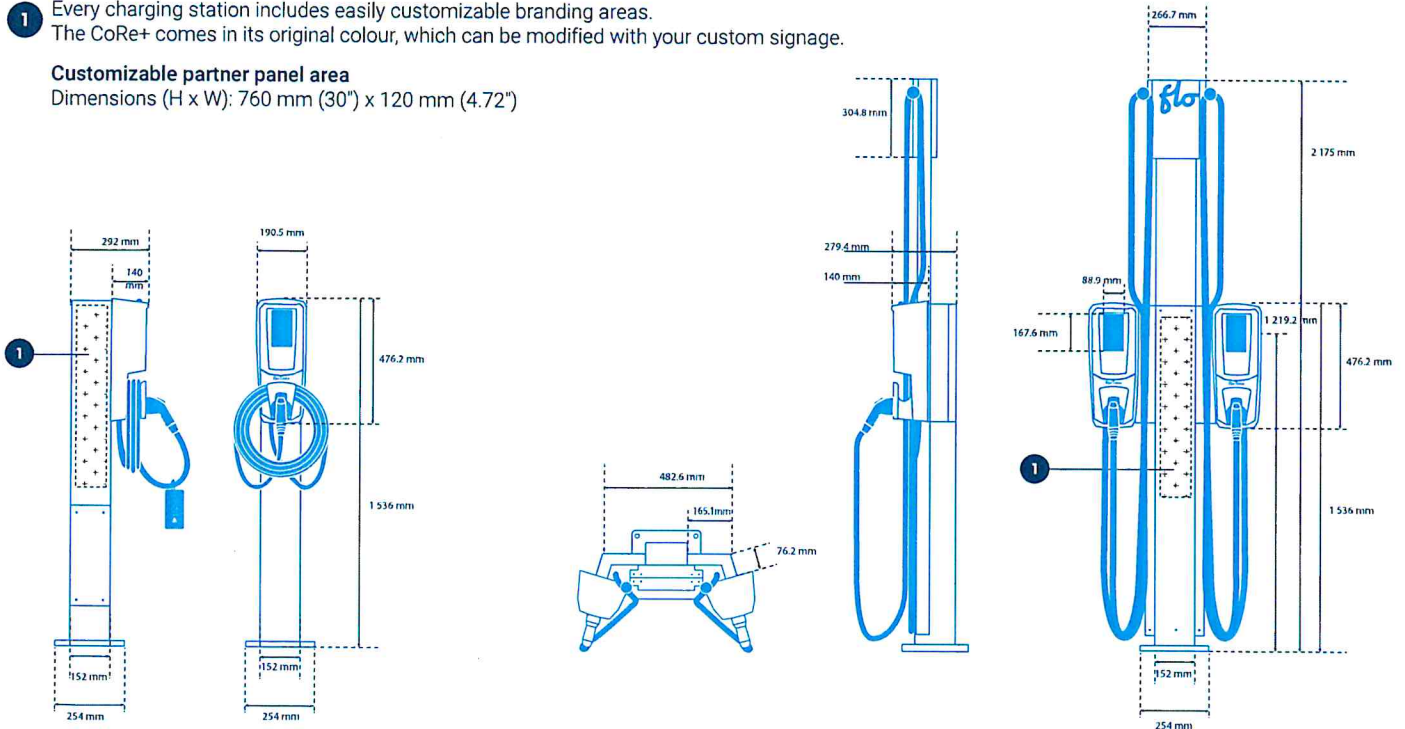
Available configurations



Dimensions and customization

- 1 Every charging station includes easily customizable branding areas. The CoRe+ comes in its original colour, which can be modified with your custom signage.

Customizable partner panel area
 Dimensions (H x W): 760 mm (30") x 120 mm (4.72")



Technical specifications

	Standard option	PowerSharing™ option
Aluminum casing	Type 4X enclosure	
Charging connector	SAE J1772	
Cable	6.4 m (optional 7.62 m) / 21' (optional 25' m)	
Input Power	Standard: 30 A @ 208 VAC or 240 VAC for each charging station	PowerSharing : 32 A @ 208 VAC or 240 VAC per set of 4 charging stations
Charging power	1.2 kW to 7.2 kW (maximum configurable by software)	
Output current	6 A to 30 A (maximum configurable by software)	
Integrated GFCI	20 mA, auto reset (3 attempts at 15-minute intervals)	
Frequency	60 Hz	
Operating and storage temperature	-40°C to +50°C / -40 °F to 122 °F	
Weight	Charging station: 21 lbs / 9.53 kg Pedestal: 32 lbs / 14.5 kg	
Humidity	Up to 95% (non-condensing)	
Card reader	ISO 14443 A/B, ISO 15693, NFC	
Communication interface	ZigBee - IEEE 802.15.4 meshed network	
Networking	Cellular – LTE (gateway is installed separately for optimal performances)	
Certifications	CSA- C22.2 No. 280 / UL 2594, CSA C22.2 No 281.1 and 281.2 / UL 2231-1 and 2231-2	
EMC compliance	USA -FCC 47 CFR part 15 class A CAN - ICES-3 (A)	
Metering Accuracy	Certified according to California Type Evaluation Program (CTEP)	
Model Number	C+V2-EVSE-30-25-LC1-RR1-NSL-FL-NRRV-ST (COCH0001-FL-P07)	C+V2-EVSE-30-25-LC1-RR1-NSL-FL-NRRV-PS (COPS0001-FL-P07)

	<u>2024 Capital Budget</u>			<u>Actual Costs</u>			
	Budget	Quantity	Total	Quote	Rebates	Quantity	Total
Electric Vehicle	\$100,000.00	2	\$200,000.00	\$72,661.00	\$8,500.00	2	\$128,322.00
Electrical Panel	\$14,218.85	1	\$14,218.85	\$14,218.85		1	\$14,218.85
Two Chargers	\$19,795.14	1	\$19,795.14	\$19,795.14		1	\$19,795.14
Totals			\$234,013.99				\$162,335.99
Savings from Capital Budget							\$71,678.00
% Savings							31%
Transfer of current vehicles				\$30,000.00		2	\$60,000.00
Net Funds from Reserve							\$102,335.99
*HST not included							



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Darryl Ashe, Acting Manager, Environmental Services
Standing Committee Date: April 3, 2024
Report Number: PW-2024-004
Council Meeting Date: April 24, 2024
Subject: **McGill Pump Station – Pump #2 Replacement**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council approve the purchase a new Xylem Pump at the McGill Pump Station at a cost of \$98,973.91 (price includes non-refundable HST) to be funded from the 2024 Environmental Services Capital Budget.

2. Executive Summary:

One of three pumps at the McGill sanitary pumping station is due for replacement and was budgeted for in 2024.

All three (3) pumps at the McGill Pump Station are the same make and model with identical mounts and connections.

It is recommended that a Xylem pump be sole sourced in the amount of \$98,973.91. Local contractors will be hired for installation and the total project cost will not exceed the approved capital budget of \$150,000.

3. Background

The McGill Pumping Station is in the center of the Town's tourist hub. It is surrounded by the Town's Campground to the west and south, Centennial Pool to the north and the Bandshell/Playground/Canteen to the east.

McGill is the Town's largest pumping station, pumping more sewage per year than the Brook Road, Monk's Cove, Lakeview, and Fourth Street Pump Stations combined. Given the population density surrounding the McGill Pump Station, a pump failure at the station could result in unfavourable media attention.

In 2001, Totten Sims Hubicki Associates completed Phase III of the Town's Sewer Diversion Study Report. The study recognized that Water Pollution Control Plant #2 was being hydraulically under-utilized. Increasing the sewage flow to Plant #2 necessitated the upgrade of the stations three (3) pumps.



4. Discussion:

The McGill Pump Station utilizes three (3) Xylem Model CT-3231 Pumps (180 L/s). Pump #1 was replaced in 2023. Pump #3 was replaced in 2020 and upgraded to the new "N" type anti-clog impellor. Significantly less clogging and maintenance costs have been noted with this new style of impellor.

During the 2023 Annual Xylem Preventative Maintenance inspection, it was discovered that the mechanical seal in Pump #2 was beginning to fail. The Xylem Service Technician recommended that the pump be replaced in 2024 and upgraded to the "N" Type anti clog impellor.

The average flow at the McGill Station is 2,900 m³/day, however, instantaneous flow volumes can be five times higher during heavy rain events. The peak flow

can be handled by two of the Xylem pumps, however, if either of the newer pumps were to require maintenance, it is essential that the third pump (i.e. Pump #2) have the capacity and reliability to serve as a backup in an emergency (i.e. high flow situations). Given its current state, it is unlikely that Pump #2 can serve as a reliable backup during a high flow event.

The lead time for pump delivery is 20-25 weeks and it is imperative that a planned change out occur prior to the pump's outright failure. Initiating a replacement after a pump has already failed (i.e., Emergency Replacement) will be significantly more costly and risks a sewage backup or bypass that could expose the Town to liability and/or fines.

5. Financial Impact and Budget

All three (3) pumps at the McGill Pump Station are the same make and model with identical mounts and connections. Replacing the pump in-kind (i.e. same make/model) offers a number of cost efficiencies:

1. It will permit the use of the existing concrete base.
2. The new pump has the same face-to-face dimensions as the previous pump, allowing it to slide seamlessly into the existing plumbing.
3. Retaining the same pump make & model will allow the department to stock common replacement parts and employ a single servicing contract for all three pumps.
4. Xylem pumps have proven history of reliability. They are known to have long life spans with few breakdowns.

For the reasons stated above, sole-sourcing of the pump (i.e. Xylem Model CT-3231) is deemed the most cost effective option.

The cost of the new Xylem pump is \$98,973.91 (price includes non-refundable HST). Local contractors will be hired on a time and material basis for the installation and electrical hook up.

The total project cost will not exceed the approved capital budget of \$150,000.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Provide the physical infrastructure to support a healthy community that will enable each of us to flourish and reach our full potential

Service Excellence

Sustainability

Enhance our Financial and Asset Management Plans to provide appropriate levels of services and ensure long-term sustainability

7. Public Engagement:

N/A

8. Attachments:

N/A

Report Approval Details

Document Title:	McGill Pump Station - Pump 2 Replacement.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Laurie Wills, Director of Public Works - Mar 25, 2024 - 7:35 PM

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 2:42 PM



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Renee Champagne, Transportation Supervisor
Standing Committee Date: April 3, 2024
Report Number: PW-2024-005
Council Meeting Date: April 24, 2024
Subject: **Transit Technology Agreement – RideCo Software**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council authorize Staff to execute a software agreement with RideCo Inc. to provide a direct relationship with the software provider for on-demand transit scheduling technology, to be funded from the Transit Operating budget; and

FURTHER THAT Council authorize the Mayor and Clerk to sign the necessary documents to execute the required agreements.

2. Executive Summary:

The Town's current transit provider, Century Transportation, a subsidiary of Pacific Western Transportation (PWT), utilizes RideCo as their partner software company.

RideCo Inc is the subcontractor for the Town's current on-demand software technology, tech support, service planning and design, vehicle scheduling, customer management and specialized customer management services. Currently, PWT invoices the Town for RideCo services and transit fares are

provided to PWT who submits payments to the Town. The Town also utilizes PWT's booking app 'Pick-Up on Demand' which ownership rights belong to PWT.

In light of the Town renewing the transit operations contract, it is recommended that the Town enter into a direct contract with RideCo rather than expecting the new service provider to enter into an agreement with RideCo as a sub-contractor. Also the Town will work with RideCo to establish our own booking app, in the case that PWT does not retain the transit service contract.

3. Background

When a new on-demand transit service was considered, a 1 year pilot was implemented as a trial period. Due to the temporary nature of the trial, the Town opted to utilize PWT's 'Pick-Up On-Demand' application (App) which was already developed and in use, rather than paying for the branding of a new App specific for the Town.

The Town of Cobourg issued an RFP for Transit Operations on February 27, 2024 and closes on April 2, 2023. Following award of the contract, the successful provider is anticipated to commence service in September 2024.

If PWT is unsuccessful in the award for the next Transit Operations Contract, the Town will be unable to utilize their app, which would have a significant impact on our riders.

4. Discussion:

For the Town to establish our own App, costs will be attributed to a white label app development for Cobourg Transit, development for both Passenger (iOS + Android) and Driver App, inclusive of submission and approval of the apps on their respective store.

Costs also include training for staff and configuration. Undertaking the program's transfer to a new App is an extensive process. Cobourg will also receive its own Zendesk (help desk e-tickets) + RideCo Program Manager (RPM) + Tableau (Performance (KPI) Dashboard).

Since Cobourg riders are already in the RideCo system, transferring customer information will allow for a seamless transition for customers. Cobourg riders will be required to download the new app from Android or ISO. Riders will be provided notice well in advance as to the change in Apps.

5. Financial Impact and Budget

The cost for the Town to implement the new App will be \$10,000.00 which includes developing a Cobourg branded app, migration of current settings/configuration, launch services and includes initial training for the Town's transit service contractor, provided a new transit operations contractor is awarded the contract. The typical cost for creating a white labeled app is in the order of \$20,000.00. This startup cost can be absorbed by the 2024 transit operating budget.

Annual fees of \$550/month will remain the same as the current operating budget for the duration of the contract (3 years plus option 2 years).

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Click or tap here to enter text.

Service Excellence

Embrace new technologies that will improve customer service and increase efficiency and accessibility.

Develop and implement Key Performance Indicators and Continuous Improvement Plans for municipal programs and services to measure Customer Satisfaction, Community Impact and Efficiency

Sustainability

Click or tap here to enter text.

7. Public Engagement:

Staff will work with the Communications Department to notify transit riders of information related to downloading the Cobourg branded new app for bookings.

8. Attachments:

Click or tap here to enter text.

Report Approval Details

Document Title:	Transit Technology Agreement - RideCo Software.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Laurie Wills, Director of Public Works - Mar 26, 2024 - 12:02 PM

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 2:51 PM



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Laurie Wills, P.Eng., Director, Public Works
Standing Committee Date: April 3, 2024
Report Number: PW-2024-006
Council Meeting Date: April 24, 2024
Subject: **Award of Boardwalk Material Supply**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council award the Boardwalk Material Supply to Monaghan Lumber to be funded by the 2023 approved capital budget (60% Active Transportation Fund (ATF) grant, 40% debentured), with the estimated cost of materials and construction oversight will not exceed the budget upset limit of \$750,000.

2. Executive Summary:

Staff proposed a capital project to replace the 15+ year old wooden boardwalk on the west beach. Funding was received for 60% of the project up to \$450,000.

Public consultation indicated that pressure treated wood was the preferred material for the decking however environmental and financial sustainability was also a high priority indicating that a composite material was also favoured due to its longevity and environmental resilience.

Council directed Staff to proceed with a hybrid material construction of a composite sub-structure and pressure treated decking.

The single bidder has proposed an Owens Corning composite product for the sub-structure and Staff are requesting Council approval to proceed with the material order.

Upon receipt of the materials, Roads Staff will assemble the new boardwalk offsite, have the old boardwalk removed, and install the replacement boardwalk in the fall of 2024.

3. Background

Council resolution No. 239-2023 was received on July 3, 2023 as follows:

WHEREAS at the Committee of the Whole meeting on June 26, 2023, Council considered a memo from the Director of Public Works, regarding the Boardwalk Replacement Public Consultation Results and Design Direction;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Staff recommendation to move ahead with the detailed design and construction of the replacement boardwalk utilizing a hybrid of Option one (1) whereby pressure treated wood material is utilized for decking and a recycled plastic/composite material is utilized for the substructure of an at-grade (non-elevated) boardwalk; and

FURTHER THAT the project shall be funded by the 2023 Capital Budget with an upset limit of \$750,000 of which 60% is funded by the Active Transportation Fund and 40% (\$300,000) shall be debentured by the Town; and

FURTHER THAT Council approve Public Works Staff to construct the boardwalk both to reduce capital costs and to promote interconnectivity between the community and Town operations.

4. Discussion:

Following Council direction to proceed with the design of a hybrid material boardwalk construction, a material supply tender was prepared and publicly advertised for interested bidders from November 16, 2023 until December 21, 2023.

With oversight from Beacon Environmental and CIMA, transplanting of plant species was conducted in the fall of 2023. The transplanting took place in advance to improve the restoration of the west beach following the removal and replacement of the boardwalk. Essentially various plants that were within close

proximity to the existing boardwalk were removed and replanted nearby so as to be out of the way of construction.

Only one bid was received after a two week mandatory extension to the bid period. The single bidder proposed an Owens Corning product called WearDeck. Upon review of the product specifications, it was discovered that the product is not a composite of recycled products but instead a fully new plastic (HDPE) material. Although the product is suitable for the intended purposes, Council's direction was to pursue a composite material in consideration of environmental sustainability of the boardwalk replacement. Owens Corning advised Staff that the main drawback of recycled plastic is colour retention. Since the Town is not concerned about the colour of the sub-structure (under the wood deckboards), Owens Corning proceeded to experiment with adding recycled material to their product and were able to manufacture a composite dimensional lumber with 38% recycled content without compromising the structural integrity of the product.

Next steps for the project will be as follows:

Material order:

Staff will place an order for the composite and pressure treated wood products. Delivery lead times are expected to be 7-8 weeks.

Assembly:

Roads Staff will commence assembly of the substructure offsite and stockpile sections of the boardwalk that can be mobilized to the west beach when installation is ready to proceed.

Boardwalk Closure:

The boardwalk will be closed to the public in the fall of 2024 following labour day weekend (TBD). The closure will be necessary for the removal of the old boardwalk, removal of vegetation and preparation/regrading of the area for the new boardwalk installation.

Vegetation Removal:

In accordance with nesting calendars stipulated by the *Migratory Birds Regulation*, the remaining vegetation will be removed within the proposed boardwalk footprint in the fall. Since the new boardwalk will be slightly wider, there will be some overgrowth that will need to be cut back to allow for the new boardwalk to be installed as well as space for Staff to do the installation. Since transplanting of vegetation has already occurred, all vegetation will be safe to be removed within the boardwalk construction footprint.

Installation:

Roads Staff will mobilize the pre-assembled sections of the boardwalk to the west beach and begin connecting sections together as time permits throughout

the fall. The schedule for completion will be based on resource availability and weather. There may be works required in the spring to finish off the assembly of the boardwalk and also for final restorative efforts. Quotes will also be obtained from local contractors in case there is a need to expedite the installation works and ensure the boardwalk is open for public use again as early as possible.

5. Financial Impact and Budget

Based on the boardwalk design, the material costs for the pressure treated wood, composite lumber and fasteners is estimated to be approximately \$600,000. This estimate includes a contingency plus costs associated with installation/restoration oversight (CIMA) and advice. The contingency for material costs allows for some flexibility in the case where additional materials are required due to waste and/or field fitting of corners, connection points, and bends, etc.

The Boardwalk is approximately 600 m in total length including the extensions from Ontario, Bagot and Durham Street. The cost estimate for the construction, contract administration, and inspection is not expected to exceed the budget value of \$750,000 and when 60% funded by the Active Transportation Fund, will cost the Town \$300,000 and will be well within the 2023 capital budget estimate.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Providing the physical infrastructure to support a health community and invest in services that encourage an active lifestyle for all age groups

Service Excellence

Click or tap here to enter text.

Sustainability

Ensuring long term sustainability of infrastructure by investing in a longer lasting products comprised of recycled materials.

7. Public Engagement:

A public meeting was held on May 31, 2023 at the Cobourg Community Centre. A detailed background and power point presentation was posted on Engage Cobourg along with a survey questionnaire from May 24th to June 8th.

Advertising for public engagement was provided via signage along the boardwalk as well as:

- Public notice was issued out to local media
- Newsletter issued to all registered users on Engage Cobourg
- Social Media posts and reminders
- Radio Ads on Classic Rock 107.9 promoting Engagement project and open house (May 25th – 31st)
- Digital Ad published to Today's Northumberland.ca promoting Engagement project (May 30th – June 8th)
- Newspaper Ads published in the Town of Cobourg Ad Block (May 25 and June 1)
- Engagement Project listed in *Hello Cobourg!* Newsletter

8. Attachments:

N/A

Report Approval Details

Document Title:	Boardwalk - Award of Materials Supply.docx
Attachments:	
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This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 27, 2024 - 1:37 PM



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Laurie Wills, P.Eng. Director, Public Works
Standing Committee Date: April 3, 2024
Report Number: PW-2024-007
Council Meeting Date: April 24, 2024
Subject: **Budget Request for Vehicle Replacements**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council authorize a budget addition of \$80,000 from the sanitary reserve to replace Environmental Services truck #13-11 and transfer to Roads & Sewers; and
FURTHER THAT Council authorize a budget addition of \$30,000 from the vehicle replacement reserve for the purchase of the Building Department RAV4 to be utilized by Roads & Sewers; and

FURTHER THAT Council authorize Staff to proceed with the purchase of a GMC $\frac{3}{4}$ tonne truck utilizing 2024 budget allocation.

2. Executive Summary:

The Roads & Sewers Department is experiencing many vehicle failures due to age. Vehicles experience heavy workloads and are not reliable beyond their intended lifecycle. Three (3) more trucks have recently come to the point of retirement where repairs are no longer worthwhile. The approved budget for 2024 allows for two new vehicle purchases but there is a need for a minimal budget increase in order to fulfill the operational needs of this department.

In summary, Environmental Services has an 11 year old vehicle that can be replaced and transferred to Roads (\$80,000 from sanitary reserve) and the Building Department has a RAV 4 for sale that can be purchased by Roads (\$30,000 from vehicle reserve).

3. Background

Current Vehicle Budget Plan and Status

Roads & Sewers:

Truck #15-10 just had a transmission replacement and now has failed again requiring a full engine replacement considering the age of the vehicle (13 years). Staff will not be repairing this vehicle any further. Truck #6-12 requires a new engine as well and considering the age of the vehicle (12 years), Staff will not be repairing this vehicle any further. Currently, #06-12 has seen its use downgraded to strictly a vehicle for utility locates/administrative duties. It is the opinion of the mechanic that continual use of #06-12 will result in an engine failure similar to #15-10.

Truck #14-09 is a $\frac{3}{4}$ ton truck (equipped to plow) was replaced at the end of 2023 with hopes that it would continue to operate as a lighter use vehicle for many more years. Unfortunately, this truck now requires a new fuel tank, replacement cost estimated at \$2,000, and box, replacement cost estimated to be \$3,700, plus it is due for a safety inspection in the fall that is not expected to pass without these significant structural repairs. All three vehicles will be sold as is to recover as much in cost as possible to put towards new vehicles.

Truck #16-15 is a 2015 one ton vehicle that is budgeted to be replaced this year. It would be intended to keep #16-15 within the fleet and utilized for continual use as a chipper truck, watering truck for concrete grinding, and other miscellaneous tasks (e.g., delivery of materials and equipment, installation of road closures, etc.)

Engineering”

In the 2024 budget, one new $\frac{1}{2}$ ton truck was budgeted for Roads & Sewers and one existing truck (#8-12) was to be transferred to Engineering. Although #8-12 is 12 years old, it still runs well enough and is also only front wheel drive which is not as useful for Roads. 2024 Engineering operating budget accounts for \$3500 in maintenance costs for this truck as well as an annual \$6500 contribution to the vehicle reserve for its replacement.

Environmental Services”

Truck #13-11 is proposed to be replaced in 2025.

4. Discussion:

Revised Vehicle Budget Plan

1. Allocate sanitary reserve budget for the replacement of #13-11 in 2024 instead of 2025 (\$80,000). This vehicle is still reliable for light use and can be transferred to Roads as a temporary replacement for either #6-12 or #15-10 to spread out the capital costs of their full replacement.
2. Purchase a hybrid RAV 4 from Building and Planning at a cost of \$30,000 utilizing unapproved budget funds from the vehicle reserve. The RAV can be utilized as the Inspector's vehicle or management (admin). There is not currently a truck dedicated for the Manager's use in this department. The Manager utilizes whichever vehicle is available for site visits and patrolling. The current vehicle being utilized for the Inspector (#2-21) can be moved to Roads for operational purposes being a half ton vehicle with four seats for staff transportation.
3. Roads to purchase another $\frac{3}{4}$ tonne vehicle instead of $\frac{1}{2}$ tonne. This will provide redundancy in the only truck that is equipped to plow trails and cul-de-sacs. The approved budget will permit for this vehicle purchase although it is necessary for the vehicle make to be the same as the secondary $\frac{3}{4}$ tonne to ensure that the plowing harness fits both vehicles. $\frac{3}{4}$ tonne vehicles are far more useful for the operational workload in this department as they transport heavy materials and tools and often haul equipment on trailers.
4. Replace one ton (#16-15) and equipped for plowing capabilities (keep using #16 next year for chipper).
5. Purchase a roll-off truck next year (2025) instead of replacing one ton (#12-16) as well as plow equipment for new #16-24. Moving to a roll-off system would see an increase in our fleet versatility instead of having single purpose vehicles. Currently, we have two one ton trucks of which only one is equipped to plow and the other is equipped for chipping. Tree chipping does not occur every day, having the "chipper truck" equipped with a roll-off system will allow for the deployment of the truck for purposes other than chipping (enclosed box can be removed and other equipment installed and/or the flat bed utilized for transport of equipment, etc.).





6. For Engineering, it is still intended for #8-12 to be transferred from Roads. A truck is still preferred as construction sites are often rough terrain and muddy where all wheel drive is ideal and sometimes necessary. Vehicles also often have to pull over to the side of a road to inspect issues and at times have to straddle the curb to be out of the way of through lane traffic. An Engineering vehicle would be lightly used and would be a good use for this retired vehicle temporarily.

This vehicle plan allows for engineering to obtain a slightly more reliable vehicle and their operating budget accounts for maintaining this vehicle in future and eventually purchasing their own newer vehicle when #8-12 reaches retirement. The Roads Department will be losing four (4) vehicles this year (#8, #15, #6 and #14) and with this plan, can obtain four (4) vehicles for their fleet (#2, #13, new $\frac{3}{4}$ ton, new 1 ton). Although not all replacement vehicles are ideal, they will be more reliable in the interim.

Staff also considered the option of moving to an electric truck as a replacement vehicle. At this time, a half ton with a short (5.5') box is the only available option which is not a useful enough vehicle for Roads staff. There are benefits to the electric trucks with built in generators, etc. and they will be considered as a fleet vehicle in future as appropriate. The need currently is for heavier duty vehicles with the extended box capable of carrying signs, shovels, ladders as well as hauling heavy materials. It is more likely that electric vehicles will be considered for Engineering, Inspector or supervisory/admin vehicles in future.

5. Financial Impact and Budget

Roads & Sewers budgeted \$200,000 for a half ton and one ton replacement in 2024. Approve an additional \$30,000 from the vehicle reserve fund to purchase the RAV4 from the Building Department for use within the Roads Department.

Approve an additional \$80,000 from sanitary reserve for the replacement of #13-11 in 2024 instead of 2025.

Permit Staff to dispose of older vehicles (#15-10, #06-12, #14-09 plus two additional older vehicles retired previously). Salvage value is expected to be at minimum \$10,000.

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Click or tap here to enter text.

Service Excellence

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Sustainability

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7. Public Engagement:

N/A

8. Attachments:

N/A

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Tracey Vaughan, Chief Administrative Officer - Mar 27, 2024 - 1:35 PM



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Laurie Wills, P.Eng., Director of Public Works
Standing Committee Date: April 3, 2024
Report Number: PW-2024-008
Council Meeting Date: April 24, 2024
Subject: **Parking Capacity Study Results**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive the 2023 Parking Capacity Study prepared by Paradigm Transportation Solutions Limited for information purposes; and

FURTHER THAT Council direct staff to prepare a by-law that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed; and

FURTHER THAT Council direct Staff to review the payment in lieu of parking policy based on the results of the 2023 parking Capacity Study through a zoning by-law amendment.

2. Executive Summary:

Please refer to the executive summary of the attached Parking Capacity Study.

Next Steps:

Based on the results of the Parking Capacity Study, there will be no requirement for a parking structure in Cobourg. Staff are recommending that Council direct

Staff to prepare a by-law that stipulates how parking revenue is utilized in the budget so as to ensure appropriate distribution of funds is consistently followed.

Through the zoning by-law amendment, it is also recommended that the payment in lieu of parking policy be reviewed based on the results of the 2023 parking Capacity Study.

3. Background

The last parking capacity study conducted was in 2014. Following the significant changes implemented in the waterfront parking area over the past few years, an updated parking capacity study was warranted. Budget was allocated in 2023 and a Request for Quotation (RFQ) was issued in July 2023. Only one quotation was received from Paradigm Transportation Solutions Limited in the amount of \$46,600.

As part of the study, field work was conducted by way of day long surveys on four separate occasions throughout the weekdays and weekends in August and September. Parking counts need to be considered for peak and shoulder seasons.

4. Discussion:

Currently, a portion of parking revenue is distributed to waterfront operations, by-law enforcement and administration. With respect to preparing a by-law for the distribution of parking revenue reserve fund, the following are a few suggestions for Council's consideration:

1. Continue contributing appropriate operational and capital funds for waterfront tourism expenses.
2. Continue contributing appropriate operating funds for by-law enforcement and administrative expenses.
3. Continue to utilize parking reserve funds for capital expenses associated with parking infrastructure such as meter replacements, etc.
4. Upon completion of asset management planning in 2025 whereby a 10 year financial forecasting plan will be established for the operations and capital replacement of all assets, consider dedicating a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces.
5. Consider establishing future parking expansion plans and saving the necessary funds for the expansion(s) should capacity become less than desirable. Potential expansion plans are outlined in the Parking Capacity Study.

5. Financial Impact and Budget

N/A

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community
- Service Excellence
- Sustainability

Parking has varying levels of service provisions. Revenue from user fees can sustainably offset tax payer costs associated with parking infrastructure, tourism, road maintenance (on-street parking) and by-law enforcement.

7. Public Engagement:

N/A

8. Attachments:

Paradigm Transportation Solutions Ltd. Parking Capacity Study – Final Report

Report Approval Details

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Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 4:42 PM



paradigm
TRANSPORTATION SOLUTIONS LIMITED

2023 Parking Capacity Study

Town of Cobourg

Paradigm Transportation Solutions Limited

2024-03
230421



Project Number:

230421

2023 Parking Capacity Study Town of Cobourg

Date and Version:

2024-03

1.0.0

Client:

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Executive Summary

Introduction

The Town of Cobourg initiated the **2023 Parking Capacity Study** to determine the current operational capacity of existing available parking opportunities and develop a long-range parking capacity projection for the downtown. The study aims to:

- ▶ confirm the adequacy of the existing parking supply;
- ▶ assess whether current supply can meet parking demand over the next ten years; and
- ▶ update the Town's downtown parking management strategy, which was last reviewed in 2014.

The study involved:

- ▶ quantifying the existing municipal on-street, municipal off-street, and private parking supply in the core and waterfront areas of Cobourg (generally bounded by Lake Ontario, Durham Street, James Street, King Street, and D'Arcy Street);
- ▶ conducting parking utilization and duration surveys over multiple days to determine parking demand and duration trends in these areas;
- ▶ comparing usage to supply to assess the adequacy of the current parking supply;
- ▶ estimating future parking demands in the core and waterfront areas based on current trends and projected growth and development; and
- ▶ developing a range of reasonable, practical, and feasible parking management strategies to serve existing and future needs.

Existing Parking Supply and Demand

The existing parking system in the downtown and waterfront areas of Cobourg comprises:

- ▶ public on-street parking (metred and non-metred spaces);
- ▶ public off-street parking in 15 municipally controlled lots; and
- ▶ privately owned, publicly accessible off-street parking lots.



The current supply consists of 2,633 spaces, of which the Town controls 57% (1,500) of all available stalls. The remaining 43% (1,133) are contained in privately owned, publicly accessible parking lots.

The Town provides several types of parking in the downtown core and waterfront areas, comprising time-limited free parking, time-limited paid parking, and time-unlimited paid parking.

In the core area (generally defined as north of Albert Street and Queen Street between Ball Street/Durham Street and Church Street, plus the Albert Street Lot and McGill Street Lot), on-street parking is \$2.25 per hour with a maximum duration of three hours. Two hours of free parking is provided in all municipal lots, except the Albert Street Lot and McGill Street Lot, which are pay and display. Motorists wishing to park longer than two hours in a municipal lot must purchase a monthly or daily parking permit.

In the waterfront area (generally defined as south of and including Albert Street between Third Street and Church Street, and the East Beach Parking Area), on-street and off-street parking is \$5 per hour with no time limit.

Paradigm conducted four parking surveys over two weekdays and two Saturdays in August 2023 and September 2023. The weekday surveys were conducted from 8:00 AM to 6:00 PM¹, and the Saturday surveys from 10:00 AM to 6:00 PM. The project team did not receive consent from property owners in the study area to survey private parking lots. Therefore, parking utilization and duration data was only collected for municipal on-street and municipal off-street parking spaces.

Key findings of the parking surveys include:

- ▶ Overall weekday parking utilization peaked at 56% between 1:00 PM and 2:00 PM on Tuesday, August 22, 2023;
- ▶ Overall weekend parking utilization peaked at 49% between Noon and 1:00 PM on Saturday, September 30, 2023;
- ▶ Peak parking utilization in the off-street lots equals or exceeds on-street;
- ▶ Both on-street and off-street parking tend to be short duration (less than one hour);
- ▶ Municipal lots in the core area experience longer duration parking (greater than three hours) on weekdays, with slightly

¹ The weekday survey in August 2023 was extended until 8:00 PM to capture parking activities related to the Bank in the Park Concert Series.



shorter durations (just over two hours) observed on weekends;
and

- ▶ On-street and off-street parking in the waterfront area exhibited similar duration trends, with slightly longer stays in the municipal lots.

Overall, the downtown parking system (excluding private off-street parking lots) currently operates below its effective capacity. Although some municipal lots experience parking utilization rates greater than 85% under peak conditions, ample capacity exists elsewhere in the system to accommodate additional demand.

Future Parking Needs

The present parking system meets current needs but continued growth (both general and specific to tourism) and potential redevelopment (within and outside of the study area) may result in increased demand and/or a loss of available supply in the future. To address this concern, the study assessed the need for additional parking resources to serve projected requirements.

Five-year and ten-year parking demand forecasts project a peak utilization of 72% and 77%, respectively. These forecasts assume the potential loss of the Second Street Lot (139 spaces), Albert Street Lot (60 spaces) and a portion of the Trinity Street Lot (26 spaces) because these lots are not owned by the Town. The anticipated parking supply is sufficient to accommodate forecast demand for at least the next 10 years. No additional parking is expected to be required.

Although the study did not identify the need for additional parking in the foreseeable future, the Town should consider replacing any large-scale loss of off-street parking through the strategic expansion of existing facilities or acquisition of property for new facilities.

Recommended Parking Management Strategies

Table ES.1 summarizes the recommended parking management strategies for downtown Cobourg, separated by category and assigned to short-term, medium-term, and long-term timeframes for implementation. It is anticipated that the Town can undertake/ implement the recommended program of strategies through on-going planning and capital budgeting processes.



TABLE ES.1: RECOMMENDED PARKING MANAGEMENT STRATEGIES

SHORT-TERM
Category: Optimize Supply and Increase Efficiency
1. Inventory existing on-street parking signs and compare against the provisions of the Town of Cobourg By-law 030-2022.
2. Maintain and expand (if necessary) enforcement efforts.
3. Continue publishing an annual Town of Cobourg Parking Guide summarizing the location of parking facilities, parking rates, time restrictions, and other parking-related information.
4. Partner with or encourage local businesses to provide information on their respective websites informing customers of nearby parking options. This could include a web link to the Town of Cobourg Parking Guide .
5. Review the Town's Cash-in-Lieu of Parking policy to reflect current land and construction values.
Category: Reduce Demand
6. Monitor the cost of monthly and bi-monthly parking permits to ensure rates remain consistent with other municipalities and support the use of non-auto travel modes. In general, the monthly parking permit should cost as much – or more than – a monthly transit pass.
7. Provide secure bicycle parking at the Covert Street Lot.
8. Install additional bike racks along King Street and at key locations in the downtown, such as at store and bank entrances and at public plazas and parks.
MEDIUM-TERM
Category: Optimize Supply and Increase Efficiency
9. Monitor parking demands and consider variable parking rates by time of year or proximity to popular destinations (for example, tiered rate lots).
10. Inventory the existing parking wayfinding system to ensure signs clearly direct users to municipal parking facilities, and identify required upgrades to enhance clarity. Include comprehensive maps identifying key pedestrian linkages as part of the parking system to encourage “park once” trips and promote walking.
Category: Expand Supply
11. Delineate additional on-street parking spaces in close proximity to high demand areas such as on Durham Street (King Street to Sydenham Street).
12. Explore public/private partnership opportunities to expand the core and waterfront area parking supply, or dedicate a portion of new parking to public use.
13. Work with private landowners to identify available supply that could be used during peak periods or special events.
14. Continue promoting active transportation through the implementation of the recommendations made as part of the Transportation Master Plan



TABLE ES.1: RECOMMENDED PARKING MANAGEMENT STRATEGIES

LONG-TERM
Category: Reduce Demand
15. Monitor the on-demand transit system as it becomes more familiar and reliable for users and make adjustments where possible to increase ridership. Provide opportunity for riders and residents to comment on what the transit system needs to provide in order for residents/visitors to use transit instead of driving.
16. Monitor ridership and feedback received from the fixed route transit pilot to determine if an impact was had on parking demand.
Category: Expand Supply
17. Protect lands at Third Street and Hibernia Street for a potential surface parking facility.



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1 Introduction

1.1 Purpose and Scope

The Town of Cobourg initiated the **2023 Parking Capacity Study** (the/ this review) to determine the current operational capacity of existing available parking opportunities and develop a long-range parking capacity projection for the core and waterfront areas. The study aims to:

- ▶ confirm the adequacy of the existing parking supply;
- ▶ assess whether current supply can meet parking demands over the next ten years; and
- ▶ update the Town's parking management strategy, which was last reviewed in 2014.

The study involved:

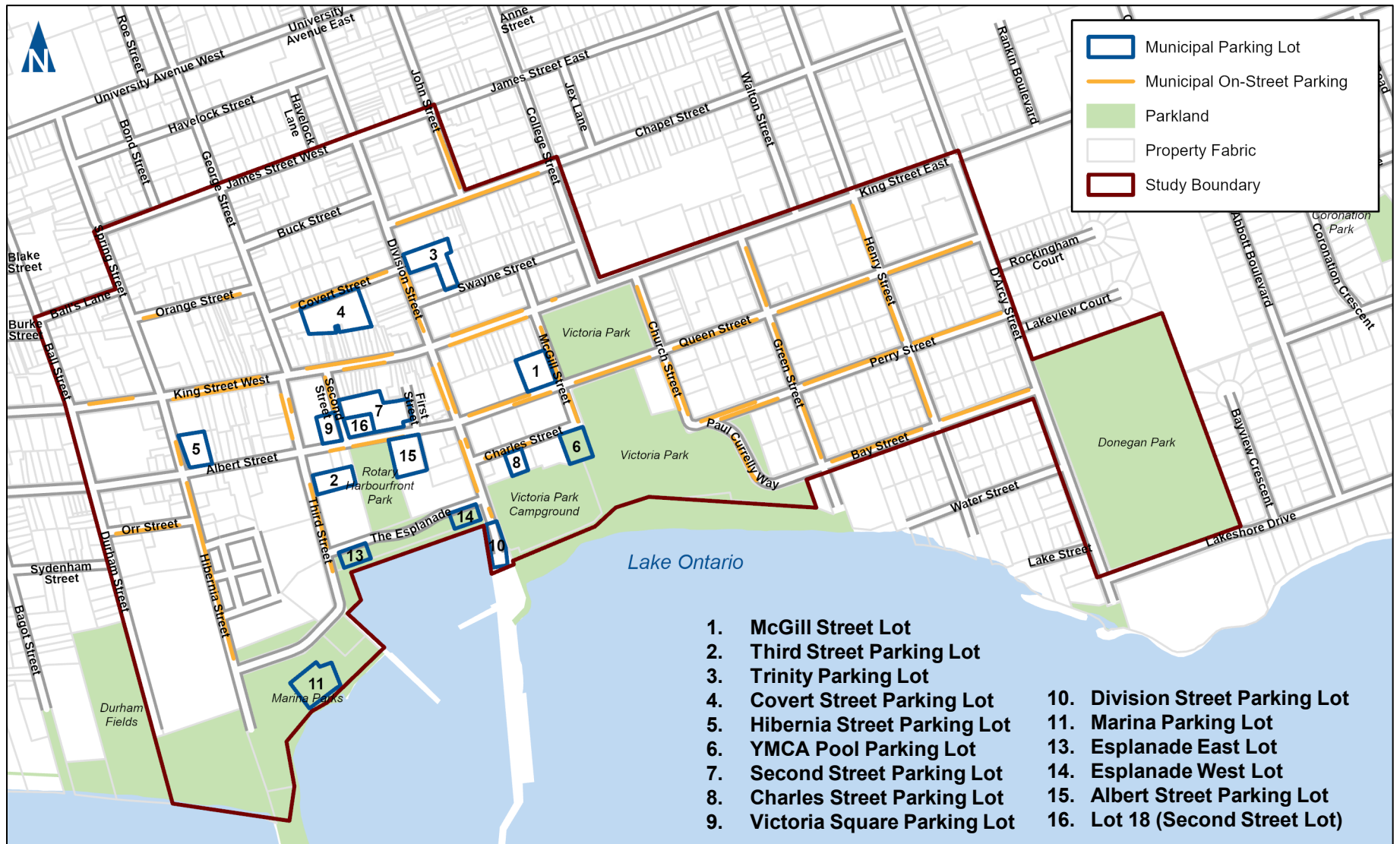
- ▶ quantifying the existing municipal on-street, municipal off-street, and private parking supply in the core and waterfront areas of Cobourg;
- ▶ conducting parking utilization and duration surveys over multiple days to determine parking demand and duration trends in these areas;
- ▶ comparing usage to supply to assess the adequacy of the current parking supply;
- ▶ estimating future parking demands in the core and waterfront areas based on current trends and projected growth and development; and
- ▶ developing a range of reasonable, practical, and feasible parking management strategies to serve existing and future needs.

1.2 Study Area

Figure 1.1 illustrates the study area, which comprises the following four "districts":

- ▶ **Main Central Area** – historic community core in Cobourg. Centred along King Street, this district contains the primary concentration of pedestrian-oriented commercial uses in the Town;





Study Area

Figure 1.1

- ▶ **Harbour Area and Victoria Park** – passive recreational uses south of the Main Central Area. This district includes Victoria Park, the marina and west pier, and the esplanade between Third Street and Division Street.
- ▶ **Mixed-Use Commercial** – areas of the core away from King Street. Centred along Division Street, this district features a range of commercial/retail uses that support the pedestrian-oriented development along King Street and connect to Cobourg Beach.
- ▶ **East Beach Parking Area** – areas of low-density residential dwellings that feature on-street parking on at least one side of all roads. This district extends east from Victoria Park and does not include Donegan Park. Donegan Park was not included in the study area due to ongoing scheduling of sporting events that take place in the from April to October.

For analysis purposes, the municipal parking supply was separated into the following two parts:

- ▶ The **core area**, which encompasses public on-street and off-street parking north of Albert Street and Queen Street between Ball Street/Durham Street and Church Street. It also includes the Albert Street Lot and McGill Street Lot.
- ▶ The **waterfront area**, which encompasses public on-street and off-street parking south of and including Albert Street from Third Street to Church Street. It also includes the East Beach Parking Area. Between Victoria Day and Thanksgiving, the Albert Street Lot and McGill Street Lot are part of the waterfront area.

1.3 Policy Context for Downtown Parking

The Town of Cobourg 2010 Official Plan (Consolidation May 2018) sets out the overarching policy context for the review. The plan envisions Cobourg as a strong, liveable, and healthy community providing a full range of opportunities to live, work, play, and shop through the enhancement and preservation of the Town’s heritage and its vibrant and active downtown, waterfront, and main streets. This vision will be reinforced through sustainable, accessible, and compact development, with mixed- use built form along its main streets, and a transportation system that supports multiple modes of travel including transit, cycling, walking, and goods movement.²

² Town of Cobourg, *Official Plan*, (Cobourg, ON: 2018), 4.



Section 6.6 of the plan sets out parking policies for the Town, with specific direction for the downtown. Pertinent provisions include:

6.6.1 General Parking Requirements

- i) *The Town shall require, as a condition for development or redevelopment, that:*
 - a) *adequate off-street vehicular parking and loading facilities be provided which are planned and engineered to allow access to all parking spaces;*
 - b) *ingress and egress to parking and loading areas be limited in number and designed to acceptable standards for traffic safety; and*
 - c) *access points on arterial and collector roads be shared by adjoining land uses, where practicable, to minimize traffic hazards.*
- ii) *Notwithstanding the policies of Section 6.6.1 i), the Town shall encourage the retention and expansion of on-street parking in areas where it would not interfere with the efficient movement of traffic. Further, in areas where on-street parking is required, the Town may consider reduction of the on-site parking standards.*

6.6.2 Main Central Area Parking Requirements

- i) *The Town will maintain and enhance the supply of short-term parking for shoppers and visitors within the Main Central Area and accessible parking for the needs of residents and employees including parking for public uses.*
- ii) *In recognition of the difficulty of providing on-site parking within the Main Central Area, the Town:*
 - a) *shall encourage the owner or operator of any building or site which cannot satisfy the requirement of the zoning by-law with respect to parking to investigate alternative arrangements for the provision of off-street parking areas and/or the fulfillment of parking requirements at alternative locations through agreement with the municipality in accordance with the Planning Act;*
 - b) *may consider the acquisition of lands in appropriate locations for the provision of off-street parking within*



the Main Central Area where severe parking and/or loading problems exist;

- c) *may, at its discretion, enter into an agreement with the owner or operator of a building within the Main Central Area to provide for the payment of cash-in-lieu of all or part of the zoning by-law requirements pertaining to the provision of off-street parking in accordance with the Planning Act, provided that the Town is satisfied that that parking needs of the development can be met;*
- d) *may review parking standards in the zoning by-law, through a parking analysis at its discretion and may reduce the parking standards in recognition of the built form and existing level of parking in the downtown area and notwithstanding any other provision of this Plan;*
- e) *may, in reviewing a proposal for redevelopment in the Main Central Area, recognize the existing parking situation, and provide for a reduced parking standard provided such redevelopment shall not result in a significantly greater reduction of parking spaces. Similarly, the Committee of Adjustment may utilize this policy to grant a variance provided that parking deficiency is not significantly increased.*³

Section 6.7 of the plan allows for reduced parking standards for developments that submit a travel demand management plan.⁴

1.4 Evolving Approach to Parking Planning

Parking planning is undergoing a paradigm shift, a change in how communities perceive problems and evaluate solutions. **Table 1.1** compares old and new parking paradigms, with this evolution in approach characterized as follows:

The new paradigm strives to provide optimal parking supply and price. It considers too much supply as harmful as too little, and prices that are too low as harmful as those that are too high. The new paradigm strives to use parking facilities efficiently. It considers full lots to be acceptable, provided that additional parking is available nearby, and that any spillover problems are addressed. It emphasizes sharing of parking facilities between different destinations. It favors charging

³ Town of Cobourg, *Official Plan*, (Cobourg, ON: 2018), 126-128.

⁴ Town of Cobourg, *Official Plan*, (Cobourg, ON: 2018), 129.



*parking facility costs directly to users, and providing financial rewards to people who reduce their parking demand.*⁵

TABLE 1.1: COMPARING OLD AND NEW PARKING PARADIGMS⁶

Old Parking Paradigm	New Parking Paradigm
“Parking problem” means inadequate parking supply.	There can be many types of parking problems, including inadequate or excessive supply, too low or high prices, inadequate user information, and inefficient management.
Abundant parking supply is always desirable.	Too much supply is as harmful as too little.
Parking should generally be provided free, funded indirectly, through rents and taxes.	As much as possible, users should pay directly for parking facilities.
Parking should be available on a first-come basis.	Parking should be regulated to favor higher priority uses and encourage efficiency.
Parking requirements should be applied rigidly, without exception or variation.	Parking requirements should reflect each particular situation and should be applied flexibly.
Innovation faces a high burden of proof and should only be applied if proven and widely accepted.	Innovations should be encouraged, since even unsuccessful experiments often provide useful information.
Parking management is a last resort, to be applied only if increasing supply is infeasible.	Parking management programs should be widely applied to prevent parking problems.
“Transportation” means driving. Land use dispersion (sprawl) is acceptable or even desirable.	Driving is just one type of transport. Dispersed, automobile-dependent land use patterns can be undesirable.

This review reflects this changing philosophy, with the recommended strategies set out in **Table 4.1** focused on optimizing the existing municipal parking supply and reducing demand, instead of increasing supply, as discussed in **Section 4.5**.

⁵ Victoria Transport Policy Institute, *Parking Management: Strategies, Evaluation and Planning*, (Victoria, BC: 2023), 7, https://www.vtppi.org/park_man.pdf.

⁶ Victoria Transport Policy Institute, *Parking Management: Strategies, Evaluation and Planning*, (Victoria, BC: 2023), 7, https://www.vtppi.org/park_man.pdf.



1.5 Previous Downtown Parking Study

The Town last reviewed downtown parking conditions in 2014. The **Cobourg Downtown Parking Study**⁷ (2014 study) analyzed existing parking demand, estimated future requirements, and identified a strategy to accommodate projected needs. The strategy featured a series of recommendations to improve parking effectiveness in downtown Cobourg including fee rate increases.

In 2013 (when the data was collected), overall parking utilization in downtown Cobourg ranged from 42% on a typical weekday to 75% for a special event weekend. Parking duration in off-street public lots was relatively consistent between weekday and weekend periods with most vehicles parked in municipal lots for short durations (two hours or less). Overall, the parking system was operating below effective capacity during peak periods.

The 2014 study also examined future parking needs in the downtown and concluded that available supply could meet demand for at least 10 years with anticipated intensification, planned development, and continued population growth. The study did recommend the Town consider replacing any large-scale loss of public off-street parking through the expansion of existing facilities or acquisition of property for future facilities.

Table 1.2 summarizes the short-term, medium-term, and long-term parking strategies proposed in the 2014 study and the status of the actions. The Town has implemented many of the previous study recommendations, with several forming key elements of the municipality's current parking management program.

Except for an additional area east of downtown generally bounded by King Street East, D'Arcy Street, Bay Street, and Church Street, the 2023 Parking Capacity Study examined the same study area as the 2014 study. This enables the Town to compare parking trends and assess the effectiveness of the previously recommended strategies over time.

⁷ Paradigm Transportation Solutions Limited, *Cobourg Downtown Parking Study*, (Cambridge: PTSL, 2014).



TABLE 1.2: PARKING STRATEGIES RECOMMENDED IN PREVIOUS STUDY

Recommended Action	Status
SHORT-TERM (“Quick Wins”)	
Strategy: Optimize Supply and Increase Efficiency	
1. Identify opportunities to reduce any wasted space in existing parking lots and improve lot design (i.e., improved delineation, pave gravel lots, etc.)	Not Complete
2. Expand current enforcement efforts to include weekends and special events. Enforcing current parking regulations and pricing during weekend periods will result in additional revenues, optimized utilization, and increased turnover.	Ongoing
3. In conjunction with the Downtown Vitalization study, develop and institute a comprehensive wayfinding signage system which is to be located in key corridors to assist in directing tourists to the municipal parking facilities.	Not Complete
4. As part of the Downtown Vitalization study, develop and institute new, comprehensive parking identification signage which clearly and consistently identifies municipal parking lots. Municipal parking signage should include comprehensive maps which identify key pedestrian linkages in attempts to encourage “park once” trips and promote walking.	Ongoing
5. Update the Parking Map, including the possible development of a free Cobourg tourism app, to accurately identify the location of municipal parking facilities, parking rates, time limits, location of barrier-free and bicycle parking, and identify key pedestrian linkages. Reference to parking lots should be consistent between the parking website and the parking map.	Complete
6. Improve winter maintenance/snow removal throughout the King Street corridor to maintain pedestrian access parking supply. Maintenance efforts should include prompt plowing of sidewalks as well as ensuring snow is removed from on-street parking areas, and that curb drops are cleared and well maintained.	Complete
Strategy: Reduce Parking Demand	
7. Increase cost of monthly, semi-annual, and annual permits to reflect rates consistent with other municipalities, increase revenues, and encourage the use of alternate modes of transportation. In general, the monthly parking permit should cost as much, or more than a monthly transit pass.	Ongoing
8. Provide secure bicycle parking at the Covert Street parking lot, install additional bike racks along King Street at key locations (i.e. at store and bank entrances).	Ongoing
MEDIUM-TERM	
Strategy: Expand Parking Supply	
9. As development throughout the downtown continues, identify public/private partnership opportunities to expand municipal parking supply or dedicate portion of private supply to public use.	Ongoing



TABLE 1.2: PARKING STRATEGIES RECOMMENDED IN PREVIOUS STUDY

Recommended Action	Status
10. Work with private landowners to identify available parking supply that could be utilized during peak periods or during special events to increase available supply.	Ongoing
Strategy: Optimize Supply and Increase Efficiency	
11. Continued, on-going improvement to the overall aesthetics of parking areas by providing landscaping /use of decorative fencing, etc. Priority lots include Covert Street and Third Street parking lots.	Not Complete
12. Strengthen pedestrian connections through continued provision of sidewalks adjacent to parking areas. Sidewalks are recommended within the Covert Street parking lot to facilitate pedestrian movement and improve safety.	Not Complete
13. On-going maintenance should include upgrading parking facilities (both on-street and off-street) to include drop curbs and accessible ramps to ensure barrier-free access from parking areas to the adjacent sidewalk network.	Ongoing
14. Allocate employee parking to dedicated areas within the peripheral parking lots (i.e. Trinity Lot, McGill Street Lot, and Hibernia Street Lot) through the dedication of employee parking stalls (signage and/or pavement markings). Consider prohibiting employee parking from occurring within the “prime” parking lots through time-limited restrictions and instituting paid parking.	Not Complete
Strategy: Reduce Parking Demand	
15. Institute pay for use parking throughout the King Street corridor to reflect the convenience and limitation of on-street parking supply. Suggested parking rate of \$2.00 per hour for maximum 2-hour duration. Use of pay and display machines is recommended over meters due to enhanced user convenience.	Partially Complete
16. Institute pay for use parking amongst the prime off-street public parking lots (Covert Street and Victoria Hall lots) in attempts to better accommodate short duration stays and distribute overall parking demand. First half-hour free of charge with a suggested subsequent rate of \$1.50 per hour for maximum 4-hour duration. Implementation of pay and display technology is recommended as it offers the flexibility to implement variable pricing.	Not Complete
17. Revise parking rates within the periphery public parking lots to encourage longer duration stays. First two hours free of charge with a suggested subsequent rate of \$1.00 per hour to a maximum of 8-hour (weekday). Permit parking to be accommodated in periphery lots to allocate employee parking. Use of variable pricing to increase weekend parking rates within the periphery lots located near the waterfront (i.e. Esplanade lots, McGill Street lots, etc.) to the current rate of \$2.00 per hour.	Partially Complete



TABLE 1.2: PARKING STRATEGIES RECOMMENDED IN PREVIOUS STUDY

Recommended Action	Status
LONG-TERM	
Strategy: Expand Parking Supply	
18. Initiate planning for expanded Marina parking lot to provide 40 additional stalls with opportunity for further expansion through public/private partnerships.	Not Complete
19. If required, consider planning for construction of angled on-street parking along Third Street (at Hibernia Street) to provide additional parking supply.	Not Complete
20. If additional supply is required, consider initiating planning for expanded parking facility at the Esplanade (40 – 80 stall capacity).	Not Complete
Strategy: Reduce Parking Demand	
21. Promote the use of active transportation through the implementation of the recommendations made as part of the Transportation Master Plan regarding walking and cycling enhancements and use of TDM (Transportation Demand Management) initiatives.	Ongoing
22. Continue implementation of transit supportive measures as per the Transportation Master Plan. Consider charging a higher rate for monthly parking in municipal lots compared to the cost of a monthly adult transit pass as an incentive to use transit.	Ongoing



2 Existing Parking System

2.1 Parking Supply

The existing parking system in downtown Cobourg comprises:

- ▶ public on-street parking (metred and non-metred spaces);
- ▶ public off-street parking in 15 municipally controlled lots; and
- ▶ privately owned, publicly accessible off-street parking lots.

Consistent with the 2014 study, the study area was divided into six parking zones for analysis purposes. **Figure 2.1** illustrates the zones.

Table 2.1 summarizes the existing parking supply in the study area by zone based on the inventory assembled by Paradigm and Town staff in August 2023. The current supply comprises 2,633 spaces, of which the Town controls 57% of all available stalls. The remaining 43% are contained in privately owned, publicly accessible parking lots.

TABLE 2.1: STUDY AREA PARKING SUPPLY

Zone	Public On-Street Parking	Public Off-Street Parking	Private Off-Street Parking	Total
1	55	35	239	329
2	49	134	202	385
3	131	439	161	731
4	89	207	376	672
5	163	0	155	318
6	76	122 ¹	0	198
Total	563	937	1,133	2,633
Share	21%	36%	43%	100%

Notes:

1. The Donegan Park Lot comprises 122 parking spaces; however, this parking lot was excluded from the parking study because of potential impacts on parking demand brought about from the scheduling of sporting events and other activities in this lot.



2.2 Parking System Characteristics

2.2.1 Time Limits

The Town allows two hours of free parking in all downtown municipal lots, except between Victoria Day and Thanksgiving Day in the Albert Street and McGill Street Lots (see below). Drivers may purchase a permit to park longer. Public on-street parking in the core area is limited to three hours. The Town poses no time limits on public on-street and public off-street parking in the waterfront area.

2.2.2 Pricing

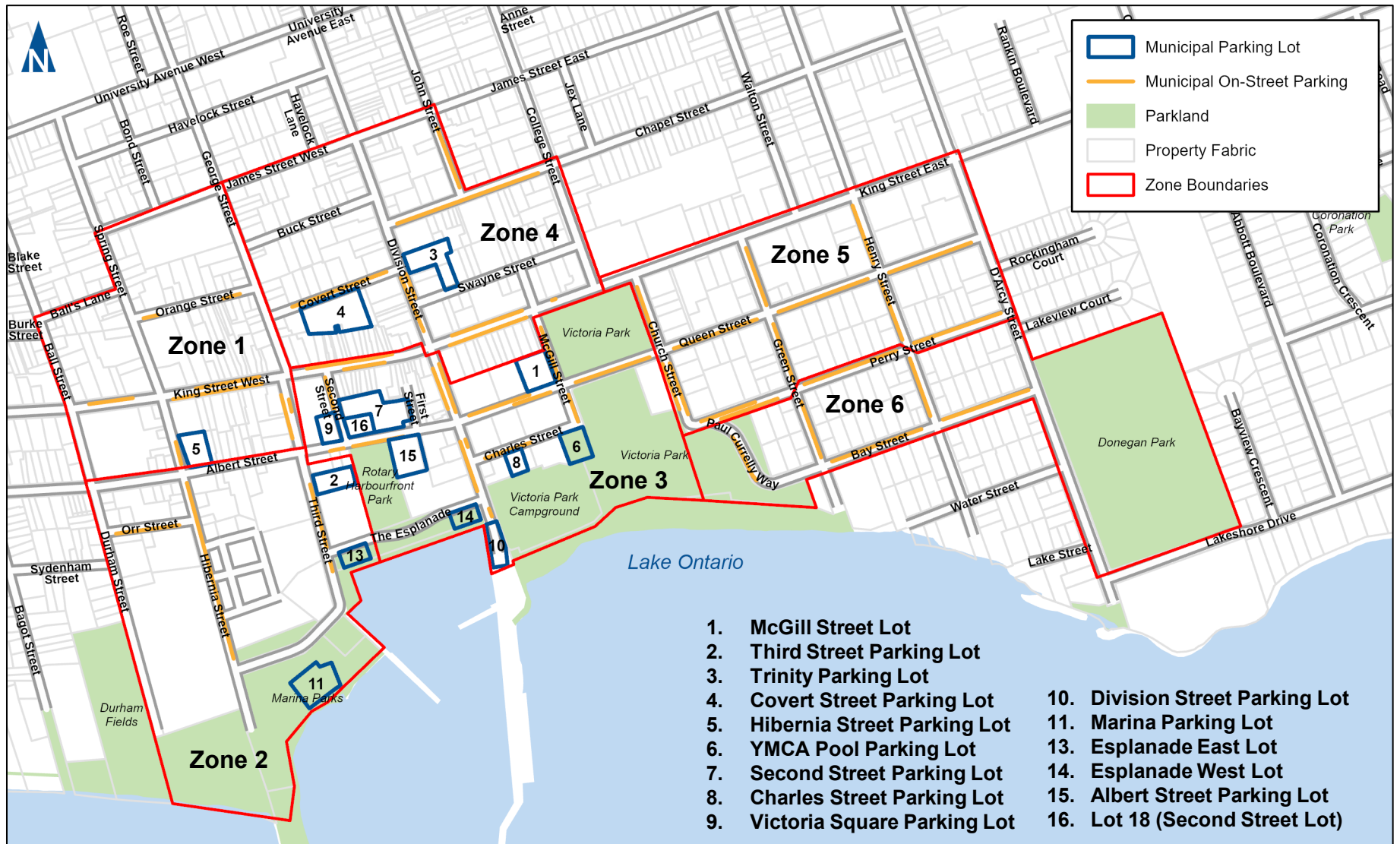
In the core area, the Town offers two hours of free parking in the Hibernia Street, Second Street, Victoria Square, Third Street, Trinity Lot, and Covert Street Lots. Two hours of free parking is also provided in the Albert Street Lot and McGill Street Lot after Thanksgiving Day and before Victoria Day. Between Victoria Day and Thanksgiving Day, the Albert Street and McGill Street Lots operate as pay and display facilities with a fee of \$5.00 per hour. The rate for public on-street parking is \$2.25 per hour but with a maximum time limit of three hours. Paid parking is in effect from 8:00 AM to 6:00 PM daily.

In the waterfront area, the Town charges \$5.00 per hour for both public on-street and public off-street parking with no time limit. Paid parking is in effect from 9:00 AM to 8:00 PM daily between Victoria Day and Thanksgiving Day, except in the East Beach Parking Area, which operates from 9:00 AM to 4:00 PM.

The Town accepts payment by coins, credit cards, Interac Flash, mobile wallets (Apple Pay and Google Pay), and the HonkMobile app. In the East Beach Parking Area, payment can only be made using the Honk Mobile App, or by holding a valid parking permit.

For drivers wishing to park in the East Beach Parking Area or in downtown municipal lots for more than two hours, the Town offers 30-day (\$35.00) and 60-day (\$70.00) parking permits. Daily permits (\$10.00) are also available for the Covert Street Lot.





Parking Zones

Figure 2.1

2.3 Parking Surveys

Paradigm conducted four surveys to determine current weekday and weekend parking demand, utilization, and duration in the study area. The surveys occurred on the following dates and times:

- ▶ Weekday:
 - Tuesday, August 22, 2023, from 8:00 AM to 8:00 PM
 - Wednesday, September 27, 2023, from 8:00 AM to 6:00 PM
- ▶ Weekend:
 - Saturday, September 9, 2023, from 10:00 AM to 6:00 PM
 - Saturday, September 30, 2023, from 10:00 AM to 6:00 PM

The project team selected these dates to capture both higher (summer) and more typical (fall) parking demands in downtown Cobourg.

The weekday survey in August extended to 8:00 PM to obtain parking demand related to the Concert Band in the Park event. The Cobourg Farmers Market was ongoing during both weekend surveys. The Saturday, September 30, 2023 survey occurred during Harvest Fest.

For each survey, a team of surveyors walked a pre-determined route in each zone once each hour to collect data in 60-minute intervals, consistent with the 2014 study. Surveyors recorded the last three digits of the vehicle license plate in each occupied parking space. Parking spaces closed for a special event or impeded for use by construction, or other activities were also noted. **Appendix A** provides further detail on the survey methodology.

Each survey collected data for public on-street and public off-street parking spaces. Ahead of the September 27, 2023 and September 30, 2023 surveys, the Town sought owner consent to survey select private property lots, but only received permission for the privately-owned portion of the Trinity Street Lot. **Appendix B** contains a copy of the letter sent to property owners. For this reason, the survey data summarized below does not include any privately-owned lots. All references to “off-street” parking relate only to municipal (public) lots.



2.4 Parking Utilization

2.4.1 Definitions

Parking utilization refers to the number of spaces occupied by parked vehicles at any one time. The figure is expressed as a percentage of spaces occupied (that is, number of occupied spaces divided by total number of spaces available). Utilization rates greater than 100% indicate the number of parked vehicles exceeds the supply.

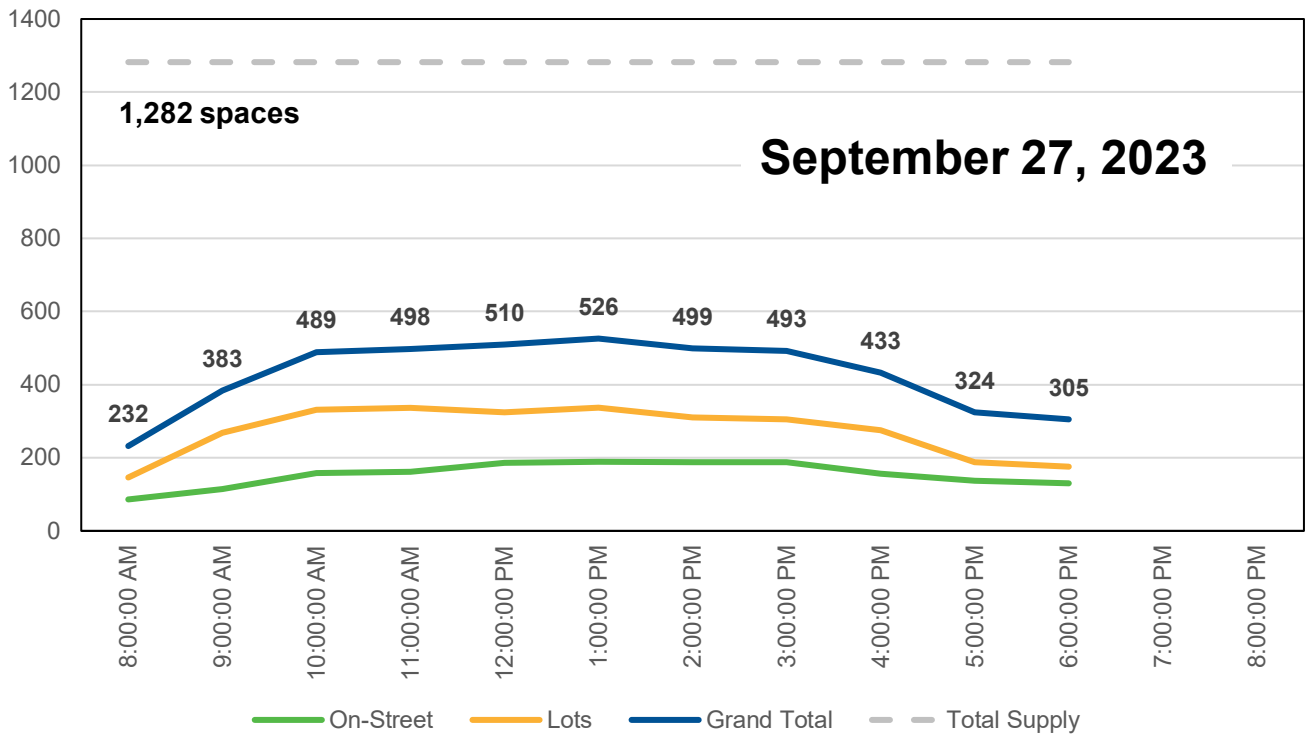
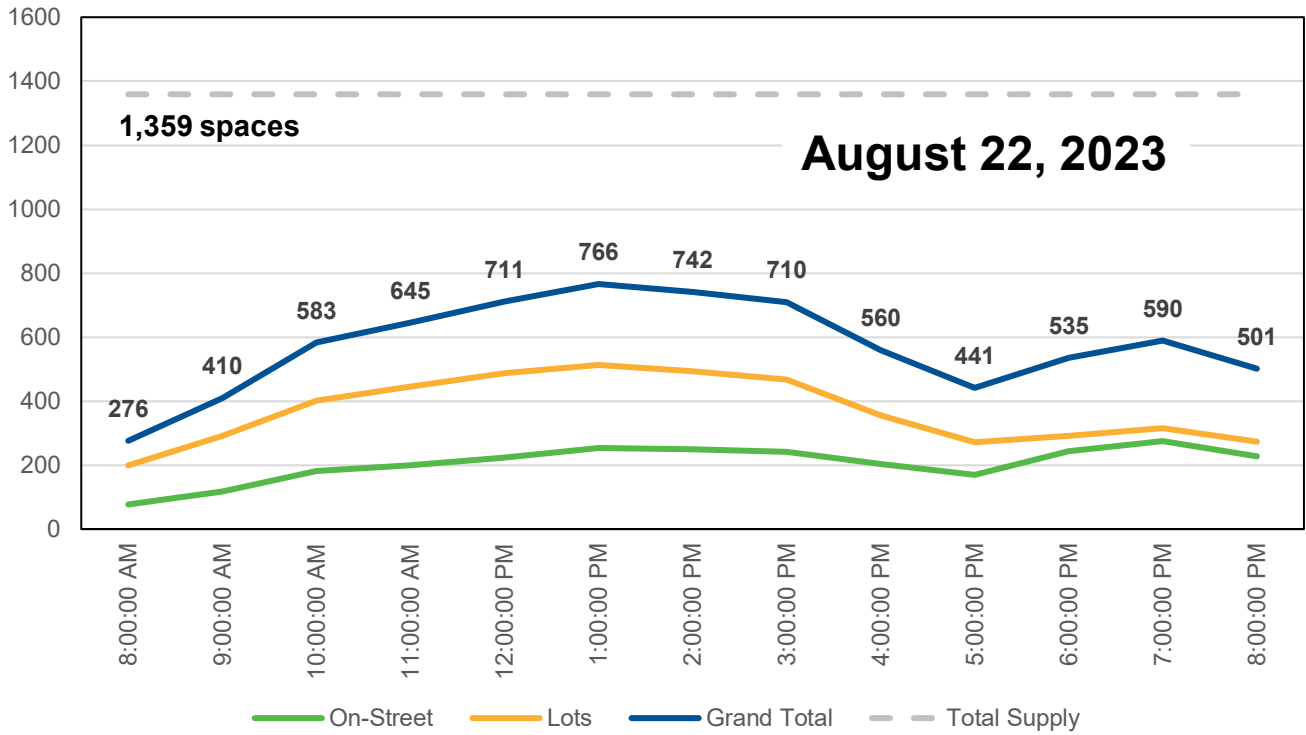
A parking system is generally considered to be full or at its **effective capacity** when utilization rates reach or exceed 85% in the peak hour⁸ (i.e., parking demand is greater than 85 percent of the parking supply). At this point, motorists struggle to find an available stall and will leave or “cruise” the parking lot in search of an open space.

2.4.2 Overall

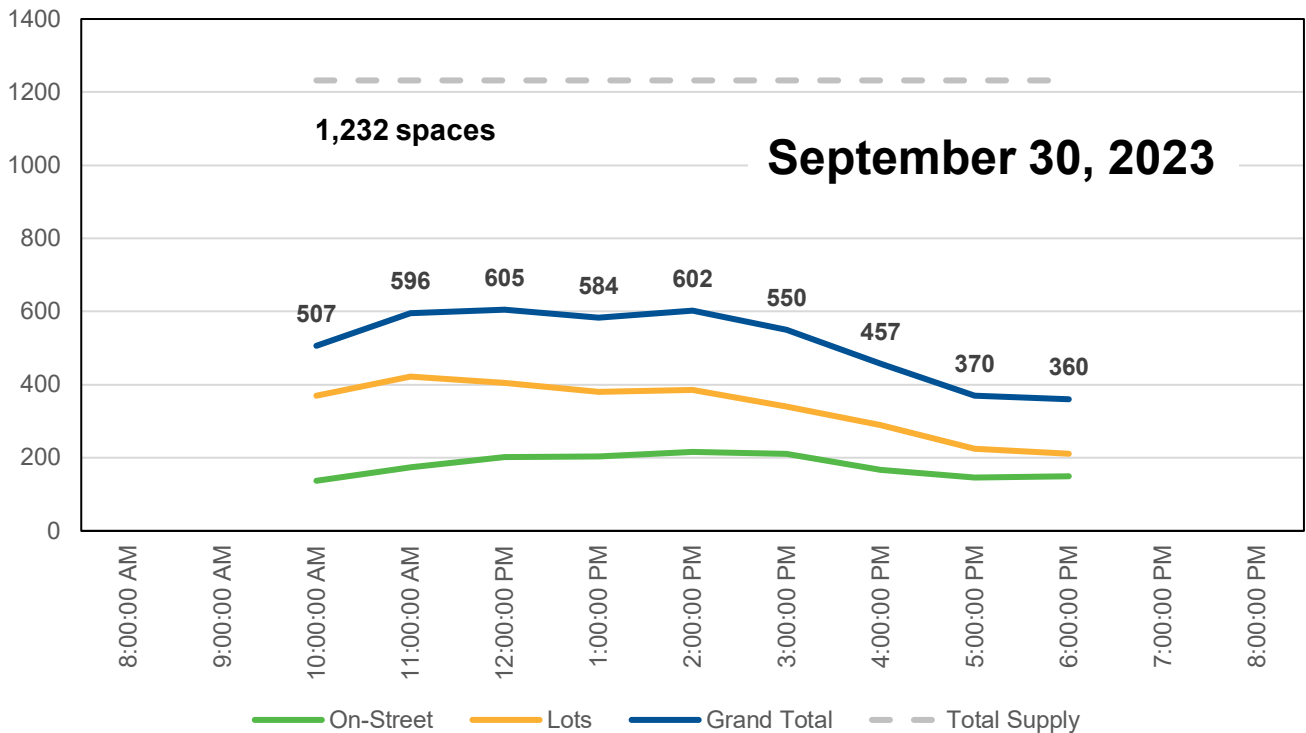
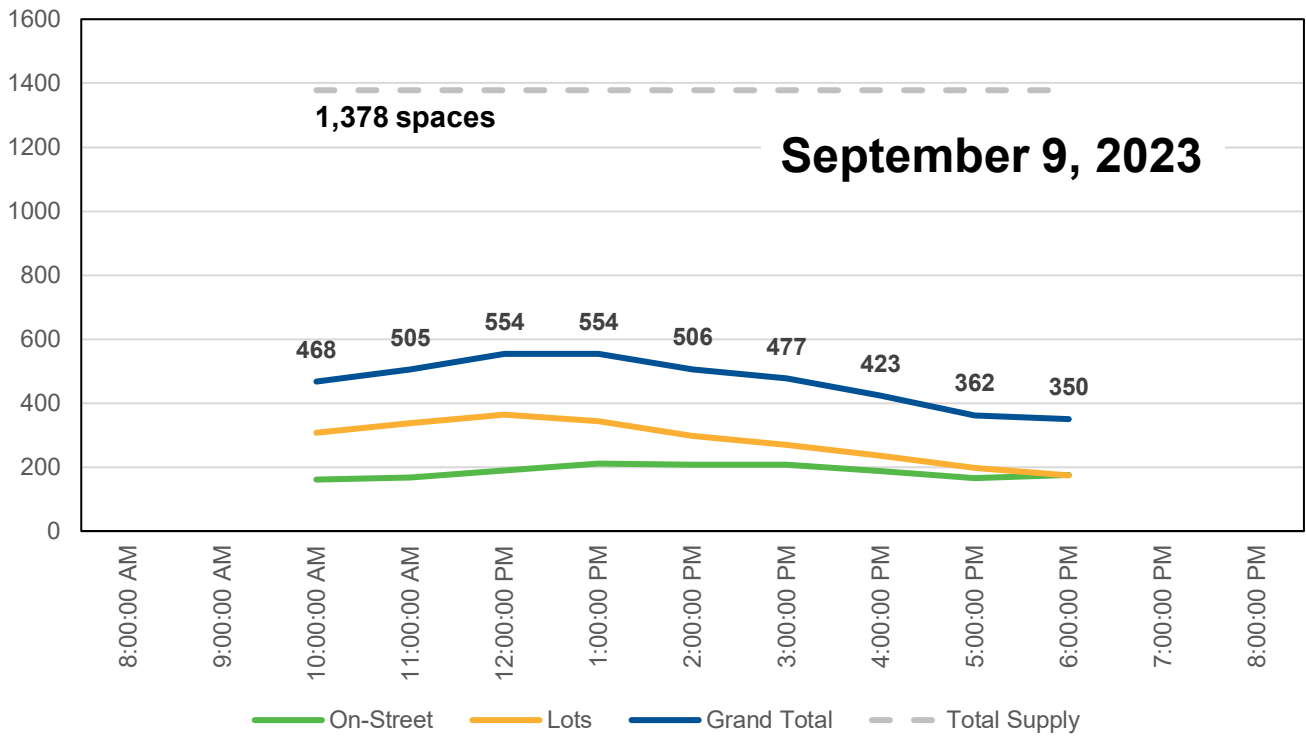
Table 2.2 summarizes the parking utilization rates for the peak hour of observed demand on each survey date. **Figure 2.2** and **Figure 2.3** illustrate the temporal distribution of the parking demands for the weekday and weekend surveys, respectively.

⁸ Some jurisdictions apply a higher effective capacity threshold of 90% for off-street parking.





Weekday Parking Demand



Weekend Parking Demand

TABLE 2.2: PEAK HOUR PARKING UTILIZATION

Metric	On-Street	Off-Street	Total
Weekday			
Tuesday, August 22, 2023 (1:00 PM to 2:00 PM)			
Demand (Supply ¹)	253 (563)	513 (796)	766 (1,359)
Utilization	45%	64%	56%
Wednesday, September 27, 2023 (1:00 PM to 2:00 PM)			
Demand (Supply ¹)	189 (561)	337 (721)	526 (1,282)
Utilization	34%	47%	41%
Weekend			
Saturday, September 9, 2023 (1:00 PM to 2:00 PM)			
Demand (Supply ¹)	211 (563)	343 (815)	554 (1,378)
Utilization	37%	42%	40%
Saturday, September 30, 2023 (Noon: to 1:00 PM)			
Demand (Supply ¹)	201 (493)	404 (739)	605 (1,232)
Utilization	41%	55%	49%

Notes:

1. The parking supply for each survey reflects the actual number of spaces available during that survey day. Construction activities and special events (such as Harvest Fest on September 30, 2023) closed or impeded access to some parking spaces during the surveys.

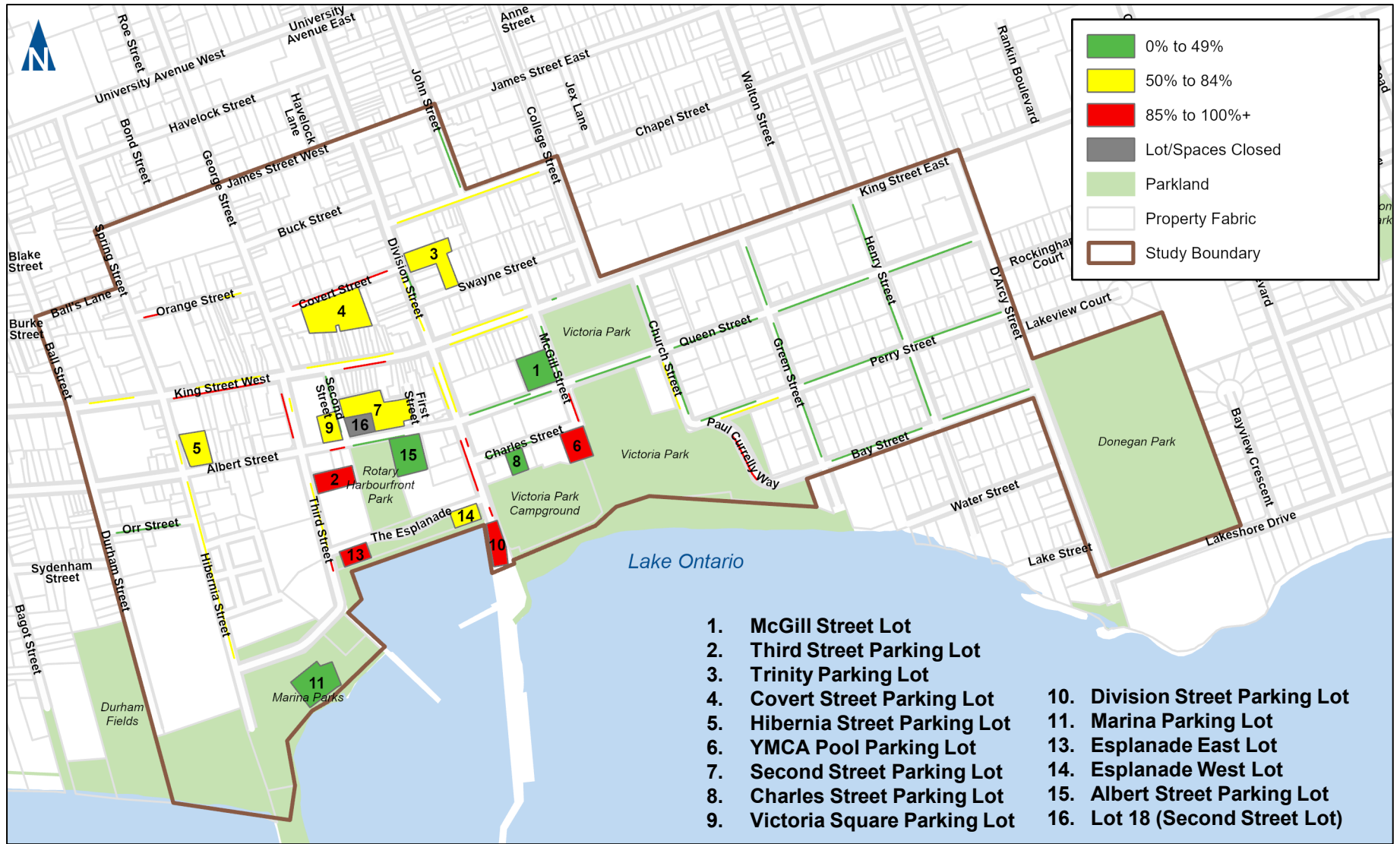
In downtown Cobourg, parking demand peaked between 1:00 PM and 2:00 PM for both weekday surveys and on Saturday, September 9, 2023. On Saturday, September 30, 2023, the peak hour occurred between Noon and 1:00 PM. The highest utilization rate of 56% was observed on August 22, 2023. Across all surveys, available parking supply satisfied observed demand.

Figure 2.4 through **Figure 2.7** illustrate the parking utilization rates by location (both on-street and off-street) during the peak hour of observed demand for the entire parking system on the four survey dates.

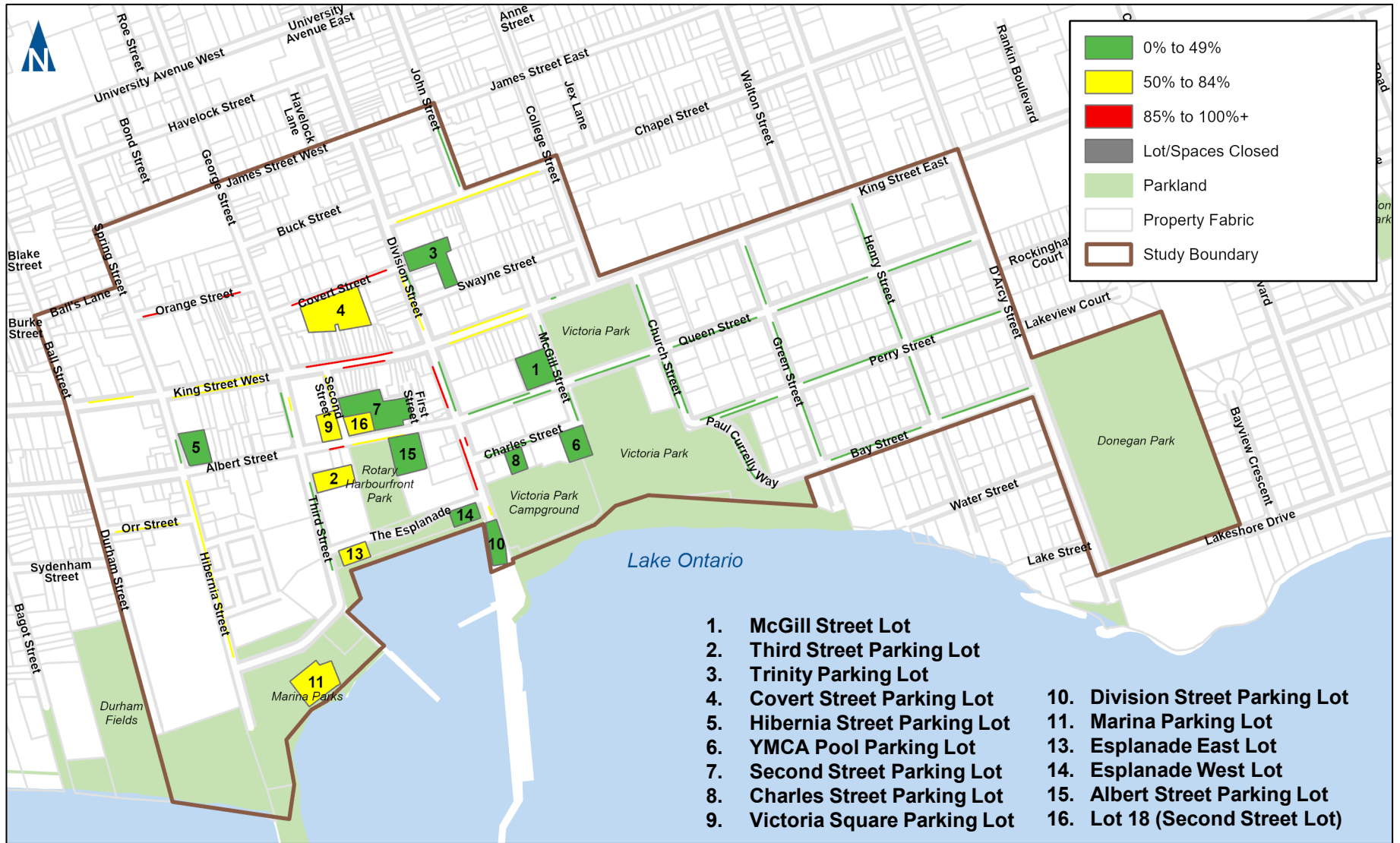
2.4.3 On-Street

As shown in **Figure 2.4** through **Figure 2.7**, the following streets experienced the highest usage during the peak hour of observed demand for the entire parking system:

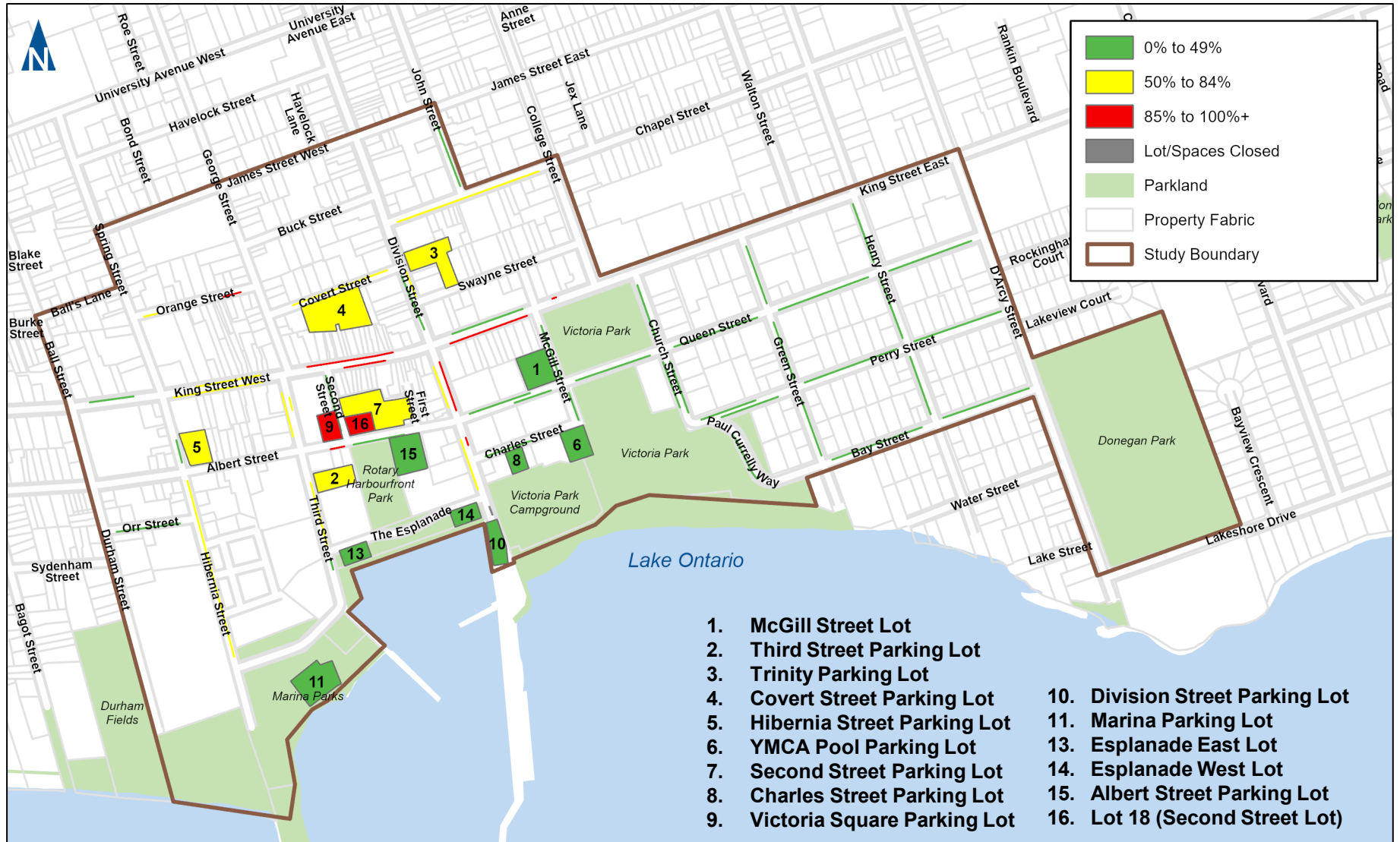




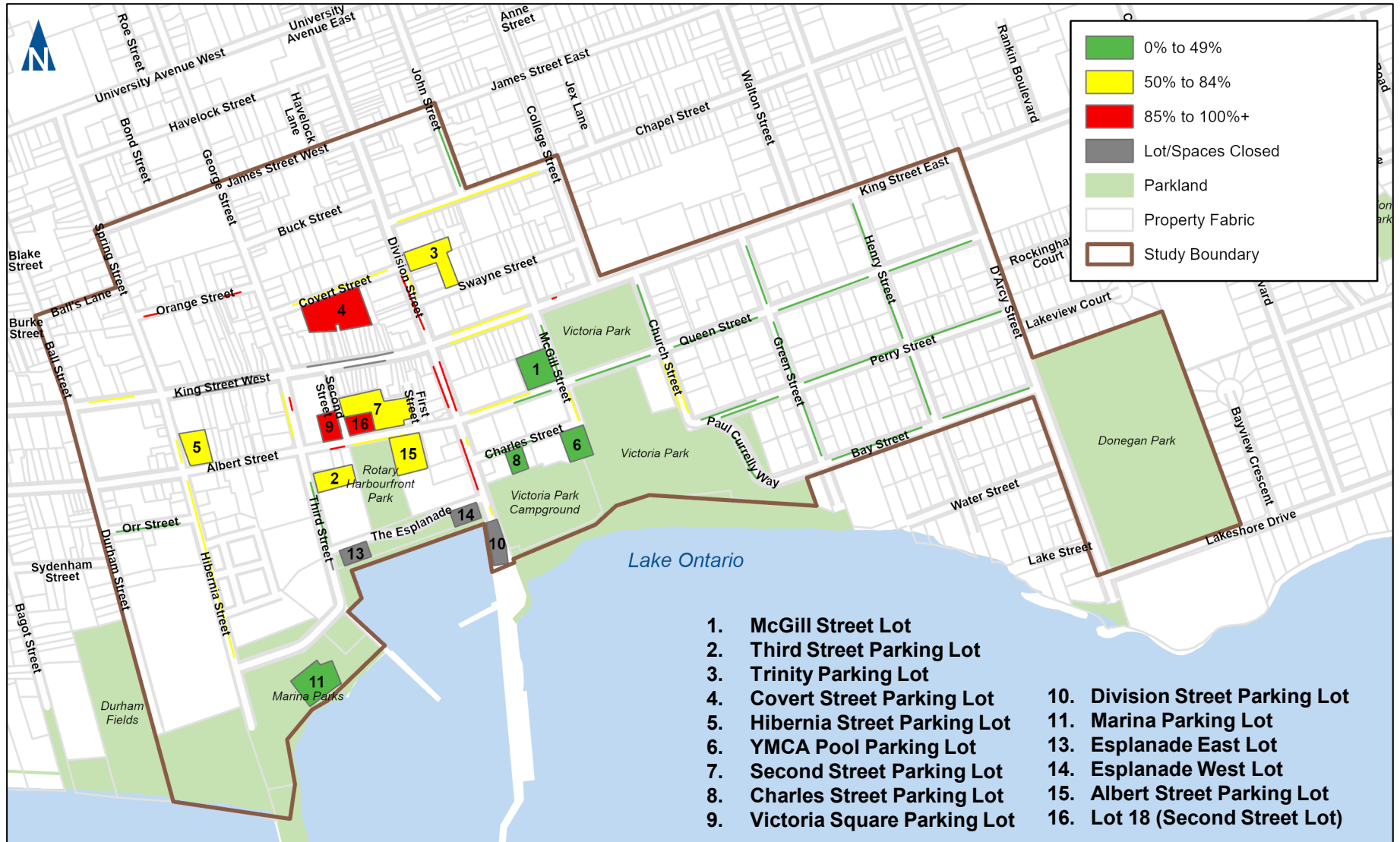
Peak Hour Parking Utilization for August 22, 2023 (1:00 PM to 2:00 PM)



Peak Hour Parking Utilization for September 9, 2023 (1:00 PM to 2:00 PM)



Peak Hour Parking Utilization for September 27, 2023 (1:00 PM to 2:00 PM)



Peak Hour Parking Utilization for September 30, 2023 (Noon to 1:00 PM)

- ▶ Weekday:
 - August 22, 2023: Both sides of Division Street (south of Albert Street), east side of McGill Street (south of Queen Street), and select blocks of Covert Street, King Street, and Third Street.
 - September 27, 2023: Both sides of King Street (between Third Street and Division Street), south side of King Street (east of Division Street), and east side of Division Street (south of King Street).
- ▶ Weekend:
 - September 9, 2023: Both sides of King Street (between Third Street and Division Street), north side of Covert Street, south side of Orange Street, and west side of Division Street (south of King Street).
 - September 30, 2023: Both sides of Division Street and south side of Orange Street.

Across all four survey dates, on-street parking utilization in the eastern part of the study area (east of Victoria Park) did not exceed 49%, except for three segments:

- ▶ Paul Currelly Way: 90% utilization on August 22, 2023;
- ▶ Church Street, south side west of Green Street: 57% utilization on August 22, 2023; and
- ▶ Church Street, east side south of Queen Street: 80% utilization on September 30, 2023.

2.4.4 On-Street – King Street Corridor

Consistent with the 2014 study, on-street parking utilization in the King Street corridor was compared to usage on other study area streets. Due to the Harvest Fest event, only 35 of the total 83 parking spaces on King Street were available on Saturday, September 30, 2023.

Weekday parking utilization on King Street peaked between 1:00 PM and 2:00 PM, consistent with the times observed for the entire parking system. Over the two weekday surveys, parking demand reached at most 60 vehicles (72% utilization).

Weekend parking utilization on King Street differed over the two survey dates due to the Harvest Fest event. On Saturday, September 9, 2023, parking demand reached 57 spaces (69% utilization). For Saturday, September 30, 2023 (during Harvest Fest), usage peaked at 32 spaces (91% utilization).



Table 2.3 compares the observed parking demand for the King Street corridor to all other on-street locations. Across the four survey dates, the King Street corridor consistently exhibited higher parking utilization rates than the remaining streets in the study area.

TABLE 2.3: COMPARISON OF PEAK HOUR ON-STREET PARKING UTILIZATION BY LOCATION

Date	King Street	All Other Streets
Weekday		
Tuesday, August 22, 2023		
Demand (Utilization)	60 (72%)	221 (46%)
Peak Hour	1:00 PM to 2:00 PM	7:00 PM to 8:00 PM
Wednesday, September 27, 2023		
Demand (Utilization)	56 (67%)	157 (33%)
Peak Hour	1:00 PM to 2:00 PM	3:00 PM to 4:00 PM
Weekend		
Saturday, September 9, 2023		
Demand (Utilization)	57 (69%)	153 (32%)
Peak Hour	1:00 PM to 2:00 PM 2:00 PM to 3:00 PM	3:00 PM to 4:00 PM
Saturday, September 30, 2023		
Demand (Utilization)	32 (91%)	194 (42%)
Peak Hour	12:00 PM to 1:00 PM	2:00 PM to 3:00 PM

2.4.5 Off-Street

Table 2.4 summarizes the off-street parking utilization rates by municipal lot during the peak hour of observed demand for the entire parking system on each survey date (also shown in **Figure 2.4** through **Figure 2.7**). Cells highlighted in red denote rates greater than or equal to 85%. Of note:

- ▶ Weekday:
 - August 22, 2023: Four municipal lots (all south of Albert Street/Queen Street) achieved parking utilization rates greater than or equal to 85%. The YMCA Pool Parking Lot experienced the highest usage (95%). The Covert Street Lot was also 84% utilized.



- September 27, 2023: One municipal lot achieved a parking utilization rate greater than 85%. The Victoria Square Parking Lot experienced 88% usage.
- ▶ Weekend:
 - September 9, 2023: None of the municipal lots achieved parking utilization rates greater than or equal to 85%. The Victoria Square Parking Lot experienced the highest usage at 79%.
 - September 30, 2023: Three municipal lots achieved a parking utilization rate greater than or equal to 85%. Lot 18 (Second Street Lot) experienced the highest usage at 116%.



TABLE 2.4: PEAK HOUR OFF-STREET PARKING UTILIZATION BY MUNICIPAL LOT

ID	Lot Name	Weekday		Weekend	
		August 22, 2023 (1:00 PM to 2:00 PM)	September 27, 2023 (1:00 PM to 2:00 PM)	September 9, 2023 (1:00 PM to 2:00 PM)	September 30, 2023 (2:00 PM to 3:00 PM)
1	McGill Street Lot	13%	13%	3%	13%
2	Third Street Lot	86%	59%	62%	45%
3	Trinty Parking Lot	55%	52%	32%	93%
4	Covert Street Lot	84%	66%	53%	86%
5	Hibernia Street Lot	77%	66%	37%	63%
6	YMCA Pool Lot	95%	4%	38%	30%
7	Second Street Lot	71%	65%	48%	61%
8	Charles Street Lot	22%	11%	6%	17%
9	Victoria Square Lot	79%	88%	79%	83%
10	Division Street Lot	93%	36% ²	33%	- ³
11	Marina Parking Lot	48%	21%	78%	9%
12	Paul Currelly Way ¹	-	-	-	-
13	Esplanade East Lot	92%	- ⁴	55%	- ⁴
14	Esplanade West Lot	55%	- ⁴	32%	- ⁴
15	Albert Street Lot	28%	35%	13%	30%
16	Lot 18 (Second Street Lot)	- ⁵	84%	68%	116%
Lowest Utilization		8%	3%	4%	9%
Highest Utilization		95%	79%	88%	116%

Notes:

1. Consistent with the Town of Cobourg Parking Guide (<https://www.cobourg.ca/en/our-government/resources/Communications-Dept/Parking-Guide.pdf>), the spaces adjacent to Paul Currelly Way were considered public on-street parking and excluded from the analysis of municipal parking lots.
2. The eastern portion of the Division Street Lot was closed for construction on Wednesday, September 27, 2023. The reported utilization rate reflects an effective parking supply of 22 spaces rather than the full complement of 40 stalls.
3. The Division Street Lot was closed on Saturday, September 30, 2023 from 10:00 AM to 3:00 PM.
4. The Esplanade East and Esplanade West parking lots were closed on Wednesday, September 27, 2023 and Saturday, September 30, 2023.
5. Lot 18 was not included in the Tuesday, August 22, 2023 parking survey because it was initially identified as private property.



2.5 Parking Duration

2.5.1 Definition

Parking duration refers to the typical length of stay in a space by a parked vehicle. Duration trends indicate whether motorists use parking primarily to serve short-term needs (such as customers) or longer-term requirements (such as employees). Parking duration also helps in determining the proportion of vehicles parked beyond a specified time limit (if posted or applicable).

2.5.2 Overall

Table 2.5 summarizes the parking duration trends observed on each survey date based on the license plate data collected. **Figure 2.8** and **Figure 2.9** illustrate the on-street and off-street durations, respectively.

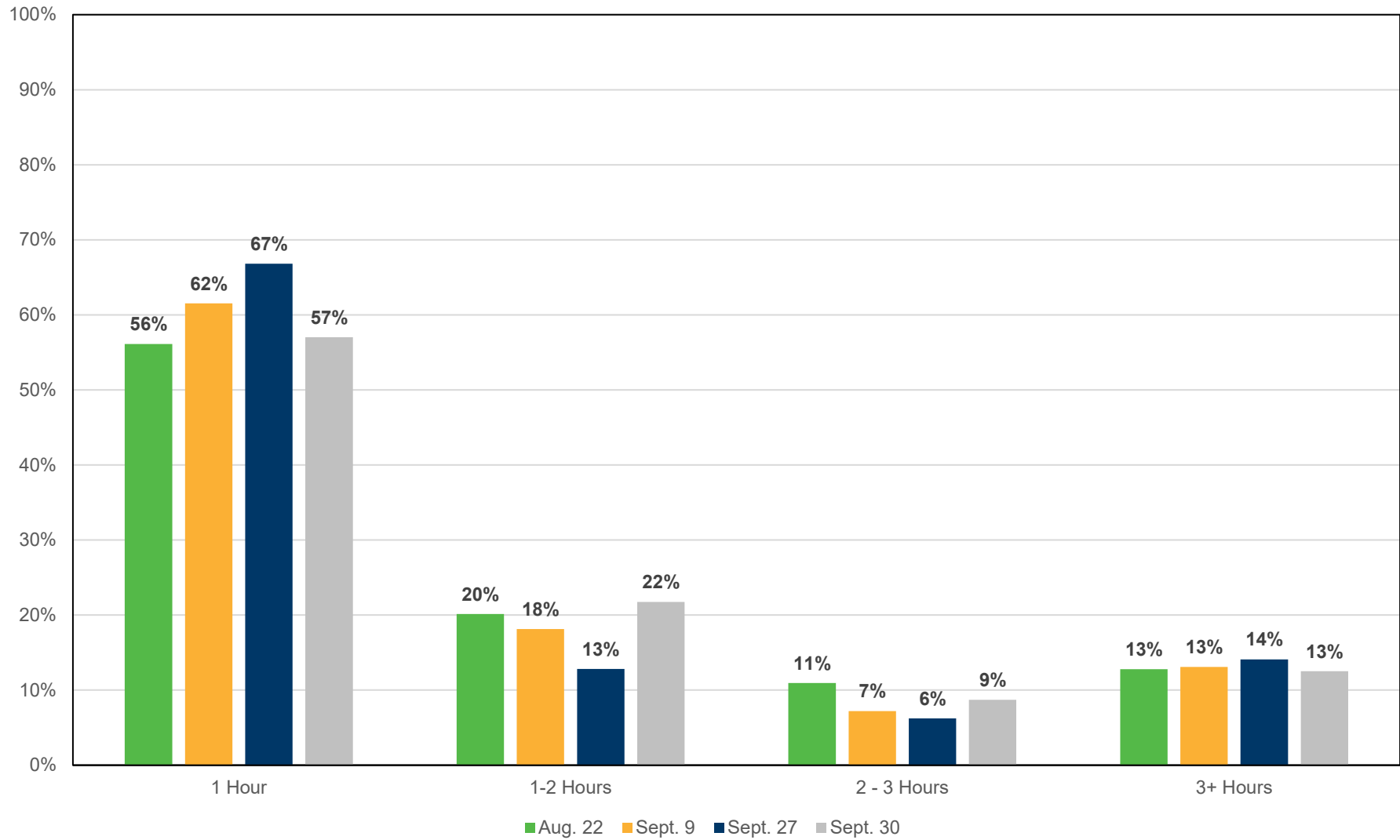
In downtown Cobourg, most motorists park for less than two hours. On-street parking tends to occur for shorter durations (76% to 80% less than two hours) than off-street (64% to 78%) and exhibit relatively consistent duration patterns throughout the week. By contrast, durations for municipal lots tend to be longer and vary more over the week, with drivers parking for lengthier periods on weekdays (21% to 23% more than three hours) than on weekends (11% to 15%). This is likely attributable to higher levels of employee parking in the off-street spaces during the week.



TABLE 2.5: PARKING DURATION

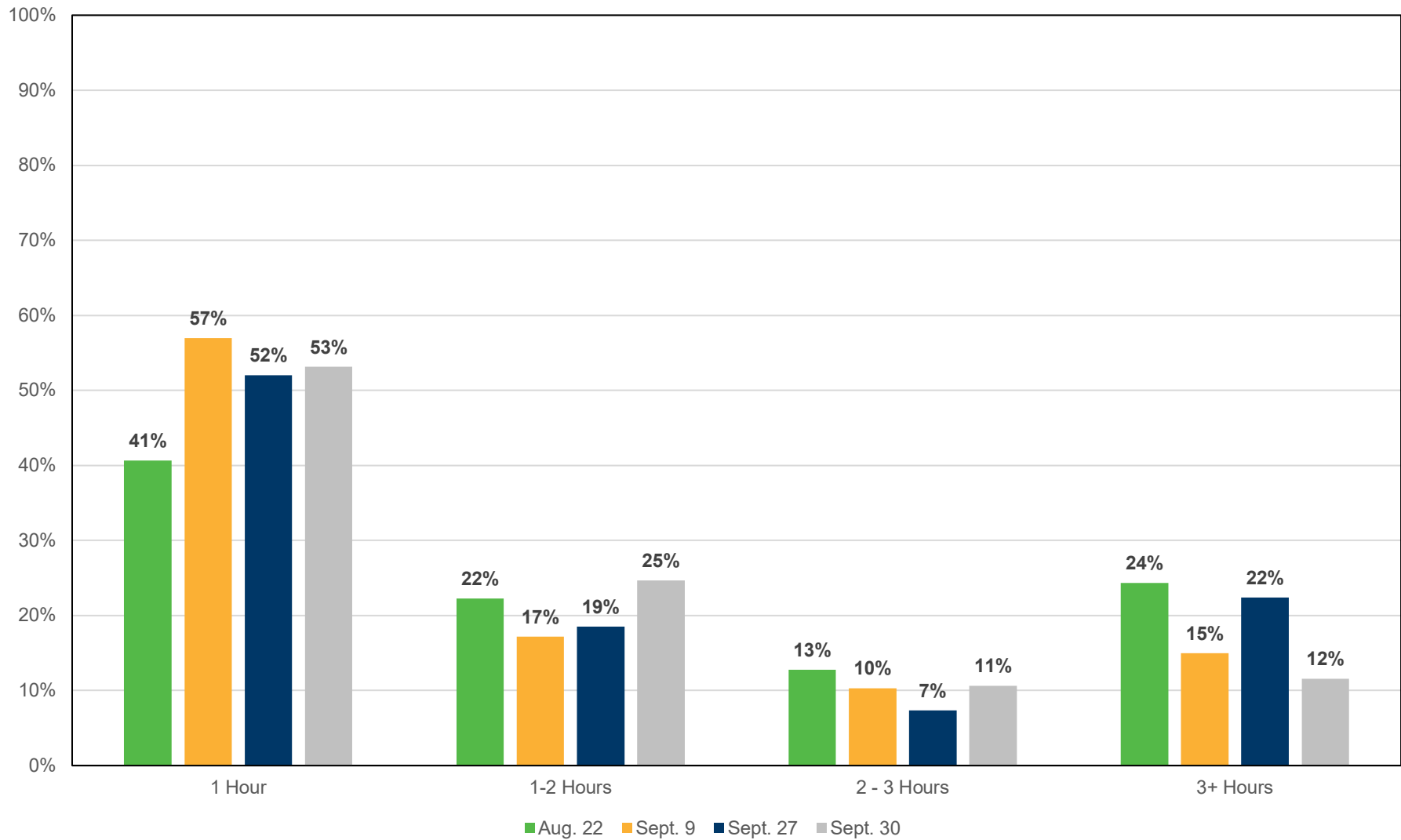
Duration	On-Street	Off-Street
Weekday		
Tuesday, August 22, 2023		
≤ 1 Hour	56%	41%
1 – 2 Hours	20%	22%
2 – 3 Hours	11%	13%
3+ Hours	13%	24%
Total	100%	100%
Wednesday, September 27, 2023		
≤ 1 Hour	67%	52%
1 – 2 Hours	13%	19%
2 – 3 Hours	6%	7%
3+ Hours	14%	22%
Total	100%	100%
Weekend		
Saturday, September 9, 2023		
≤ 1 Hour	62%	57%
1 – 2 Hours	18%	18%
2 – 3 Hours	7%	10%
3+ Hours	13%	15%
Total	100%	100%
Saturday, September 30, 2023		
≤ 1 Hour	57%	53%
1 – 2 Hours	22%	25%
2 – 3 Hours	9%	11%
3+ Hours	12%	11%
Total	100%	100%





On-Street Parking Duration

Figure 2.8



Off-Street Parking Duration

Figure 2.9

2.5.3 On-Street – Core Area

The Town limits on-street parking in the core area to three hours.

Table 2.6 summarizes on-street parking duration for the core area over the four survey dates. No more than 6% of vehicles occupied a space for greater than three hours, with an average parking duration between 1 hour and 23 minutes and 1 hour and 37 minutes.

TABLE 2.6: ON-STREET PARKING DURATION – CORE AREA

Date	Parking Duration (Hours)				
	≤ 1	1-2	2-3	3+	Average
Weekday					
August 22, 2023	70%	20%	6%	4%	1h 32m
September 27, 2023	79%	12%	5%	4%	1h 23m
Weekend					
September 9, 2023	74%	15%	6%	5%	1h 29m
September 30, 2023	68%	18%	8%	6%	1h 37m

2.5.4 On-Street – Waterfront Area

The Town does not limit on-street parking duration in the waterfront area but charges a higher hourly rate than in the core area (\$5 per hour versus \$2.25 per hour).

Table 2.7 summarizes on-street parking duration for the waterfront area over the four survey dates. No more than 13% of vehicles occupied a space for greater than three hours, with an average parking duration of 1 hour and 46 minutes to 2 hours and 9 minutes.

TABLE 2.7: ON-STREET PARKING DURATION – WATERFRONT AREA

Date	Parking Duration (Hours)				
	≤ 1	1-2	2-3	3+	Average
Weekday					
August 22, 2023	44%	24%	19%	13%	2h 9m
September 27, 2023	65%	16%	10%	9%	1h 52m
Weekend					
September 9, 2023	51%	27%	12%	10%	1h 56m
September 30, 2023	56%	26%	11%	7%	1h 46m



2.5.5 Off-Street – Core Area

The Town offers two hours of free off-street parking in the core area, with downtown parking permit holders entitled to park for as long as desired. Since the surveys were conducted before Thanksgiving, the Albert Street Lot and McGill Street Lot were both operating with Waterfront Area rates. Therefore, these two lots were excluded from the assessment of off-street parking duration in the core area.

Table 2.8 summarizes off-street parking duration for the core area over the four survey dates. No more than 60% of vehicles parked for less than one hour, with longer duration parking observed on weekdays (average about three hours) than on weekends (average around two hours).

In the core area, off-street parking exhibited longer durations than on-street, with average time parked in some cases double.

TABLE 2.8: OFF-STREET PARKING DURATION – CORE AREA

Date	Parking Duration (Hours)				
	≤ 1	1-2	2-3	3+	Average
Weekday					
August 22, 2023	42%	19%	9%	30%	3h 16m
September 27, 2023	50%	19%	8%	23%	2h 50m
Weekend					
September 9, 2023	60%	18%	7%	15%	2h 7m
September 30, 2023	53%	25%	10%	12%	2h 7m

2.5.6 Off-Street – Waterfront Area

The Town does not limit off-street parking duration in the waterfront area but charges hourly and daily parking rates.

Table 2.9 summarizes off-street parking duration for the waterfront area over the four survey dates. No more than 60% of vehicles occupied an off-street parking space for less than hour, with an average parking duration of 1 hour and 55 minutes to 2 hours and 31 minutes.

In the waterfront area, off-street parking exhibited similar duration trends to on-street, with slightly longer stays in the municipal lots.



TABLE 2.9: OFF-STREET PARKING DURATION – WATERFRONT AREA

Date	Parking Duration (Hours)				
	≤ 1	1-2	2-3	3+	Average
Weekday					
August 22, 2023	39%	26%	18%	17%	2h 31m
September 27, 2023	60%	18%	5%	17%	2h 23m
Weekend					
September 9, 2023	54%	17%	15%	14%	2h 8m
September 30, 2023	56%	22%	15%	7%	1h 55m

2.6 Key Survey Findings

Key findings of the parking surveys include:

- ▶ Overall weekday parking utilization peaked at 56% between 1:00 PM and 2:00 PM on Tuesday, August 22, 2023;
- ▶ Overall weekend parking utilization peaked at 49% between Noon and 1:00 PM on Saturday, September 30, 2023;
- ▶ Peak parking utilization in the off-street lots equals or exceeds on-street;
- ▶ Both on-street and off-street parking tend to be short duration (less than one hour);
- ▶ Municipal lots in the core area experience longer duration parking (greater than three hours) on weekdays, with slightly shorter durations (just over two hours) observed on weekends; and
- ▶ On-street and off-street parking in the waterfront area exhibited similar duration trends, with slightly longer stays in the municipal lots.

Overall, the downtown parking system (excluding private off-street parking lots) currently operates below its effective capacity. Although some municipal lots experience parking utilization rates greater than 85% under peak conditions, ample capacity exists elsewhere in the system to accommodate additional demand.

2.7 Key Survey Conclusions

The findings of the parking surveys indicate the municipal parking system is operating below its effective capacity. Key conclusions of the parking surveys include the following:



- ▶ Although unquantifiable in the absence of detailed user interviews, the Town's implementation of paid parking and time limited parking likely impacts motorist behaviour, and parking demands and durations, as opposed to if all parking facilities were free, with no time limit.
- ▶ In the core area, the Town's implementation of free two-hour parking in off-street lots – combined with time-limited paid parking for on-street spaces – is encouraging longer parking durations in the off-street lots. Users are financially incentivized to park in the off-street lots (because they are free), and the choice of which off-street lot to use is likely based on each lot's proximity to a user's destination(s).
- ▶ In the core area, the weekday parking duration data in **Table 2.8** indicate at least 33% of vehicles parked for longer than two hours. Because permit holders can park for as long as they wish, it is difficult to ascertain whether those vehicles parked longer than two hours were permit holders, or those without permits staying beyond the two-hour time limit.
- ▶ In the waterfront area, differences in parking duration between off-street and on-street parking areas is less noticeable because there is no financial incentive to park off-street versus on-street. Both cost \$5.00 per hour and do not have a maximum time limit. Destination proximity is likely the key criteria for users when choosing where to park in the waterfront areas.
- ▶ Excess capacity in the Marina Lot, Albert Street Lot, and McGill Street Lot and other on-street areas from the August 22, 2023 survey suggest the hourly rate is adequate at distributing and accommodating parking demands in the waterfront area.
- ▶ Because the pricing model is not variable (that is, it is not cheaper to park during less busy hours, and more expensive to park during busier times), the distribution of parking demands likely correlates to a user's preferred time of day for their trip. Users are not financially incentivized to travel and park at different times of day.

Overall, there is excess capacity in the parking system under both peak weekday and weekend demands. However, this excess supply is likely not conveniently located. In the case of parking demands during the peak hour of the September 30, 2023 survey (that is, during Harvest Fest), only those lots in the waterfront area (where users must pay \$5.00 per hour) were operating with parking demands less than 50%.



3 Future Parking System

3.1 Overview and Methodology

The analyses of existing demand showed that the parking system (excluding private off-street parking lots) currently operates below its effective capacity during both the peak weekday and weekend periods. While select lots and on-street parking areas experience utilization rates greater than or equal to 85% during certain periods of the day, capacity exists in other areas of the parking supply to serve demand.

The present parking system meets current needs but continued growth (both general and specific to tourism) and potential redevelopment (within and outside of the study area) may result in increased demand and/or a loss of available supply in the future. To address this concern, the review assessed the need for additional parking resources to serve projected requirements. The analysis (described in detail below) involved quantifying potential parking demand generated by currently vacant floor space, planned development, and background population growth in the community, and comparing the forecast to current supply, adjusted to account for stalls eliminated through redevelopment.

3.2 Vacant Space

Paradigm conducted a review of vacant land and buildings for sale or lease on Realtor.ca in October 2023 and confirmed the availability of approximately 1,062 m² (11,432 sq. ft.) of commercial floor space with the potential for immediate occupancy in downtown Cobourg.

Table 3.1 summarizes the available commercial vacancies by zone.

TABLE 3.1: COMMERCIAL VACANCIES

Zone	Vacant Commercial Space
1	190 m ² (2,050 sq. ft.)
2	0 m ² (0 sq. ft.)
3	133 m ² (1,434 sq. ft.)
4	739 m ² (7,948 sq. ft.)
5	0 m ² (0 sq. ft.)
6	0 m ² (0 sq. ft.)
Total	1,062 m² (11,432 sq. ft.)



3.3 Planned Development

Through consultation with Town staff, the project team compiled a list of planned developments in downtown Cobourg, with estimated residential unit and commercial floor space yields. **Table 3.2** summarizes the developments anticipated to occur by zone over the next ten years; however, the precise timing of build-out has not yet been determined for most sites.

TABLE 3.2: PLANNED DEVELOPMENT

Zone	Residential	Commercial	Status	Timing
1	n/a	n/a	n/a	n/a
2	n/a	n/a	n/a	n/a
3	65 apartment units	465 m ² (5,005 sq. ft.)	Proposed Rezoning	Unknown
3	20 apartment units	561 m ² (6,038 sq. ft.)	Approved/Under Construction	2025
4	4 townhomes 15 apartment units	0 m ²	Under Review	Unknown
4	27 apartment units	0 m ²	Under Review	Unknown
5	n/a	n/a	n/a	n/a
6	n/a	n/a	n/a	n/a
Total	131 units	1,026 m² (11,043 sq. ft.)		

3.4 Population Growth

Future population growth in Cobourg is likely to increase the demand for parking in the study area, because of the downtown's combination of commercial/retail establishments, recreational activities, and community events.

Table 3.3 summarizes the population trends from the four most recent Canadian censuses. The 2014 study cited statistics published in the 2006 and 2011 censuses, which indicated a five-year population change of 1.7% for Cobourg. More recent data published in 2016 and 2021 indicate respective five-year population increases of 5.0% and 5.6%, respectively.



TABLE 3.3: HISTORICAL POPULATION GROWTH

	2006	2011	2016	2021
Population	18,210	18,520	19,440	20,520
Change		310	920	1,080
Percentage		1.7%	5.0%	5.6%

Source: Statistics Canada. 2023. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released November 15, 2023. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E> (accessed November 23, 2023).

For the purposes of population forecasting, this review assumed a growth rate of 1.5% per annum. Several factors will impact actual growth, including trends towards an aging population, less density in residential areas, birth and mortality rates, and population migration.

3.5 Parking Demand

Consistent with the 2014 study, this review also estimated future parking demand for both the five- and ten-year planning horizons.

3.5.1 Five-Year Planning Horizon

The estimate of five-year future parking demand assumes full occupancy of the existing vacant commercial space in the downtown and the planned development in **Table 3.2** with a known build-out year. General population growth of 1.5% per annum (compounded to 7.7% over five years) is also presumed.

Full occupancy of current vacancies assumes the entire 1,062 m² (11,432 sq. ft.) of available commercial space generates additional parking demand. This conservative assumption represents a high-growth scenario. Known development activity comprises one site of 20 apartment units and 561 m² (6,038 sq. ft.) of commercial floor space.

In the absence of specific information about the types of commercial and residential development and zoning categories, the review applied the following general parking requirements set out in Section 6 of the Comprehensive Zoning By-law 85-2003 in the estimates:

- ▶ Apartment Dwelling: 1.25 spaces per dwelling unit
- ▶ Townhouse: 1.5 spaces per dwelling unit
- ▶ Other Commercial Uses: 1 space for every 33 m² of gross floor area or portion thereof (or 0.03 spaces per m²).



Section 6.1.1 (vii) of the Zoning By-law reduces parking requirements in the “Reduced Parking Requirement Area – Downtown” to 80% for all uses except residential, eating establishments, and certain community uses⁹ (reduced to 50%) and uses located above the first storey (reduced to 65%). The residential (at 50%) and commercial (at 80%) reductions were applied to the above parking rates in estimating future demand.

Table 3.4 summarizes the forecast parking demand for the five-year planning horizon, estimating an additional demand of 113 spaces. Assuming vacant space and planned development accommodate their parking demands on site, (net) parking demand is expected to increase by 60 spaces due to population growth. This calculation assumes the worst-case peak parking demand of 766 spaces under current conditions (Tuesday, August 22, 2023 from 1:00 PM to 2:00 PM per **Table 2.2**).

TABLE 3.4: FIVE-YEAR PARKING DEMAND FORECAST

Component	Units	Values	Rate (spaces per unit) x Reduction	Estimated Parking Demand (spaces)
Vacant Space – Commercial	m ²	1,062	0.03 x 80%	26
Planned Development – Residential Apartments	units	20	1.25 x 50%	13
Planned Development – Commercial	m ²	561	0.03 x 80%	14
Population Growth		7.7%	776 spaces	60
Total				113
Less Vacant Space and Planned Development				53
Net				60

3.5.2 Ten-Year Planning Horizon

The estimate of ten-year future parking demand assumes the same vacant commercial space and planned development projections as the

⁹ Includes commercial recreation, sports facilities, bowling alleys, curling rinks, theatres, commercial or private clubs, community centres, places of worship, libraries, museums, and galleries.



five-year forecast, plus the planned development in **Table 3.2** with an unknown build-out year. This amounts to an additional 117 apartment units, four townhouses, and 465 m² (5,005 sq. ft.) of commercial uses. General population growth of 1.5% per annum (compounded to 16.1% over 10 years) is also presumed.

Table 3.5 summarizes the forecast parking demand for the ten-year planning horizon, estimating an additional demand of 259 spaces. Assuming vacant space and planned development accommodate their parking demands on site, (net) parking demand is expected to increase by 125 spaces due to population growth. Again, this calculation assumes the worst-case peak parking demand of 776 spaces under current conditions.

TABLE 3.5: TEN-YEAR PARKING DEMAND FORECAST

Component	Units	Values	Rate (spaces per unit) x Reduction	Estimated Parking Demand (spaces)
Vacant Space – Commercial	m ²	1,062	0.03 x 80%	26
Planned Development – Residential Apartments	Units	127	1.25 x 50%	80
Planned Development – Residential Townhouses	Units	4	1.5 x 50%	3
Planned Development – Commercial	m ²	1,026	0.03 x 80%	25
Population Growth		16.1%	776 spaces	125
Total				259
Less Vacant Space and Planned Development				134
Net				125

3.6 Parking Requirements

Table 3.6 summarizes existing and future peak parking demand, supply, and utilization based on current worst-case conditions (Tuesday, August 22, 2023 from 1:00 PM to 2:00 PM per **Table 2.2**). The future supply estimate reflects potential losses of municipal



parking due to development or changes in lease agreements between the Town and respective landowners. This comprises all of Lot 18 (Second Street Lot) and the larger Second Street Parking Lot (139 spaces combined), the Albert Street Parking Lot (60 spaces), and a portion of the Trinity Street Parking Lot (26 spaces).

The anticipated parking supply is sufficient to accommodate forecast demand for at least the next 10 years in downtown Cobourg. No additional parking is expected to be required.

TABLE 3.6: FUTURE PARKING REQUIREMENTS

Scenario	Demand (spaces)	Supply (spaces)	Utilization Rate	Surplus or Deficit (spaces)
Existing Conditions (2023 Weekday) (per Table 2.2)	766	1,359	56%	593
Five-Year Horizon (2028 Weekday)	826 ¹	1,153 ²	72%	327
Ten-Year Horizon (2033 Weekday)	891 ¹	1,153 ²	77%	262

Notes:

1. Future demand estimates reflect only parking needs generated by population growth. Parking demands for development related activity in the study area are assumed to be provided on each land parcels' property. Demand resulting from occupancy of vacant commercial space and planned development is assumed to be accommodated on site.
2. Future supply estimates reflect a potential loss of parking in the Second Street Lot (139 spaces), the Albert Street Lot (60 spaces), and a portion of the Trinity Street Parking Lot (26 spaces), totalling 225 spaces. Subtracting this number from the actual parking system supply of 1,378 spaces results in 1,153 spaces.

Although this review has not identified the need for additional parking in the foreseeable future, the Town should consider replacing any large-scale loss of public off-street parking through the strategic expansion of existing facilities or the acquisition of property for new facilities.



4 Parking Management Strategies

4.1 Overview

Parking management refers to processes, policies, and programs that result in more efficient use of parking resources.¹⁰ The goal of parking management is to ensure that parking spaces are available and accessible to motorists who need them while also preventing overcrowding and promoting safety. Effective parking management programs can help improve traffic flow, improve employee and visitor experiences, and provide the opportunity to reduce costs.

Parking management can encompass a wide range of activities, including:

- ▶ development and implementation of parking policies and regulations;
- ▶ maintenance and management of parking facilities;
- ▶ monitoring and enforcement of parking rules and regulations; and
- ▶ design and construction of parking facilities.¹¹

Consistent with the 2014 study, the list of potential **parking management strategies** were categorized into three groups, ordered by priority:

- ▶ Optimize existing parking supply and increase efficiency
- ▶ Reduce parking demand
- ▶ Increase parking supply

The following subsections highlight key elements of the different strategy categories.

¹⁰ Todd Litman. 2008, "Parking Management Best Practices," *ITE Journal* (September 2008): 69. https://www.vtpi.org/PMBP_ITE_SEPT2008.pdf.

¹¹ "The Ultimate Guide to Parking Management: Everything You Need to Know", OperationsCommander, last accessed January 22, 2024, https://operationscommander.com/blog/the-ultimate-guide-to-parking-management-everything-you-need-to-know/?gad_source=1&gclid=Cj0KCQiAwbitBhDIARIsABfFYIL-e-JAbRiuiIMpv7a7yfad3COIIS_YBQCjhzHuuMGrj2Dm1ICEwwaAncVEALw_wcB



4.2 Strategies to Optimize Supply and Increase Efficiency

4.2.1 Upgrade Existing Off-Street Parking Lots

In unpaved lots, motorists define their own parking spaces. This tends to reduce the lot capacity depending on how individual vehicles position themselves.

Paving and delineating parking spaces in the Second Street Lot, and Albert Street Lot, for example, could clarify operation of the facilities and optimize their layout, while also helping to reduce ongoing maintenance costs. Implementing this change could also increase the capacity of the subject off-street parking facilities without requiring additional land or reconstruction.

Because these lots are privately owned and leased to the Town, investments to improve these facilities would be more prudent if the Town purchased these lands outright.

4.2.2 Improve Parking Information System

Signs provide the first customer service contact for motorists wishing to park. To make a positive “first impression” and ease motorist frustration, signs should be intuitive and attractive, offering convenient and accurate information on the location of parking facilities, the availability of parking, and the applicability of any fees, and/or time restrictions.

While mobile mapping applications such as Google Maps and Apple Maps can help drivers navigate to parking facilities, supplemental signs closer to the parking destination can help reinforce the motorist’s route choice. Smaller communities, such as Cobourg, find this signing particularly important for tourists and other visitors who find themselves in unfamiliar environments.

A comprehensive parking information system, consisting of wayfinding, directional, and information signs for drivers and pedestrians, can identify and direct motorists to municipal parking facilities with a consistent style and branding. The following elements comprise the system:

- ▶ **Wayfinding signs** help motorists identify municipal parking facilities using visual cues and easily recognizable symbols such as the Green “P” sign. The Town has several of these signs in the downtown directing motorists to parking lots offering two hours of free parking;



- ▶ **Directional signs** guide motorists to important destinations or features. Typical examples include directional arrows in a parking lot and an arrow with the word “meter” or “pay here” for pay and display machines. These signs are provided in the pay and display lots and on-street where motorists must pay for parking; and
- ▶ **Information signs** provide key information to the motorist about hours of use, time-limits, and other pertinent items concerning the operation of the parking facility. Each municipal lot already includes a sign detailing the need for payment (such as pay and display parking), time restrictions, and enforcement times.

While the Town already has several wayfinding, directional, and information signs for the parking system, relocating certain signs or payment infrastructure could improve efficiency and enhance communication with users. For example, moving the payment machines in the Esplanade lots closer to the driveway entrances could enhance their conspicuity as motorists enter the parking lot.

Other elements like maps and brochures can convey key parking information to visitors. The Town already publishes a Parking Guide on its website, a copy of the 2023 edition is included in **Appendix C**. Internet-based information, such as parking maps or a mobile parking application, can supplement printed materials further maximize parking system efficiency, improve user convenience, and increase functional parking supply.

Local businesses could also assist in providing information on their websites informing customers of nearby parking options. Directing customers to less used municipal lots could moderate demand in other parking lots, while ensuring effective use of the entire parking supply.

4.2.3 Designate Off-Street Parking and Loading Spaces

The parking surveys found that no more than 6% of parked vehicles exceed the three-hour time limit for on-street parking in the core area. Although a relatively modest share, this behaviour still impacts the efficiency of the on-street parking supply by effectively removing opportunities for vehicle turnover in those spaces.

In most cases, longer duration parking demand can be attributed to employees and residents but can also include extended stay visitors and customers. Designating spaces in lesser used parking lots for these users could reduce instances of on-street spaces being occupied for extended periods of the day. The findings of the parking surveys support this concept, as a high proportion of on-street parking spaces in the core area (at least 68%) were used for less than one hour.



Across all four surveys, longer durations were observed in the off-street lots as compared to the on-street parking areas.

With this strategy, the Town could dedicate a portion of the supply in all or select municipal lots to employee and/or resident parking through enhanced signing, pavement markings, and/or expansion of the permit program. Lesser used lots, such as the McGill Street Lot and Albert Street Lot, could be used for this purpose. This modification would encourage the use of municipal lots for longer duration parking and help the Town retain “prime” on-street spaces for higher turnover users, such as downtown retail customers and visitors.

4.2.4 Enforce Time Restrictions

On-street parking time limits are enforced through Parking By-law 030-2022. Parking is not permitted between 2:00 AM and 7:00 AM from November 1 to March 31 (for winter maintenance), or from April 1 to October 31 (for general road maintenance) on roads denoted in Schedule P of the by-law. In general, on-street parking in the downtown area is a maximum of three hours.

Dedicated and consistent enforcement, in combination with appropriate parking supply rates, signing, and incentives to use parking appropriately (such as time restrictions and pricing), can alleviate common parking concerns and enhance the operation (and perception) of the overall system. This can result in additional revenues, optimized parking lot utilization, and increased turnover.

Regular enforcement, particularly of time restrictions, seeks to:

- ▶ Deter and discourage the parking of vehicles beyond the time limits stipulated in the Town’s by-law and on signs; and
- ▶ Improve parking supply efficiency by encouraging longer-term parking in off-street parking lots and shorter-term parking in on-street parking spaces.

Although Parking By-law 030-2022 outlines the time-based restrictions, clear and consistent signage is not installed throughout the study area. Compiling an inventory of existing signs and comparing this list against the provisions of the by-law would ensure motorists are properly informed of time restrictions on each parking space. In most instances, signage for on-street parking is posted denoting the need to pay and display a parking chit; however, the signs do not include information on time limits (such as “Maximum 3 Hours”).

Continuing to enforce shorter time restrictions for on-street parking (currently three hours in the core area) and permit longer durations for



municipal lots (currently unrestricted although motorists must display a permit to park longer than two hours) could also help optimize utilization. The parking duration data suggest the combination of pay and display on-street parking with a time limit, and free two-hour parking in the off-street lots, encourages shorter-term stays in the on-street spaces, and longer-term parking in the off-street lots.

4.2.5 Improve Aesthetics and Strengthen Pedestrian Linkages

Visible, aesthetically pleasing, and safe pedestrian linkages to and from parking areas can help encourage the use of municipal lots and increase overall system efficiency. Existing pedestrian connections between the Covert Street Lot (via the walkway opposite Second Street) and Second Street Lot (via the First Street right-of-way) offer effective linkages to the main core area on King Street.

Improved pedestrian connectivity and safety measures, such as illumination, could bring otherwise “remote” parking facilities within walking distance. Providing sidewalks adjacent to all municipally operated parking facilities (particularly along the north side of the Covert Street Lot) could also improve accessibility and foster a more pedestrian-friendly environment. Improving pedestrian linkages could also encourage “park once” trips and the use of lots farther from the core area.

4.2.6 Acquire Properties Currently Leased for Parking Lots

The Town currently leases the properties used for the Second Street Lot and Albert Street Lot. Acquiring these properties would enable the Town to control their future use, providing the certainty and confidence to invest in operational improvements.

If the Second Street Lot and/or Albert Street Lot become unavailable, the Town could consider implementing two hours of free parking in the McGill Street Lot during all times of the year to supplement the lost supply.

4.2.7 Apply Cash-in-Lieu of Parking

In circumstances where meeting the Zoning By-law parking requirements becomes a barrier to new development/redevelopment, the Town may enter into a cash-in-lieu of parking agreement per Section 6.6.2 (ii) c) of the Official Plan (see **Section 1.3**). With this approach, the proponent can meet the parking requirements by providing some combination of on-site parking spaces and a fee payment for each deficient parking space. The municipality in turn uses these funds to construct strategically located parking facilities that



meet the needs of all users, not just demands associated with the development proposal.

Cash-in-lieu of parking offers a financial incentive to the development proponent, who forgoes the cost of providing dedicated parking. The developer also benefits by retaining more developable land. From the municipal perspective, the Town gains a revenue source for the acquisition of lands, improvement, and construction of public parking facilities. And while cash-in-lieu may not necessarily address immediate parking requirements, it does provide financial assistance to plan for the provision of new or additional municipal parking infrastructure to accommodate future needs.

Cash-in-lieu of parking should only be considered when the existing supply in the surrounding area can adequately accommodate the on-site parking deficiency without causing adverse (negative) impacts, particularly on adjacent residential neighbourhoods. The surveys indicate there is existing capacity in the municipal parking supply. The estimate of future parking demand also suggests there is sufficient capacity over the next ten years. These forecasts conservatively assume the loss of the Second Street Lot, Albert Street Lot, and a portion of the Trinity Street Lot.

4.2.8 Pursue Public/Private Partnerships

The needs analysis detailed in **Chapter 3** assumed future downtown developments/redevelopments would accommodate their individual parking requirements on-site, with no reliance on the public parking system. However, it is conceivable that certain proposed commercial sites may not be able to fully serve their parking obligations on-site, and would need to reduce their density to meet the parking requirements. Instead of a cash-in-lieu of parking agreement (as noted in **Subsection 4.2.7**), the municipality could facilitate private investment in public parking facilities through a joint venture development.

Under this scenario, the Town could enter into a partnership with a private proponent to lease or purchase some or all parking built with a development/redevelopment project and make the spaces available for public use. Additional incentives (for example waiving or reducing development fees) could also be considered to help facilitate the arrangement. It is recognized that potential partnerships would need to respect and balance the interests of both the Town and the private entity to be successful.



4.3 Strategies to Reduce Demand

4.3.1 Modify Parking Pricing System

As demonstrated by the parking surveys, demand is not evenly distributed throughout the day or by area for both on-street and off-street parking, and core area versus waterfront area. In the core area, free two-hour parking competes with paid on-street parking, encouraging longer stays in municipal lots and shorter durations on-street.

Where the Town does enforce time limits, the surveys indicate average vehicle durations are less than these time limits. This is most apparent for on-street parking in the core area where parking is limited to three hours, but average observed durations are no more than one hour and 45 minutes. Further, no more than 6% of vehicles were observed parking beyond the three-hour limit.

Although the parking surveys indicate the parking supply is operating within capacity, modifications to time limits and pricing could help redistribute parking demands to other locations. In the waterfront area specifically, this could include:

- ▶ variable hourly rates that depend on the time of day (for example, higher rates during peak parking conditions, and lower rates at other times of the day); and
- ▶ higher hourly rates for on-street and lower hourly rates for off-street parking to encourage longer duration parking in municipal lots.

For the core area, current time limits and pricing should remain in effect. Any changes to regulatory and pricing structures should be subject to further study and dialogue with residents, businesses, and other applicable stakeholders.

4.3.2 Encourage Travel by Active Transportation and Transit

Reducing the number of automobile trips to the core and waterfront areas would decrease the need for vehicle parking. Although visitors to Cobourg will likely continue to drive due to the distance and absence of viable alternatives, town residents do have the option to travel by other modes.¹² The most likely options in the Cobourg context include active transportation and on-demand public transit.

¹² The Great Lakes Waterfront Trail, which bisects the study area through Victoria Park, provides pedestrian and cycling connectivity to the neighbouring communities of Port Hope and Colborne.



An improved walking environment could encourage visitors with multiple destinations to park their vehicle once and walk between locations instead of repositioning their vehicle with each stop. Pedestrian network improvements could also enhance access to transit.

Encouraging more people to walk, cycle, and roll downtown would likely require additional facilities or network improvements facilitated through a separate Active Transportation Master Plan or similar study. Potential pedestrian enhancements could include sidewalk and crosswalk upgrades and new linkages (shortcuts).

Providing sufficient and safe bicycle parking facilities would help address the need for temporary storage and concerns about theft and damage among those who cycle. Current best practices for bicycle parking include:

- ▶ providing parking where cyclists typically stop, with racks that maximize convenience for short-term stops (such as downtown retail entrances) and storage facilities that maximize security for longer duration stays;
- ▶ siting facilities in locations that are convenient to use, secure, visible, protected from the elements, and offers adequate clearance;
- ▶ placing bicycle racks in locations that do not impede or pose hazards to pedestrians and motor vehicle traffic; and
- ▶ selecting bicycle racks that are easy to use, attractive, and can be integrated into the streetscape.

The Town's on-demand transit service (\$2.50 per ride) provides an alternative to travel by private automobile and provides service to residential areas in the far east and west areas of town that were not serviced by the previous fixed route system. This on-demand service has also significantly reduced the travel time as compared to those travel times under the fixed route service. However, the on-demand service can be less desirable to some based on user convenience. The Town is encouraged to find a balance that maximizes ridership while reducing the overall parking demand.

4.3.3 Develop Park and Ride Services

A park and ride service (also referred to as “shuttle service” or “satellite parking”) could be employed on weekends during the summer tourist season or for special events to reduce downtown parking demands. With this strategy, motorists would be directed to an off-site parking



facility (such as Northumberland Mall or Donegan Park) with free or low-cost transit service connecting the remote location to downtown.

Keys elements of a successful park and ride program would include:

- ▶ easy-to-understand user information;
- ▶ incentives to encourage the use of the satellite parking facility;
- ▶ signs and maps that clearly denote the facility location;
- ▶ free parking at the remote lot; and
- ▶ significantly lower transportation costs to the destination than the parking fee.

4.4 Strategies to Increase Supply

4.4.1 Reconfigure Existing Roads to Provide Additional Parking

Most roads in the study area already provide on-street parking on at least one side of the road. Exceptions include Albert Street (between Durham Street and Third Street), Swayne Street, Buck Street, and Durham Street (south of King Street).

Delineating additional on-street parking spaces would expand the supply. However, there are limited opportunities to reconfigure downtown roadways given their two-lane cross-sections (a “road diet” is not possible) and driveway densities which limit available curb space for parking.

Based on discussions with Town staff, there is the potential for additional on-street on Durham Street between King Street and Sydenham Street.

4.4.2 Explore Agreements with Local Landowners

It is conceivable that certain downtown property owners may be willing to lease or rent any surplus parking spaces to the Town. These spaces should not count towards the overall downtown supply and should not be considered for permits given their location(s) on private property.

The availability of surplus parking in these lots is unknown because the Town did not receive consent from most property owners to survey parking demand at these off-street private facilities.

4.4.3 Construct New Public Parking Facilities

The parking demand forecasts prepared in **Section 3.5** indicate a peak parking utilization of 71% at the ten-year horizon, below the effective



capacity of 85%. This calculation assumes the loss of 225 parking spaces (total) among the Albert Street Lot, Second Street Lot, and Trinity Street Lot, because the Town does not own these facilities.

Although the projected future parking supply is expected to adequately serve forecast demand, the Town may wish to proactively construct or expand facilities to limit the potential loss of parking. The 2014 study identified three potential locations for new parking facilities. While the Town has not endorsed any of the sites, all three options remain viable, although the provision of these facilities would result in a loss of greenspace:

- ▶ **Esplanade Parking Lots** – Expansion could yield at least 40 additional stalls in the waterfront area, along the north side of the multi-use path.
- ▶ **Marina Parking Lot** – Transforming the existing gravel/grassed overflow areas into parking could yield approximately 40 to 100 additional stalls. The existing boat storage area could also be relocated and converted to a surface parking facility. This improvements could yield at least 50 additional stalls, subject to a more detailed design effort on parking lot layout, including the spacing and location of parking aisles.
- ▶ **Third Street at Hibernia Street** – Creating new surface parking lot(s) on Town-owned land near this intersection could yield additional spaces. An estimate on the quantity of parking spaces available would be subject to a more detailed design effort on parking lot layout, including the spacing and location of parking aisles.

When considering potential off-street parking opportunities, it is typically more desirable to construct smaller, strategically located lots as opposed to a single, large facility. Larger facilities can negatively impact the surrounding pedestrian environment and result in pockets of significant traffic congestion at or near access locations. Smaller lots also tend to serve retail patrons and tourists better than large, centrally located facilities because walking distances are shorter.



4.5 Recommended Strategies

The project team reviewed the potential parking management strategies described in the sections above and identified the initiatives that best met the following 10 principles, consistent with the evolving approach to parking planning outlined in **Section 1.4**, many of which the Town is already implementing:¹³

- ▶ **Consumer Choice** – People should have viable parking and travel options.
- ▶ **User Information** – Motorists should have information on their parking and travel options.
- ▶ **Sharing** – Parking facilities should serve multiple users and destinations.
- ▶ **Efficient Utilization** – Parking facilities should be sized and managed, so spaces are frequently occupied.
- ▶ **Flexibility** – Parking plans should accommodate uncertainty and change.
- ▶ **Prioritization** – The most desirable spaces should be managed to favour higher priority uses.
- ▶ **Pricing** – To the extent possible, users should pay directly for the parking facilities they use.
- ▶ **Peak Management** – Special efforts should be made to deal with peak-demand.
- ▶ **Quality Versus Quantity** – Parking facility quality should be considered as important as quantity, including aesthetics, security, accessibility, and user information.
- ▶ **Comprehensive Analysis** – All significant costs and benefits should be considered in parking planning.

These principles reflect the ongoing shift in parking management philosophy in North America, which now aims to optimize existing supply/increase efficiencies and reduce demand before constructing new parking facilities or expanding existing lots.

Since the Town has already implemented or adopted many of the 2014 study recommendations, and because the current and projected parking supplies are expected to meet existing and future demands, respectively, the updated list of strategies focuses on maintaining and improving the existing municipal supply. New or expanded parking

¹³ Victoria Transport Policy Institute, *Parking Management: Strategies, Evaluation and Planning*, (Victoria, BC: 2023), 2, https://www.vtpi.org/park_man.pdf.



facilities should only be considered as a last resort. That said, the Town should continue to plan and protect for these new facilities by monitoring land use changes and parking utilization over time and taking necessary steps to avoid precluding the opportunity.

Table 4.1 summarizes the recommended parking management strategies for downtown Cobourg, separated by category and assigned to the following timeframes for implementation:

- ▶ **Short-Term:** These strategies can be implemented in less than a year with relative ease and low cost.
- ▶ **Medium-Term:** These strategies will require moderate planning and budgeting to effectively implement, typically over a two- to five-year time frame.
- ▶ **Long-Term:** These strategies involve significant planning, land acquisition, and/or cost. Long-term strategies are considered applicable beyond five years.

It is anticipated that the Town can undertake/implement the recommended program of strategies through on-going planning and capital budgeting processes.



TABLE 4.1: RECOMMENDED PARKING MANAGEMENT STRATEGIES

SHORT-TERM
Category: Optimize Supply and Increase Efficiency
1. Inventory existing on-street parking signs and compare against the provisions of the Town of Cobourg By-law 030-2022.
2. Maintain and expand (if necessary) enforcement efforts.
3. Continue publishing an annual Town of Cobourg Parking Guide summarizing the location of parking facilities, parking rates, time restrictions, and other parking-related information.
4. Partner with or encourage local businesses to provide information on their respective websites informing customers of nearby parking options. This could include a web link to the Town of Cobourg Parking Guide .
5. Monitor the Town's Cash-in-Lieu of Parking policy to reflect current land and construction values.
Category: Reduce Demand
6. Monitor the cost of monthly and bi-monthly parking permits to ensure rates remain consistent with other municipalities and support the use of non-auto travel modes. In general, the monthly parking permit should cost as much – or more than – a monthly transit pass.
7. Provide secure bicycle parking at the Covert Street Lot.
8. Install additional bike racks along King Street and at key locations in the downtown, such as at store and bank entrances and at public plazas and parks.
MEDIUM-TERM
Category: Optimize Supply and Increase Efficiency
9. Monitor parking demands and consider variable parking rates by time of year or proximity to popular destinations (for example, tiered rate lots).
10. Inventory the existing parking wayfinding system to ensure the signs clearly direct users to municipal parking facilities, and identify required upgrades to enhance clarity. Include comprehensive maps identifying key pedestrian linkages as part of the parking system to encourage “park once” trips and promote walking.
Category: Expand Supply
11. Delineate additional on-street parking spaces in close proximity to high demand area such as on Durham Street (King Street to Sydenham Street).
12. Explore public/private partnership opportunities to expand the core and waterfront area parking supply, or dedicate a portion of new parking to public use.
13. Work with private landowners to identify available supply that could be used during peak periods or special events.
14. Continue promoting active transportation through the implementation of the recommendations made as part of the Transportation Master Plan



TABLE 4.1: RECOMMENDED PARKING MANAGEMENT STRATEGIES

LONG-TERM
Category: Reduce Demand
15. Monitor the on-demand transit system as it becomes more familiar and reliable for users and make adjustments where possible to increase ridership. Provide opportunities for riders and residents to comment on what the transit system needs to provide in order for residents/visitors to use transit instead of driving.
16. Monitor ridership and feedback received from the fixed route transit pilot to determine if an impact was had on parking demand.
Category: Expand Supply
17. Protect lands at Third Street and Hibernia Street for a potential surface parking facility.



Appendix A

Parking Survey Methodology



A.1 Definitions

The following parking-related terms are used in this report:

- ▶ **Capacity (Supply)** is to the number of parking spaces available for use. Where parking lots are not defined, the corresponding supply was estimated based on the dimensions of the area and observed parking patterns.
- ▶ **Practical Capacity** refers to the level at which available parking spaces become more difficult to find and drivers are required to drive around in search of spaces. For purposes of this study, and based on experience in similar downtown environments, the practical capacity is assumed to be 85% of the capacity.
- ▶ **Demand** is defined as the number of vehicles seeking a parking space at a location during a specific period. Demand is typically indicated by counting the number of vehicles parked at any time.
- ▶ **Occupancy (Utilization)** refers to the proportionate number of spaces that are occupied by parked vehicles at any one time expressed as a percent of spaces occupied (i.e., demand divided by capacity). Utilization rates greater than 100% indicate the number of vehicles in the parking area exceeds the capacity.
- ▶ **Duration** refers to the length of time that a vehicle is parked in a space.
- ▶ **Turnover** refers to the number of vehicles using a parking space during a set period. When durations are low, turnover is typically high as numerous vehicles may use the space. If the duration is high, the space is effectively monopolized by a single vehicle and turnover will be low. For entire parking areas, turnover is defined as the number of vehicles parked in that area over a set period divided the capacity of the area.

A.2 Survey Location and Sample Size

The parking surveys were completed on:

- ▶ Tuesday, August 22, 2023, from 8:00 AM to 8:00 PM;
- ▶ Saturday, September 9, 2023, from 10:00 AM to 6:00 PM;
- ▶ Wednesday, September 27, 2023, from 8:00 AM to 6:00 PM;
and
- ▶ Saturday, September 30, 2023, from 10:00 AM to 6:00 PM.



Consistent with the downtown parking study completed in 2014, data were collected in 60-minute intervals to capture weekday and weekend parking characteristics.

Thirteen samples of parking duration and occupancy were collected on Tuesday, August 22, 2023 and eleven samples on Wednesday, September 27, 2023 (8:00 AM to 7:00 PM). Nine samples were collected on each Saturday (10:00 AM to 6:00 PM).

A.3 Survey Methodology

The parking surveys involved a team of surveyors who walked pre-determined routes once each hour on the days of the survey. Surveyors recorded the last three digits of each license plate of each vehicle parked in a stall on each block face or in a parking lot.

Ahead of the Saturday, September 27, 2023 and Saturday, September 30, 2023 surveys, the project team sought property owner consent to include select private property lots in the parking surveys. This was intended to identify if these private lots might provide opportunities for public-private parking partnerships. **Appendix B** contains a copy of the consent letter sent to property owners.

The project team did not receive consent from any private property owner to include their parking lots in the surveys, except for the privately owned portion of the Trinity Street Lot. Therefore, parking demand data was not collected for any private parking lots, except the privately owned portion of the Trinity Street Lot.

A.4 Survey Schedule

The goal of the surveys was to collect parking accumulation and duration data for at least ten hours during a typical weekday and at least six hours during the weekend periods. The August weekday survey was conducted until the 8:00 PM hour to capture parking demands related to the Concert Band in the Park. Both Saturday surveys captured the Farmers Market (Saturday, September 9, 2023), and the Saturday, September 30, 2023 survey occurred during Harvest Fest.

In advance of the survey, Paradigm staff visited the study area and developed walking routes to capture the parking utilization and duration data in an efficient and logical manner. Each walking route took no more than one hour to complete. Routes were designed so that they could be easily transferred between staff should assistance or relief be required. For both the on-street parking spaces and the



municipal parking lots, each parking space was numbered on the data collection form and maps were given to each staff member. This ensured data was collected systematically and consistently each time, thereby minimizing opportunities for errors in the data collection.

To conform to Ontario Ministry of Labour requirements, 30 minutes of break time was scheduled after a maximum of five hours. Since each route was designed to take less than one hour, break periods were built in.

During each survey, a site supervisor was available to assist with any issues that arose, answer questions, provide additional supplies, and retrieve the data collection worksheets. The supervisor was also responsible for determining when to stop work due to unforeseen circumstances (such as inclement weather). Except for the Tuesday, August 22, 2023 survey, the data collection went smoothly and was completed as scheduled.

A.5 Effective Parking Supply

The effective parking supply for each survey day was calculated to determine representative parking utilization rates. Event road closures and construction activities resulted in some spaces being closed on select survey dates.

Table A.1 summarizes the total parking supply by zone, and the net parking supply surveyed on each survey date. As previously noted, consent was not provided for any of the private property lots (except the privately owned portion of the Trinity Street lot); therefore, these lots were not included in the parking surveys.



TABLE A.1: TOTAL PARKING SUPPLY

Zone	Public On-Street Parking	Public Off-Street Parking	Private Off-Street Parking	Total
1	55	35	239	329
2	49	134	202	385
3	131	439	161	731
4	89	207	376	672
5	163	0	155	318
6	76	122 ¹	0	198
Total	563	937	1,133	2,633
Net Parking Supply for Survey Date:				
August 22, 2023	563	796	0	1,359
September 9, 2023	561	721	0	1,282
September 27, 2023	563	739	0	1,378
September 30, 2023	493	739	0	1,232

Notes:

1. The Donegan Park Lot comprises 122 parking spaces; however, this parking lot was excluded from the parking study because of potential impacts on parking demand brought about from the scheduling of sporting events and other activities in this lot.



Appendix B

Private Property Consent Form





THE CORPORATION OF THE TOWN OF COBOURG

PUBLIC WORKS DIVISION
740 DIVISION STREET
BLDG #7, NORTHAM INDUSTRIAL PARK
COBOURG, ON, K9A 0H6

Engineering Department
Telephone: (905) 372-4555
Toll Free: 1-888-972-4301
Fax: (905) 372-0009

File No.

Downtown Parking Surveys September 2023

Re: xxx, Cobourg

The Town of Cobourg has retained Paradigm Transportation Solutions Limited to conduct a series of parking surveys in the downtown area. The surveys will provide vital data to help the Town in planning solutions to meet future parking needs. Data collection is scheduled to take place on two Saturdays and one typical weekday (Tuesday, Wednesday, or Thursday) between September 9, 2023 and September 30, 2023, with the exact dates subject to weather conditions.

During the surveys, Paradigm staff will be counting the number of vehicles parked on-street and in lots hourly to aid in determining overall parking demand in the downtown area by time of day. Data collection staff will also be writing down the last three digits of the vehicle license plate to help in estimating typical parking duration (i.e., length of stay in the parking space). **Individuals will not be personally identifiable.** Access to roads and sidewalks will also not be interrupted.

As part of this study, the Town is interested in understanding parking activity in private lots within the downtown area and **kindly requests permission to include your property in the surveys.** Please return the attached **Consent Form** at your earliest convenience to grant permission to enter onto your property for the sole purpose of conducting the parking surveys. If we do not receive a response, we will not include your property in the surveys.

For questions about the surveys, including the collection, use, and disclosure of personal information, please contact the undersigned.

Regards,

Renee Champagne
Transportation Supervisor
Town of Cobourg
905-372-4555
rchampagne@cobourg.ca



THE CORPORATION OF THE TOWN OF COBOURG

PUBLIC WORKS DIVISION
740 DIVISION STREET
BLDG #7, NORTHAM INDUSTRIAL PARK
COBOURG, ON, K9A 0H6

Engineering Department
Telephone: (905) 372-4555
Toll Free: 1-888-972-4301
Fax: (905) 372-0009

File No.

Consent Form Downtown Cobourg Parking Survey September 2023

I/We, _____, the property owner(s)
of _____

- consent
- do not consent

to the inclusion of the above-noted property in the parking surveys to be completed by Paradigm Transportation Solutions Limited, on behalf of the Town of Cobourg, in September 2023.

Signature: _____ Date: _____

Please email to:
Renee Champagne
Transportation Supervisor
Town of Cobourg
rchampagne@cobourg.ca





THE CORPORATION OF THE TOWN OF COBOURG

PUBLIC WORKS DIVISION
740 DIVISION STREET
BLDG #7, NORTHAM INDUSTRIAL PARK
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During the surveys, Paradigm staff will be counting the number of vehicles parked on-street and in municipal lots hourly to aid in determining overall parking demand in the downtown area by time of day. Data collection staff will also be writing down the last three digits of the vehicle license plate to help in estimating typical parking duration (i.e., length of stay in the parking space). **Individuals will not be personally identifiable.** Access to roads and sidewalks will also not be interrupted.

For questions about the surveys, including the collection, use, and disclosure of personal information, please contact the undersigned.

Regards,

Renee Champagne

Renee Champagne
Transportation Supervisor
Town of Cobourg
905-372-4555
rchampagne@cobourg.ca

Appendix C

2023 Town of Cobourg Parking Guide



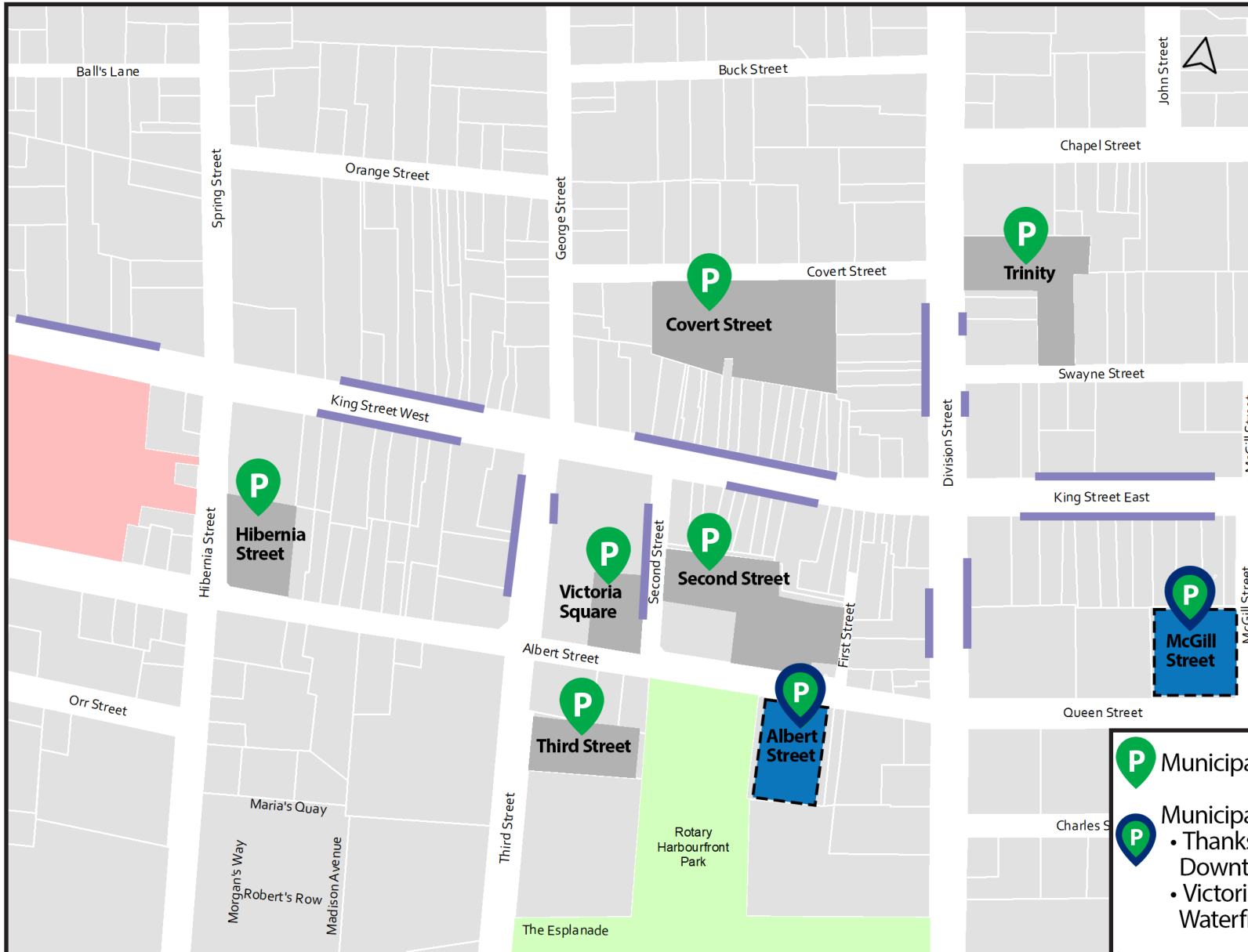
2023 Parking Guide

Town of Cobourg



DOWNTOWN PARKING

Downtown Map Showing Municipal Parking Lots and On-Street Parking



P Municipal Lot, two hours free parking.

P Municipal Lot:

- Thanksgiving to Victoria Day (winter), Downtown rates apply
- Victoria Day to Thanksgiving (summer), Waterfront rates apply

On-street parking

DOWNTOWN PARKING

About Downtown Parking Lots and On-Street Parking: Year Round

ENFORCEMENT HOURS

8 a.m. to 6 p.m.

Monday to Sunday, Holidays Included.

WAYS TO PAY

- **HonkMobile app:** Pay for parking from any smartphone, tablet or computer with web access
- **Parking Meters:** Accept coins, Credit Cards, Interac Flash, Google & Apple Pay
- **Pay & Display:** Accept coins, Credit Cards, Interac Flash, Google & Apple Pay

ON-STREET PARKING

- \$1.75/hour, three hour maximum.

ACCESSIBLE PARKING

NOTE: Parking privileges available to persons with accessible parking permits vary from municipality to municipality. Accessible parking in downtown Cobourg is not free. A monthly accessible parking permit, valid for on-street or in downtown municipal lots may be purchased for all those who qualify. A photo of a valid Ontario issued Accessible Permit must be uploaded/shown at the time of purchase.

Hourly Rates: \$1.75/hour, accessible permit must be visible when parked in an accessible spot.

Monthly Accessible Pass: \$30/month

*Note: Accessible permit must be visible for enforcement officers when parked in an accessible spot.

ADMINISTRATIVE MONETARY PENALTIES

- Fail to pay to park in Parking Meter/Pay and Display Lot at the Downtown Parking Area - \$40
- Park expired time at a Parking Meter or Pay and Display Area - \$40

FREE PARKING

The Town of Cobourg offers two (2) hours free parking in the following downtown municipal lots:

- Covert Street Parking Lot
- Second Street Parking Lot
- Victoria Square Parking Lot
- Third Street Parking Lot
- Hibernia Street Parking Lot
- Albert Street Lot (Thanksgiving to Victoria Day)
- McGill Street Lot (Thanksgiving to Victoria Day)

Parking in the above Municipal Downtown parking lots is free for two (2) hours maximum. If you would like to park for longer, you must purchase a downtown monthly parking permit.

DAILY PARKING PASS

Covert Street Parking Lot has a \$8/day parking pass.

MONTHLY DOWNTOWN PARKING PERMITS

- 30 Day pass - \$30
- 60 Day pass - \$60

Eligible in the following municipal lots:

- Covert Street Parking Lot
- Hibernia Street Parking Lot
- Trinity Parking Lot
- Victoria Square Parking Lot
- Second Street Parking Lot
- Third Street Parking Lot
- Albert Street Parking Lot (Thanksgiving to Victoria Day)
- McGill St. Lot (Thanksgiving to Victoria Day)

Permits may be purchased online at parking.cobourg.ca or by visiting Victoria Hall (55 King Street West). You will need the license plate(s) and make of your vehicle when applying for a permit.

WATERFRONT PARKING

Municipal Waterfront Parking Lot: Victoria Day weekend to Thanksgiving



WATERFRONT PARKING

About Waterfront Parking Lots and On-Street Waterfront Area Parking (Victoria Day to Thanksgiving)

WATERFRONT PARKING ENFORCEMENT HOURS

9 a.m. to 8 p.m. Monday to Sunday, holidays included.
Exception in the East Beach Parking Area, enforced 9 a.m. to 4 p.m.

RATES

Waterfront parking is \$5/hour (on-street or in lots), with no parking maximum.

WAYS TO PAY

- **HonkMobile app:** Pay for parking from any smartphone, tablet or computer with web access. Visit www.HonkMobile.com.
- **Parking Meters:** Accept coins, Credit Cards, Interac Flash, Google & Apple Pay
- **Pay & Display:** Accept coins, Credit Cards, Interac Flash, Google & Apple Pay
- **Daily Waterfront Passes** (\$40/day - valid 9 a.m. to 8 p.m.)
- **Resident Waterfront Season Pass**
\$40/season – Cobourg residents
\$20/season – East Beach area residents
- **Visitor Waterfront Season Pass:** \$150/season
Passes are available for purchase online at parking.cobourg.ca or from Town Hall (55 King Street West)

EAST BEACH PARKING AREA

Enforcement Hours: 9 a.m. to 4 p.m.
On-street parking, east of Victoria Park, as identified in the Map, may be paid by:

- Honk Mobile (\$5/hour)
- Resident Season Pass (\$20 or \$40)
- Visitor Waterfront Season Pass (\$150/season)
- Waterfront Day Pass (\$40/day)

Overnight parking is only permitted within the East Beach Parking Area.

ADMINISTRATIVE MONETARY PENALTIES

Fail to pay in a paid parking area - \$160.
Expired time within a paid parking area - \$160.

ON-STREET WATERFRONT PARKING

On-Street paid parking is available on the following streets:

- Third Street, south of Albert Street
- Albert Street, between Third Street and Division Street
- Queen Street, north side, between Division and McGill Street
- Queen Street, south side, between McGill and Church Street
- Queen Street, between Church Street and D'Arcy Street
- Division Street, between Albert Street and Esplanade East Lot
- Division Street, south side
- Charles Street, south side
- McGill Street, east side
- Church Street
- Paul Currelly Way
- Green Street
- Henry Street, between Bay and King Street
- Perry Street
- Bay Street

WATERFRONT PARKING LOTS

Daily and hourly parking is available in the following waterfront Parking Lots. **Overnight parking is not permitted in any Waterfront Parking lot.**

- Marina Lot (Waterfront Parking Pass or Marina Parking Pass)
- The Esplanade, East and West
- Albert Street Lot (Waterfront Parking fees apply from Victoria Day to Thanksgiving)
- Division Street Lot
- McGill Street Lot (Waterfront Parking fees apply from Victoria Day to Thanksgiving)
- Centennial Pool Lot

WATERFRONT PARKING

Additional Information For Visiting Cobourg's Waterfront

RESIDENT WATERFRONT SEASON PASS

Cobourg residents only, \$40/season.

Effective from Victoria Day to Labour Day and eligible in all on-street and pay and display waterfront areas. Residents who live within the East Beach Parking Area will receive a discounted rate of \$20 for their Resident Waterfront Season pass. Resident Waterfront Passes can be purchased online or by visiting Victoria Hall.

NOTE: One pass is permitted per residential address. Residents can register up to two vehicles per pass. However, only one vehicle can utilize the pass at a time.

VISITOR WATERFRONT SEASON PASS

NEW this year the Town of Cobourg has introduced a visitor waterfront parking pass at a rate of \$150/season. The parking pass will be available for non-residents to utilize all season long. Passes may be purchased online at parking.cobourg.ca or in-person at Victoria Hall.

CHARLES STREET LOT

The Charles Street lot is available for Resident Waterfront Season Pass holders only.

DROP OFF LOCATIONS

There are five drop off locations adjacent to Victoria Park and Victoria Beach (see Waterfront Parking map, page 4).

Drop off locations are located at:

- King Street at Church Street
- South end of McGill Street
- South end of Church Street (west side)
- Paul Currelly Way at Perry Street
- Bay Street at Paul Currelly Way

TIPS FOR AVOIDING PARKING TICKETS

- Watch for signs
- Read parking meters and pay and display machines
- Do not park in accessible spaces unless you have a valid permit
- Do not park on or over sidewalks
- Check the Parking By-law to make sure of winter parking regulations
- Call the Municipal Law Enforcement department at 905-372-8380 or amps@cobourg.ca if you are not sure of restrictions in an area

ABOUT HONK MOBILE

With the Honk app, residents and visitors can seamlessly search, pay for and top up parking from a phone, tablet or computer. How it works:

1. Download the HonkMobile app. Find it at honkmobile.com, Google Play or the App Store
2. Set up your account. Add as many vehicles and payment sources as you like to your profile.
3. Use HonkMobile to pay for your parking in all Cobourg on-street locations and Pay & Display lot

RELEVANT BY-LAWS FOR COBOURG'S WATERFRONT



PAYING A PARKING TICKET

Administrative Monetary Penalties

The Administrative Monetary Penalty (A.M.P.) system is a fast and flexible process for payment, appeal and collection of minor by-law infractions.

A.M.P. enforcement transfers by-law disputes from the courtroom to the municipality using Screening and Hearings Officers who can modify, cancel, or affirm penalties. This approach helps reduce congestion in the courts and provides a local and accessible dispute resolution system.

Parking-related penalty notices are generally issued by attaching the notice to the vehicle or serving the notice directly to the operator; however, they may also be issued through other methods including in-person, through mail, by fax, and by email.

Parking or Ticket Questions

To speak with a Municipal Law Enforcement Officer in-person, visit their offices in the Market Building (201 Second Street, located behind Victoria Hall) between 8:30 a.m. to 4:30 p.m. on weekdays.

Appealing a Penalty

Only the vehicle's registered owner or the person named in the Penalty Notice may dispute a Penalty Notice.

To dispute a ticket, complete a request for screening form available online at www.cobourg.ca/appeals.

If the matter is still in dispute following a screening, you may request a review by the Hearings Officer by completing a request for hearing form.

PAYMENT OPTIONS

1. Online: www.cobourg.ca/amp

2. Mail: If paying by mail, **write the Penalty Notice Number** on the front of your cheque or money order and make payable to the Town of Cobourg. Payments can be mailed to:
Finance Department
Victoria Hall
55 King Street West
Cobourg, Ontario
K9A 2M2

Do not send cash by mail. Post-dated cheques or payments by installment will not be accepted. Non-Sufficient Funds (NSF) cheques will be subject to an Administrative Fee. Payment Date is the date payment is received and accepted, not the date of mailing. Please pay close attention to the times allowed for payment.

3. In Person: at the above address Monday through Friday, between 8:30 a.m. and 4:30 p.m. except civic holidays or by telephone: 905-372-8380.

4. Drop-Off: Place ticket in envelope with cheque or money order (no cash) in the 24/7 deposit box mail slot located at the Town Hall on the West Side of building.



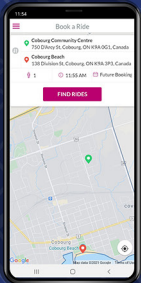
Cobourg Rides

GET THE APP BOOK A RIDE



 cobourg.ca/rides

Download the app!



Pick-Up On-Demand



Book, pay, and track your ride from any computer, tablet or smartphone.

Here's how it works:

- 1 Download the app, book online or call in to arrange your ride.
- 2 Choose the nearest pick-up and drop-off location using the map.
- 3 Pay through your secure online account or pay cash onboard.
- 4 Track your ride in real-time, hop on and enjoy your ride!

Other On-Demand Booking Options:

 TELEPHONE
905-373-0582


 ONLINE
cobourg.ca/rides



Visit ExperienceCobourg.ca for information on community and cultural events!

Experience
COBOURG

Your STORY BEGINS HERE!

	THE CORPORATION OF THE TOWN OF COBOURG
	Corporate, Finance, and Legislative Standing Committee
TO:	Members of the Corporate, Finance and Legislative Standing Committee
FROM:	Yasmyn Belle, Secretary
MEETING DATE:	Thursday, April 4, 2024
SUBJECT:	Motion to amend the Cobourg Accessibility Advisory Membership

The following Motion was adopted at the Wednesday, March 20, 2024 Cobourg Accessibility Advisory Committee (CAAC) Meeting:

Moved by Councillor Adam Bureau

THAT Council amend the Committee’s staff liaisons to provide that an additional person representing health care officials or any other liaison positions that would benefit accessibility be added; and

FURTHER THAT Council amend the Committee membership to provide that there would be one member of Council on a rotating basis.

Carried

Report Approval Details

Document Title:	AAC Membership Amendment .docx
Attachments:	
Final Approval Date:	Mar 28, 2024

This report and all of its attachments were approved and signed as outlined below:

Kristina Lepik, Deputy Clerk / Manager, Legislative Services - Mar 28, 2024 - 9:29 AM

REQUEST FOR "COBOURG MUSEUM DAY" PROCLAMATION - MAY 18, 2024
(Draft Only - updated Jan 16, 2024)

In November 1999 the Cobourg Museum Foundation was officially incorporated and approved as a charity by the Province of Ontario. The Museum was opened to the public under the name of the Sifton-Cook Heritage Centre in May 2012, and recently celebrated its 10th Anniversary of successful operation. This year, the Foundation is proud to be celebrating its 25th Anniversary.

During those years, many generous businesses, hundreds of volunteers, and thousands of visitors, have made the site on Orr Street a place of excitement, entertainment and learning.

It is now our hope to share with all of Cobourg the pleasure we feel in reaching this particular milestone.

May 18 each year has been designated as International Museum Day. This year that happens to be the day on which the newly named Cobourg & Area Museum with its Sifton-Cook Exhibit Hall will be opening its gates for the season. We therefore respectfully request that:

- the Town of Cobourg issue a proclamation to the effect that for this year, Saturday, May 18 will be Cobourg Museum Day.

We further request that:

- on this day the exterior of the Town Hall be lit with coloured lights (*we are to suggest what colours*), and that:
- on this day and for the rest of May a flag showing the Museum's logo be flown from a community flag pole

WORDING OF PROCLAMATION
(Draft only- Updated Jan 16, 2024)

WHEREAS the Cobourg Museum Foundation has over the past 25 years, with the support of the Town and with the help of local businesses and hundreds of volunteers:

- saved and restored the stone building commonly known as the "Barracks"
- created and operated there a museum telling the stories of Cobourg and area
- welcomed thousands of visitors, both residents and visitors,

THEREFORE be it resolved that May 18, 2024, also known as International Museum Day, be designated by the Town of Cobourg as Cobourg Museum Day.

THEREFORE be it resolved that all citizens of Cobourg be encouraged to visit the Museum and, if they so wish, to support it.

The museums in our community add to the vitality of our life together and keep us conscious that we are a people with a past to be both celebrated and learned from.

May the Cobourg & Area Museum continue from strength to strength!



Friday, March 22, 2024

Subject: Join the movement! Celebrate the International Day Against Homophobia and Transphobia on May 17.

Hello,

Fondation Émergence's mission is to educate, inform and raise awareness of the realities of LGBTQ+ people. In 2003, it created the world's first International Day Against Homophobia and Transphobia (May 17), which is now celebrated in over a hundred countries. The date commemorates the removal of homosexuality from the WHO's list of mental illnesses on May 17, 1990. Today, it's the perfect time to converge awareness-raising activities and engage in constructive, positive public dialogue to counter homophobia and transphobia.

As part of the International Day Against Homophobia and Transphobia, Fondation Émergence is inviting all municipalities to send a message of inclusion to the residents of their municipality by raising the flag on May 17.

We also invite you to pass a resolution at your municipal council to mark this important day (see template attached in the e-mail). We also invite you to send us your resolution for inclusion on our map of municipalities [Map of municipalities - May 17](#)

Last year, 249 municipalities showed their support for LGBTQ+ people. Join the movement and help us raise awareness of sexual and gender diversity in all walks of life.

What's more, we invite you to share a photo on your social networks, tagging @journee17mai with #17mai, so that your municipality radiates its inclusivity throughout Quebec.

With your support, we'll continue to make Quebec history by taking a strong stand against homophobia and transphobia. Together, we can create a Quebec that fully accepts sexual and gender diversity.

Yours sincerely,

Laurent Breault
Executive director



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Corporate, Finance, and Legislative Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Standing Committee Date: April 5, 2024
Report Number: COR-2024-006
Council Meeting Date: April 24, 2024
Subject: **2024 Annual Repayment Limit**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive the staff report and the attached correspondence from the Ministry of Municipal Affairs and Housing (MMAH) for information purposes.

2. Executive Summary:

The updated Annual Repayment Limit (ARL) as provided by the Ministry of Municipal Affairs and Housing dated March 20, 2024 is \$12,198,551.

The report on the Town of Cobourg's debt limit, based on the latest ARL, is presented to Council annually. This report provides Council with information with respect to the Municipality's existing levels of long-term debt as well as the additional long-term borrowings that could be available as per the provincial guidelines.

The ARL is a statement of the maximum dollar amount a Municipality may commit to payments relating to debt and financial obligations before it must obtain provincial approval.

The Town's ARL as well as the Town's ability to repay debt are carefully considered when staff present recommendations on debt financing to Council. The Town continues to utilize strategies that plan and prioritize capital expenditure requirements and that coordinate the timing of approved debt issuance with debt repayments in order to maintain desired debt levels through cash flow management.

3. Background

As outlined by regulation, a Municipality's Annual Repayment Limit, as provided by the Ministry of Municipal Affairs and Housing, represents the maximum amount that a Municipality has available to commit to additional payments relating to debt and financial obligations. The limit is based on a 25% calculation of annual operating fund revenues excluding certain revenues such as government grants and transfers from reserves and reserve funds. The MMAH determines the Municipality's ARL under Ontario Regulation 403/02, made pursuant to the Municipal Act, 2001, based on the second previous year's Financial Information Return, as prepared by the Municipality and submitted annually to the MMAH.

Attached to this report is a copy of a letter dated March 20, 2024 was received from the MMAH.

4. Discussion:

Annual Repayment Limit Amount

The ARL is the maximum amount that a Municipality in Ontario can pay each year in debt servicing (principal and interest) long-term debt and other long-term financial commitments without having to obtain prior provincial approval.

The calculation for the Town of Cobourg's 2024 ARL effective January 1, 2024, as provided by the MMAH, is as follows:

2022 Net Revenue	\$55,341,329
25% of Net Revenue	\$13,835,332
2022 Debt	(\$1,636,781)
Annual Repayment Limit	\$12,198,551

The ARL for 2024 is \$12,198,551 and is an increase from the prior years as follows:

Year	Annual Repayment Limit
2024	\$12,198,551
2023	\$11,170,032
2022	\$10,141,369
2021	\$10,493,205
2020	\$9,687,451
2019	\$9,277,183
2018	\$8,132,925
2017	\$7,820,925
2016	\$6,432,857
2015	\$6,003,915

The ARL as at January 1, 2024 would allow the Municipality to undertake additional long-term borrowings, as outlined in the table below, based on an assumption of 5% interest and 7% interest over varying terms. These amounts reflect the maximum amount of additional debentures that could be issued according to provincial guidelines.

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	152,020,912
(a)	15 years @ 5% p.a.	\$	126,616,791
(a)	10 years @ 5% p.a.	\$	94,193,979
(a)	05 years @ 5% p.a.	\$	52,813,343
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	129,231,626
(a)	15 years @ 7% p.a.	\$	111,103,356
(a)	10 years @ 7% p.a.	\$	85,677,519
(a)	05 years @ 7% p.a.	\$	50,016,469

As indicated, as the interest rate decreases, debt capacity increases and similarly, as the amortization period is lengthened, debt capacity increases. However, the longer the amortization period, the greater the total cost to the Town and taxpayers.

Current Outstanding Debt

As of December 31, 2023, the outstanding debt that would impact the ARL is as follows:

Debtor	Interest Rate	Balance Outstanding at December 31, 2023	Maturity	Details
Town of Cobourg				
Infrastructure Ontario	3.35%	\$2,230,199	May 2032	Cobourg Community Centre
Waterworks of the Town of Cobourg				
TD Bank	2.73%	\$624,200	May 2028	Radio frequency meter replacement
TD Bank	2.92%	\$195,891	May 2028	Radio frequency meter replacement
TD Bank	2.70%	\$100,218	June 2028	Radio frequency meter replacement
TD Bank	5.04%	\$7,365,524	March 2054	Watermain replacements

As Waterworks is an entity owned and controlled by the Town of Cobourg, any debt issued to Waterworks is required to be approved by the Town of Cobourg and is reflected in the Town's ARL.

Below is a summary of the Town of Cobourg's 2023 ARL compared to similar sized Municipalities.

Municipality	Population	2023 ARL
Town of Gravenhurst	13,157	\$3,542,294
Township of St. Clair	14,086	\$5,774,836
Township of South Frontenac	15,675	\$6,196,349
Town of Bracebridge	16,010	\$4,377,340
Municipality of Port Hope	17,279	\$5,122,409
Town of Cobourg	18,210	\$11,170,032
Township of Scugog	18,420	\$4,689,512
Township of Oro-Medonte	20,031	\$5,640,622
Town of East Gwillimbury	24,000	\$12,994,999
County of Frontenac	29,295	\$2,436,817
Municipality of Leamington	29,680	\$15,373,776
Average (excluding Cobourg)	19,763	\$6,614,895
Year 2023 - Financial Information Return (gov.on.ca)		

The above indicates that Cobourg ARL is well above comparators and the average, indicating the Town has is fiscally responsible and that its long-term planning approach to capital initiatives has resulted in little reliance on debt financing.

5. Financial Impact and Budget

There are no 2024 financial impacts and no impacts to the 2024 budget. Prior to any borrowing taking place the Treasurer provides a report to Council outlining the impact on servicing that debt would have on the Annual Repayment Limit.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Click or tap here to enter text.

Service Excellence

Click or tap here to enter text.

Sustainability

The Annual Repayment Limit demonstrates the Towns commitment to enhancing its financial plan and ensuring long-term stability by ensuring a financial plan that is not reliant on debt.

7. Public Engagement:

Public engagement is not considered necessary as the report is for information purposes.

8. Attachments:

2024 Annual Repayment Limit

**Ministry of
Municipal Affairs
and Housing**

Municipal Finance Policy Branch

777 Bay Street, 13th Floor
Toronto ON M7A 2J3
Email: MFPB@ontario.ca

**Ministère des Affaires
municipales et du Logement**

Direction des politiques relatives
aux finances municipales

777, rue Bay, 13^e étage
Toronto ON M7A 2J3
Courriel: MFPB@ontario.ca



March 20, 2024

Dear Municipal Treasurer,

I am pleased to enclose a report showing your municipality's 2024 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations. Your 2024 ARL was calculated based on 25 percent of your net own source revenues as reported in your 2022 Financial Information Return (FIR).

Municipalities in Ontario are responsible for ensuring that they do not exceed their ARL. When a municipality proposes long-term borrowing (or other long-term financial obligation), the municipal treasurer is responsible for updating the limit provided by the Ministry. The treasurer must determine if there is capacity within the municipality's ARL to undertake the planned borrowing. Schedule 81 of the FIR may be among the schedules of interest to the treasurer when updating the municipality's ARL.

If you require any further information, please contact the appropriate Municipal Services Office of the Ministry of Municipal Affairs and Housing (list enclosed).

Yours truly,

A handwritten signature in black ink that reads "Ruchi Parkash".

Ruchi Parkash
Director

Enclosures

2024 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	61403		
MUNID:	14021		
MUNICIPALITY:	Cobourg T		
UPPER TIER:	Northumberland Co		
REPAYMENT LIMIT:		\$	12,198,551

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	152,020,912
(a)	15 years @ 5% p.a.	\$	126,616,791
(a)	10 years @ 5% p.a.	\$	94,193,979
(a)	05 years @ 5% p.a.	\$	52,813,343
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(a)	10 years @ 7% p.a.	\$	85,677,519
(a)	05 years @ 7% p.a.	\$	50,016,469

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Cobourg T

MMAH CODE:

61403

		1
		\$
Debt Charges for the Current Year		
0210	Principal (SLC 74 3099 01)	1,488,549
0220	Interest (SLC 74 3099 02)	148,232
0299	Subtotal	1,636,781
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	1,636,781

		1
		\$
Amounts Recovered from Unconsolidated Entities		
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	0
9920	Net Debt Charges	1,636,781

		1
		\$
1610	Total Revenue (SLC 10 9910 01)	64,742,642
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	3,223,073
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	24,051
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	203,000
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	1,015,654
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	1,083,639
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	-121,084
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	1,159,793
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	993,849
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	1,041,067
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	778,271
2299	Subtotal	9,401,313
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	55,341,329
2620	25% of Net Revenues	13,835,332
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	12,198,551
		(25% of Net Revenues less Net Debt Charges)

* SLC denotes Schedule, Line Column.



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Strategic Priorities and Policy Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Keith Hearst, Grant and Policy Writer
Standing Committee Date: April 2, 2024
Report Number: LS-2024-011
Council Meeting Date: April 24, 2024
Subject: **Municipal Community Grants**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council authorize staff to enter Memorandum of Understandings (MOU's) with long-term grant recipients; and

FURTHER THAT Council direct staff to develop a Concert Hall Room Allocation policy; and

FURTHER THAT Council review each other Community Grant Funding request in order to allocate funding

2. Executive Summary:

On January 31, 2024, Council approved that \$30,000 of the 2024 Operating Budget be allocated to the Municipal Community Grants program. This funding was without any specific allocation with the direction to staff to enter into MOUs with grant applicants who are deemed long-term recipients through the annual grant program.

In reviewing all the applications received during the community grants process, staff determined that five (5) of the applicants can be deemed long-term in-kind grant recipients. An additional two (2) applicants were also determined to be long-

term cash grant recipients. MOUs can be negotiated for these applicants. Other in-kind funding requests may also be addressed through policy. As many of the in-kind requests are for booking the Concert Hall at Victoria Hall, the development of a room allocation policy may help to further alleviate the volume of grant requests each year and address calls for in-kind support.

All cash funding approval must be approved by Council and each applicant will have the opportunity to present their applications to Council in-person. This will provide the opportunity for a more fulsome review of the requests for Funding under the Municipal Community Grants program.

3. Background

The Municipal Community Grants program is an annual grant program that provides non-profit and community-based organizations with modest levels of funding for projects and programs that improve the quality of life for residents and visitors. Recipients can request either cash funding or in-kind support for community projects, operating expenses, special and community events, parking permits and facility rentals.

The Town of Cobourg received twenty-one (21) grant applications for the 2024 Municipal Community Grant program. The total amount requested between all twenty-one (21) applicants was \$81,347.46. Of the twenty-one (21) applicants, nine (9) applications were for in-kind grants and twelve (12) were for cash funds.

On the January 31, 2024, regular council meeting the following motion was carried:

FURTHER THAT Council only approve \$30,000 in Community Grants funding without specific grant allocations to community organizations in the 2024 Operating Budget, and

FURTHER THAT Council direct staff to bring forward a report to Council on individual memorandums of understanding (MOU) on long-term in-kind grant request recipients to eliminate the yearly grant requests from these groups to be brought back for Council approval; and

FURHTER THAT Council direct staff to bring back each community grant application and supporting materials separately who are outside of the long-term in-kind grant recipients for an individual vote on funding approval by Council for each application.

Following this motion from Council, staff reviewed all the applicants for the 2024 Municipal Community Grants Program to determine which applicants would fall under the scope of long-term in-kind grant request recipients.

Seven (7) applicants were highlighted as long-term grant recipients, while twelve (12) applicants to be brought back to council for final decisions on funding. One (1) applicant, the Cobourg Highland Games Society withdrew their application as they have changed the location of the Highland Games for 2024 to Port Hope.

4. Discussion:

Staff separated all the in-kind grants from the cash funding requests to determine which grant applicants' submissions could be resolved with an MOU or alternative method and which would need to be brought forward to Council. Based on Council's direction there are seven (7) applicants that can have their requests resolved through the adoption of MOUs between the applicant and the Town. This would alleviate the necessity of these applicants to apply for an in-kind grant every year as per our Municipal Community Grants Policy.

Under the existing policy, applicants were required to reapply for their grants each year. Requiring each applicant to reapply each year was to ensure a transparent and consistent method to determine the distribution of grant funding from the Town each year. However, requiring applicants to reapply each year for the same purpose can be onerous for the applicant.

To alleviate the onus of the long-term in-kind grant recipients to reapply for the community grants program, MOUs can be developed to provide longer-term support from the Town. The adoption of separate MOUs for each of the long-term recipients will end the requirement to reapply for the Municipal Community Grant program each year. MOUs for long-term annual grant applicants can be negotiated with these applicants.

The list of long-term in-kind grant recipients is as follows:

- Cobourg and District Historical Society
- Cobourg Ecology Garden
- Cobourg Lawn Bowling Club
- Victoria Hall Volunteers
- Victorian Operetta Society

In addition to the list of the long-term in-kind grant recipients, the Town has also contributed cash amount to two (2) other community organizations as noted below. Staff recommend that these relationships also be taken out of the yearly Community Grant process and direct Staff to enter into MOUs with these organizations as well.

The list of long-term cash grant recipients is as follows:

- Cobourg Museum Foundation – Property Taxes

- Cobourg Ecology Garden

All other in-kind grant applicants were not determined to be long-term in-kind grant recipients based on prior records on community grant submissions.

The list of remaining in-kind grant recipients is as follows:

- Ontario Youth Parliament
- Film Access Northumberland (Eye2Eye)
- Green Wood Coalition

The most common in-kind grant applicants request space from the Town to utilize for their organization at no cost, but there could be a cost to the Town if there is another organization wishing to book the space at pay the applicable fees associated with it. As with any venue space, there are times where there are non-premium booking times, in which the Concert Hall is not normally booked, and these times could be used by non-profits as those times would be sitting vacant. The development of a new Concert Hall Allocation Policy would provide clarity and time for in-kind applicants that are seeking in-kind contributions to book the Concert Hall at Victoria Hall. Requests for in-kind contributions to book time in the Concert Hall make up the majority of in-kind requests each year. Developing a policy for the allocation of the Concert Hall and other venues can help to provide a clear guide for these applicants regarding booking. To keep in-line with the Municipal Community Grants policy and guidelines, the allocation policy would only apply to registered charities and non-profit organizations.

All the remaining applications for cash funding will be permitted to submit their applications to Council again for consideration. It will be Council's decision to allocate the \$30,000 set aside for the community grants program. Each applicant will have the opportunity to present their applications in front of Council to appeal for funding. Each application will have to be weighed to allocate the \$30,000 of approved funding to have the greatest impact for the community.

The list of remaining Cash Grant Recipients is as follows:

- Big Brothers Big Sisters of Northumberland
- Community Care Northumberland
- Horizon of Friendship
- Northumberland Hills Stitchery Guild
- Northumberland Hispanic Cultural Club
- Northumberland Humane Society
- Northumberland Oral Health Coalition
- Northumberland Pride
- Northumberland Fare Share Food Bank

5. Financial Impact and Budget

The total funding requests for the 2024 Municipal Community Grants program was \$81,347.46 which amounts to a nearly \$30,000 increase in total requests from 2023 (\$51,852). There were 21 total applicants for the program. The breakdown of the allocation of funding requests is as follows:

Type of Request	Total Amount Requested
Long-term in-kind grant recipients	\$11,291.65
Long-term cash grant recipients	\$9,500
In-kind grant application	\$5,332.81
Cash grant applicants	\$44,225
Ineligible applicants	\$5,500
Withdrawn applicants	\$5,498
Total Requested Amount =	\$81,347.46

Both the long-term in-kind and cash grant recipients will be covered through negotiated MOUs with the Town. While the other in-kind grant applicants can be responded to through policy. The development of a Concert Hall Allocation policy can assign times for in-kind applicants to use the concert hall in off-peak hours when the hall would not normally be rented out for events or concerts. However, one of this year's in-kind applicants, the Ontario Youth Parliament, has already had their event and paid for their room booking. If Council chooses to fund this request, it will have to be a cash reimbursement for the use of the courtroom at Victoria Hall.

The request from the remaining eligible cash grant applicants amounts to \$44,225. Council has allocated a total of \$30,000 from the 2024 Operating Budget for the Municipal Community Grants program, which amounts to approximately 68% of the total eligible cash funding requests. Council must determine how to allocate the available funding across the remaining applicants to ensure the greatest positive impact for the community.

In addition, it should be noted that the Town also contributes funding to various other long-standing community-based organizations through MOU's and Lease Agreements. Council may want to also in the future to direct Staff to provide an overview and summary of these contributions and long-standing funding and support agreements, which may be way beyond \$80,000.

6. Relationship to Council’s Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

The Municipal Community Grants program falls under the thriving community pillar of Council’s Strategic Plan. The grant program provides support for various charitable and non-profit community organizations that provide benefits for all residents and visitors to Cobourg. The program demonstrates an investment on the part of the Town in programs and services that reach beyond the scope of the Town to encourage active lifestyles for all age groups. Providing funding to local community organizations also demonstrate a care and willingness from the Town to help these organizations flourish and succeed.

Service Excellence

Sustainability

7. Public Engagement:

N/A

8. Attachments:

N/A

Report Approval Details

Document Title:	Municipal Community Grants.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Larmer, Municipal Clerk / Director of Legislative Services - Mar 26, 2024 - 11:48 AM

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 2:40 PM



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

Delegation Request Form

Submit the completed Delegation Request Form to the Municipal Clerk by e-mail to clerk@cobourg.ca or in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2.

Contact Information

Name of Delegate(s):

Adam Yahn

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

Meeting Selection

I wish to appear before:

- Strategic Priorities and Policy Standing Committee
- Corporate, Finance and Legislative Standing Committee
- Public Works Planning and Development Standing Committee
- Community Services, Protection, and Economic Development Standing Committee
- Regular Council
- Accessibility Advisory Committee
- Cobourg Public Library Board
- Cobourg Heritage Advisory Committee
- Cobourg Police Services Board

Delegation Request

General Nature / Purpose of the Delegation:

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

I previously appeared before Committee of the Whole in September to discuss the Pebble Beach/Glen Watford forested area bordered by CN Rail to north, town limits to west, Lake Ontario to the south, and Glen Watford Road to east. I would like to update Council on some developments and ask Council to take further direction.

Recommendation to Council / Committee / Board

(Indicate the action you would like the Town to take with respect to the above-noted subject matter)

We would like to ask Town Council to donate the existing Town of Cobourg properties within the Pebble Beach/Glen Watford forested area to the Northumberland Land Trust.

Have you appeared before the Council / Committee / Board in the past to discuss this issue?

Yes No

Presentation Material

Will you have an oral or written presentation?

Oral

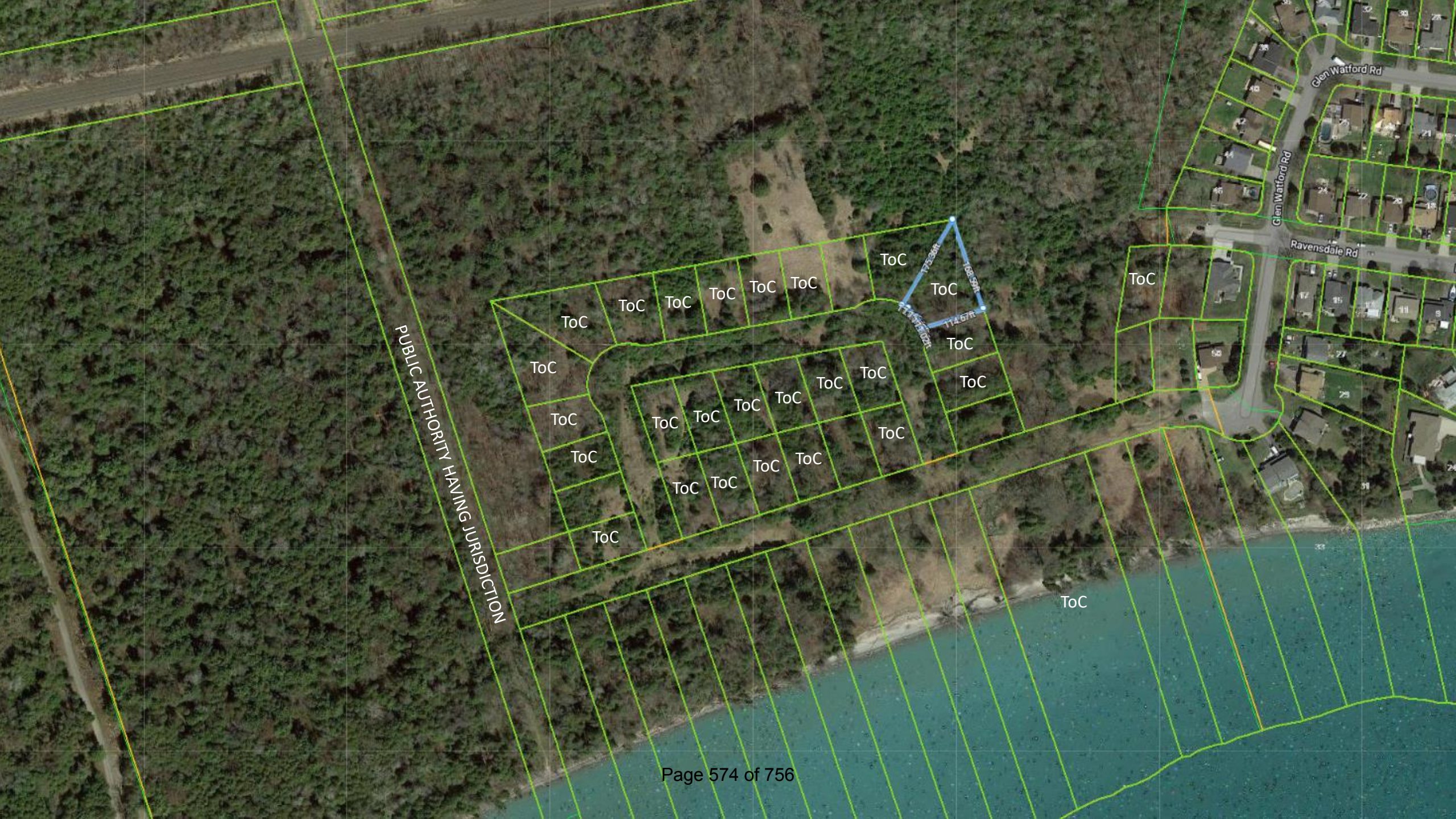
Written

Will you have a visual presentation?
(ie. PPT, pictures, etc.)

Yes

No

Delegates are required to provide any supporting materials for a Council Meeting to the Clerk by noon on Monday nine (9) days prior to the meeting to be included on the Meeting Agenda for circulation. Supporting materials for an Advisory Committee or Board are required to be submitted by noon five (5) days prior to the meeting to be included on the Meeting Agenda.



PUBLIC AUTHORITY HAVING JURISDICTION



1647906 Ontario Limited aka Stalwood Homes

PUBLIC AUTHORITY HAVING JURISDICTION

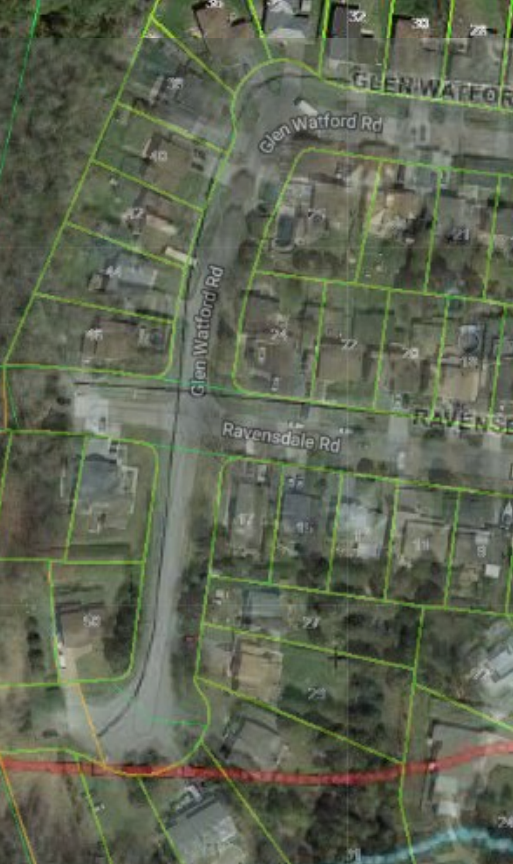






1647906 Ontario Limited aka Stalwood Homes

THE ESPLANADE
PUBLIC AUTHORITY HAVING JURISDICTION



Our 'Ask' of Town Council: Donate 27 undevelopable lots to Northumberland Land Trust

PUBLIC AUTHORITY HAVING JURISDICTION





STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Community Services, Protection, and Economic Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Brent Larmer, Town Clerk/Director Legislative Services
Standing Committee Date: April 3, 2024
Report Number: LS-2024-012
Council Meeting Date: April 24, 2024
Subject: **Vehicle For Hire Standards**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council endorse and approve the Vehicle for Hire By-law; and

FURTHER THAT Council endorse and approve the amendment to the User Fee By-law for a system of Vehicle for Hire License Fees; and

FURTHER THAT the Standing Committee direct staff to advertise and encourage public comment through submissions to the Town on engage Cobourg during the two (2) week period, prior to the Regular Council Meeting and that Staff provide a summary to Council prior to final approval.

2. Executive Summary:

The purpose of this report is to summarize public submissions and consultation from the Taxicab Industry and Ridesharing Services and bring forward a final Vehicle for Hire By-law for Council review, consideration and approval.

3. Background

In 2019 in response to Council direction, the Town of Cobourg Legislative Services Department and Communications Department undertook a four-week public engagement process with Cobourg residents, taxicab owners and drivers. The purpose was to engage stakeholders and the community on the Taxicab Industry and ridesharing/vehicle for hire regulation.

Subsequently, in 2020 Council further directed staff to review Cobourg's Taxi By-law and discussion concerning the Vehicle-For Hire industry and investigate/create a by-law regulating ride sharing transportation such as Uber or Lyft and review the entire taxicab by-law through the public and taxicab owners and operators. The process unfortunately was delayed due to the Covid-19 pandemic.

Staff reported back to Council in 2023 with a proposed licensing system for VFH operators (Appendix "B" Modernizing Vehicle for Hire Standards in the Town of Cobourg) and were further directed to schedule public meetings to receive feedback from the public, taxicab industry and ridesharing services on the proposed regulations.

Staff have subsequently met with the taxicab Industry and ridesharing services and have considered their feedback and conducted a further review of the proposed regulations.

4. Discussion:

Municipalities are authorized pursuant to the *Municipal Act, 2001* to regulate taxicabs and other modes of private transportation services to achieve various public policy objectives. Municipalities under the authority of the *Municipal Act, 2001* have the following powers when it comes to licensing of businesses within their jurisdiction;

- a) rights powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;
- b) the authority to implement business licensing in the interest of health and safety, well-being of person, consumer protection and nuisance control;
- c) the authority for the purposes of establishing a system of licensing with respect to VFH businesses;
- d) the ability to pass by-laws for imposing fees or charges to permits and services provided;
- e) the power to impose a system of administrative penalties to encourage compliance with this by-law

The recent entrance of Transportation Network Companies (Uber, Lyft etc.,) in many municipalities and the public's affinity for such services has compelled

regulators to review their Vehicle-For-Hire (e.g. taxis, transportation network companies, designated drivers, and limousines) licensing systems to ensure the public's interests are addressed. While all V.F.H.s provide similar services, there are a number of inherent differences that are unique to each industry.

Taxicab Drivers/Owners/Brokers

In most municipalities the Taxi Industry operates in a "tight" regulatory framework while others do not. The service may consist of; Taxicab Brokers, Owners, Drivers, include dispatch services, have fleet managers for some vehicles and utilize Town issued Taxicab Plates. Drivers are screened for a police record check and driver abstract and when applying for the first time they must pass a written test. Municipalities have traditionally regulated taxicab fares (also referred to as "tariffs") by establishing fixed rates for the purpose of consumer protection. Tariffs (fees) are established by the Town and discounts off the metered rate are generally not allowed. A taxicab is required to undergo municipal inspections to ensure that the vehicle complies with the standards set out in the T.L.B. Perhaps the most important portion of the inspection is the inspecting of taximeters which determine the fare the client pays based on the tariff rates established by the Town. Taxicab Owners must also submit a safety standards certificate, twice each year issued by a mechanic, demonstrating that the vehicle complies with the Province of Ontario's standards for mechanical safety.

Limousine Companies and Drivers

Town staff determined that there is just one current locally-based Limousine Companies and Drivers that would be affected by the proposed regulations. Limousines are not currently licensed by the Town and under existing legislation, certain Limousines (vehicles with a seating capacity, not including the driver, of 10 or more) are required to comply with the Province's Commercial Vehicle Operator's Registration system and must be inspected for mechanical safety and Drivers of such vehicles must comply with maximum driving time standards. Drivers are also generally screened for a police record check and driver abstract. Fees are established by the Company and discounts are permitted. Rides are typically arranged through telephone, internet or e-mail. The operating model of T.N.C.s is different than the Limousine Industry and as such appropriate standards are established in the proposed VFH by-law.

Designated Driving Brokers and Drivers

Town staff determined that there were no current locally-based Designated Drivers or Brokers that would be affected by the proposed regulations. Designated Drivers are not currently licensed by the Town. The Designated Driver Industry is typically comprised of two (2) groups: Brokers and Drivers. Brokers dispatch calls to Drivers and Drivers provide designated driving services to clients. Vehicle operating standards for D.D.s are limited to requiring a D.D. support vehicle to display markings, contact, and licensing information for

the Designated Driving Broker with whom the Designated Driver is affiliated on the exterior of the Motor Vehicle. This is because D.D.s provide transportation services in the customer's vehicle rather than in their support vehicle and accordingly, many vehicle operating standards are not applicable to their Industry. D.D. Broker(s) may have screening practices for their Drivers which includes reviewing the individual's driver's abstract; however, some D.D.





Broker(s) do not currently screen their Drivers' Police Record Checks. D.D.s often may have a working relationship with a municipalities Taxi Industry and will refer calls to licensed taxis if an individual requires a taxi service. The working relationship recognizes that taxicabs and D.D.s operate differently and accordingly appropriate standards are established in the proposed VFH by-law.

Transportation Network Companies:

Presently T.N.C.s operating within the Town of Cobourg are limited. Uber operates predominantly on a regional basis in that Uber drivers offer rides across the Greater Toronto Area (G.T.A.) including destinations in Cobourg. T.N.C.'s are not currently licensed by the Town and would be deemed Taxicabs under the current by-law. Several TNC's such as Uber and Lyft are licensed in municipalities and provide support for the following standards in a proposed regulatory framework for T.N.C.s:

- **Driver screening:** TNC's manage the robust background check and driver abstract processes and supports the Town in its audits.
- **Vehicle inspection and requirements:** TNC's allow vehicles that are 10 years old or newer, as long as they pass annual vehicle inspections.
- **Data sharing/reporting:** TNC's can provide trip counts on a quarterly basis. In the interest of protecting the privacy of the TNC riders and drivers, the TNC typically does not share individual trip-level data.
- **Auditing** - Municipalities require T.N.C.s to submit documentation (e.g. T.N.C. drivers' Police Record Checks, safety standard certificates, etc.) for audit purposes to ensure that T.N.C.s are complying with applicable municipal standards.
- **Service quality:** TNC's have a mobile app which utilizes a two-way rating system along with 24/7 customer support to ensure service quality
- **Arranging Rides ("Street Hailing"):** The proposed regulation recommends prohibiting T.N.C. drivers from accepting street hails and limiting the hailing of rides exclusively through the T.N.C.'s mobile app for consumer protection purposes. More specifically, the insurance products that are available provide coverage only when the mobile app is engaged. The T.N.C. driver's personal automobile insurance policy provides coverage when the mobile app is turned off. Personal automobile insurance excludes coverage for the insured when they are carrying paying passengers and accordingly consumer protection is jeopardized when a T.N.C. driver provides services arranged through a street hail.

Table 1 Town of Cobourg's Current V.F.H. Industry Participants

	 Taxi	 T.N.C	 D.D. Services	 Limousine
Conveyance Of Passengers	Commercial Vehicle	Personal Vehicle	Customers Personal Vehicle	Commercial Vehicle
Arranging Rides	Mobile App Phone Street Hail	Mobile App Phone	Mobile App Phone	Phone Internet/ Email
Fares	Fixed	Dynamic	Negotiated	Negotiated
Limit on Vehicles	No Limit	No Limit	No Limit	No Limit
Operation	Local	Local/ Regional	Local/ Regional	Local/ Regional
Applicable Regulatory Framework	Taxicab Licensing By-law	Taxicab Licensing By-law	Not Regulated	Not Regulated

Stakeholder Response:

Staff undertook to inquire and meet with the following stakeholders to obtain comments on the proposed regulations;

- Taxi Industry
- Designated Driving Services Industry
- Local Transportation Network Companies
- Limousines

A meeting with the Taxicab Industry stakeholders was arranged on November 9th 2023 to engage Stakeholders on V.F.H. standards. In total five (5) participants attended the meeting from; Cobourg Cab, Ganaraska Taxi, King Taxi and Filling Travel Gaps. The following is an analysis of the feedback.

Taxicab industry – Key Themes/Issues:

- The Taxi Industry in general has been impacted financially (loss of income) since T.N.C.s entered the market.
- There is a level of anger, stress, and frustration arising from the entrance of T.N.C.s in the market.

- It is difficult to attract and hire new Taxicab Drivers in comparison to the T.N.C. market.
- The Town should consider issuing Taxi passes in lieu of public transportation.

Staff Recommendation/Response: Municipally funded incentives to any one VFH industry was not in the scope of this initiative and was not considered and is not being recommended in this report.

- There is a desire to prohibit unlicensed Taxi's and T.N.C.s from operating in the Town of Cobourg.

*****Staff Recommendation/Response: With the increased compliment of staff, MLELS has been able to more effectively monitor complaints and investigate compliance related to reports of unlicensed taxi's operating in Cobourg and in some instances resulted in fines. Enforcement efforts will continue and be enhanced with the VFH by-law.***

- If T.N.C.s are regulated, they should be regulated with identical standards.

*****Staff Recommendation/Response: The VFH by-law proposes to establish a new by-law with harmonized standards that are industry appropriate.***

- T.N.C.s should only be permitted to receive cashless transactions.

*****Staff Recommendation/Response: The proposed VFH by-law does not restrict cash payments as an option for persons using the T.N.C. App. As T.N.C.'s are restricted to using an App for the arrangement of rides options of payment within the App are outside the scope of this initiative and as a result staff do not recommend limiting cash as an option of payment.***

- The majority of participants recognized that the Town should regulate all V.F.H. industry participants.
- Prohibitions – sec 5.13: *Taxi Industry suggests operation of a VFH with a model year up to 12 or 15 years old is preferred.*

***** Staff Recommendation/Response: Municipalities generally regulate to establish vehicle age limits (typically 7 or 10 years) for Taxis and T.N.C. vehicles, require that T.N.C. decals be displayed on T.N.C. vehicles, and require that the driver submit a safety standards certificate attesting to the mechanical safety of the T.N.C. vehicle as***

part of the screening process. Vehicle model year restrictions for VFH are established to address safety, passenger comfort and vehicle reliability. Many T.N.C.s have established self-imposed vehicle model year restrictions. It is recommended that a vehicle model year restriction of ten (10) years (not including the current year) be established for all V.F.H. vehicles, with the exception of the D.D. Industry, operating within the Town of Cobourg. The Town recognizes that current taxicab fleet stock may consist of vehicles exceeding the ten (10) year restriction and those vehicles will be permitted. Newly acquired vehicles will be subject to the ten (10) year restriction. Additionally, the Limousine Industry has indicated that vehicle model year restriction of (10) years may limit classic limousines from being licensed. It is proposed that such instances be considered on a case-by-case basis.

- WSIA proof of insurance questioned when/why required sec.6.7(f) for taxicab and limousine owners

***** Staff Recommendation/Response: The Workplace Safety Insurance Act establishes Employers, Workers and Workplaces subject to the legislation. The Town's existing Taxicab By-law already has this requirement and staff do not recommend removing this provision as in some instances Taxicab and Limousine Owners may be subject to WSIA requirements.***

- Expansion of applicable offences questioned to which a license can be refused or granted with conditions pursuant to sec. 7.3 (h) Criminal Offences

***** Staff Recommendation/Response: Driver Screening – Municipalities establish screening standards and licensing thresholds with respect to criminal and driving offenses and permit T.N.C.s to use third-party background checking companies to screen its Driver's police record checks and Driver's abstracts to ensure compliance with municipal standards/thresholds. Staff do not support amendments to this section as it directly relates to consumer protection and public safety and is an existing current requirement.***

- Safety Standards Certificate required as per sec. 12.1 (b) safety certificate twice per year at time of application and six (6) months thereafter considered excessive and recommend at time of application/renewal or as deemed necessary by Manager.

***** Staff Recommendation/Response: The Town's Current Taxicab By-law already has this requirement. In response to feedback, however,***

staff agree to amending the proposed VFH by-law to require just one safety certificate at the time of application unless deemed necessary at a subsequent interval by the Manager.

- Requirement for two (2) emergency lights as per sec. 12.5 one front and one back and sec. 12.6 light switches, emergency alert system two (2) way radio. Taxicabs in Cobourg do not currently have/utilize emergency safety lights and this is perceived as an additional expense. It should be noted that pursuant to sec. 12.7 lights in 12.5 and 12.6 can be waived by the manager if GPS and emergency switch installed.

**** Staff Recommendation/Response: Proposed Security Devices - Taxicabs are required to be equipped with either two (2) emergency lights or a Global Positioning System to be activated by the Taxicab driver in the event the driver is in distress. The proposed regulation recommends maintaining the requirement for Taxicabs to be equipped with security devices but does not recommend that the same requirement be established for D.D.s and T.N.C. drivers for the following reasons: 1.D.D.s provide transportation in the client's vehicle and therefore it would not be feasible to install safety devices in the client's vehicle prior to providing service. 2. Given that T.N.C.s leverage a two-way reputational ranking system whereby the client's information is shared with the driver and the driver's information is shared with the client, security technology is not required. Both the T.N.C. driver and customers exchange their personal information (name, licence plate number, reputational ranking, etc.) when a ride is arranged via a mobile app. Moreover, an electronic record of the entire transaction is maintained. In the event of an emergency situation, information about each party can be transmitted to Police. Conversely, considering Taxicabs take street hails, the identity of the passenger(s) is unknown and therefore there is a greater impetus for taxicabs to be equipped with security devices. As this provision directly relates to industry health and safety for taxi drivers and the current taxi industry participants do not support this requirement, staff correspondingly agree to remove this requirement consistent with other VFH services.**

- Provision of a receipt to the passenger pursuant to sec. 15.2(e) thought to be excessive and suggested that receipt only to be provided on request.

**** Staff Recommendation/Response: As this is a common feature of public services and includes aspects of transparency and accountability, staff do not support removing the existing requirement.**

- Requirement that Tariff card have Braille print as per sec. 15.2 (g) described as 'passe' and not necessary.

**** Staff Recommendation/Response: In response to feedback staff agree to amend the by-law and make this only a requirement for accessible taxicabs.**

- Requirement that taxicab be equipped with a spare tire and jack as per sec. 5.15 (c)(i) thought to be unnecessary.
- **** Staff Recommendation/Response: In response to feedback staff agree to remove this requirement.**
- Requirement of owner plates, location of installation, size specifications pursuant to sec. 16.2(a)(b) should be replaced with decals.

**** Staff Recommendation/Response: The definition of "Plate" includes a laminated sticker and the VFH by-law provision includes discretion for location and manner of display upon approval by the Manager. Accordingly, staff do not agree that any amendment to this section is necessary for consistency with all VFH services.**

- Provision of insurance renewal policies or new certificates at least five (5) days prior to the expiry date of current insurance policy pursuant to sec. 16.3(c) thought to be too restrictive.

**** Staff Recommendation/ Response: Staff do not support amendments to this section as five (5) days prior to expiry is both necessary and reasonable.**

- Keeping of log of all maintenance and repairs on vehicle in the taxicab within the preceding six (6) months as per sec. 16.3(g) unnecessary.

**** Staff Recommendation/Response: In response to feedback staff agree to amend this requirement with the provision that those records be maintained and provided within 48 hrs., of being requested by the Manager.**

- Keeping of records of each taxicab dispatched on a Trip and service requests received for a period of twelve (12) months as per sec. 16.3 (j)(l) thought to be unnecessary.

**** Staff Recommendation/Response: This requirement is consistent with VFH records and audit capability. Staff do not support amendments to this section.**

TNC Industry – Key Themes/Issues

A meeting with the local T.N.C. Industry stakeholders was arranged on March 07th, 2024 to engage “Y Drive” on V.F.H. standards. The following is an analysis of the feedback. Other industry providers for T.N.C.s were contacted but we received no reply.

- Y Drive has expressed an interest in participating in the local VFH industry for Cobourg for some time now.
 - Y Drive currently is licensed in Peterborough, Kawartha Lakes, Huntsville and Alberta
 - Y Drive currently provides approx. 1,000 rides a day in Peterborough and has 130 drivers licensed.
 - Overall Y Drive has approximately 200 drivers.
 - Y Drive recognized that the Town should regulate all V.F.H. industry participants.
 - There is support for the Town to effectively enforce the VFH Licensing By-law
-
- Licences for TNC’s should be valid for a period specified with an annual date consistent with sec. 6.2 and consistent with taxis and limousines rather than sec.8.2 for TNC’s and DD’s which specifies one year from the date of issuance for efficiency.

**** Staff Recommendation/Response: In response to feedback staff agree to amend this requirement for T.N.C.’s and specify renewal on an annual date.**

- There is interest to assess if a TNC Driver may also provide DD or Food Delivery Services in addition to T.N.C. services.

****Staff Recommendation/Response: There is no restriction of a V.F.H. driver being limited to one service model. Accordingly, establishing one V.F.H. Driver’s Licence applicable to all services will enable all V.F.H. Industries to draw from a larger pool of licensed drivers.**

- T.N.C.’s request that telephone be included as an acceptable method for arranging rides for TNC’s as they would just be booking on app but doing so by direct phone contact.

**** Staff Recommendation/Response: The proposed VFH by-law does not restrict this method for arranging rides. In response to feedback staff agree that this method is consistent and permitted in the proposed VFH by-law.**

- There is interest to assess if cash can be a choice when booking on the App in addition to other cashless methods of payment.

**** Staff Recommendation/Response:** *The proposed VFH by-law does not restrict this aspect of payment. In response to feedback staff agree that this method is consistent and permitted in the proposed VFH by-law*

- T.N.C. recommends that to encourage TNC's to be active in local VFH system create another level of company fee structure to begin with 1-50 drivers at a fee of \$2,500. Noted that Huntsville has a population of approximately 25,000 and is serviced by 13 drivers. Cobourg may be similar on start up with expectation growing to 200 rides per day.

Staff Recommendation/Response: *Licensing fee structure – In recognition of the considerable regulatory history and operational market investment from the taxicab industry; it is appropriate that the T.N.C. licensing systems generally establish a combination of a flat T.N.C. licensing fee, a per driver fee, and/or a per trip arranged fee. In response to feedback staff agree that an initial scale lower than 50 drivers is appropriate and agree to amend the licensing fee requirement to include the recommended initial level of 1-50 drivers with a corresponding fee of \$2,500.*

Table 2 Comparison of Proposed Requirements for VFH Industry Participants:

	TAXI	TNC	DD	LIMO
Broker/Company Licensed				
Vehicle Owner Licensed				
Driver Licensed				
Town Regulated Fare				
Safety Standards Certificate				
Vehicle Age Limit (10 years)				
Security Devices (e.g. Emergency Lights or GPS)				
Negotiated/Company Established Fare				
Maintain appropriate Insurance				

Police Record Check (C.R.J.M.C.)				
Decals/Vehicle Markings				
Street Hailing				
Picking Up At Taxicab Stands				
Data Requirements				
Discounts Permitted				
Dynamic (Surge) Pricing				
Drivers Abstract				
Driver Training				
Vehicle Screening				
Licence Fees				
Administrative Penalties				

Key Points/Highlights

The proposed VFH By-law establishes:

- One consolidated V.F.H. Driver’s Licence for Taxicab Drivers, T.N.C. Drivers, Designated Drivers and Limousine Drivers
- Streamlines Driver screening process – all V.F.H. drivers required to submit Police Record Check and Drivers Abstract on annual basis. (T.N.C. permitted to screen its Drivers and Vehicles based on Town’s standards; T.N.C. screening is subject to City audits)
- Brokers/Companies are responsible for driver training
- All vehicles (except D.D.s) subject to annual mechanical safety checks and appropriate insurance requirements
- The Town would no longer regulate tariffs/fares for the Industry and each V.F.H. Industry would be permitted to establish its own tariff/fare model.
- The T.N.C. is required to provide anonymized distance, fare, and time (start of trip and end of trip) data for each trip occurring within its municipal boundary. The anonymized data will be regularly reviewed and enable the Town to adjust its cost recovery model and to inform municipal planning purposes.
- Approach reduces the regulatory burden on V.F.H. Industry participants by only establishing standards that directly address the Town’s regulatory objectives of health and safety, consumer protection, and nuisance control.

- Proposes to establish a new V.F.H. By-law with harmonized standards that are industry appropriate.

Northumberland County Wide Licensing Collaboration:

As a result of the Staff report presented to Council on September 25th, 2023, the Town of Cobourg has been working with other lower-tier municipal clerks in sharing the proposed regulations and provisions with the idea that they will adopt by-law to allow for consistency and collaboration in licensing of defined vehicles across the County of Northumberland. The goal of this initiative would be to make it easier for all Vehicle for Hire companies as defined within the by-law efficiency to get licensed and remove any repetitive administrative burden and there would be one set of licensing requirements multiple municipalities, eliminating the duplication of processes from one jurisdiction to another and to help support more health and safety and consumer protection of all residents.

The Town's VFH By-law, once passed, will only apply within the geographic boundaries of the Town. Should other local municipalities wish to integrate with the Town's VFH By-law, there are two main options.

First, the local municipality could pass its own VFH By-law, in a substantially similar form, and then contract with the Town for certain licence administration services (e.g., receiving applications, issuing licences), on terms set out in the contract.

Second, the local municipality could pass a by-law pursuant to subsection 157(2) of the *Municipal Act, 2001* to delegate its licensing powers with respect to VFHs to the Town, which the Town would have to consent to, through Council.

In both scenarios, the Town and the other local municipalities should enter into an intermunicipal services agreement to deal with the terms on which the service will be provided.

The indication of participation of other lower-tier municipalities can all happen at a later time, subsequent to the Town's passage of the VFH By-law. Nothing in the draft by-law needs to change right now to account for this. At the appropriate time and depending on how the other local municipalities wish to proceed, some amendments may be needed to the VFH By-law, but that should not preclude the Town for deploying this licensing regime in the interim.

With the inclusion of this option and collaboration of lower tiers, each municipality is looking to support each community with the hope that this endeavor will lead to collaboration with the transportation needs of the County and assist with growth, livability and access to more transportation county wide.

5. Financial Impact and Budget

The Town of Cobourg resourced the drafting of the By-law in 2023 to the Town Solicitors which went through various revisions to make it applicable to the Cobourg context with a Council approved budget of \$10,000.

Subsequent revisions and work in response to public input were completed by staff and included in the 2024 Operating Budget. As a result in the current year, there are no direct financial implications related to the recommendations in this report. Notwithstanding this, a full analysis of projected licensing revenues and enforcement costs will be included in the 2025 Operating Budget.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Provision of services that promote/foster community well-being encourages appropriate growth and development while ensuring a safe place for all to enjoy.

Service Excellence

Responding to the communities needs in a timely, effective manner while utilizing both technology and processes which increase our capacity to deliver prompt and courteous service.

Sustainability

Ensuring the commitment to a vibrant and appealing community by enforcing municipal standards and preserving the heritage and culture of Cobourg for use and enjoyment by residents, visitors and future generations.

7. Public Engagement:

Subsequent to the approval of the By-law a comprehensive public education and communications plan will be implemented in consultation with the Town's Communications Department which will be shared with Council.

In addition, the Town will advertise and run a media and communications campaign to help solicit feedback from the public on the drafts during the two (2) week period between the Standing Committee and Regular Council. All engagement will be summarized and provided back to all of Council for consideration prior to final approval.

8. Attachments:

Vehicle for Hire By-law
Cobourg Taxi-Cab by-law report
Amendment to Fees and Charges By-law

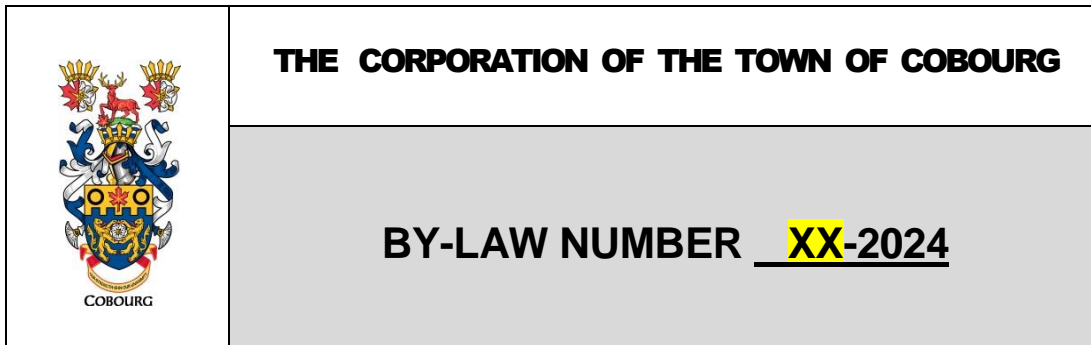
Report Approval Details

Document Title:	Vehicle For Hire Standards .docx
Attachments:	- Final 00-2024 Draft Vehicle for Hire By-law.docx - Final Appendix A - 2024 Amend Fees and Charges - VFH By-law.docx
Final Approval Date:	Mar 26, 2024

This report and all of its attachments were approved and signed as outlined below:

Brent Larmer, Municipal Clerk / Director of Legislative Services - Mar 26, 2024 - 9:40 AM

Tracey Vaughan, Chief Administrative Officer - Mar 26, 2024 - 3:07 PM



BEING A BY-LAW TO LICENSE, REGULATE AND GOVERN VEHICLES-FOR-HIRE AND TO REPEAL BY-LAWS 014-2014, 088-2016, 013-2019, 015-2020, and 022-2022

WHEREAS Section 8 (3) of the *Municipal Act 2001* authorizes a municipality to provide for a system of licences.

AND WHEREAS Section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act.

AND WHEREAS Section 11(2) of the *Municipal Act, 2001* authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons and respecting the protection of *persons* and property including consumer protection.

AND WHEREAS sections 9, 11 and 391 of the *Municipal Act, 2001* authorize a municipality to impose fees and charges on persons.

AND WHEREAS sections 23.1, 23.2 and 23.3 of the *Municipal Act, 2001* authorize a municipality to delegate its powers and duties under the Act to a person.

AND WHEREAS Section 151 of the *Municipal Act, 2001* provides that a municipality may provide for a system of licences with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it.

AND WHEREAS subsection 156(1) of the *Municipal Act, 2001* provides that a local municipality, in a by-law under section 151 with respect to the owners and drivers of taxicabs, may establish the rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or to any point outside the municipality;

- (a) provide for the collection of rates or fares charged for the conveyance; and

(b) limit the number of taxicabs or any class of them.

AND WHEREAS section 425 of the *Municipal Act, 2001* provides that the council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act, 2001* is guilty of an offence.

AND WHEREAS section 426(4) of the *Municipal Act, 2001* deems that any person that hinders or obstructs, or attempts to hinder or obstruct any person who is exercising or performing a duty under this By-law created under the *Municipal Act, 2001* is guilty of an offence.

AND WHEREAS section 429 of the *Municipal Act, 2001* provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the *Municipal Act, 2001*.

AND WHEREAS Section 431 of the *Municipal Act, 2001* authorizes that where any by-law of a municipality under the *Municipal Act, 2001* is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and requiring the person convicted to correct the contravention.

AND WHEREAS section 434.1 of the *Municipal Act, 2001* authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Municipal Act, 2001*.

AND WHEREAS section 436 of the *Municipal Act, 2001* authorizes a municipality to pass a by-law providing that the municipality may enter on land to conduct inspections.

AND WHEREAS sections 444 and 445 of the *Municipal Act, 2001* authorizes a municipality to make orders to discontinue, or to correct, the contravention of a by-law.

AND WHEREAS section 446 of the *Municipal Act, 2001* authorizes a municipality to do a matter or thing in default of it being done by the *person* directed or required to do it.

AND WHEREAS the Council for the Town of Cobourg deems it desirable and in the public interest to enact a Vehicle for Hire By-law.

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

1. SHORT TITLE

1.1. This By-law may be cited as the “Vehicle for Hire By-law”.

2. SCOPE AND INTERPRETATION

2.1. Where the provisions of this By-law conflict with the provision of any other By-law in force in the Town, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

2.2. In the interpretation and application of the provisions of this By-law, unless otherwise stated to the contrary, the provisions shall be held to be the minimum requirements

adopted for the promotion of public health, safety, comfort, convenience, general welfare, the control of nuisances, and consumer protection.

- 2.3. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.
- 2.4. In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.
- 2.5. The Schedules appended to this By-law are incorporated into and form part of this By-law.

3. **DEFINITIONS**

- 3.1. "Accessible Taxicab" means a Taxicab originally constructed or subsequently modified to permit the loading, transportation and offloading of persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities, and that complies with all Federal and Provincial Statutes legislation, including but not limited to R.R.O. 1990., Reg 629 "Accessible Vehicles";
- 3.2. "App" means an application that can be downloaded onto or accessed on a mobile phone, tablet and/or other digital electronic device to connect Passengers with a T.N.C. Driver.
- 3.3. "Applicant " means any Person applying for a Licence, including a renewal of Licence, pursuant to this By-law;
- 3.4. "Application" means an application for a Licence pursuant to this By-law;
- 3.5. "Council" means the Council of the Town;
- 3.6. "*Controlled Drugs and Substances Act*" the *Controlled Drugs and Substances Act*, S.C. 1996, c. 19, as amended.
- 3.7. "*Criminal Code*" means the *Criminal Code of Canada*, R.S.C. 1985 c. C-46, as amended;
- 3.8. "Designated Driver" means a Person who operates a Motor Vehicle owned by another Person for the purposes of providing Designated Driving Services;
- 3.9. "Designated Driving Services" means the transportation of a Motor Vehicle owned by another Person and that Person's passengers, if any, by a Designated Driver from any place in the Town to any other place for payment of a salary, fee, or for any other consideration;

- 3.10. "Designated Driver Support Vehicle" means a Motor Vehicle operated by a Designated Driver for the purpose of assisting another Designated Driver in the provision of Designated Driving Services;
- 3.11. "Director" means the Director of Legislative Services of the Town, and includes their designate;
- 3.12. "Dispatch" or "Dispatching" means the communication given in any manner of an order or information to a Taxicab Driver;
- 3.13. "Driver" means any Person, including an Owner, who drives a Taxicab, including an Accessible Taxicab, a Limousine, or a Designated Driver Support Vehicle, who has been issued a Licence by the Town pursuant to this By-law, but does not include a T.N.C. Driver;
- 3.14. "Driver's Abstract" means a Driver's Abstract issued by the Province of Ontario, which contains driver identification details, and information related to a driver's driving record including total demerit points and active fine suspensions, *Highway Traffic Act* and *Criminal Code* convictions and suspensions and reinstatements for the past 3 years;
- 3.15. "Fare" means the amount charged to a Person as a result of a Trip, which may be calculated using a Taxicab Meter, Application, or a T.N.C. App;
- 3.16. "Hearing Officer" means a Person who is from time to time appointed pursuant to the Town's Hearing Officer By-law 080-2022, as amended;
- 3.17. "*Highway Traffic Act*" means the *Highway Traffic Act*, R.S.O. 1990, c. H. 8, as amended;
- 3.18. "*Human Rights Code*" means the *Ontario Human Rights Code*, R.S.O. 1990, c. H.19;
- 3.19. "Licence" means an authorization under this By-law to carry on a business specified herein and the document, certificate, plate or card issued which provides evidence of such authority as the context may allow;
- 3.20. "Licensee" means any Person who holds a Licence under this By-law;
- 3.21. "Limousine" means a Motor Vehicle kept or used for hire for the conveyance of passengers by reservation only and solely on an hourly, daily, or weekly basis, which does not contain a Taxicab Meter or two-way radio or similar device, and does not include a Taxicab;
- 3.22. "Limousine Driver" means any Person who drives a Limousine;
- 3.23. "Limousine Owner" means any Person who is the Owner of a Limousine;
- 3.24. "Manager" means the Manager, By-law Enforcement and Licensing of the Town, and includes their designate;

- 3.25. "Model Year" means the age of a Motor Vehicle as indicated on the registration documents of said Motor Vehicle with the Province of Ontario;
- 3.26. "Motor Vehicle" includes an automobile, truck, trailer, motorcycle and any other vehicle propelled or driven otherwise than by muscular power;
- 3.27. "*Municipal Act, 2001*" means the *Municipal Act 2001*, S.O. 2001, c.25, as amended;
- 3.28. "Municipal Law Enforcement Officer" means any person appointed by the Town to enforce its By-laws;
- 3.29. "Ontario Driver's Licence" means a licence issued by the Province of Ontario in accordance with the *Highway Traffic Act*;
- 3.30. "Owner" means the Person shown to be the registered owner of a Motor Vehicle according to the records maintained by the Registrar of Motor Vehicles for the Province of Ontario and includes a lessee of a Motor Vehicle pursuant to a written lease contract, and includes the Person having the possession or control of a Motor Vehicle under a conditional sale agreement, rental, leasing agreement or other arrangement;
- 3.31. "Ownership" means the Person endorsed under the vehicle portion of a provincial permit according to the records maintained by the Registrar of Motor Vehicles for the Province of Ontario;
- 3.26 "Passenger" means any Person other than a Driver or a TNC Driver who is seated or otherwise situated in a Vehicle-for-Hire;
- 3.27 "Person" includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity;
- 3.28 "Plate" means a metal plate, plastic plate, or laminated sticker issued to the Owner of a Taxicab under this By-law containing the assigned and registered Taxicab Number;
- 3.29 "Premises" means lands and structures, or either of them, and includes a Motor Vehicle;
- 3.30 "Provincial Licence Plate" means a number plate issued in accordance with the *Highway Traffic Act*.
- 3.31 "Provincial Offences Act" means the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.
- 3.32 "Public Authority" includes the Town, the County of Northumberland, a local board of either of them, the Crown in Right of Ontario, the Crown in Right of Canada or any of their ministries, agencies, boards or other Crown corporations;

- 3.33 “Safety Standards Certificate” means a certificate that confirms a Motor Vehicle complies with the equipment and performance standards prescribed by the *Highway Traffic Act*;
- 3.34 “Street Hail” means any appeal, request or solicitation to pick up a potential Passenger by any Person using sounds, words, signs, or gestures, or any combination thereof;
- 3.35 “Tariff Card” means the notice of permitted Fares as established pursuant to this By-law;
- 3.36 “Taxicab” means a Motor Vehicle used for hire in the conveyance of Persons from place to place within the Town to any point inside or outside that geographic area and includes an Accessible Taxicab, but does not include a bus operated under a licence under *The Public Vehicles Act*, R.S.O. 1990, c. P.54, an ambulance, a funeral hearse, a Limousine, a Motor Vehicle operated by a Licensed Driver providing Designated Driving Services, or a T.N.C. Vehicle.
- 3.37 “Taxicab Meter” means a measuring device used to calculate the Fare payable for a transportation service but does not include a T.N.C. App;
- 3.38 “Taxicab Stand” means an area designated and approved by the Town for use by a Taxicab while waiting for or picking up of Passengers or goods;
- 3.39 “Town” means The Corporation of the Town of Cobourg;
- 3.40 “Transportation Network Company” or “T.N.C.” means a Person who carries on the business of offering, accepting, and/or facilitating prearranged transportation services exclusively through an App that matches Passengers requesting transportation to T.N.C. Drivers who accept and provide transportation to the requesting Passengers for a fee using a T.N.C. Vehicle.
- 3.41 “Transportation Network Company Driver” or “T.N.C. Driver” means a Person who drives a TNC Vehicle;
- 3.42 “Transportation Network Company Vehicle” or “T.N.C. Vehicle” means a Motor Vehicle that is operated by a T.N.C. Driver, which is used to provide transportation services to passengers for a fee, but does not include Taxicabs or Limousines;
- 3.43 “Trip” means the distance and time traveled or estimated to be travelled, measured from the time and location where the Passenger or goods first enter a Vehicle-for-Hire or when a Taxicab Meter is engaged, to the time and location where the Passenger or goods left the Vehicle-for-Hire or when a Taxicab Meter is disengaged;
- 3.44 “Trip Log” means the written record of the details of each Trip as recorded by the Driver and in a form specified by the Town;

3.45 “Vehicle-for-Hire” means a Taxicab, Accessible Taxicab, Limousine, Designated Driver Support Vehicle, or a T.N.C. Vehicle, but does not include a Motor Vehicle conveying Passengers as part of a Designated Driving Services;

3.46 “Zoning By-law” means the applicable in force Zoning By-law of the Town, as amended from time to time.

PART I – ADMINISTRATION

4. GENERAL ADMINISTRATION AND EXEMPTIONS

4.1 The administration of this By-law shall be the responsibility of the Director.

4.2 The Manager is hereby authorized to issue, renew, revoke or suspend a Licence in accordance with this provision of this By-law, and shall keep records of all Licences issued pursuant to this By-law.

4.3 The Manager is responsible for directing the enforcement of this By-law, including reviewing and responding to any complaints or non-compliance issues in respect of this By-law.

4.4 This By-law does not apply to and excludes the necessity for Licences for Trips by Taxicabs and T.N.C. Vehicles originating outside of the Town when delivering passengers to areas in the Town.

5. PROHIBITIONS

5.1. No Person shall fail to comply with any provision of this By-law.

5.2. No Person shall fail to comply with an order issued under this By-law.

5.3. No Person without a valid Licence shall own, operate or permit the operation of a:

- a) A T.N.C.;
- b) A Taxicab;
- c) A Limousine; or
- d) A Designated Driver Support Vehicle.

5.4. No Person shall carry on business other than in the name that appears on a Licence.

5.5. No Person shall make a false or intentionally misleading recitals of fact, statement, or representation, orally or in any agreement, statutory declaration or application form required by this By-law, to the Town, Manager, a Municipal Law Enforcement Officer, or a Public Authority. The making of such a false or intentionally misleading recital of fact, statement, or representation constitutes an offence.

5.6. No Person shall represent to the public that the Person is Licenced under this By-law if the Person is not so Licenced.

- 5.7. No Taxicab Owner, Limousine Owner or T.N.C. shall employ or engage the services of a Driver or a T.N.C. Driver that does not meet the requirements of this By-law.
- 5.8. No Person shall own, operate or permit the operation of a Vehicle-for-Hire that does not meet the requirements of this By-law.
- 5.9. No Person shall own, operate or permit the operation of a T.N.C. or a Vehicle-for-Hire, other than in accordance with the terms and conditions of a Licence and this By-law.
- 5.10. No Person shall drive a Vehicle-for-Hire without evidence of the following in their possession:
- a) proof of Ownership of the Motor Vehicle;
 - b) a valid insurance card or slip;
 - c) a valid Ontario Driver's Licence;
 - d) any other document as required by this By-law.
- 5.11. No Person shall operate or permit the operation of a Vehicle-for-Hire that requires mechanical or exterior repair.
- 5.12. No Person shall own or operate a T.N.C. Vehicle without a valid T.N.C. identifier displayed on the T.N.C. Vehicle.
- 5.13. No Person shall operate a Vehicle-for-Hire with a Model Year older than ten (10) years.
- a) Notwithstanding section 5.13, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Taxicab and was already being utilized prior to the effective date this By-law came into force and effect:
- 5.14. No Person shall:
- a) have any device in any Vehicle-for-Hire that is capable of scanning two-way radio calls;
 - b) carry in any Vehicle-for-Hire a greater number of Passengers than available seats in the Vehicle-for-Hire;
 - c) take on any additional Passengers after the Vehicle-for-Hire has commenced a Trip except under the following circumstances:
 - i. when done at the request of the Passenger(s) already in the Vehicle-for-Hire;
 - ii. in an emergency situation;
 - iii. when the Vehicle-for-Hire is being used for the transportation of children to and from school or for the transportation of persons with disabilities.

- d) engage in solicitation of Passengers for any purpose whatsoever including recommending hotels, restaurants or other like facilities unless requested to do so by the Passenger;
- e) except for a Driver operating a Licensed Taxicab, accept a Street Hail or solicit business in a Taxicab stand.

5.15. No Driver shall:

- a) while waiting at a Taxicab Stand or any other public place:
 - i. obstruct or interfere in any way with the normal use of a Taxicab Stand or public place or interfere with the surrounding traffic patterns in accordance with the Town of Cobourg Parking By-law;
 - ii. make any loud noise or disturbance;
 - iii. be unable to observe the Taxicab at all times; or
 - iv. make repairs to the Taxicab unless the repairs are immediately necessary.
- b) drive a Taxicab which does not have an Owner's Plate affixed thereto;
- c) operate a Taxicab unless:
 - i. it is free from any mechanical defect;
 - ii. the interior is clean, dry, sanitary, free from debris and in good repair; or
 - iii. the exterior is clean, in good repair and free from rust, exterior body damage and has a well maintained exterior paint finish;
- d) induce any Person to engage the Taxicab by any misleading or deceiving statement or representation to that person about the location or distance of any destination named by that Person; or
- e) induce or permit any person to engage the Taxicab when the Driver is aware that another Vehicle-for-Hire has been dispatched to pick up the person provided that if the person exhibits a preference for that Taxicab the Driver shall immediately notify the other Vehicle-for-Hire who has been dispatched.

5.16. No Driver shall:

- a) subject to the provisions of this By-law and except for a tip, gratuity or credit card charge, recover or receive any Fare from any Passenger which is greater than the Fare authorized;
- b) recover or receive any Fare or compensation from any Passenger to whom the Driver has refused to show the Tariff Card;

- c) recover or receive any Fare or Compensation from any Passenger for time lost through defects or inefficiencies of the Taxicab or inefficiency or incompetence of the Driver;

PART II – LICENCES AND LICENCE APPLICATION PROCESS

6. LICENCE APPLICATIONS FOR ALL LICENCES

- 6.1. The following Licences are authorized and may be issued by the Town under this By-law:
 - a) Accessible Taxicab Owner;
 - b) Taxicab Owner;
 - c) Limousine Owner;
 - d) Vehicle-for-Hire Driver; and
 - e) Transportation Network Company.
- 6.2. An application for a Licence or for the renewal of a Licence shall be completed and submitted to the Manager on the prescribed forms together with the appropriate licence fee as per the Town's Fees and Charges By-law either on or before March 31st of each year or as required throughout the year for Motor Vehicles acquired or Drivers hired after March 31st.
- 6.3. An Applicant must:
 - a) be a citizen of Canada, or be legally permitted to work in Canada;
 - b) be at least 18 years of age;
 - c) hold a valid current Class "G" Ontario Driver's Licence, if the applicant is a natural person; and
 - d) not otherwise be disentitled to hold a Licence under this By-law.
- 6.4. The Manager may require an Applicant to provide any information which he or she believes is necessary for the purpose of processing the Application, including but not limited to the Applicant's name, address, telephone number, and e-mail address.
- 6.5. Proof of insurance required under this By-law shall be provided by the Applicant at the time of filing their Application, to the satisfaction of the Manager, who may require additional types of insurance coverage or higher limits of insurance coverage.
- 6.6. On an Application by a partnership, the names and addresses of each partner shall be supplied with the Application, and any Licence issued shall be in the name under which business is carried on by the partnership.

- 6.7. A complete Application for a Licence or Plate, or renewal of a Licence or Plate, shall be filed with the Manager, and shall, in addition to any other applicable requirement of this By-law, include the following:
- a) the accompanying fee or fees as set out in the Town's Fees and Charges By-law;
 - b) an original copy of a Criminal Record and Judicial Matters Check ("C.R.J.M.C.");
 - c) a Pardon if the Applicant has prior criminal convictions;
 - d) if the Applicant is a natural person, the Applicant's Driver's Abstract, dated within 90 days of the Application, indicating any convictions and demerit points in the previous three years;
 - e) if the Applicant is a corporation:
 - i. a copy of the corporation's articles of incorporation or other incorporating documents, and any Ontario Master Business License, if applicable;
 - ii. a certificate of status showing that the corporation is validly in existence at the time of the application;
 - iii. the name of every director and officer and their residential address;
 - iv. the name or names under which the corporation carries on or intends to carry on their business; and
 - v. the mailing address of the corporation.
 - f) if the Application is for a Taxicab Owner Licence or Limousine Owner Licence, proof of insurance as required by the *Workplace Safety and Insurance Act*.
- 6.8. All Applications made by an Applicant who is a natural person shall be accompanied by valid proof of identification, to the satisfaction of the Manager.
- 6.9. All Applications made by an Applicant who is a corporation shall be filed by an officer or director of the corporation, and shall be accompanied by valid proof of identification of the officer or director, to the satisfaction of the Manager.
- 6.10. The Manager may, at his or her sole discretion, initiate an investigation or make such further inquiries in respect of the Application which the Manager deems appropriate.
- 6.11. Acceptance of an Application and fee by the Manager shall not be construed as an approval of the Application for the issuance of a Licence, nor shall it obligate the Manager to issue a Licence.
- 6.12. Every Application for a renewal of any Licence issued pursuant to this By-law shall be delivered to the Manager before the expiry date for such Licence.

7. APPROVAL AND REFUSAL OF APPLICATIONS

- 7.1. The Manager shall receive, process and review all applications for all new Licences and renewals of Licences under this By-law, provided all the required information has been provided and all application fees have been paid.
- 7.2. The Manager shall have the power and authority to:
- a) issue a new Licence;
 - b) renew a Licence;
 - c) deny the issuance or renewal of a Licence;
 - d) revoke a Licence;
 - e) suspend a Licence; and
 - f) impose terms or conditions on a Licence, including a new Licence or a previously issued Licence.
- 7.3. The Manager may refuse to issue a Licence to an Applicant, or may grant a Licence and impose any conditions on the Applicant that the Manager sees fit as a condition of obtaining, continuing to hold, or renewing a Licence, if an investigation of the Applicant discloses the any of the following:
- a) the Applicant's premises or place of business is the subject of an order to comply made under any of the Town's by-laws, and/or are the subject of an order made under *Building Code Act*, S.O. 1992, c. 23, including the regulations made thereunder, or does not comply with the Town's Zoning By-law, as amended, including but not limited to any parking requirements;
 - b) the Applicant's premises or place of business requires corrective action pursuant to an order of the Medical Officer of Health to ensure the safety or health of the public;
 - c) the Applicant's premises or place of business requires corrective action pursuant to an order of the Fire Chief to ensure fire safety;
 - d) the Applicant is incompetent in a manner that affects the safety, health and/or welfare of the public;
 - e) the Applicant has been found to have discriminated against a member of the public contrary to the *Human Rights Code*, or any human rights legislation;
 - f) the Applicant is indebted to the Town in respect of any fines, administrative penalties, judgments and/or any other amounts owing, including awards of legal costs and disbursements, outstanding property taxes owing to the Town, late payment charges owing to the Town against all properties owned by the Applicant in any capacity (legally, beneficially or otherwise), and, where the Applicant is a corporation, against all properties owned by an officer of the Applicant,

- g) the Applicant is in breach of any municipal by-law and/or any applicable provincial or federal laws; or
- h) the Applicant has been convicted of a criminal offence other than those set out in Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*, and/or have been convicted of an offence under the *Controlled Drugs and Substances Act*.

7.4. The Manager shall refuse to issue or renew a Licence to an Applicant if:

- a) the Applicant has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*;
- b) the Applicant has submitted false information in support of a Licence or Licence renewal application;
- c) the issuance of the Licence or renewal of the Licence would contravene any of the provisions of this By-law;
- d) the Applicant is carrying on activities that are, or will be, if the Applicant becomes licensed, in contravention of this By-law;
- e) the Applicant fails to successfully complete any testing, training, educational or awareness program required by the Manager; or
- f) the Applicant's current driver's record shows six (6) or more demerit points.

7.5. When an Application for a new Licence or renewal of a Licence is made in accordance with this By-law and the Applicant meets all the requirements of this By-law, the Manager shall issue a Licence.

7.6. Where an Applicant or Licensee changes their name, address or there is a change in any information required to be submitted to the Town in connection with an Application, the Applicant or Licensee shall notify the Town within forty-eight (48) hours of the change and shall return any Licence to the Town.

7.7. The Manager may issue a replacement Licence or Plate if satisfied that the original has been lost or stolen, subject to the applicable fee as set out in the Town's Fees and Charges By-law.

8. GENERAL LICENCE TERMS AND RENEWAL

8.1. Every Taxicab Owner Licence, Limousine Owner Licence and Transportation Network Company License issued under this By-law shall be valid for a period of one (1) year, effective up to and including March 31 of the year next occurring after issuance or renewal.

- 8.2. All Licences issued pursuant to this By-law, except for Taxicab Owner Licences, Limousine Owner Licences and Transportation Network Company Licences, shall be valid for a period of one (1) year effective from the date of issuance.
- 8.3. All Licences and Plates issued pursuant to this By-law shall be held by the Licensee at the pleasure of the Town.
- 8.4. Every Licence shall remain at all times the property of the Town and no person shall enjoy a vested right in a Licence or the continuance of a Licence.
- 8.5. No person may assign, modify, sell, or transfer any Licence issued under this By-law.
- 8.6. Upon revocation, surrender, and/or expiry of the term of a Licence, the Licence and/or Plate shall revert to the Town without any compensation to the Licensee.
- 8.7. Each Licensee shall be required to renew the said Licence prior to the expiry of the original Licence issued under this By-law, and failing such renewal, the Licensee must discontinue the operation of his or her business upon the expiry of the Licence.
- 8.8. A Person who has been issued a Licence under this By-law shall immediately return the Licence or Plate issued by the Town if;
 - (a) the Plate is damaged or has been replaced; or
 - (b) if the Motor Vehicle ceases to be used as a Taxicab.
- 8.9. Where a Licensee carries on business or trade from a fixed place of business, the Licensee shall post the Licence obtained under this By-law in a conspicuous place at such fixed place of business.
- 8.10. Where a Licensee travels from place to place to perform their trade in accordance with this By-law, they shall carry their Licence with them when engaged in the trade for which the Licence is issued.

9. REVOCATION, TERMINATION AND SUSPENSION

- 9.1. The Manager may refuse to issue or renew, suspend, revoke, or terminate any Licence issued under this By-law, and/or may issue a Licence subject to conditions, in the Manager's sole discretion.
- 9.2. The Manager may exercise his or her discretion pursuant to subsection 9.1 on the basis of any of the following:
 - a) the breach by an Applicant or Licensee of any by-law of the Town, including this By-law, or any statute or regulation of the Province of Ontario or any statute or regulation of Canada, including without limitation the *Criminal Code* and the *Controlled Drugs and Substances Act*, or outstanding charges existing under any of the foregoing;

- b) the failure of an Applicant or Licensee to meet, at any time, any of the requirements of this By-law or any conditions imposed on a Licence;
 - c) the submission of false information filed in support of an Application for, or renewal of, a Licence or Plate, or the transfer of a Plate;
 - d) the Applicant or Licensee is incompetent in a manner that affects the safety, health or welfare of the public;
 - e) the Applicant or Licensee has been found to have discriminated against a member of the public contrary to the *Human Rights Code* in connection with the operation of a business for which a Licence is required under this By-law;
 - f) the protection of the health or safety of any Person;
 - g) the control or abatement of nuisance;
 - h) the protection of consumers;
 - i) the issuance of the Licence or renewal of the Licence would be contrary to the public interest or would contravene any of the provisions of this By-law;
 - j) the Applicant or Licensee is carrying on activities that are, or will be, if the Applicant is Licensed, in contravention of this By-law;
 - k) the Applicant or Licensee fails to successfully complete any testing, training, educational or awareness program required by the Director;
 - l) the Applicant or Licensee fails to maintain the insurance as required by this By-law;
 - m) the Applicant or Licensee's Ontario Driver's Licence expires, or is cancelled, suspended or revoked; or
 - n) upon the grounds that the conduct of any Person, including the officers, directors, employees or agents of a corporation, affords reasonable cause to believe that the Licensee will not carry on or engage in the business in accordance with the law or with honesty and integrity.
- 9.3. Where the Manager is satisfied that the continuation of a business poses an immediate danger to the health or safety of any Person or to any property, the Manager may suspend a Licence without a hearing subject to the following:
- a) before suspending the Licence, the Manager shall provide the Licensee with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them; and
 - b) the suspension shall not exceed fourteen (14) days.
- 9.4. Except with respect to a decision under subsection 9.3, after a decision is made by the Manager to refuse, revoke, or suspend a Licence, written notice of that decision shall be given to the Applicant or Licensee advising the Applicant or Licensee of the Manager's decision with respect to the Application or Licence.

- 9.5. The written notice to be given under subsection 9.4 shall:
- a) set out the grounds for the decision;
 - b) give reasonable particulars of the grounds;
 - c) be signed by the Manager;
 - d) state that the Applicant or Licensee is entitled to appeal the decision to the Hearing Officer if the Applicant or Licensee by sending a request for an appeal hearing to the Manager before 4:30 p.m. on the day that is ten (10) days of the date of the notice, and by paying the required fee pursuant to the Town's Fees and Charges By-law, as amended from time to time; and
 - e) state the deadline for making an appeal.
- 9.6. Where a Licence has been suspended, the suspension shall remain in force until such time as the Licensee has satisfied the Licensing Officer as to the Licensee's compliance with this By-law and Licence conditions, and that the public interest no longer requires the suspension of such Licence.
- 9.7. No Person shall re-apply to obtain or renew a Licence for a minimum of one (1) year from the later of,
- a) the date of the Manager's decision to refuse to issue or renew a Licence or to revoke a Licence; or
 - b) where the decision of the Manager is appealed, the date of the Hearing Officer's decision if the Hearing Officer upholds the decision to refuse to issue or renew a Licence or to revoke a Licence.
- 9.8. Where a Licence has been revoked, terminated or suspended, the Licensee shall return the Licence and/or Plate to the Town within twenty-four (24) hours of receiving service of written notice of the decision or other event causing the revocation, termination or suspension, or such other reasonable time as the Manager may provide for in writing, failing which the Town may enter upon the business premises of the Licensee for the purpose receiving, taking and/or removing the Licence and/or Plate.
- 9.9. Where a Driver has had his or her Driver's Licence suspended, cancelled, revoked or expired, any Licence issued under this By-law shall be deemed to be revoked on as of the date of suspension, cancellation, revocation or expiry.
- 9.10. The Manager is authorized to revoke a Licence and/or Plate if it was issued in error, or was issued based on false or incorrect information.

10. APPEAL TO THE HEARING OFFICER

- 10.1. The decision of the Manager to refuse to issue or renew a Licence or to revoke a Licence may be appealed by the Applicant or Licensee to the Hearing Officer by

sending a request for an appeal hearing to the Manager before 4:30 p.m. on the day that is ten (10) days of the date of the notice, as provided for in section 9.4. A request for a hearing shall contain the following information:

- a) the name of the appellant;
- b) the decision that is the subject of the appeal;
- c) the detailed grounds of the appeal; and
- d) payment of the required appeal fee pursuant to the Town's Fees and Charges By-law.

10.2. Where the Manager does not receive a request for an appeal hearing in accordance with section 10.1, the decision of the Manager is final.

10.3. Where the Manager receives notice from the Applicant or Licensee in accordance with section 10.1, the Manager shall refer the matter to the Hearing Officer and give the Applicant or Licensee no fewer than seven (7) days' notice of the date, time and place when the Applicant or Licensee will have the opportunity to be heard on the matter by the Hearing Officer.

11. CONDUCT OF APPEALS

11.1. An appeal to the Hearing Officer under section 10.1 is limited to the grounds articulated as part of the request for an appeal hearing.

11.2. The appellant bears the onus in an appeal.

11.3. For the purpose of an appeal pursuant to section 10.1, the Hearing Officer shall have all the powers and duties of the Manager under section 9 of this By-law.

11.4. At least seven (7) days in advance of the date set for the hearing of the appeal, the appellant and the Manager shall provide the Hearing Officer and each other:

- a) a list and copies of any documents to be relied on; and
- b) a list of any witnesses to be called.

11.5. Where a matter has been appealed to the Hearing Officer, and the appellant fails to appear at the time and place scheduled for the hearing of the appeal, the appeal shall be deemed to be dismissed and the decision of the Manager shall be final, and the appellant shall pay to the Town an administrative fee pursuant to the Town's Fees and Charges By-law.

11.6. At any hearing conducted by the Hearing Officer, the Hearing Officer may consider evidence presented by the appellant, the Manager, other Town staff, or any other Public Authority.

- 11.7. Subject to section 11.5, the Hearing Officer shall not decide the appeal unless the Hearing Officer has given the appellant and the Manager an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- 11.8. Upon the conclusion of a hearing, the Hearing Officer shall as soon as reasonably practicable prepare a written decision that includes:
- a) a brief summary of the evidence and arguments presented by the parties;
 - b) the findings made by the Hearing Officer; and
 - c) the decision of the Hearing Officer.
- 11.9. The decision of the Hearing Officer shall be final and binding and not subject to further review.
- 11.10. The *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22 and the Hearings Officer By-law 080-2022, as amended, apply to any hearing conducted pursuant to this section.
- 11.11. An appeal to the Hearing Officer pursuant to this By-law does not operate as a stay of the decision being appealed.

PART III –STANDARDS APPLICABLE TO LICENSEES

12. VEHICLE REGISTRATION AND STANDARDS

- 12.1. In addition to any other applicable provisions of this By-law, in order to obtain a Taxicab Owner's Licence or a Limousine Owner's Licence, the Applicant must:
- a) produce a copy of the current Ontario Ministry of Transportation Motor Vehicle Ownership for the vehicle to be Licensed. The Vehicle Ownership must indicate that the vehicle is in the Applicant's name and that the vehicle is fit for safe operation; and
 - b) submit a Safety Standards Certificate issued under the *Highway Traffic Act*, attesting to the mechanical fitness of the vehicle at time of application or renewal of the Licence and at any subsequent interval as determined necessary by the Manager thereafter.
- 12.2. Where the Taxicab Owner or Limousine Owner meets all the requirements of this By-law, the Manager shall register the Motor Vehicle as a Taxicab or Limousine and issue a Plate that will be affixed to the Motor Vehicle.
- 12.3. Where a Taxicab Owner or Limousine Owner wishes to change the Motor Vehicle which is registered as a Taxicab or Limousine for a Plate, the Owner shall provide the Manager the information provided for in subsection 12.1 and, upon registration

of the new Motor Vehicle, shall pay the applicable fees provided for under the Town's Fees and Charges By-law.

12.4. No Motor Vehicle more than ten (10) years old shall be used as a Taxicab or Limousine in the Town. For the purpose of this By-law, the age of a Motor Vehicle shall be determined from December 31st of the model year of said Motor Vehicle.

a) Notwithstanding section 12.4, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Taxicab and was already being utilized prior to the effective date this By-law came into force and effect:

b) Notwithstanding section 12.4, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Limousine and categorized as a "classic" vehicle and was already being utilized prior to the effective date this By-law came into force and effect:

13. TAXICAB METERS

13.1. A Taxicab may be equipped with a Taxicab Meter mounted in a position that it is clearly visible to the Passengers in the front and rear seat of the Taxicab.

13.2. Notwithstanding Section 13.1, a Taxicab Driver may utilize an application that can be downloaded or accessed on a mobile phone, tablet, or other digital electronic device for the purpose of calculating a fare.

14. FARES AND TARIFFS

14.1. Passenger fares for Taxicabs shall be established by a Taxicab Owner.

14.2. A Taxicab Owner shall publish passenger fares by prominently displaying a fare rate card in every Taxicab, or by directly advising a Passenger of the estimated total fare and any surcharges prior to arranging a Trip and confirmation of the amount to be paid by the Passenger once the Trip is completed.

15. TAXICAB DRIVER OPERATING STANDARDS

15.1. In addition to all other applicable operating standards in this By-law, every Taxicab Driver shall comply with the standards contained within this section.

15.2. Every Taxicab Driver shall:

a) before commencing operation of their Motor Vehicle, examine the Motor Vehicle for mechanical defects or interior or exterior damage, and shall report forthwith any defects or damage found to the Registered Owner of the Motor Vehicle, and keep a record of the date and to whom it was reported;

b) upon completion of the operation of their Motor Vehicle, examine the Motor Vehicle for mechanical defects or interior or exterior damage, and shall report

all defects in the Motor Vehicle and all accidents to the Registered Owner of the Motor Vehicle, and keep a record of the date and to whom it was reported;

- c) carry any Licence issued under this By-law and their Ontario Drivers' Licence with them at all times when operating a Motor Vehicle;
- d) at all times while operating the Motor Vehicle, display their Licence, where applicable, in a location and manner as the Manager may from time to time direct;
- e) give each Passenger a receipt, either physical or electronic, in a format approved by the Manager, which includes the driver's name, the Plate number for the Taxicab, the date and time of the Trip, place of pick up, place of discharge and the fare charged, unless the Passenger instructs the driver that they do not wish to receive a receipt;
- f) display the Tariff Card in a location and manner as the Manager may from time to time direct, and provide to a Passenger forthwith upon the Passenger's request the original Tariff Card for the Passenger's inspection including, in the case of an Accessible Taxicab, inspection by means of touch the Tariff's Card's Braille print;
- g) maintain a paper or electronic Trip Log made by the driver during each period of continuous operation (i.e., shift). The Trip Log shall be updated after each Trip and shall contain the following minimum information:
 - i. the name of the driver;
 - ii. the date;
 - iii. the Owner Plate number (if applicable);
 - iv. the time, origin, and destination of every Trip made; and
 - v. the amount of Fare and any charges collected for each Trip;
- h) retain all Trip Logs for at least three (3) months and make them available and produce them for inspection at the request of the Manager or a Municipal Law Enforcement Officer;
- i) immediately produce for inspection their Licence and/or any such other documentation if requested by the Manager or a Municipal Law Enforcement Officer; and
- j) every Taxicab powered by propane fuel shall file with the Manager an annual inspection certificate signed by a Person who is a certified propane fitter, 1st class (PF1) or 2nd class (PF2), who is employed by a company designated

under the provisions of the *Technical Standards and Safety Act, 2000*, S.O. 2000, c. 16, and the regulations made thereunder.

15.3. In addition to the requirements for a Taxicab set out in this By-law, a Motor Vehicle operated as an Accessible Taxicab shall comply with the following requirements:

- a) Accessible Taxicabs shall be designed to permit the loading, transportation, and off-loading of persons using a wheelchair in compliance with all Federal and Provincial legislation governing the transportation of persons with disabilities;
- b) when a Person requests an Accessible Taxicab, the Accessible Taxicab Owner shall:
 - i. ensure that the request receives priority over any other request for service to which the Accessible Taxicab has been dispatched; and
 - ii. ensure that another Taxicab is dispatched to respond to the person requesting services other than the Accessible Taxicab;
- c) an Accessible Taxicab Owner shall enter into an agreement with the Town governing the terms and conditions upon which the Accessible Taxicab shall provide services;
- d) a Taxicab Driver operating an Accessible Taxicab shall securely fasten all Passenger's wheelchairs and/or any other Passenger aids, including batteries, if applicable, so that they are prevented from moving while the Motor Vehicle is in motion.

16. TAXICAB OWNER OPERATING STANDARDS

16.1. In addition to all other applicable operating standards in this By-law, every Taxicab Owner shall comply with the standards contained within this section.

16.2. Every Taxicab Owner shall have in or on their Taxicab:

- a) the Owner Plate firmly affixed to the rear bumper of the Taxicab or at a location and manner approved by the Manager;
- b) the number of the Owner Plate registered for use with that Taxicab in numbers of at least ten (10) centimetres in height of a distinct contrasting colour to that of the Taxicab, affixed on both front fenders on the top rear of the fender not more than eight (8) centimetres below the top of the fender or otherwise in a location or manner approved by the Manager. Where the Taxicab is a spare Taxicab, the number displayed on that Taxicab shall be one approved by the Manager and preceded by the letter "S";
- c) affixed the current Tariff Card in a form and in a location approved by the Manager;

- d) an electrically illuminated roof light which is securely attached to the top of the Taxicab in a manner approved by the Manager; and
- e) the name of the Taxicab Owner for that Taxicab on the front door of each side of the vehicle, in contrasting lettering at least ten (10) centimetres high and five (5) centimetres wide.

16.3. Every Taxicab Owner shall:

- a) maintain and keep in full force during the term of their Licence a valid Ontario standard automobile liability insurance policy in the amount of not less than \$2,000,000.00 per occurrence for each Taxicab against loss or damage as a result of bodily injury to or the death of one or more Person, or from loss or damage to property, and the said policy shall:
 - i. make provision for Passenger hazard in an amount of not less than \$2,000,000.00 per occurrence;
 - ii. shall clearly state that the Motor Vehicle is being used for the purposes of a Taxicab;
 - iii. shall include all necessary coverages as are reasonable for the conveyance of persons and/or property;
 - iv. shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without thirty (30) days written notice to the Town.
- b) provide a valid certificate of insurance evidencing the insurance required under this By-law to the Manager upon an Application for a new Licence or the renewal or a Licence, or forthwith upon demand of the Manager or a Municipal Law Enforcement Officer;
- c) provide all insurance renewal policies or new certificates of insurance to the Manager at least five (5) days prior to the expiry date of the current insurance policy;
- d) employ or only use the services of drivers who are licensed by the Ontario Ministry of Transportation for the particular class of the Motor Vehicle being operated as a Taxicab and who are Licensed under this By-law;
- e) repair any mechanical defect(s) in the Taxicab reported to them by a driver, the Manager, or a Municipal Law Enforcement Officer;
- f) Upon receipt of a notice of inspection by the Manager, shall attend, personally or by agent, with the Taxicab referred to in the said notice at the appointed time and place and shall bring a Safety Standard Certificate issued under the *Highway Traffic Act* and dated not more than thirty-six (36) days prior to the date of inspection;

- g) maintain a current log of all maintenance records and repairs performed on the Taxicab within the immediately preceding six (6) months and provide such records within 48 hrs., of being requested by the Manager;
- h) maintain the Taxicab in good condition at all times, and without limiting the generality of the foregoing, shall:
 - i. maintain all drive train components (including the engine, transmission, suspension, braking system, etc.) in accordance with the standards of Ontario Regulation 611 (R.R.O. 1990), as may be amended from time to time, made under the *Highway Traffic Act*; and
 - ii. maintain all factory and after-market parts (such as lamps, latches, seats, body parts, windows, heater/defroster systems, etc.) free of defects or damage and in complete operational order.
- i) make or cause to be made a daily inspection of all Taxicabs operated in affiliation with them on that day, prior to such operation, properly equipped and identified, as required by this By-law
- j) keep a record of each Taxicab dispatched on a Trip, the time and date of receipt and dispatch of the Trip, and the pickup location, and shall retain the records for a period of at least twelve (12) months;
- k) promptly investigate any complaint brought to their attention by the Town against any Taxicab Driver and shall report their findings to the Manager along with any action which they have taken;
- l) maintain a paper or electronic Trip Log of every service request received and filled for a period of not less than twelve (12) months following the conclusion of the service provided and which shall include:
 - i. the Taxicab Driver and Taxicab information;
 - ii. commencement and destination point of each Trip;
 - iii. the date and time of pick up and drop off;
 - iv. the fare charged; and
 - v. in addition to the requirements above, the total number of Trips requested and fulfilled for accessible services.

17. TRANSPORTATION NETWORK COMPANY OPERATING STANDARDS

17.1. In addition to all other applicable operating standards in this By-law, every T.N.C shall comply with the standards contained within this section.

- 17.2. Every T.N.C. shall obtain and carry, and keep in full force at all times, a fleet auto insurance product approved by the Finance Services Commission of Ontario, which the Manager in their sole discretion deems adequate.
- 17.3. Every T.N.C. shall ensure that all of its drivers are screened annually.
- 17.4. Every T.N.C. shall ensure that its drivers submit a Criminal Record and Judicial Matters Check (“C.R.J.M.C.”) and Driver’s Abstract prior to providing services under that T.N.C.
- 17.5. Every T.N.C. shall ensure its drivers have not been convicted of a criminal offence as set out in Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*, as amended and/or have been convicted of an offence under the *Controlled Drugs and Substances Act of Canada*, or have six (6) or more demerit points on their current driver’s record.
- 17.6. Every T.N.C. must ensure that all Motor Vehicles operated under its company have submitted a passing Safety Standard Certificate on an annual basis and no Motor Vehicle may exceed ten (10) years of age from December 31st of the model year of said Motor Vehicle.
- 17.7. Every T.N.C. shall be responsible for the intake and review of documentation by Persons driving or wishing to drive under its company to ensure compliance of each T.N.C. Driver and T.N.C. Vehicle. Documentation received by the T.N.C. for each T.N.C. Driver and T.N.C. Vehicle shall be retained for a period of two (2) years following the last day that a T.N.C. Driver or T.N.C. Vehicle is no longer providing transportation services for that T.N.C.
- 17.8. Every T.N.C. shall provide to the Manager a list containing all T.N.C. Drivers who have picked up Passengers within the Town at a frequency as determined by the Manager.
- 17.9. A T.N.C. shall, upon request of the Manager, create Passenger accounts for use by a Municipal Law Enforcement Officer and/or the Manager in order to facilitate investigation of compliance with this By-law, and the T.N.C. shall not obstruct, in any manner, the use of such accounts or the purposes for which they have been established.
- 17.10. Every T.N.C. shall provide the following information through their App and on their website:
- a) the screening process applied to T.N.C. Drivers and T.N.C. Vehicles;
 - b) information on the types of services available to Passengers through the App and the distinctions between these types of service, if any; and

- c) a plain language explanation of their insurance coverage, including detailed information on how a Person may initiate an insurance claim against them.

17.11. Every T.N.C. shall ensure that the App used by it:

- a) prior to arranging a Trip, discloses to the Passenger requesting transportation:
 - i. the T.N.C. Driver's name and a recent photograph that clearly shows the T.N.C. Driver's full face and facial features;
 - ii. the T.N.C. Vehicle's make, model, and licence plate number; and
 - iii. the estimated total fare and any surcharges, and confirmation of the amount to be paid by the Passenger once the trip is confirmed;
- b) shows the location and route to be taken by the T.N.C. Driver and T.N.C. Vehicle that will be providing the requested service;
- c) provides a secure payment mechanism that Passengers can use; and
- d) creates a log containing the Trip information that a Passenger can access or generate an electronic receipt of at the end of their Trip, or shortly thereafter, that includes the following information:
 - i. the total amount paid;
 - ii. the date and time of the Trip;
 - iii. the pick up and drop off locations for the Trip; and
 - iv. information confirming the identity of the T.N.C. Driver and T.N.C. Vehicle.

17.12. Every T.N.C. shall ensure that a T.N.C. Driver and their T.N.C. Vehicle have appropriate vehicle markings and decals which clearly indicate that they are providing transportation services under that T.N.C., and which must be displayed in an area on the T.N.C. Vehicle approved by the Manager.

17.13. A T.N.C. shall, upon request by the Manager, provide to the Town electronic Trip Logs containing Trip information and/or other such information as may be required by a Municipal Law Enforcement Officer or the Manager to audit and confirm the number of Trips originating within the Town, to ensure the proper payment of fees by the T.N.C. to the Town in accordance with the Town's Fees and Charges By-law.

17.14. A T.N.C. shall, upon request by the Manager, remit any and all information and/or data that may be requested by the Manager pertaining to the T.N.C.'s operations in the Town, including T.N.C. Drivers and T.N.C. Vehicles, within forty-eight (48) hours of the Manager's request, or such other reasonable period of time as the Manager may specify.

17.15. Where the Manager believes it is in the public interest, the Manager may, in their sole discretion, require that a T.N.C. produce to the Town a Safety Standard Certificate for any Motor Vehicle operated by a T.N.C. Driver, dated not prior to the date of demand, and may demand that the T.N.C. suspend the T.N.C. Driver from providing services until the Safety Standard Certificate has been filed. If such a demand is made, the T.N.C. shall comply with the Town's demand and shall produce such documentation and suspend the T.N.C. Driver's ability to pick up Passengers within the Town until such time that the Manager may specify.

17.16. Where the Manager believe it is in the public interest, the Manager may, in their sole discretion, require that a T.N.C. prohibit a T.N.C. Driver from providing Trips to Passengers within the Town. If such a demand is made, the T.N.C. shall comply with the Town's demand and shall restrict the T.N.C. Driver's ability to pick up Passengers within the Town until such time that the Manager may specify.

18. LIMOUSINE OWNER OPERATING STANDARDS

18.1. In addition to all other applicable operating standards in this By-law, every Limousine Owner shall comply with the standards contained within this section.

18.2. Every Limousine Owner shall:

- a) ensure that the Limousine Plate issued by the Manager is securely affixed to the rear bumper of the Limousine at a location and manner approved by the Manager;
- b) display a current and valid Driver ID card on the interior of the Limousine in a manner that is visible to all Passengers;
- c) only operate under a business trade name that is registered; and
- d) provide a receipt to Passengers after every Trip.

18.3. Every Limousine Owner shall maintain a paper or electronic Trip Log for a period of not less than twelve (12) months following the conclusion of the service provided, which shall include:

- a) the information of the driver and Limousine;
- b) the pick-up and drop-off locations for each Trip;
- c) the date and time of pick-up and drop-off for each Trip;
- d) the fare charges; and

- e) in addition to the requirements above, in the case of request for accessible service, the total number of Trips requested and fulfilled.

18.4. All records of a Limousine Owner that are required to be maintained in accordance with this By-law shall be provided to the Town upon a request by the Manager or a Municipal Law Enforcement Officer within forty-eight (48) hours following the request.

18.5. Every Limousine Owner shall:

- a) maintain and keep in full force during the term of their Licence a valid Ontario standard automobile liability insurance policy in the amount of not less than \$2,000,000.00 per occurrence for each Limousine against loss or damage as a result of bodily injury to or the death of one or more Person, or from loss or damage to property, and the said policy shall:
 - i. make provision for Passenger hazard in an amount of not less than \$2,000,000.00 per occurrence;
 - ii. shall clearly state that the Motor Vehicle is being used for the purposes of a Limousine;
 - iii. shall include all necessary coverages as are reasonable for the conveyance of persons and/or property;
 - iv. shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without thirty (30) days written notice to the Town.
- b) provide a valid certificate of insurance evidencing the insurance required under this By-law to the Manager upon an Application for a new Licence or the renewal or a Licence, or forthwith upon demand of the Manager or a Municipal Law Enforcement Officer;
- c) provide all insurance renewal policies or new certificates of insurance to the Manager at least five (5) days prior to the expiry date of the current insurance policy;
- d) employ or only use the services of drivers who are licensed by the Ontario Ministry of Transportation for the particular class of the Motor Vehicle being operated as a Limousine and who are Licensed under this By-law;
- e) repair any mechanical defect(s) in the Limousine reported to them by a driver, the Manager, or a Municipal Law Enforcement Officer;

- f) Upon receipt of a notice of inspection by the Manager, shall attend, personally or by agent, with the Limousine referred to in the said notice at the appointed time and place and shall bring a Safety Standard Certificate issued under the *Highway Traffic Act* and dated not more than thirty-six (36) days prior to the date of inspection;
- g) maintain a current log of all maintenance records and repairs performed on the Limousine within the immediately preceding six (6) months ; and provide such records within 48 hrs., of being requested by the Manager;
- h) maintain the Limousine in good condition at all times, and without limiting the generality of the foregoing, shall;
 - i) maintain all drive train components (including the engine, transmission, suspension, braking system, etc.) in accordance with the standards of Ontario Regulation 611 (R.R.O. 1990), as may be amended from time to time, made under the *Highway Traffic Act*; and
 - ii) maintain all factory and after-market parts (such as lamps, latches, seats, body parts, windows, heater/defroster systems, etc.) free of defects or damage and in complete operational order.
- i) make or cause to be made a daily inspection of all Limousines operated in affiliation with them on that day, prior to such operation, properly equipped and identified, as required by this By-law

19. DESIGNATED DRIVER OPERATING STANDARDS

19.1. Every Licensed Driver operating as a Designated Driver shall cause the Designated Driver Support Vehicle used in the provision of Designated Driving Services to, at all times:

- a) maintain insurance for the activities for which the Motor Vehicle will be used;
- b) display markings, contact information, and licensing information respecting the Designated Driver and any company they are affiliated with, in the manner as the Manager may from time to time direct; and
- c) be well maintained in a good state of repair, and meet the standards for the issuance of a Safety Standard Certificate of mechanical fitness.

19.2. Designated Drivers are prohibited from conveying passengers in a Designated Driver Support Vehicle, with the exception of other Designated Drivers.

19.3. In addition to the other requirements of this By-law, no Person shall operate as a Designated Driver without a Licence issued pursuant to this By-law, and except in accordance with the following conditions, each of which is a condition of continuing to hold such Licence:

- a) the Designated Driver's Ontario Driver's Licence shall, at all times, be maintained in good standing;
- b) the Designated Driver is, at no time, convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*, and/or have been convicted of an offence under the *Controlled Drugs and Substances Act*;
- c) the Designated Driver prominently displays their Licence at all times when providing Designated Driving Services, and produces it for inspection when requested to do so by a Passenger, the Manager, or a Municipal Law Enforcement Officer;
- d) immediately prior to each occasion on which they propose to operate an Owner's Motor Vehicle, the Designated Driver shall:
 - i. review the necessary documents to satisfy themselves that the Motor Vehicle has a currently valid permit and is insured under a contract for automobile insurance;
 - ii. obtain the consent of the Owner of the Motor Vehicle to operate that Motor Vehicle;
 - iii. ensure that the number of individuals to be transported in the Owner's Motor Vehicle does not exceed the number of available seatbelts, and will otherwise be in compliance with all applicable safety and highway traffic laws;
 - iv. obtain instructions from the Owner of the Motor Vehicle respecting the operation of the Motor Vehicle, including, at a minimum, the residence or residences to which the Motor Vehicle is to be moved and the residence or residences to which the Owner of the Motor Vehicle and any Passengers are to be conveyed; and
 - v. enter into an agreement or other arrangement with the Owner of the Motor Vehicle respecting the Designated Driver's fee or other consideration for the provision of Designated Driving Services.

- e) the Designated Driver shall not operate a Motor Vehicle in the provision of Designated Driving Services unless:
 - i. they act in accordance with all applicable laws, including this By-law;
 - ii. they act pursuant to the instructions provided by the Owner of the Motor Vehicle;
 - iii. they maintain a paper or electronic Trip Log respecting all Designated Driving Services for a minimum of three (3) months; and
 - iv. they do not charge any fee or other consideration for providing Designated Driving Services that exceeds that which has been agreed to with the Owner of the Motor Vehicle.

PART IV – INSPECTION AND ENFORCEMENT

20. INSPECTIONS AND ORDERS

- 20.1. The Manager or a Municipal Law Enforcement Officer may, at any reasonable time, enter upon and inspect the land of any Person to ensure that the provisions of this By-law are complied with, in accordance with section 436(1) of the *Municipal Act, 2001*.
- 20.2. The Manager or a Municipal Law Enforcement Officer may, at any time a Vehicle-for-Hire is not engaged in the actual transportation of Passengers, enter upon and inspect the Vehicle-for-Hire to ensure that the provisions of this By-law are being complied with.
- 20.3. For the purposes of conducting an inspection pursuant to this By-law, the Manager or a Municipal Law Enforcement Officer may,
 - a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information from any Person concerning a matter related to the inspection; and
 - d) alone, or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

Without limiting the generality of the foregoing, the Manager or a Municipal Law Enforcement Officer, in an inspection pursuant to this section, is entitled to request and have produced all relevant Licences and permits and to have access to any

invoices, vouchers, appointment books, Trip Logs, maintenance logs, or like documents of the Licensee, including any documents required to be maintained under this By-law.

20.4. Every Registered Owner of a Vehicle-for-Hire and/or a Vehicle-for-Hire Driver shall submit or cause their Vehicle-for-Hire to be submitted for inspection when required to do so by the Manager or a Municipal Law Enforcement Officer.

20.5. Where the Manager or a Municipal Law Enforcement Officer has reason to believe that any provision of this By-law or any condition of a Licence has been contravened, the Manager or a Municipal Law Enforcement Officer may make an order requiring the registered owner of the Motor Vehicle, the Licensee, or any other Person who contravened this By-law or causes or permitted the contravention to:

- a) discontinue the contravention; or
- b) do work or take action to correct the contravention.

20.6. An order made under section 20.5 shall set out:

- a) the Owner Plate number of the Taxicab or Limousine, if applicable;
- b) the location of the premises on which the contravention occurred, if applicable;
- c) reasonable particulars of the contravention;
- d) the remedial work, corrections or repairs which need to be made to correct the contravention; and
- e) the time for complying with the terms and conditions of the order and giving notice that, if the remedial work, corrections or repairs are not carried out within that time, the Licence and any applicable Owner Plate which is registered to that Motor Vehicle shall be deemed to be suspended.

20.7. Every Person against whom an order is made pursuant to section 20.5 shall comply with the order.

20.8. An order made pursuant to section 20.5 shall be served in accordance with section 24.1 of this By-law.

20.9. If an order of the Manager or a Municipal Law Enforcement Officer made under this section is not complied with in the time provided for in that order, the Licence and any applicable Plate in respect of that Motor Vehicle shall be deemed to be suspended at 11:59 p.m. on the date on which compliance was required, and the said Licence and any applicable Plate shall only be reinstated on there being delivered to the Manager satisfactory evidence of compliance within sixty (60) days from the date of the deemed suspension.

20.10. Where a Licence and any applicable Plate have been deemed to be suspended under this section, and where no satisfactory evidence of compliance with the order

is filed with the Manager within sixty (60) days from the date of the deemed suspension, that Licence and applicable Plate shall be deemed to have been cancelled.

21. OFFENCES

21.1. Every Person who contravenes any provision of this By-law or fails to comply with an order issued pursuant to this By-law is guilty of an offence and liable to a fine of:

- a) on a first offence, no more than \$50,000.00; and
- b) on a second offence and each subsequent offence, not more than \$100,000.00,

and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

21.2. Where a corporation contravenes any provision of this By-law or fails to comply with an order issued pursuant to this By-law, every director or officer of corporation who commits, concurs, assents to, or acquiesces to such contravention, is guilty of an offence, and on conviction, is liable to a fine of

- a) on a first offence, no more than \$50,000.00; and
- b) on a second offence and each subsequent offence, not more than \$100,000.00,

and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.

21.3. In addition to any penalty otherwise provided for in this By-law, every person convicted of an offence under this By-law is liable to a fine of not more than \$10,000 for each day during which the offence continues or is permitted to continue.

21.4. Upon conviction, any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.

21.5. If a Person is convicted of an offence for contravening a provision of this By-law or failing to comply with an order made under this By-law, the court in which the conviction has been entered, and any court of competent jurisdiction, thereafter, may order the Person, to correct the contravention in such manner and within such period as the court considers appropriate.

22. ADMINISTRATIVE PENALTIES

22.1. The Town's AMP System By-law 079-2022, as amended, applies to each administrative penalty issued under this By-law.

22.2. Each Person who contravenes any provision of this By-law or fails to comply with an Order issued under this By-law shall, upon issuance of a Penalty Notice in accordance with the AMP System By-law 079-2022, be liable to pay to the Town an administrative penalty in the amount of,

- a) \$250 for the remainder of the first day on which the contravention occurs; and
- b) \$500 for each subsequent day on which the contravention continues.

PART V – GENERAL

23. DELEGATION

23.1. For the purpose of subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, it is Council's opinion that the delegations in this By-law to the Manager, Municipal Law Enforcement Officers, and the Hearing Officer are of a minor nature. In forming this opinion, Council has had regard to the number of people, the size of the geographic area and the time period affected by the exercise of the each delegated power.

24. NOTICE

24.1. Any notice or document respecting this By-law may be given in writing in any of the following ways and is effective:

- a) on the date a copy is personally delivered to the Person to whom it is addressed;
- b) on the third (3rd) day after a copy is sent by regular mail or by registered mail to the Person's last known address;
- c) upon confirmation of the successful transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number;
- d) upon sending a copy by email transmission to the Person's last known email address;
- e) upon a copy being posted on the door of any building or structure on the Person's last known Premises or, where no building or structure exists, on a stake erected by a Municipal Law Enforcement Officer on the Person's last known Premises; or
- f) on the date a copy is placed on or affixed in any manner to a Person's motor vehicle.

25. SEVERABILITY

25.1. In the event that any provisions of this By-law are declared invalid, void, or inoperable, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

26. CONFLICT

26.1. In the event that any provisions of this By-law are in conflict with the provisions of another Town by-law, this By-law shall take precedence and shall override the other by-laws.

27. REPEAL

27.1. By-laws 014-2014, 088-2016, 013-2019, 015-2020, and 022-2022 are hereby repealed on the Effective Date provided for in section 28.1.

28. EFFECTIVE DATE


28.1. This By-law shall come into force and effect on the Effective Date of April 24th, 2024

Read and finally passed in Open Council on this 24th day of April, 2024

Lucas Cleveland, Mayor

Brent Larmer, Clerk

APPENDIX “A”

 <p align="center">COBOURG</p>	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT Committee of the Whole Meeting	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	Monday January 27, 2020	
TITLE / SUBJECT:	Town of Cobourg Taxi By-law Review and Discussion	
REPORT DATE:	August 26, 2019	File #:

1.0 STRATEGIC PLAN
Not Applicable

2.0 PUBLIC ENGAGEMENT

The Town of Cobourg Legislative Services Department and Communications Department undertook a four (4) week public engagement consultation process with Cobourg Citizens, Taxicab Owners, and Taxicab Drivers beginning on September 6, 2019 and concluding on October 11, 2019. The purpose of this process was to engage stakeholders and community members on the Taxicab Industry in the Town of Cobourg while also seeking feedback and dialogue from members of the public related to the incorporation of ride-sharing/vehicle for hire regulation (Transportation Network Companies) within the Town of Cobourg.

The consultation process was comprised of various engagement initiatives that included the use of the Engage Cobourg (Bang the Table) Portal www.engagecobourg.ca, the Town of Cobourg’s newly implemented online engagement platform.

Engagement opportunities included:

- Surveys available online on Engage Cobourg, on Paper and the Legislative Services Department and on Survey Monkey; and

- One (1) Open-Ended Forum which asked Citizens to input their vision for the Taxicab by-law, industry and services.

The public consultation was promoted to the community and stakeholders through various mediums, including media materials, social media as well as print, radio and digital promotion.

Public Engagement Response:

In Total:

Completed Survey:

- Citizens - 116
- Taxicab Owners - 4
- Taxicab Drivers – 3
- Ridesharing/Vehicle-For Hire - 0

For a more detailed breakdown on the summary of the Engagement please see the participant summary on page 11 of the Public Engagement Report attached as Appendix “A” to this Staff Report. This Engagement Report information was utilized to develop the recommendations in the report and will be referenced and discussed throughout this paper.

3.0 RECOMMENDATION

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER 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 By-law’; 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.

4.0 ORIGIN

February 19, 2019 - Committee of the Whole

The Legislative Services Department, provided a Staff Report to Council at their February 19, 2019 Committee of the Whole Meeting, regarding accessible taxicab licensing. In response to this Report, Council passed the following recommendation (as noted in the Minutes):

"Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a By-law to amend By-law No.014-2014 being a by-law to licence, regulate and govern taxicab owners and drivers in the Town of Cobourg; and

FURTHER THAT Council repeal section 2.4.1 of By-law No.014-2014 to not limit the number of Taxicab licenses in Cobourg to alleviate non pick-up, wait times and denial of fares; and

FURTHER THAT there be no limit at all to the amount of accessible taxi-cabs that can be licensed within the Town of Cobourg; and

FURTHER THAT Council direct Staff to investigate/create a by-law regulating ride sharing transportation, such as Uber or Lyft and review the entire taxicab by-law through public and taxicab owners and operators."

February 25, 2019 - Regular Council Meeting

At its February 25, 2019 Regular Council Meeting, Council, in response to the direction passed at its earlier February 19, 2019 Committee of the Whole Meeting, passed By-law 013-2019 to amend the taxicab by-law (014-2014).

April 1, 2019 - Committee of the Whole Meeting

Kelly Paton provided a delegation to Council at their April 1, 2019 Committee of the Whole Meeting, regarding the Taxicab industry and the Town of Cobourg's Taxicab By-law. Following this Delegation, Council passed the following Motion (as provided in the Minutes):

"Moved by Councillor Aaron Burchat, THAT Council receive the delegation from Kelly Paton for information purpose; and

FURTHER THAT a Draft By-law be presented to Council no later than November 25, 2019."

July 22, 2019 – Committee of the Whole Meeting

Gary McLean, owner of First Choice Taxi, Licensed Taxi Company Owner, provided correspondence to Council regarding the elimination of the Senior Rate from the Town of Cobourg Taxi By-law 014-2014 to become a one rate system. Council passed the following (as provided in the Minutes):

Moved by Councillor Aaron Burchat, THAT Council refer the review of the Taxicab By-law Rate Adjustment for Senior Rates to be included in the current Taxi By-law review and be brought back to Council on November 25th, 2019.

Legislative Origin:

Ontario's *Municipal Act*, 2001 as amended gives the Town the power to license businesses, and specifically to license taxicabs and taxicab brokers.

The general powers of business licensing include requiring a license, refusing a license, setting conditions, regulating the use of property used in the business, and setting administrative penalties for non-compliance. Without limiting these general powers, municipalities may regulate taxicabs and drivers by:

- Establishing rates or fares
- Providing for the means of collection of fares
- Limiting the number of taxicabs or any class of them

The Public Vehicles Act defines a taxicab as “. . . a motor vehicle as defined in the *Highway Traffic Act*, having a seating capacity of not more than six persons, exclusive of the driver, hired for one specific trip for the transportation exclusively of one person or group of persons, one fare or charge only being collected or made for the trip.”

General powers of licensing also apply to taxicab brokers. Unlike taxicabs themselves, there are no specific provisions within the *Municipal Act*, but that Act does recognize and define them. A taxicab broker “means a person who accepts calls for taxicabs used for hire and owned by someone other than the person, his or her immediate family or the person’s employer.” The Town of Cobourg does not licence Taxicab Brokers.

The Municipal Act, 2001 as amended also empowers municipalities to collect by-law fees and charges with respect to services provided. Currently the Town of Cobourg has a Taxicab By-law, being By-law No.014-2014 to regulate the Taxi Industry as well incorporated Licensing Fees for taxis as established in the Town’s Fees and Charges By-law, amended and approved in 2017.

5.0 BACKGROUND

The Town of Cobourg Legislative Services Department was tasked with the review of the Taxicab By-law for the Town of Cobourg that provided comment and consideration on Transportation Network Companies and/or known as ridesharing companies. (T.N.C.s).

Defining Transportation Network Companies

T.N.C.s are companies that connect passengers with drivers for hire through a mobile application (app). Examples of T.N.C.s include, but are not limited to: Uber and Lyft. Some municipalities are defining T.N.C.s as – “an organization whether a corporation, partnership, sole proprietor or other form...that provides pre-arranged transportation services for compensation using an online-enabled application or platform to connect passengers with drivers using their personal devices”.

This definition can be further described that T.N.C. drivers are individuals other than licensed taxicab drivers who provides pre-arranged transportation services to passengers for a fee using the T.N.C.s Application. For this reason, T.N.C.s differ from Licensed Taxicabs because payment for T.N.C.s is entirely cashless, trips are arranged exclusively through the T.N.C.s Application and street hails are not permitted.

There are five (5) common elements in a T.N.C.s Business Model which all companies share in common:

1. Technology
2. Driver Screening
3. Reputational Rankings
4. Payment; and
5. Fares

1. Technology

As described earlier in the definition, customers of T.N.C.s arrange rides through an application and are able to monitor the status if their pick-up/location of the T.N.C. Driver via a Global Positioning System in real time. The application allows the customer to input an address for the pick-up location, or in the absence of an address, the customer is able to select a pick-up location on the map. When a pick-up is arranged, the customer is provided with their T.N.C. driver’s information which usually includes: name and picture of the driver, details of their vehicle, and reputational ranking. T.N.C. drivers can also call their customers to provide updates on their arrival or to acquire more details on their pick-up location.

2. Driver Screening

T.N.C.s have recognized that there is a need to insure a level of consumer protection, many of the T.N.C.s have established a driver screening process as part of their online driver intake process. The driver screening process typically includes requiring the T.N.C applicant to submit: personal details (name, age, drivers licence, address, email), details about their vehicle, (licence plate, ownership info) and mechanical safety certificates for their vehicle (vehicle inspection for mechanical safety). In addition the T.N.C. conducts a background check on behalf of the Driver through a third party service that attains the T.N.C driver applicants

Criminal Record Check and Drivers Abstract. Please note that looking at municipalities that regulate T.N.C.s, these regulations have become a catalyst for the T.N.C. driver screening process and is now a common practice in order to protect the passengers.

3. Reputational Ranking

This common business practice is a well-used feature where both the T.N.C.s and Customers rate each other at the conclusion of the ride. The reputational ranking of both the driver and the passenger is disclosed to both parties at the time as ride is arranged. T.N.C.s leverage this peer-to-peer reputational ranking system to ensure better customer service and good behaviour. Some T.N.C.s have actually established policies to deny a T.N.C. driver access to their application if the driver's ranking falls below a certain threshold.

4. Payment

Transactions between T.N.C.s and customers is entirely cashless. This means that there is not cash or money within the Vehicle. T.N.C.s generally require customers to maintain a credit card on their account and customers are emailed a receipt at the conclusion of their trip.

5. Fares

Fares, similar to traditional taxicabs, are measured by time and distance travelled. T.N.C. off-peak fares tend to be cheaper than the regulated fares charged by Taxis and set by the Municipality. Notwithstanding this, T.N.C.s leverage data to implement dynamic pricing whereby the price of the service varies depending on the supply of the service (i.e. number of T.N.C drivers available in the geographical area) and the demand for service (i.e. number of customers requesting rides). Specifically, T.N.C.s will discount fares during off-peak demand periods and will conversely raise rates, also referred to as "surge pricing, during peak demand periods.

Regulation of Taxicabs in the Town of Cobourg

Municipalities in Ontario are authorized pursuant to the *Municipal Act, 2001* to regulate taxicabs and other modes of private transportation services to achieve various public policy objectives. The Town of Cobourg passed an approved By-Law No.014-2014 a By-law to licence, regulate and govern taxicab owners and drivers in the Town of Cobourg for the following three (3) reasons:

Health and Safety to enhance and encourage safe maintenance and operational practices for drivers and owners and ensure accountability of industry participants for health and safety issues. For example:

- Driver test and screening;
- Providing a smoke free environment;
- Requiring vehicle mechanical safety checks; and
- Requiring calibration and inspection of all vehicles

Consumer Protection to enhance and encourage equal, fair and courteous treatment of passengers; protect the property of passengers; ensure competence of owners and drivers in providing taxicab services; promote accountability; ensure consistency in the application of fares; and support proper and good business practices. For example:

- Regulating fares and inspecting meters
- Requiring taxicab drivers to maintain trip sheets

Accessibility that considers the aging population and meets the needs of the accessible community and that ability to have an on-demand Accessible Transportation services 24hrs a day.

Taxi-Cab Regulations Vs. Transportation Network Companies Business

The Town of Cobourg’s current Taxicab Licensing By-law defines a Taxicab as:

“**Taxicab**” means a motor vehicle as defined in Section 1 of the *Highway Traffic Act*, R.S.O. 1990, c. H.8, as amended, and having a seating capacity of not more than six persons, exclusive of the Driver, hired for a Trip for the exclusive transportation of one person or group of persons, with one Fare being collected or made for the Trip. Taxicab includes an Accessible Taxicab but does not include a Limousine.

Further to the definition, Section 3.1 defines the provision related to the lawful operation of a Taxicab as defined within the Town of Cobourg as follows:

Section 3.1:

No person shall operate or permit the operation of a motor vehicle as a Taxicab in the Town without an authorized Town of Cobourg Taxicab Licence.

With this current definition within the existing By-law, Vehicles driven by T.N.C. Drivers are not excluded from the definition. The T.N.C operational model contemplates that drivers convey paying passengers in the drivers’ vehicles. To this extent, at least, the T.N.C business model does not comply with the provisions of the Town of Cobourg Taxicab By-law. When providing their services, T.N.C drivers are considered to be operating a Taxicab under the Town’s definition and under section 3.1, contrary to the Taxicab Licensing By-law by conveying passengers in a vehicle for a fee.

As discussed above, T.N.C.s can be determined to fall under the Taxicab By-law and the definition, then T.N.C.s would also fall under the exemption with the By-law as follows:

Section 4.1

This By-law does not apply to and excludes the necessity for Licences for Taxicabs originating outside the Town when delivering passengers to areas in the Town.

This exemption has been observed by the Town and reports from citizens that T.N.C.s are currently providing a Uber, Lyft services in Cobourg, specifically during the summer time, but these 'rides' are originating outside the Town of Cobourg and there is no pick-up within the municipal boundaries.

Provincial Developments and Municipal responses to Regulating T.N.C.s

The regulatory response in the Province of Ontario on Transportation Network Companies has been diverse across various jurisdictions and across Ontario regulator regimes have been introduced gradually to govern the operations of the T.N.C.s and their drivers.

At the Provincial level, given that the regulation of the Taxi Industry has historically been the domain of municipalities, there has been limited response at the provincial level in addressing the T.N.C issue.

Some notable developments at the provincial level have included a Private Members Bill called Bill 131, Opportunity in the Sharing Economy Act, 2015, that was presented in 2015 by former MPP Tim Hudak, this Bill did not make it past second reading in the house. Secondly in 2016, amendments were made and passed by the Provincial Legislature under the Provincial Insurance Act, 1990 to permit insurance companies to offer insurance products that cover T.N.C.s. There are a few insurance companies that offer their coverage and can be explored by the T.N.C drivers once they agree to drive for T.N.C.s

At the Municipal level, the regulation of T.N.C.s has predominately been addressed at the local level through municipal by-law regulations. Numerous municipalities in Ontario and across Canada, have approved regulatory regimes which have established operating standards for T.N.C.s and T.N.C. drivers. The reason that these regulations were implemented was part of a reactive response and not proactive, as T.N.C.s operated within several jurisdictions prior to any rules and regulations being in place.

The common elements and regulations of municipal regulator regimes are as follows:

- **Driver Screening** – Municipalities establish minimum standards for driver screening with respect to criminal convictions and level of driving offences for the purposes of registering drivers on the T.N.C.'s platform or issuing a T.N.C. driver's licence on behalf of a municipality. T.N.C.s are permitted to screen drivers using third-party background check providers who attain Criminal Reference Checks and Driver Abstracts on behalf of the T.N.C. and T.N.C. driver applicant.
- **Vehicle Standards** – Municipalities establish minimum standards for vehicles respecting the age of the vehicle; display of a T.N.C. decal/signage; and annual vehicle inspections.
- **Licensing fee Structure** – It is common for municipalities to establish a licensing fee structure which includes a combination of:
 - Flat annual T.N.C. licensing fee;
 - Per driver fee; and/or
 - Per trip fee
- **Insurance requirements** – Municipalities have established insurance requirements for T.N.C.s and T.N.C. drivers to ensure that appropriate levels of insurance coverage is provided to both the T.N.C. driver and customer when the service is provided.
- **Auditing** - To ensure compliance with municipal by-laws, municipalities often require T.N.C.s to submit data on a regular and/or as-needed basis for staff to audit. Municipal data requests typically include all T.N.C. driver and vehicle screening documents, trip history, etc.
- **Security Technology**– both the T.N.C. driver and customer are provided with each other's information (ex. name, phone number, licence plate number, etc.). No additional security features are required or have been implemented as further regulation by a municipality.

An example of a summary of a Transportation Network Company regulations, can be found on each T.N.C webpage. For Example Uber (one of many T.N.C.s) has developed a website which lays out regulations for drivers across multiple Ontario municipalities who have regulations on T.N.C.s the link can be found at this URL - <https://www.uber.com/en-CA/drive/resources/driving-in-ontario/>.

6.0 ANALYSIS

Issue Discussion:

There are two (2) principle issues that are to be considered by the Town of Cobourg and to be discussed as part of this report.

- 1) The Town of Cobourg's highly regulated Taxi Industry is facing the threat of competition from the potential entrance of the T.N.C. shared economy industry that operates in contravention of the Town's Taxicab Licensing By-law. Although currently the Town does not have any T.N.C.s operating within the Town the entrance of this innovative industry can occur without notice. The Town has heard from the Taxi Industry who operates within the Town and has asked that the current By-law be modernized and updated, to protect the current stakeholders and improve the regulation regime to address the following issues including but not limited to:
 - Consumer Protection updates: driver screening, insurance, mechanical safety of vehicles, fares, etc.;
 - Accessibility Issues, currently there are no Accessible Taxis in the Town of Cobourg operating in the community;
 - The need to modernize taxicab standards;
 - Inclusion of Private Transportation options that are responsive to the public's changing needs;
 - The evolving role of licensing staff to include a monitoring and auditing capability for this type of business.
 - Potential collaboration to work with surrounding County Municipalities to share a consistent by-law and licensing approach.

It is important to note and make the distinction that the aforementioned issues are not unique to the Town of Cobourg, and municipalities our size are working to modernize their Taxi regulations and introduce provisions that deal with addressing the shared economy.

- 2) As part of the Council motion passed February 19, 2019, Council directed Staff to investigate/create a by-law regulating ride sharing transportation, such as Uber or Lyft and review the entire taxicab by-law through public and taxicab owners and operators public. This report outlines and describes Transportation Network Company's and how they play a part in the new shared economy regime. This task was completed through Public and Stakeholder participation which was gathered as part of an Engagement process conducted by the Town which has been attached to the report. The Engagement report clearly provides a response from the public on the issues that are being considered above.

Community Engagement Summary – What we Heard:

In developing this report and the review of the Taxicab industry with the emergence of the Transportation Network Companies, the Town of Cobourg conducted a public engagement campaign to receive feedback from the four (4) specific groups of stakeholders that would be effected by changes or have utilized the taxi industry within the Town of Cobourg. These four (4) groups are; Cobourg Residents, Passengers, Taxicab Owners and Taxicab Drivers. The

survey and questionnaire was posted online for four (4) weeks and was divided into six (6) different categories:

1. Licensing;
2. Safety;
3. Service;
4. Tariffs;
5. Ridesharing; and
6. Accessibility.

All responses are summarized within the Taxicab Public Engagement Report attached to this Staff Report. The recommended amendments for Council's consideration are based on the feedback and responses from the community and the three (3) Taxicab Business Owners and a small portion of the licensed drivers. There was a survey for Transportation Network Companies to participate, but there was no response provided by the industry.

As part of the review, and staff's understanding of the importance to engage the Taxi Industry, an additional step was taken, and the legislative services department met on January 14, 2020 with all Taxicab Business Owners to review and discuss the changes that are being recommended for approval.

Significant Proposed By-law Changes:

Eliminating Annual Mandatory Taxicab Inspections

The Ontario Ministry of Transportation (MTO) Safety Standards Certificate (SSC) is a document that certifies a vehicle's fitness. Any inspection station in Ontario licensed by the MTO can issue a SSC, provided the vehicle passes an inspection. This inspection covers the minimum safety requirements for vehicles in the Province of Ontario. Items reviewed during the inspection include powertrain, suspension, brakes, steering, instruments/auxiliary equipment, lamps, electrical, body, tires and wheels. In July 2016, the MTO updated the standards a vehicle must meet in order to pass the provinces safety inspection and to be considered roadworthy. Some of these changes included deeper tire tread depth, more stringent requirements for structural integrity, new standards for ride height, revised rules for brake lining thickness and stability control systems. Considering this information, staff are recommending the elimination of annual mandatory inspections. Taxicab owners will continue to be required to provide a SSC issued by a licensed mechanic under the authority of the MTO. A second SSC will be required if a taxicab travels more than 25,000 km's within a licensing period.

The Town of Cobourg will continue to enforce the regulations of Taxicab's and driver through by-law, as well as receiving continued enforcement assistance with the Cobourg Police and the Ministry of Transportation on an ongoing basis. These enforcement agencies have a right to question and inspect a licensed

Taxicab or Driver at any time with reason, as well as the MTO may check to be sure the SSC compliance is being met and all other Highway Traffic Act rules are being followed. By-law Enforcement and licensing will continue to hold random and scheduled safety and compliance checks throughout the year.

Yearly Taxicab Tariffs Adjustments

Taxis must charge the rate specified in the Taxi Regulating By-law, and must have the meter running to calculate the appropriate fare whenever they carry a passenger. Taxi meter rates are based on a combination of distance and time. Currently in the Town of Cobourg the meter charge is 1.75 per km, with a starting pick-up charge of \$4.75. These Taxi Fares have not been adjusted since 2010.

Below is the Current Taxi Fare Structure.

	Type of Taxi Fare	Rate
1.	Pick-Up Charge	\$4.75
2.	Pick-Up Charge (Senior Rate)	\$4.25
3.	Meter Charge	.35cents 1/5 km (\$1.75/km)
4.	Meter Charge (Senior Rate)	.25cents 1/5 km (\$1.25/km)
5.	Stops During Trip	\$1.50 per stop
6.	Waiting Times at Stops	\$0.75 per min after 2mins
7.	Parcel Unloading Charge	\$0.75 per min after 2mins
8.	Destination Waiting Charge	\$0.75 per min for waiting at final destination

Senior defined as 65 years of age or older.

Staff is recommending that the Town no longer be responsible to set tariff rates independently. Although the T.N.C.s set their tariffs independently from municipalities, Staff and the Taxicab Industry believe since currently there is no threat from T.N.C.s that a first step in modernizing the Taxicab industry is allowing Owners to collaborate yearly with the Town to set Tariff rates. This change will help to provide rates that are equitable for Taxicab Owners, and help make the Taxi industry sustainable to operate as a business, but also affordable to the public as a means of transportation when traveling inside and outside of the municipality.

As a result of this change, this would mean that yearly, the Taxicab Licence Owners will meet with the Town of Cobourg Licensing Department to submit a proposal to Municipal Council on an agreed upon rate and changes to Taxicab Tariffs. The adjustment of taxi meter rates annually would occur October 1. If an application for the meter rate increase is received by the Town as a proposal from Taxicab Owners at that annual meeting, the proposal should be presented with a business case from Taxicab Owners based on justification on industry costs. These Industry costs would be items such as:

- Rent, Licenses, Other;
- Insurance;

- Fuel;
- Repairs & Maintenance;
- Amortized cost of vehicle;
- Radio & Equipment;
- Earnings - all drivers.

The percentage increase in the meter rate increase is not to exceed the percent increase in industry costs. In order to present a Tariff increase, Owners should track the cost of the operation of a Taxicab Business within the current context of the economy.

Once set, the rates must remain static for at least three (3) months. After a three (3) month period, Taxi Companies that wish to change their rates prior to the annual review can do so with one month's notice. This change makes fee structures more equitable with T.N.C.s. and helps the Taxicab industry to become more modern. The decision to raise or lower rates becomes a business decision for each taxicab owner. This will allow competitive pricing among the ground transportation market with a consensus from owners, assistance with the Town in order to protect the consumer, and final with Council approval. Rates must be advertised to the public of upcoming changes to rates as well as current rates applicable.

Below is the Proposed Taxi Fare Structure beginning in 2020:

	Type of Taxi Fare	Rate
1.	Pick-Up Charge	\$4.75
2.	Meter Charge	\$1.75 per km
3.	Waiting/Running time while under engagement	\$0.75 per minute, Meter activated only when vehicle is travelling below 26km per hour or stopped.

New proposed Discount for Seniors is 10% rather than a separate fare amount.

- Proof of age is needed (Senior 65) at Driver's discretion
- Discount not applied on fares below \$10

Proposed Rate 5km Trip (without stops or wait times)

$$\begin{aligned}
 \$4.75 + (\$1.75 \text{ per km @ } 5\text{km}) &= \$13.50 - \text{Regular Fare} \\
 &= \$12.15 - \text{Senior Discount of } \$1.35
 \end{aligned}$$

Proposed Rate 10km Trip (without stops or wait times)

$$\begin{aligned}
 \$4.75 + (\$1.75 \text{ per km @ } 10\text{km}) &= \$22.25 - \text{Regular Fare} \\
 &= \$20.02 - \text{Senior Discount of } \$2.23
 \end{aligned}$$

Town of Cobourg Staff are recommending that the Senior Rate be further discussed by Municipal Council in order to determine if this rate should be maintained as part of the Taxi Tariff Regime. As demonstrated within the above Fare examples there is a minor reduction in cost, but to be more equitable for all residents of Cobourg, removing the rate may be something that Council would like to consider.

New proposed wait time charge and elimination of “stop” rate during trips.

Current Fare 5km Trip (with one additional stop during trip, assuming wait time at stop is only 3 minutes)

$\$4.75 + (\$1.75 \text{ per km @ } 5\text{km}) + \text{Stop Charge (1 stop @ } \$1.50) + 1 \text{ minute wait time } (\$0.75 \text{ per minute after 2 minutes}) = \15.75

Proposed Fare 5km Trip (with one additional stop during trip, assuming wait time at stop is only 3 minutes)

$\$4.75 + (\$1.75 \text{ per km @ } 5\text{km}) + 3 \text{ minute wait time } (\$0.75 \text{ per minute @ } 3 \text{ minutes}) = \15.75

Current Fare 5 km Shared Ride Trip (with 2 additional drop off stops, assuming wait time at stop is only 1 minute)

$\$4.75 + (\$1.75 \text{ per km @ } 5\text{km}) + \text{Stop Charge (2 stops @ } \$1.50) + \text{no additional wait time charges at each additional stop } (\$0.75 \text{ per minute after 2 minutes}) = \16.50

Proposed Fare 5 km Shared Ride Trip (with 2 additional drop off stops, assuming wait time at stop is only 1 minute)

$\$4.75 + (\$1.75 \text{ per km @ } 5\text{km}) + 1 \text{ minute wait time per stop } \times 2 \text{ stops } (\$0.75 \text{ per minute}) = \15.00

Although the base tariff rate has not been adjusted, the elimination of the Senior Rate to a Senior discount will help to provide a higher fare from the current rate, and with the addition of a waiting time running charge will help to provide either an increase or reduction to the taxi fare, dependent upon the waiting time, instead of time stopping and not being charged until after two (2) minutes at the current structure.

Eliminating customer bill of rights

Currently no other licence categories have a customer bill of rights. The current bill of rights includes requirements such as prompt and reliable service, a courteous knowledgeable driver who is neat and clean in appearance and assistance when required. Removing the bill of rights places business decisions

back in the hands of the taxicab business owners. Should any one taxi owner or driver provide sub-par customer service, the customer can opt to take their business to a different ground transportation provider. From an enforcement perspective, a bill of rights is difficult to enforce. The items covered are subjective and a violation would not be the same for every passenger. Allowing taxi owners to make a business decision with respect to the operation of their vehicle, creates equity between taxi business and T.N.C.s

Licence Issuance Model

On February 25, 2019 Council approved a motion that amended the 2014 Taxicab regulating By-law with the elimination of an repeal of section 2.4.1 of By-law No.014-2014 to remove the limit on the number of Taxicab licenses in Cobourg to alleviate non pick-up, wait times and denial of fares and to allow for more taxicabs to be introduced into the Cobourg Taxi industry.

Town Staff supports the removal of the Taxicab vehicle licence limit that was in place as part of the previous By-law as this change allows for more competition within the Taxi Industry in Cobourg. Since the elimination of the cap on the number of Taxicab licences permitted to operate within Cobourg, the Town has issued two (2) additional taxicab licenses and has had one (1) new Taxi Business start-up. This change has allowed for additional vehicles to be added to existing Taxicab Owners fleet which at the time when the limit existed, this regulation provided a hurdle for some businesses to expand.

In addition, if Council proceeds to incorporate the regulation of Transportation Network Companies in Cobourg through By-law revisions, it will be difficult to limit the number of these T.N.C. drivers and vehicles on the road and this would be consistent with those Ontario municipalities that do provide regulations on T.N.C.s who do not limit the number of T.N.C.s drivers/vehicles that can operate in their respective municipal boundaries. That being said, Municipal staff are recommending that the limit on the number of licences issued remains repealed.

Police Vulnerable Sector Check

Staff is recommending that Taxicab drivers be required to submit a Police Vulnerable Sector Check (PVSC) when obtaining or renewing their licence in the Town of Cobourg. Taxicab drivers are currently only required to obtain a Vulnerable Sector Check only when they first become licensed, and now staff are proposing that both a Criminal Record Check and a Vulnerable Sector Check be provided to the Town.

The PVSC will include the following information:

- Criminal convictions from Canadian Police Information Centre (CPIC) and/or local databases

- Summary convictions, for five years, when identified • Findings of Guilt under the Youth Criminal Justice Act within the applicable disclosure period
- Outstanding entries, such as charges and warrants, judicial orders, Peace Bonds, Probation and Prohibition Orders. As per CPIC policy, information obtained from the Investigative Databank must be confirmed and authorized for release by the contributing agency
- Absolute and conditional discharges for 1 or 3 years respectively

The PVSC will not include:

- Convictions under provincial statutes (i.e. Highway Traffic Act, Trespass to Property Act, Liquor Licence Act)
- Local police contact
- Ministry of Transportation information
- Special Interest Police (SIP) category of CPIC
- Family Court Restraining Orders
- Foreign information
- Any reference to incidents involving mental health contact
- Diversions will not be released as police contact and no reference to the occurrence is permitted (CC S. 717.4)
- Youth Criminal Justice Act (YCJA) information beyond the applicable disclosure period
- Any reference to contagious diseases

Vulnerable Person, means a person who, because of their age, a disability or other circumstances, whether temporary or permanent, is in a position of dependency on others or is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them.

Taxicab drivers frequently transport children or other vulnerable persons and staff believe the PVSC as the appropriate level of police record check to ensure safety.

Fees

Below are the proposed licensing fees for 2020:

Taxi Fees - Taxicab Owner		
Fee Description:	Current Fee:	Proposed Fee:
Taxicab Owner Licence	\$150.00	Unchanged
Taxicab Owner Renewal	\$150.00	Unchanged
Taxi Owner Replacement	\$50.00	NEW
Accessible Owner Licence	\$150.00	Unchanged
Accessible Owner Renewal	\$150.00	Unchanged

Accessible Owner Replacement	\$50.00	NEW
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Taxi Fees – Taxicab Driver		
Fee Description:	Current Fee:	Proposed Fee:
Taxicab Driver	\$40.00	Unchanged
Taxicab Driver Renewal	\$40.00	Unchanged
Taxi Driver Replacement	\$25.00	NEW
Taxi Driver Transfer	\$20.00	Unchanged

TaxiCab Innovation, Apps

As the transportation industry becomes more modern and technological based the Taxicab regime and industry needs to catch up and meet the new demands of a changing society. One example of this is utilizing a technological approach when accepting fares and conducting business.

Taxi companies in surrounding jurisdictions have recently introduced apps that assist the dispatch process, using some of the concepts that ABSMs like Uber have introduced. In principle a taxicab app can do much of what is done by Uber and Lyft. The main differences currently are the licensed vehicle and driver that arrive, and the relative ability of companies to create immediate consequences for poor customer satisfaction through the driver rating system.

There are companies offering a universal app for taxis (drivers and passengers), for example a Canadian company named ProCabby offers an innovative online solution for Taxi Owners and Drivers or Taxi companies may also develop their own applications. If Taxicab Owners are interested in this innovative application enhancement, Staff would be happy to assist in the installation and advertisement to the public.

In order to accommodate future technological advancements, Staff further recommends that Part 6.5.1 (a) of Section 6.5 Trip Sheets, of Taxicab Bylaw 014-2014, Drivers be permitted to maintain either a hard paper version or an electronic version of “trip sheet” in vehicle.

Accessible Taxicabs:

Section 79 of Ontario Regulation 191/11 being the integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005*, (AODA) states as follows:

Duties of municipalities, accessible taxicabs

79. (1) Every municipality shall consult with its municipal accessibility advisory committee, where one has been established in accordance with subsection 29 (1) or (2) of the Act, the public and persons with disabilities to determine the

proportion of on-demand accessible taxicabs required in the community. O. Reg. 191/11, s. 79 (1).

(2) Every municipality shall identify progress made toward meeting the need for on-demand accessible taxicabs, including any steps that will be taken to meet the need, in its accessibility plan required under Part I. O. Reg. 191/11, s. 79 (2).

The purpose of this section of the report is to provide Council with the information gathered to date to establish the need to require accessible, on-demand taxicabs in the Town of Cobourg and to propose recommendations to Council to implement the requirement of on-demand accessible taxicabs in the Town of Cobourg to meet the need of citizens.

In accordance with Section 79 (1) of Ontario Regulation 191/11, Staff has received the input from the Cobourg Accessible Advisory Committee to determine the need for on-demand accessible taxicabs.

In the previous term of Council, the Legislative Services Department met with the Accessible Advisory Committee to advise of the requirements of the Integrated Accessibility Standard as it relates to taxicabs. Since that time and with the current Accessibility Advisory Committee there has been a standing item on the Advisory Committees Agenda under unfinished Business called 'Accessible Taxi Update'.

With the current Accessibility Advisory Committee the following recommendations for Staff and Council consideration has been as follows:

- That the Town actively communicate and urge the current Taxicab Owners to operate within their fleet an Accessible on-demand Taxicab;
- Develop an incentive program to encourage the licensing of Accessible Taxicabs in the Town; and
- All Accessible Taxicabs be licensed by the Town and Drivers receive sensitivity training to deal with those citizens who have disabilities.

As part of the Public Engagement on the Taxicab By-law, the public as well as the Taxi Industry provided comment for the need to have an Accessible Taxi On-demand service available for the public.

At this point, and with the current regulations being in place, the Legislative Service Department is awaiting an Accessible Taxicab application to be received for an Accessible Cab to become operational within the Town of Cobourg.

Current Situation for Accessible Taxi Service

Currently the Town of Cobourg has eleven (11) taxicabs licensed between four (4) different Companies operating within the Town of Cobourg. The Town

currently does not have any on-demand accessible taxicabs licensed or available with the Town. Throughout 2019, there was one (1) inquiry for an Accessible Taxicab Application, but since the time the application was offered, the application has been abandoned by the Applicant.

Options for Implementing the Identified Need for On-Demand Accessible Taxis

The following are options for Council consideration:

1. Introducing a requirement through municipal By-law that a certain number of Accessible Taxicabs be provided and licensed. For example, provisions could be introduced that would require a taxicab company operating more than five (5) taxicabs or more to license at least one of those as an Accessible Vehicle. Based on the current licensing, the Town of Cobourg does not have any Taxicab Businesses operating 5 or 10 or more licensed taxicabs and therefore this option at this time would not assist with the Town acquiring an Accessible Taxicab. Although this may not be the situation over time and a Business may add more licensed vehicles to their fleet at any time which could meet this threshold. Additionally, this regulation could propose complications and hard to be maintained in future years depending on the number of taxicabs licensed by each company from year to year. The Town of Cobourg has seen in the recent years a decrease in the amount of taxicabs licensed in the Town.
2. Another option to consider would be to use a ratio of accessible taxicabs to all regular taxicabs licensed and operating within the Town. This meaning for every specified number of regular taxicabs licensed in Cobourg (not company specific) that an accessible taxicab must be licensed. The same problem would arise with the first option that the number of accessible taxicabs would depend on the taxicab business at any given time and may not be consistent from year to year.

With option number two (2) there would need to be an implementation strategy to be established, in order to set out how to determine which taxicab business would be required to license an accessible taxicab and how to move forward from year to year in respect to maintaining the requirement. There may be a need to combine both methods number one (1) and two (2) with the addition of developing a ratio of the number of accessible taxicabs to the population of the Town of Cobourg to develop a number of accessible taxicabs needed to serve the community.

Incentives

Municipal Staff recognizes that the cost of providing an accessible taxicab may be challenging for taxicab companies, and this has been relayed to staff by the current Taxicab Owners. One form of an incentive for the introduction of Accessible Taxicabs would be for the Town of waive the licensing fees for the issuing of Accessible Taxicab licences and their renewals.

In addition to the waiving of Taxi Licensing fees, the Town could provide an operational incentive program to Accessible Taxicab Owners who licence Accessible Taxicabs. These incentives could be in the form of a subsidy to offset the extra cost for an accessible taxi fare which would include the extra time that it takes for drivers to load and unload a passenger, and also any driver training and taxicab maintenance of the accessible devices.

A third option that Council could consider in order to assist within the introduction of a Accessible Taxicabs in Cobourg to assist with the cost and the introduction of a Municipal Subsidy to Taxi owners would to consider raising the Taxi Fare an extra \$0.10 or an alternative price which that extra 10 cents charged for each fare could help to provide an extra amount of money to help companies cover the cost of operating and maintaining an Accessible Taxicab for the community. The introduction of this option would need an implementation plan to make sure the there is an effect in helping to provide Accessible Taxi Services in Cobourg, meaning that maybe this extra charge would only be in service when an accessible taxicab is licensed to maintain the service.

All off these options would need to be discussed by Council, presented to the Accessibility Advisory Committee, the Taxicab Industry and the public to determine which options would be most effective and successful for the Town's residents.

This section of the report is being presented pursuant to the requirements of the *Accessibility for Ontarians with Disabilities Act, 2005*, and more particularly section 79, which is set out above in this section of the report. The Town of Cobourg is required to: determine the proportion of on-demand accessible taxicabs required in the community; and identify steps to be taken and progress made towards meeting the need within the Town's Accessibility Plan.

Based on the current status of no on-demand accessible taxi service, those that have disabilities currently have to rely solely on the Town's Accessible transit service with has a prearranged process that involves a booking time and also has limited hours. The feedback that the Town has received during consultations with the Accessibility Advisory Committee and the public, Staff are proposing that at least one (1) on demand accessible taxicab be required in the Town of Cobourg to meet the needs of the community.

It is important for Council and the public to understand that Accessible Vehicles need to meet the requirements of the Ontario Regulation 629 being a regulation under the *Highway Traffic Act* dealing specifically with Accessible Vehicles, and portions of Ontario Regulation 611 being a regulation under the Highway Traffic

Act dealing with Safety Inspections. Ministry of Transportation (MTO) Safety Certificates are issued in respect of items required to be inspected by Ontario Regulation 611. However there is no mechanism within the MTO for ensuring that the provisions of Ontario Regulation 629 are complied with. This duty for compliance would fall upon the Town’s enforcement agencies at the time that the vehicles are licensed, as part of the initial vehicle inspections and routine compliance checks. Training will have to be provided to the Town’s Enforcement Staff.

Transportation innovation Case Study – Innisfil Transit
(Information gathered from Staff Reports)

As part of this staff report, Municipal Staff reviewed the current situation regarding transportation within the jurisdiction of the Town of Cobourg. The reason that Town Staff provided this report to Municipal Council was not only to review the Taxicab Industry but also based on the February Council decision asking Staff to investigate the ‘Shared Economy’ in relation to Transportation Network Companies (ex. Uber and Lift). As part of the research and the drafting of this report, Staff went a step further and explored other existing modern and innovative options in relation to dealing with examples of transportation in other local municipalities.

In addition, Municipal Staff reviewed the numerous comments displayed and communicated by the community within the Town’s Engagement Report conducted by the Town which demonstrated the need to look a bit further than the status quo. This was done by reviewing the current situation in Cobourg and looking to increase efficiency and effectiveness, for residents while reducing costs, and understanding the feasibility of implementing an alternative approach to transportation with the current demographic based on local demand for greater, consistent and reliable transportation options.

Below is a brief summary of the Town of Innisfil and their ability to change their way of thinking when considering operating public transportation within the community. The Town of Innisfil partnered with Uber (for general rides) and local taxi companies (for accessible rides) to bring a reliable, affordable on-demand transit service to serve all residents of Innisfil.

Below is a brief comparison of Cobourg and Innisfil.

Cobourg vs. Innisfil

Cobourg		Innisfil	
Population	19,440	Population	36,566
Density	139.2/km ² (361/sq mi)	Density	869.3/km ² (2,251/sq mi)

In September of 2015, the Town of Innisfil completed a Transit Feasibility Study for the municipality. This study was conducted due to there being no public transit system in the community and the community was demanding a solution to help citizens get around as an alternative option to Taxis. The study recommended that the Town consider a fixed-route bus service to address the current demand for public transit in Innisfil. However, when Innisfil Council considered the options of the report for fixed-route bus service during their Budget deliberations, it was determined that all options would be too costly for the limited level of service that they would provide. As a result, Council directed Staff to form a community advisory committee to assist with further assessing demand-responsive transit solutions. The goal of the committee was to consider and try to achieve an “adaptable”, “progressive” and “innovative” solution to efficiently address the public transit demand in Innisfil.

On June 15, 2016, Innisfil Council gave Staff direction to issue a Request for Expressions of Interest to solicit information from proponents to provide on-demand-responsive transit services in Innisfil. The purpose was to gauge interest and assess options from proponents interested in providing this service. From the submissions that the Town received from proponents, Uber emerged as the only company with an app-based platform (i.e. UberPool) that would facilitate ridesharing and the matching of two (2) or more passengers on trips across the entire Town.

Instead of transit buses working regular routes, the municipality engaged Uber in a Partnership Agreement to allow travelling cars to function as the transit fleet. When a rider opens the Uber app, within the Town of Innisfil jurisdiction, Innisfil Transit pops up as the cheapest option to travel between networks of popular areas called “hubs”, such as libraries, the recreation centre or municipal buildings.

As part of the project that Innisfil undertook in addressing immediate transit needs, the Town structured the program in a Staged approach in order to generate the long term success of the program. The main purposes of Stage 1 was to collect data on the demand for transit in Innisfil and to see how the service is being used. The Town felt that the use of UberPool is best aligned with the focus of Stage 1 of the service to retrieve data on the key origin and destination points for transit in Innisfil. In this type of a transit system, the Town was not required to pay capital costs for items such as buses and bus shelters, in addition to the ongoing operational and maintenance costs. Rather, the Town simply provided funding to cover or contribute to the difference between the Uber fare and a traditional bus transit fare (e.g. \$4-6).

Stage two (2) of Innisfil Transit was launched in 2018, which had a number of recommendations that were results of staff observations as well as a Community Consultation process through engagement surveys. The additions to Stage 2

were a demand for more flat fee destinations (similar to transit stops) to be utilized on the Innisfil Transit App.

What is the fare to use the service?

People are able to book a trip wherever they need to go, 24 hours a day/7 days a week. There are three different types of trips that can be taken:

- 1) Key Destination Request: When a trip is booked from within Innisfil to one of the following destinations, the passenger will pay \$4-\$6 (one-way):
- 2) Custom Destination Request: A \$5 discount has applied to other trips within Innisfil boundaries that are not going to/from the above flat fare destinations.
- 3) Accessible Vehicle Request: residents will be able to request a wheelchair accessible vehicle through a local Taxi company. The price of this trip follows the same fare structure as for the Uber trips.

Current Ridership Numbers from the Town of Innisfil:

Over 112,000 Innisfil Transit trips have been taken since the service was launched in May 2017.

Statistics Overview: (Provided by March 2019 Innisfil Staff Report)

	2017 (May 15-Dec)	2018 (Jan-Dec)
Trips	26,688	85,943
Subsidy	\$150K	\$640K
Riders	3,493	5,749
Drivers	1,393	2,203
Match Rate	17%	31%
Wait Time	9:10 mins	6:10 mins
Completion Rate	71%	87%

Overall, the results in this table are reflecting the success and popularity of the Innisfil Transit service. Particularly, the ridesharing match rate (when 2 or more trips are matched) and completion rate (% of requested trips that are completed) continue to trend upwards, while the average wait time continues to trend downwards as the average wait time was under 5 minutes in the last 3 months of 2018. These trends are reflecting both the efficiency and reliability of the Innisfil Transit service. *(Provided by March 2019 Innisfil Staff Report)*

It should be noted that zero accessible rides were completed in 2017 or 2018 using the partnering taxi company. The Canadian Red Cross provides a transportation service in the Innisfil area for persons with disabilities so it was

concluded that riders were either managing to use the Uber vehicles or were utilizing the Red Cross service (perhaps a cheaper or more direct option).

Funding:

A total of \$100,000 was approved by Council for the purposes of implementing demand responsive transit in the Budget for 2017, while an additional amount of \$125,000 was approved for 2018. Innisfil Transit was approximately \$250,000 over budget in 2018 due to a higher growth rate than staff predicted as well fares starting off at a lower amount to offset the cost to increase the popularity of the system and promote the use of the service. In the 2019 budget, Council approved \$885,806 for Innisfil Transit.

Without any changes to Innisfil Transit fares, Staff are anticipating total costs are likely to be in the \$1-1.2 million range for 2019 due to the popularity and growth of the service, along with the Town's growing population (approximately 1,000 new residents each year). In anticipation of the increasing costs, ride fares were increased in 2019 and the number of rides per month were capped at 30 after which time the rider has to pay full fare for additional rides

Although these costs are starting to exceed what was forecast for the 1-bus or 2-bus route options in the Town's Transit Feasibility Study prepared in 2015, the ridesharing transit system is able to provide convenient door-to-door coverage across the entire Town. In contrast, the bus service only provides access to those within walking distance of the bus stops along the route and wait times can sometimes be up to an hour.

There are options for this type of service to be funded based on the above description of the partnership program which could be considered identical to that of the Town of Cobourg's current Transit System. Budget requirements can be funded from the Municipal Levy or through the Provincial Gas Tax Funds that currently the Town receives, which is allocated to municipalities based on a formula that looks at prior year results and a 70/30 split between ridership and total population. Eligible funding is capped at 75% of municipal spending.

Considerations:

There are many additional considerations that Council should be aware of when considering a case study such as this one when it comes to the implementation of such a program. Below is a list of those considerations:

- Driver/Vehicles
- Partnerships
- Passengers
- Network/Technology
- Incentives
- Education/Promotion
- Existing Infrastructure

- Accessibility

Conclusion:

The Town of Innisfil has provided a transportation system that has met the needs of their residents by implementing a new way of operating a public transportation system. The partnership with Uber has provided a convenient door-to-door service that is available to everyone 24/7 and the results of Innisfil Transit are confirming that the cost of a fixed-route bus system to service all of Innisfil would have been far greater and a less convenient option than through the current ridesharing transit service.

If Municipal Council would like to consider Staff investigating this ridesharing partnership option, Council should direct Staff to provide a detailed report and analysis comparing the current system that is in place (Public Transit, Taxi Services and other transportation networks) to determine if the market, public interest, cost analysis and feasibility based on demographic is an option for consideration.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications related to this staff report.

8.0 CONCLUSION

The entrance of T.N.C.s has introduced a plethora of new issues, which impact a broad range of stakeholders and require municipalities to address - the most salient being the need to ensure consumer protection and health and safety. Currently in the Town of Cobourg the emergence of these T.N.C.s has not been visible or an issue.

The proposed changes within the current taxicab regime will help to create more equity within the ground transportation market. If approved, taxicab industry regulations will be more similar to other regulated industries, including T.N.C.s.

9.0 POLICIES AFFECTING THE PROPOSAL

There are not policy implications related to this report. The Taxicab By-law will be revised and amended as a result of Council accepting the recommendation within the report.

10.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk
Manager of Legislative Services

Ian Davey
Treasurer/Director of Corporate Services/ Interim CAO



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 000-2024

BEING A BY-LAW TO AMEND THE FEE AND CHARGES BY-LAW 063-2016.

WHEREAS on April 03rd, 2024, the Community Services, Protection, and Economic Development Standing Committee approved recommending to Council staff's recommendation that the User Fee By-law 063-2016 be amended as set out in Report **XXXXXX**.

Now Therefore, The Corporation of the Town of Cobourg by the Council thereof hereby enacts as follows:

1. THAT the 2024 User Fee By-law 063-2016 be amended by adding the Form 6 schedule of User Fees and Charges for a system of Vehicle for Hire License Fees as set out in Schedule "A" to this By-law.
2. THAT the Taxi-Cab Fees and Charges included within the 063-2016 By-law be hereby repealed and replaced with the fees as written in Shedule "A".
3. THAT this By-law is in effect on the day on which it is passed

READ and finally passed in Open Council this 24th day of April 2024

Mayor

Municipal Clerk

Schedule “A”

User Fees and Charges – 2024

Department: Municipal Law Enforcement and Licensing Services

Division: Legislative Services

Activity: Municipal Law Enforcement Vehicle For Hire Licensing Fee System

Fees and Charges Schedule 2016		
Department/Item	Current Fee	Proposed Fee
Municipal Law Enforcement and Licensing		
Vehicle For Hire Driver	N/A	\$75
Transportation Network Company - Annual Licence Fee based on Number of Drivers	N/A	1-50 Drivers \$2,500
Transportation Network Company – Per Trip Fee	N/A	51-100 Drivers \$5,000 101-500 Drivers \$10,000 \$0.11 for each ride started in Cobourg
Accessible Taxicab Owner	N/A	N/A
Taxicab Owner	\$150	\$250
Limousine Owner	N/A	\$250



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Public Works, Planning, and Development Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Marina Smirnova, Planner II (Heritage)
Standing Committee Date: April 3, 2024
Report Number: DS-2024-009
Council Meeting Date: April 24, 2024
Subject: **Final Community Efficiency Financing (Green Energy Retrofit) Feasibility Study for the Town of Cobourg**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council receive this report for information purposes; and

FURTHER THAT Council support and endorse the attached Community Efficiency Financing (Green Energy Retrofit) Feasibility Study.

2. Executive Summary:

This report provides Council with an overview of the Community Efficiency Financing (Green Energy Retrofit) Feasibility Study. Additionally, it provides a recommendation to Council to approve the final document.

This study is an initiative associated with the Integrated Community Sustainability Plan (ICSP), which was endorsed by Council in 2023. An ICSP is a long-term plan providing direction for the whole community to realize objectives with respect to environmental, cultural, social, and economic sustainability. A Green Energy Retrofit Feasibility Study was added to the overall project scope with support from the Federation of Canadian Municipalities (FCM) Green Municipal

Fund. This addition was reflected in Action Item #13 in the ICSP: Continue “program design” for FCM community energy financing, with the goal to develop a residential green retrofit program.

The feasibility study is now complete and being presented to Council for review and endorsement. Following the endorsement of the study, staff will compile the necessary documentation to meet FCM reporting requirements and access grant funding.

3. Background

In 2019, the Town of Cobourg Municipal Council declared a Climate Emergency and provided direction to staff to commence the development of a roadmap to address the Town’s contribution to the climate crisis. The declaration aligned with Council’s 2019 - 2022 Strategic Plan and prior sustainability work done in the 2010 and 2020 Climate Action Plans. At its regular meeting on December 2, 2019, Municipal Council passed the following motion:

WHEREAS at the Committee of the Whole Meeting on November 25, 2019, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding a Motion to Declare a Climate Emergency and Accelerate GHG Reduction Actions in the Town of Cobourg;

WHEREAS Municipalities have a significant role to help change and mitigate the contributions to climate change through responsible planning and budgeting; and,

WHEREAS 462 Canadian Municipalities have declared a Climate Emergency including many in Ontario, with some setting ambitious emission reduction targets such as net zero emissions by 2030; and,

WHEREAS in Council's Strategic Plan it states: "the Town of Cobourg will be good stewards and practice sustainable actions"; and,

WHEREAS the Town of Cobourg's Official Plan provides a general policy framework for the conservation of water, air quality, energy and other resources and for the reduction of waste, as well as environmental stewardship, monitoring and education, and for the development of a "culture of conservation" which reflects the principle of sustainable development (Bruntland Commission); and

WHEREAS the Cobourg's Official Plan specifies that the Town of Cobourg shall develop an Integrated Community Sustainability Plan (ICSP) which

will be designed with specific achievable actions for the community and will build on existing initiatives; and,

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 deems 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;*
- 2. Refer all costs associated with the contract position and Integrated Community Sustainability Plan (ICSP) to the 2020 budget deliberations and have Staff prepare a budget estimate for the January 2020 budget meeting; and,*
- 3. Update Council's Strategic Plan to allow Staff to reprioritize other work commitments to ensure that staff resources will be sufficient to commence work on the Integrated Community Sustainability Plan prior to the scheduled start of 2021 as outlined in Council's current, approved Strategic Plan.*

As a result, three documents were initiated in 2020 to progress the goals of the climate emergency resolution.

- An Integrated Community Sustainability Plan (ICSP), which includes actions the Town of Cobourg will take to build on existing environmental progress and advance new measures to respond to the climate emergency (Approved on July 3, 2023).
- Green Development Standards (GDS) explore how the urban development process can support environmentally sustainable outcomes like energy efficiency, energy management, transportation, stormwater management, water conservation, and solar readiness (the drafting is currently underway, and is scheduled for completion later in 2024).
- A Community Efficiency Financing (CEF) Feasibility Study, assesses energy upgrade financing program options for home energy upgrades that can achieve triple bottom line benefits within the community of Cobourg.

Funding for the completion of the feasibility study was provided by the Federation of Canadian Municipalities (FCM) Green Municipal Fund. The overarching objective of the study was to conduct a comprehensive assessment of the potential for implementing a home energy upgrade financing program in Cobourg.

In 2021, the Town was successful in its application for funding from FCM, for a total of \$71,500, amounting to 80% of total project costs. The Town entered into a grant agreement with FCM on July 28, 2022, for the feasibility study. In September 2023, FCM agreed to extend the grant expiration date to May 31, 2024. Town staff received the final draft of the feasibility study in early 2024; it is now being presented for Council review and endorsement.

4. Discussion:

In order to achieve its main objective of assessing the potential of a home energy upgrade financing program for the Town, the CEF Feasibility Study examines the Town's current housing stock, identifies the factors affecting the demand for home energy upgrades, and evaluates an energy upgrade financing program's potential impact on various stakeholders, including low-income households. It is important to note that the study did not culminate in the development of a program. Instead, the study broadly discusses the benefits of home energy upgrade financing programs, along with some general considerations about the design and implementation of these types of programs. The study then evaluates three distinct home financing program models while evaluating the pros and cons within the Cobourg context. The three potential models are as follows:

1. Third-party financing via credit enhancement: this model enables private lenders to offer financing options with enhanced credit support, making energy upgrades more accessible to homeowners.
2. Utility on-bill financing delivered by Lakefront Utilities Services Inc. (LUSI): this model would allow utility-based financing to be repaid by homeowners via LUSI's billing system. This type of financing can simplify payments for homeowners and accelerate uptake.
3. Property Assessed Clean Energy financing (PACE): this model allows homeowners to repay their energy upgrade costs through property tax assessments, linking the loan to the property rather than the individual.

After examining three financing models, the study concludes that the implementation of a home energy upgrade financing program holds significant promise for the Town.

However, the study recognizes that staffing and resources may limit its feasibility of implementation. The ICSP's Action Item #1 (to fund a Sustainability

Coordinator) has been successful, so once the position is staffed, energy upgrade financing will become more feasible. ICSP initiatives and an energy upgrade financing program are unlikely to proceed without a Coordinator. To this end, the report put forward the following key recommendations should Council wish to advance a CEF program in the future:

1. Staff a Sustainability Coordinator position to facilitate sustainability initiatives like a home energy upgrade financing program in Cobourg.
2. Move forward with the next phase of the FCM Green Municipal Fund's (GMF) Community Efficiency Financing (CEF) initiative – a Program Design Study using the PACE financing model. This is as per ICSP's Action 14: Create funding pathways to retrofit public and private building stock.
3. Using the FCM Green Municipal Fund's (GMF) Community Efficiency Financing (CEF) initiative Capital program: Loan and grant, administer a community focused PACE financing program for households in Cobourg that promotes equitable access to energy upgrades.
4. Engage in outreach and education efforts to inform residents about the benefits and availability of the program. Continuously assess the program's performance and make necessary adjustments to maximize its impact.

The Sustainability Coordinator position has been funded through the 2024 municipal budget process; however, the position is not funded to be filled until the second part of 2024. In the meantime, Council endorsement of the feasibility study does not equate to an immediate move forward with program development. However, by endorsing the study at present time, the Coordinator will be able to fulfil Recommendation #2 as articulated above and move forward with a Program Design Study.

5. Financial Impact and Budget

The Town of Cobourg has invested \$257,000.00 for the ICSP/GDS project between 2021 and 2024, with funding split between the Northam and Federal Gas Tax Reserves (no impact on the tax levy). In 2021, the Town was successful in its application for \$71,500.00 (80%) funding for the Green Energy Retrofit Feasibility Study project from FCM. Combining the ICSP, GDS and GERF budgets/funding, a total of approx. \$328,500.00 is budgeted to undertake the entire multi-faceted project.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

- Thriving Community

Service Excellence

Sustainability

A key Strategic Action is to “take a community approach to making the future of Cobourg equitable, resilient, and sustainable in response to [an] ever-changing natural environment, including efforts to address climate change”. This feasibility study is a precursor for the development of a program that seeks to make more of Cobourg’s housing stock energy efficient as a means of addressing climate change.

7. Public Engagement:

The ICSP was a proposed multi-faceted municipal study that has included a comprehensive communications and public engagement plan over the two years since it was initiated in early 2022. This included having a focused presence on Engage Cobourg, specific outreach Open Houses for input, discussions with stakeholders, partner agencies, members of the public, and other municipalities.

While the ICSP involved extensive public engagement, the CEF Feasibility Study was primarily a technical document. For this reason, the draft study was circulated among among relevant stakeholders and not the broader public. Further public engagement may take place at the Program Design Study phase.

8. Attachments:

Attachment 1 – Town of Cobourg Feasibility Study – Community Efficiency Financing

Report Approval Details

Document Title:	Community Efficiency Financing (Green Energy Retrofit) Feasibility Study.docx
Attachments:	
Final Approval Date:	Mar 27, 2024

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Mar 27, 2024 - 1:35 PM



Town of Cobourg

Community Efficiency Financing (Green Energy Retrofit) Feasibility Study

Prepared for the Town of Cobourg by Glean Sustainability Inc. with support from Intelligent Futures and Entuitive, 2022-2024.

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PREAMBLE

COBOURG LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledges that we are in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

We respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today they remain vigilant over their health and integrity for generations to come.

We are all Treaty people.

ACKNOWLEDGMENTS

This report was prepared by Jordan Kruhlak and Beth Andrew of Glean Sustainability Inc. This Community Efficiency Financing Feasibility Study has been funded by the Federation of Canadian Municipalities Community Efficiency Financing Program and the Town of Cobourg.

The Town of Cobourg and Glean Sustainability Inc. gratefully acknowledge the input and advice of the stakeholders and reviewers that contributed to the Study.

Jason Krynicki - Senior Project Leader - Colliers Project Leaders

Ron Spina – Principal - Colliers Project Leaders

Rob Franklin - Manager of Planning Services - Town of Cobourg

Ian Davey - Municipal Treasurer - Town of Cobourg

Anne Taylor Scott - Director of Planning and Development - Town of Cobourg

Marina Smirnova – Planner – Town of Cobourg

Adam Giddings –Director of Corporate Services – Town of Cobourg

Larry Szyrka - Lakefront Utility Services Inc.

Dereck C. Paul - President & CEO - Lakefront Utility Services Inc.

Carmen Proctor – City of Nelson Ecosave Program

Stephen Ngonain - Project Officer - Green Municipal Fund

Lindsey Kindrat - Senior Associate – Entuitive

Jeff Robson - Design Lead - Intelligent Futures

Stephanie Ripley – Alberta Municipalities

EXECUTIVE SUMMARY

In accordance with the Town of Cobourg Integrated Sustainability Plan (ICSP)¹ and Strategic Plan 2023-2027², this feasibility study provides a comprehensive assessment of the potential for implementing a home energy upgrade financing program in Cobourg. It examines the town's current housing stock, identifies the factors affecting the demand for home energy upgrades and evaluates an energy upgrade financing program's potential impact on various stakeholders including low-income households. The benefits of home energy upgrade financing programs are then discussed along with some general considerations about the design and implementation of these types of programs. The study then evaluates three distinct home financing program models while evaluating the pros and cons within the Cobourg context:

1. Third-party financing via credit enhancement: this model enables private lenders to offer financing options with enhanced credit support, making energy upgrades more accessible to homeowners.
2. Utility on-bill financing delivered by Lakefront Utilities Services Inc. (LUSI): this model would allow utility-based financing to be repaid by homeowners via LUSI's billing system. This type of financing can simplify payments for homeowners and accelerate uptake.
3. Property Assessed Clean Energy financing (PACE): this model allows homeowners to repay their energy upgrade costs through property tax assessments, linking the loan to the property rather than the individual.

After examining three financing models, it is evident that the implementation of a home energy upgrade financing program holds significant promise for the Town. However, it is recognized that staffing and resources may limit its feasibility. If the ICSP's first recommendation to fund a Sustainability Coordinator is successful, energy upgrade financing would become more feasible. ICSP initiatives and an energy upgrade financing program are unlikely to proceed without a sustainability coordinator. To this end, we offer the following key recommendations should the Town Council wish to advance a CEF program:

1. Staff a Sustainability Coordinator position to facilitate sustainability initiatives like a home energy upgrade financing program in Cobourg.
2. Move forward with the next phase of the *FCM Green Municipal Fund's (GMF) Community Efficiency Financing (CEF)* initiative, a Program Design Study using the PACE financing model. As recommended in the ICSP's Action 14: Create funding pathways to retrofit public and private building stock.
3. Using the *FCM Green Municipal Fund's (GMF) Community Efficiency Financing (CEF) initiative Capital program: Loan and grant*, administer a community focused PACE financing program for households in Cobourg that promotes equitable access to energy upgrades.

¹ Cobourg Integrated Community Sustainability Plan. (2023). Town of Cobourg.

² Town of Cobourg Strategic Plan 2023-2027. (2023). Town of Cobourg.

4. Engage in outreach and education efforts to inform residents about the benefits and availability of the program. Continuously assess the program's performance and make necessary adjustments to maximize its impact.

This feasibility study underscores the potential of a home energy upgrade financing program to benefit the community of Cobourg, the environment, and the local economy. By implementing the recommendations outlined in this study, the Town of Cobourg can take meaningful steps toward a more sustainable and energy efficient future.

INTRODUCTION

The climate is changing across the globe and Canada is no exception. Extreme weather events, air and water pollution, and loss of biodiversity are all signs that climate change action needs to be prioritized. Environmental programs and policies will play a critical role in addressing the many challenges facing the planet. It is far more cost effective to implement mitigation and adaptation measures proactively than to react to climate disasters after they have occurred. In Canada, total energy consumption from homes and buildings is the third largest source of greenhouse gas (GHG) emissions.³ Energy efficiency measures that address this source of pollution are key to meeting climate change targets. Municipalities are uniquely positioned to employ effective and creative energy upgrade programs for their community's buildings.

To do its part and help mitigate the effects of climate change, the Town of Cobourg joined 462 other Canadian Municipalities in declaring a climate emergency in December 2019. This positions the Town as an environmental steward and model sustainable community. The declaration aligned with Council's 2019 - 2022 Strategic Plan and prior sustainability work done in the 2010 and 2020 Climate Action Plans.⁴

As a result, three documents were initiated in 2020 to progress the goals of the climate emergency resolution:

- An Integrated Community Sustainability Plan (ICSP) which includes actions the Town of Cobourg will take to build on existing environmental progress and advance new measures to respond to the climate emergency (Approved July 3, 2023).
- Green Development Standards (GDS) explore how the urban development process can support environmentally sustainable outcomes like energy efficiency, energy management, transportation, stormwater management, water conservation, and solar readiness (Drafting underway – Est. completion 2024)
- This document, a Community Efficiency Financing (CEF) Feasibility Study, assesses energy upgrade financing program options for home energy upgrades that can achieve triple bottom line benefits within the community of Cobourg.

Financing programs and products are being used all over the world to help reduce the environmental impact of human activity. They are a powerful tool for organizations to achieve their energy savings goals by eliminating the need for capital upfront and spreading the cost over time, making energy efficiency projects more feasible. Financing is especially useful for energy efficiency projects because they typically generate energy cost savings, which can in turn cover a portion or all of the financing payment costs. There are many different models of financing used in the energy efficiency industry, with more being created everyday as they become more sophisticated and custom to the needs of building owners and their communities.

³ 6 TAF, Energy Efficiency Financing Tools for the Canadian Context (2017).

<http://taf.ca/wpcontent/uploads/2017/03/Public-Financing-Tools-Guidance-Note-Mar-2017.pdf>
⁴(2022, December 21). www.cobourg.ca. <https://www.cobourg.ca/en/index.aspx>

Federation of Canadian Municipalities (FCM) Funding Background

The Federation of Canadian Municipalities (FCM) is a long-standing organization that supports and advocates for over 2,000 municipalities across Canada. The FCM delivers tools and programming that help municipalities tackle local challenges. One such program is the Green Municipal Fund (GMF) which leverages a \$1.65 billion endowment from the Government of Canada to give municipalities the tools they need to accelerate the transition to a low-carbon future. In addition to tools and training, the GMF provides grants and loans for residential environmental projects.

The FCM's Community Efficiency Financing (CEF) program supports municipalities in the process of choosing, developing, and implementing a residential home energy upgrade financing program. The CEF program's *Feasibility Study* is the first and most general of the three CEF study grant streams and was used to develop this document. This *Feasibility Study* assesses options for a local home energy upgrade financing program in Cobourg. It does not examine the best way to implement or design a financing program as that is meant to be explored in the next CEF funding phase, *Program Design Study*.

Ultimately, this CEF Feasibility Study provides a recommendation that supports a specific financing model that the Town of Cobourg can use as the basis for a *Program Design Study*. The program design study will build upon this feasibility study, by advancing the design of an energy upgrade financing program to meet stakeholder needs and the Town's priorities. It will lay the foundation for a home energy upgrade financing program by documenting the program parameters to obtain approval from the Town of Cobourg. Additional funding and financing to implement and deliver a financing program is also available through the CEF's *Capital Program*.

It is prudent to understand what CEF funding is available to the Town of Cobourg should it choose to further develop one of the financing models analyzed in this report. The details of the type and funding available will affect which financing model is chosen to move forward with.

The CEF program is organized into the following funding offers:

1. **Study Grant** – a grant for up to 80% of eligible costs of feasibility, program design and program evaluation studies (up to \$175,000).
 - a. *Feasibility Study* - Assess options for a local home energy upgrade financing program (this document).
 - b. *Program Design Study* - Design a local home-energy upgrade financing program.
 - c. *Program Evaluation Study* - Evaluate an existing local home-energy upgrade financing program.
2. **Capital Program**
 - a. *Loan and Grant* - Implement or scale-up a local home-energy upgrade financing program with a loan and grant.
 - i. Total funding for up to 80% of eligible costs. Includes a loan up to a maximum of \$10 million and a grant up to a maximum of 50% of the loan amount.
 - b. *Credit Enhancement and Grant* - Implement or scale-up a local home-energy upgrade financing program with a credit enhancement and grant.

- i. Total funding for up to 80% of eligible costs. Includes a credit enhancement to support third party financing up to a maximum of \$2 million and a grant up to a maximum of \$5 million.
- 3. Pilot Grant (if the proposed program is ineligible for the capital program) –** test a smaller-scale version of the home-energy upgrade financing program in real-world settings with a pilot project grant that covers up to 50% of eligible costs (up to \$500,000).

CEF Feasibility Study Objectives and Next Steps

This CEF Feasibility Study is made possible by the FCM’s **Study Grant - Feasibility Study** funding offer. As shown above, this is the first and most general of the three study grant streams. It aims to identify and analyze the various aspects and implications of different home energy upgrade financing program models for the Town of Cobourg. Specifically, this study will:

- Set a baseline of Cobourg’s housing stock and determine the factors that may affect home energy upgrade financing demand.
- Assess how a home energy upgrade financing program may benefit and impact various stakeholders in Cobourg including an emphasis on low-income households.
- An evaluation of the following three home-energy upgrade financing program models within the Cobourg context, including benefits, design considerations and case studies:
 - Third-party financing via credit enhancement provided to private lender(s)
 - Utility on-bill financing delivered by Lakefront Utilities Services Inc. (LUSI)
 - Property Assessed Clean Energy financing (PACE)

If the Town of Cobourg decides to pursue the development of a home-energy upgrade financing program the *Program Design Study* Grant would be used to hire a consultant to design the more intricate details of the program. Input will be required from representatives and the Community of Cobourg during the program design phase, however, this phase of the project should not require a large administrative burden from the town. As part of the program design study, administration, start-up and operation responsibilities and budgets will be outlined. Additionally, a program implementation plan will be developed.

During the Program Design Study phase, the Town of Cobourg will work with the team that is conducting the study to determine who is responsible for completing each task during the startup and operation phases of the program. Tasks could be completed by current Town of Cobourg staff, new staff that must be hired, or an outside organization.

The program design study will build upon this feasibility study, by advancing the design of an energy upgrade financing program to meet stakeholder needs and the Town’s priorities. It will lay the foundation for a home energy upgrade financing program by documenting the program parameters to obtain approval from the Town of Cobourg.

This Community Efficiency Financing (CEF) Feasibility Study aligns with and will align with the following goals identified in the Town of Cobourg’s Climate Action Plan (CAP):

1. Target housing retrofit measures to reduce residential GHG emissions.

2. Focus on projects that support equity and access to funds for low-income residents.
3. Prioritize initiatives that deliver the most emissions reduction with the least cost.
4. Implement measures that are affordable and take advantage of available funding.

Once an efficiency financing program has been designed and deemed feasible, the CEF Capital Program will be used to implement a home-energy upgrade financing program with a loan and grant. Funding comes in the form of a loan in combination with a grant to implement a local financing program for home energy upgrades. The loan is to be used to capitalize a local financing program that the Town will on-lend within the community to finance home energy upgrades (and related costs) on private property.

Up to 50% of the GMF loan amount will also be provided as a grant to cover program setup costs (e.g. legal services, procurement of IT tools, website development) and multi-year operating costs (e.g. staffing, marketing and promotion). The grant supports startup and operating costs for up to four years. During this period, a local program is expected to launch, undertake financing for home upgrade projects, periodically report to FCM on uptake and complete a program evaluation, amongst other activities.

Low-Income Households

In a perfect world, financing would not be needed to support low-income populations, and obligation-free grants for energy upgrade projects could be provided. However, since the supply of grant money is inadequate to cover the entire costs of upgrades, financing must be provided alongside grants to provide value to low-income households. However, financing can also have many negative effects on low-income households, which will be explored in this study.

The Town of Cobourg's original Community Efficiency Financing Full Application Form to the FCM stipulated that this study would "assess and identify a deep energy retrofit financing program that is accessible for low-income neighbourhoods." Specifically, PACE, on-bill, and third-party financing programs would be studied within the context of low-income neighbourhoods. Throughout the process of completing this study, it has become apparent that developing a financing program specifically for low-income households comes with several contentious challenges.⁵ As a result, the scope of this study has been slightly altered. Instead of studying each financing program under the assumption that it will target low-income households exclusively, the financing models will be studied as though they will be available to households of all income levels. Design considerations that specifically affect low-income populations will still be identified.

⁵ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory

COBOURG BASELINE PROFILE

This section sets a baseline of Cobourg's housing stock and explores the factors that may affect demand for home energy upgrade financing among households.

BASELINE HOUSING & POPULATION

According to the most recent (2021) Statistics Canada Census, Cobourg has a population of 20,519, which represents a 5.6% increase from the 2016 population of 19,440. There is a total of 9,520 private dwellings, of which 9,134 are documented as occupied.⁶

Population and Housing by Year	2011	2016	2021
Population	18,519	19,440	20,519
Total Occupied Dwellings	8,047	8,639	9,134

HOUSING TYPES

As of the 2021 Census, most homes in Cobourg are single detached. According to the CMHC Starts and Completions Survey, the first three quarters of 2022 saw 38 single-detached, 10 semi-detached, 15 row houses new builds completed and no apartment units completed.⁷

2021 Cobourg Housing Types	Total	%
Single-detached houses	5,255	57.6%
Semi-detached houses	405	4.4%
Row Houses	1,120	12.3%
Apartment or Flat in a Duplex	170	1.9%
Other Attached Houses	30	0.3%
Apartments (1-4 Stories)	1,785	19.6%
Apartments (5+ Stories)	360	3.9%

HOUSING TENURE

In Cobourg, 70% of dwellings are occupied by the owner and the vast majority of those are single-detached homes. Of the 30% that are rented dwellings, the vast majority are apartment units, duplexes or other dwelling types.⁸

⁶ Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released December 15, 2022.

⁷ Ibid

2021 Cobourg Housing Occupants	Owner	Renter
Single-detached house	4,809	380
Semi-detached house	543	472
Row house	357	155
Apartment, Duplex or Other	707	1,619

CEF Program Implications

Home-energy upgrade financing is best suited to benefit situations where the owner lives in the dwelling and pays the utility bills. This is because the owner receives the benefit of reduced energy costs. When a renter occupies a home and pays utility bills, the homeowner is disincentivized to invest in energy efficiency and reduce energy bill costs since only the renter will receive the benefits of lower energy costs. This is known as the owner-renter split incentive and makes it difficult to reach renters with energy financing programs. This concept will be explored further in the *Financial Model Evaluation* section below.

HOUSING AGE & REPAIRS

The age of a home can be a general predictor of energy efficiency and repair needs. According to the State and Local Energy Efficiency Action Network, older homes are more likely to be energy inefficient which demonstrates a significant opportunity for energy efficiency.⁹ However, as shown below, in Cobourg the older a home is, the more likely it is to need both major and minor repairs. These repairs could include fixing health and safety issues, making a home code compliant, or replacing end-of-life equipment.

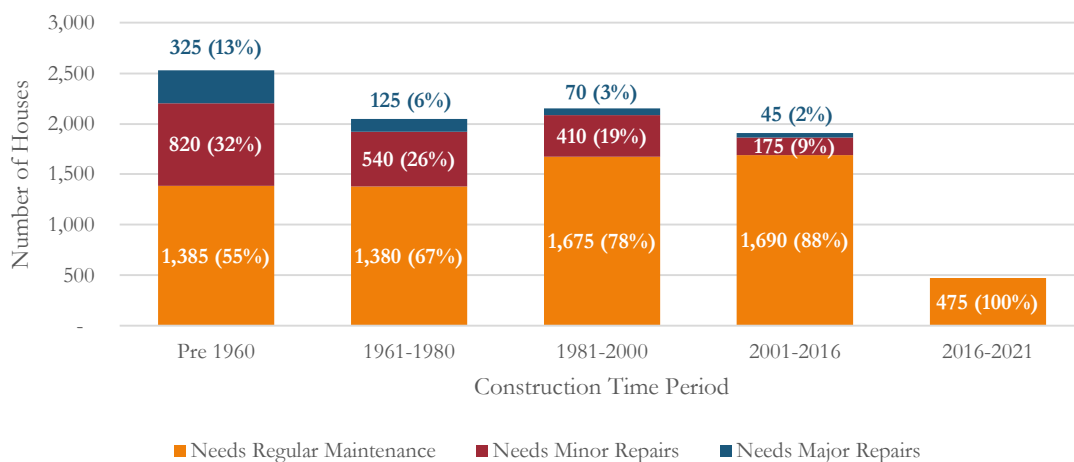


Figure 1: Cobourg dwelling age and repair needs.

⁸ Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released December 15, 2022.

⁹ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory.

The figure above shows that of the approximately 9,130 homes currently in Cobourg, 4,575 (50%) of them were constructed before 1980.¹⁰ Homes built before this time are typically significantly less energy efficient than those built after. Thus, retrofitting this ‘older home’ sector should be a top priority in realizing near to medium term energy efficiency gains.

Heritage Permits¹¹

Cobourg's Heritage Permit and Heritage Advisory Committee review process must be considered and consulted before properties on the Heritage Register can be retrofitted. The Heritage Permit process allows the Town of Cobourg to ensure that the heritage value of a property is not diminished. Anyone who owns a designated heritage property must contact Heritage Planning staff before beginning any work on the property.

CEF Program Implications

Because older housing is often in need of repairs (some of which must be made before energy efficiency work can be performed), the CEF program allows 30% of the total cost of an individual home upgrade project to be put towards non-energy improvements. It is important to note that repairs add costs with no resulting energy savings. This reduces the financing program's energy savings per dollar loaned and may place a burden on the homeowner to pay off a project that does not generate any savings.

Cobourg's financing program should balance the benefit of non-energy improvements (that may improve the health, safety, and structural integrity of the home) with the fact that such repairs add costs but generate no energy savings.

ENERGY POVERTY

According to the Canadian Urban Sustainability Practitioners, households that spend more than 6% of their income on energy experience energy poverty. In Cobourg 2,350 dwellings experience energy poverty within that definition - 655 are rented homes while the remaining 1,690 are owner occupied dwellings. Of those, 880 spend more than 10% of their income on energy and 400 spend 15% or more on energy.

BASELINE ENERGY USE

Lakefront Utilities Inc. (LUI) is an operating arm of the Town of Cobourg that provides and delivers electricity to homes and businesses in Cobourg and surrounding areas. LUI cannot provide customer's electricity data without their express consent. Instead, data from Ontario's Independent Electricity System Operator was used.

¹⁰ Statistics Canada. 2022. (table). Census Profile. 2021 Census of Population. Statistics Canada Catalogue no. 98-316-X2021001. Ottawa. Released December 15, 2022.

¹¹ <https://www.cobourg.ca/en/our-government/Heritage-Permits.aspx>

According to the Independent Electricity System Operator, Ontario’s residential electricity demand is expected to steadily grow over the next several decades. Many factors may drive this growth including electrification initiatives, immigration, work-from-home policies and continued individual increase of electricity use. As shown in Figure 2, residential electricity demand is forecast to grow from 51 TWh in 2023 to 61 TWh in 2042, an average annual growth rate of 0.9%.¹²

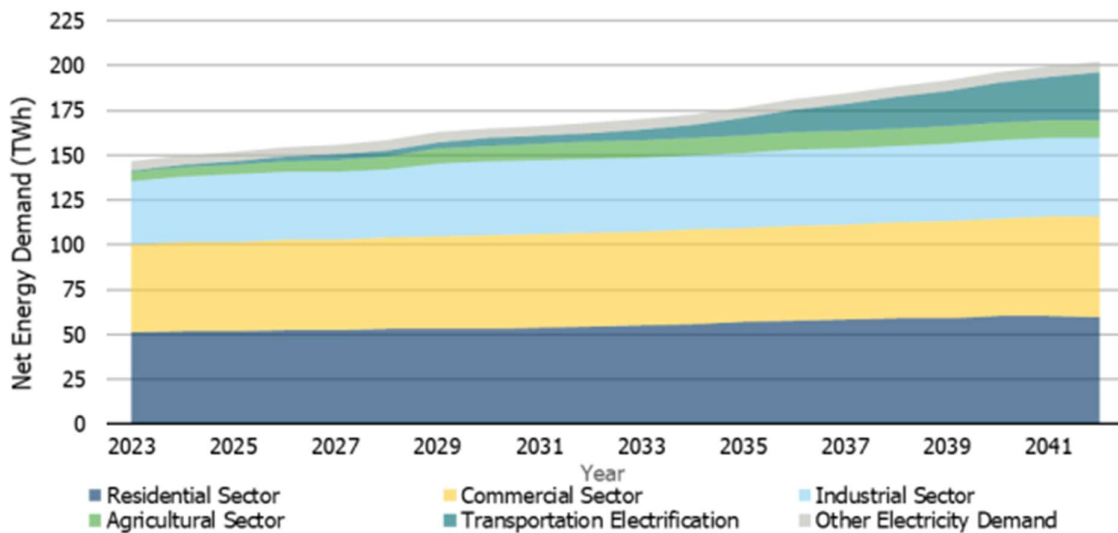


Figure 2: Ontario forecasted changes in energy demand.¹³

As electricity consumption increases, the rise in emissions can be slowed with energy efficiency, improved electricity demand management and renewable energy technologies.

Ontario Residential Electricity Use

As of 2019, total energy consumption in Ontario’s residential sector accounts for 19% of all energy used in the province. This makes households an obvious target for energy and emission savings.¹⁴ A study of residential electricity consumption was completed to determine how energy is used in homes in Ontario so that the best energy saving projects can be identified.¹⁵

¹² Independent Electricity System Operator. (2022). Annual Planning Outlook Ontario’s electricity system needs: 2024-2043.

¹³ Government of Canada, National Energy Board. (2019). CER – Provincial and Territorial Energy Profiles - Ontario. Cer-Rec.gc.ca. <https://www.cer-rec.gc.ca/en/data-analysis/energy-markets/provincial-territorial-energy-profiles/provincial-territorial-energy-profiles-ontario.html>

¹⁴ Ibid

¹⁵ Aydinalp Koksak, M., Rowlands, I. H., & Parker, P. (2015). Energy, cost, and emission end-use profiles of homes: An Ontario (Canada) case study. Applied Energy, 142, 303-316. <https://doi.org/10.1016/j.apenergy.2014.12.077>

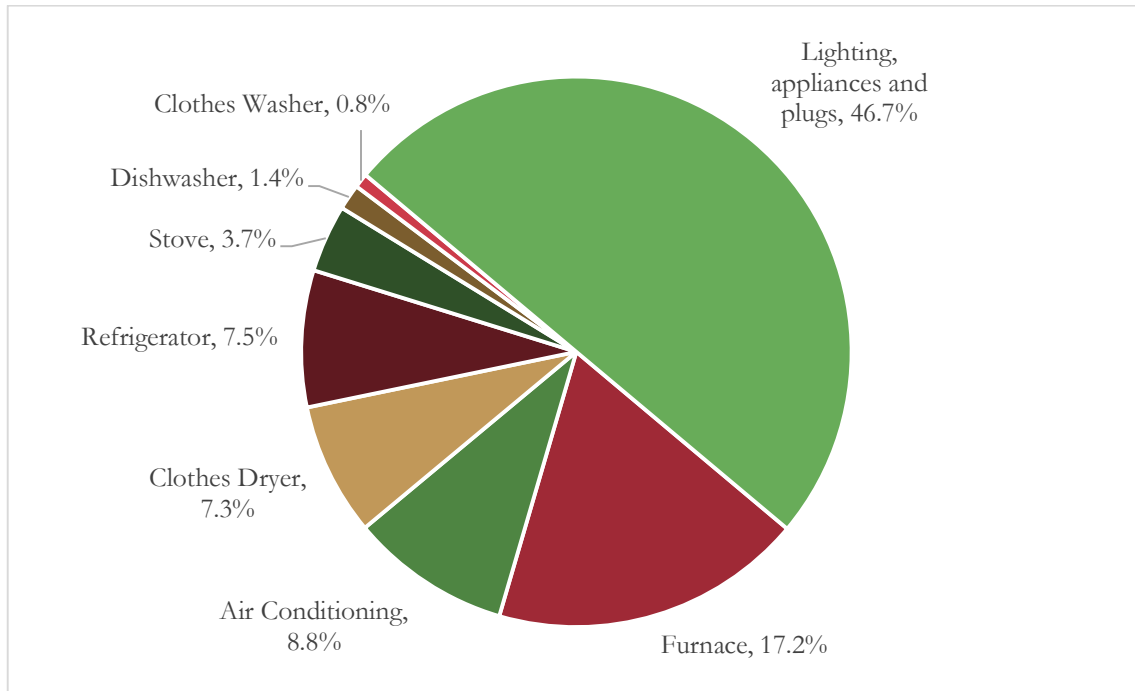


Figure 3: Example electricity consumption profile for Ontario home.

As shown, lighting, appliances and plugs account for the highest share of energy consumption in homes. This explains the push towards high efficiency lighting like LEDs in recent years. Furnace fan electricity use remains constant throughout the year because many households use furnace fans for ventilation purposes regardless of the season. Air conditioning usage tends to be high during the daytime in the summer throughout the week.

It is important to keep energy use profiles in mind when designing energy efficiency programs so that the largest amount of energy can be saved for every dollar invested.

Ontario Residential Heating Fuel Use

Across Ontario, 67% of homes heat with natural gas 31% use electric heat and 1% of homes continue to heat with heating oil.¹⁶ Households typically require more heat in the winter and during years with longer and colder winters. The larger or less insulated a home is and the less efficient the heating equipment, the more fuel it will use. On average, natural gas heated homes use an average of 87 GJ per year while electrically and heating fuel heated homes use 30 GJ and 54 GJ respectively.¹⁷

¹⁶ Government of Canada, Canada Energy Regulator. (2014). CER – What is in a Canadian residential natural gas bill? Cer-Rec.gc.ca. <https://www.cer-rec.gc.ca/en/data-analysis/energy-commodities/natural-gas/report/canadian-residential-natural-gasbill/index.html>

¹⁷ Government of Canada, Canada Energy Regulator. (2014). CER – What is in a Canadian residential natural gas bill? Cer-Rec.gc.ca. <https://www.cer-rec.gc.ca/en/data-analysis/energy-commodities/natural-gas/report/canadian-residential-natural-gasbill/index.html>

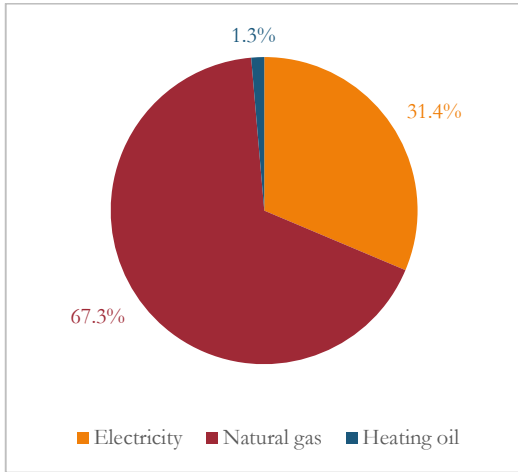


Figure 4: Heating fuel source breakdown for Ontario Homes

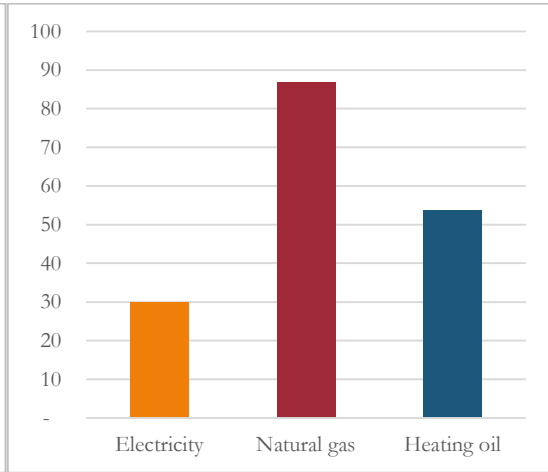


Figure 5: Average annual home fuel use by source (GJ)

Since most homes heat with natural gas and those homes use the most energy for heating annually, this presents a significant opportunity for emissions savings through energy efficiency upgrades like high efficiency furnaces and condensing hot water tanks.

From an emissions perspective, using one GJ of natural gas produces more than 6 times more CO₂ than using one GJ of electricity in Ontario. The low emission coefficient of electricity can be attributed to Ontario's low dependence on fossil fuels to generate electricity.

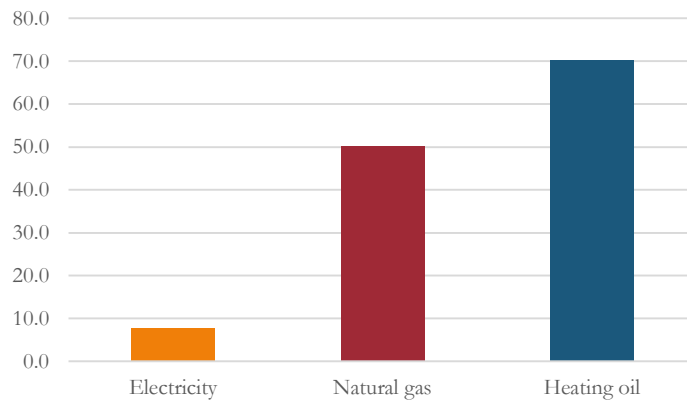


Figure 6: Carbon dioxide equivalent emissions coefficient by fuel (kg CO₂/GJ)

Since electricity is much less emission intensive than the other heating fuels used in Ontario, this presents a significant opportunity for emissions savings through fuel switching technology like heat pumps, electric hot water tanks and on demand electric hot water tanks.

FINANCIAL MODEL EVALUATION

The FCM Green Municipal Fund's (GMF) Community Efficiency Financing (CEF) initiative provides funding to municipalities to plan, implement and expand innovative home energy upgrade financing programs. This CEF feasibility study focuses specifically on property assessed clean energy (PACE), utility on-bill financing and third-party lending financing models.

When studying the feasibility of different financing models in Cobourg there are many unique outcomes and impacts that must be considered. This section starts by outlining the benefits and design considerations that are common to energy upgrade financing programs regardless of the model or type. Next, the unique features, benefits and design considerations of PACE, utility on-bill and third-party financing models are examined through the Cobourg lens.

ENERGY UPGRADE FINANCING – GENERAL CONSIDERATIONS

Since energy efficiency projects have the potential to generate future energy bill savings, financing can be used to amortize high upfront project costs over time to reflect the project's useful life.¹⁸ In this way, financing can be used to make energy efficiency and emissions reduction a reality for households without enough capital to pay the high price tag that many projects require. It can expand the impact of a homeowner's investment in reducing their energy costs, use and emissions. A range of models and designs are available to finance property improvements and there is no single product or feature that guarantees a successful program. Below are the benefits and design considerations that are common to most energy upgrade financing programs regardless of the model or type before analyzing specific financing models later.

BENEFITS

Developing a financing program to facilitate home energy upgrades in Cobourg may be attractive for the following reasons.

Alignment with Sustainability Goals

Energy upgrade financing aligns closely with the sustainability objectives of the Town of Cobourg as outlined in the Town of Cobourg Integrated Sustainability Plan (ICSP)¹⁹, the Strategic Plan 2023-2027²⁰, the 2020 Climate Action Plan, and Green Development Standards (GDS). An energy upgrade financing program will enable homeowners to invest in energy

¹⁸ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory.

¹⁹ Cobourg Integrated Community Sustainability Plan. (2023). Town of Cobourg.

²⁰ Town of Cobourg Strategic Plan 2023-2027. (2023). Town of Cobourg.

efficient upgrades and renewable energy systems, contributing to reduced greenhouse gas emissions and improved energy efficiency.

Incentivize Energy Efficiency

An energy upgrade financing program in Cobourg will lead to the implementation of more projects that reduce emissions. A more efficient community leads to slower climate change progression, household energy savings, improved air quality, better building quality, more comfortable homes, healthier communities, and more secure energy networks. The goal of financing is to encourage energy efficiency to achieve these benefits faster.

Cost Amortization

Financing makes the implementation of high-cost projects easier by spreading the costs over a longer timeframe that aligns more closely with the gradual accumulation of energy savings that is often generated by these projects. Without financing, the upfront cost in year 0 must be paid in cash and energy savings generated in subsequent years. This leads to long project paybacks that deter investment. With financing, the energy savings and project costs can be incurred over a more similar timeline reducing the overall financial burden on Cobourg households. This is especially true for people in low- and moderate-income brackets who have very little disposable income and/or savings to put toward energy upgrades.

Encourage Additional Efficiency

For households in the community of Cobourg that are planning to complete energy upgrades on their home with cash and/or grants, financing allows them to expand the scope of their project. This may mean that they use financing to add additional energy upgrade projects or choose a more efficient technology than they would have been able to afford otherwise.

Improved Energy Awareness

Homeowners who could use financing for energy upgrades may lack basic energy efficiency and climate change knowledge. A financing program in Cobourg would promote and communicate the benefits of energy efficiency, the types of projects that generate the most savings, and other programs available to help with costs. Thus, even for those who don't take advantage of the available financing, the existence of the program will still create positive change in the community through education and awareness.

Improved Property Values

The assertion that energy upgrade financing enhances property value is rooted in its ability to facilitate the adoption of energy efficient features in homes. As environmental consciousness continues to rise, homebuyers are increasingly prioritizing energy efficiency and sustainability. Therefore, properties that have undergone energy efficient upgrades are more likely to be more

appealing to potential buyers. As more property owners within Cobourg embrace these green upgrades, the overall community becomes associated with sustainability and forward-thinking development. This, in turn, can create a ripple effect, positively influencing the town's reputation and desirability.

Job Creation

Energy upgrade financing can stimulate the local economy by providing incentives for contractors to specialize in energy efficiency projects, creating jobs and boosting the local economy. This goes hand in hand with ICSP Action 15: "Create a working group to guide energy-efficient urban development". The increased demand for energy efficiency renovations creates a market niche that encourages contractors to specialize in this specific field. Contractors may invest in training and certifications to acquire the necessary skills and knowledge for implementing energy efficient technologies and practices. Specialized training not only benefits individual contractors but also contributes to the professionalization of the workforce, elevating the overall quality of construction and renovation services in the community.

DESIGN CONSIDERATIONS

A home energy upgrade financing program in Cobourg must balance the desire to achieve adequate program participation with the need to ensure households who use the program can repay the loan. The following must be considered if an on-bill program is designed in Cobourg.

Staff Requirements

A lack of staff and resources can limit the feasibility of any home energy upgrade financing program. If the Town of Cobourg intends to implement a home energy upgrade financing program additional staff resources will be required. This aligns with the Integrated Sustainability Plan's (ICSP)²¹ first recommendation to fund a Sustainability Coordinator.

Under the CEF Capital Program, up to 50% of the GMF loan amount will also be provided as a grant to cover program setup costs (e.g. legal services, procurement of IT tools, website development) and multi-year operating costs (e.g. staffing, marketing and promotion).

Interest Rates

Since the interest rate of a loan represents the cost of borrowing money, the interest rate that is chosen for Cobourg's energy upgrade financing program will directly affect program uptake. In general, the lower the interest rate (compared with available market bank loans), the more households can afford to use the program.

²¹ Cobourg Integrated Community Sustainability Plan. (2023). Town of Cobourg.

On the other side of the coin, the interest rate provides the lender with compensation for bearing the risk that some homeowners may default on the loan. So, depending on the lending structure of Cobourg's financing program, a lower interest rate can increase the risk that the lender bears.

Program Application Process

The application process that homeowners must undertake to apply for financing can affect program uptake and default rates. The application must be rigorous enough to collect the necessary information about the homeowner to ensure that they are a suitable candidate for the program and to take on debt. However, if the application is too complex and time consuming, program uptake will suffer. If the application is too simple, there is a potential that some homeowners who should not receive financing will be approved and default on their loan payments. This balance between detail and ease is a critical component of the program design and implementation.

One solution that has worked for some programs in the past is to train contractors to take on a portion of the application process on behalf of the homeowners. In general, involving and training contractors early in the program design process will reduce the likelihood of complications after the program launch. This division of labour improves the efficiency of the application process. However, the contractor training initiatives will also increase upfront program administrative costs.

Marketing

Communicating the program details and benefits to the community of Cobourg effectively will have a direct impact on program uptake. Poor program marketing can lead to low program uptake among both homeowners and contractors. Many successful financing programs focus their marketing efforts on contractors who then market the program to homeowners since it is good for their business.

Generally, energy efficiency incentive programs do not refer to any potential financial benefits because of the case specific nature of the upgrades. Instead, the focus should simply be on the fact that this program provides financing for home upgrades that have energy saving potential.

Split Incentive

Home-energy upgrade financing can have very different impacts depending on whether a home is rented or lived in by the owner and depending on who pays utility bills. 3 possible housing tenure situations impact home-energy upgrades:

- Owner lives – Owner pays.
 - When the **owner** of the home lives in it and pays their utility bills, they **are** incentivized to invest in energy efficiency and reduce their energy bill costs. In this case, home-energy upgrade financing costs are paid by the person who benefits from them.

- Renter lives – Owner pays.
 - When the home is rented out and the **owner** of the home pays utility bills, the owner **is** incentivized to invest in energy efficiency and reduce energy bill costs. In this case, home-energy upgrade financing costs are paid by the person who benefits from them.
- Renter lives – Renter Pays
 - When the home is rented out and the **renter** of the home pays utility bills the owner **is not** incentivized to invest in energy efficiency and reduce energy bill costs. This is because although the owner will have to pay for the upgrade(s), the renter will receive the benefits. This is known as owner-renter *split incentive* and makes it difficult to reach renters with efficiency, even with financing.

Most energy upgrade incentive programs avoid the split incentive issue by targeting only the owner lives – owner pays scenario. If the Town of Coburg’s goal is to include renters in the program, on-bill financing could be used. This is explored in more detail in the *On-Bill Financing* section.

Energy Audits

There is no easy blanket approach to calculating the impact of home energy upgrades. Each home must be assessed individually by conducting an EnerGuide evaluation (or audit). It assesses how the home uses, creates, and wastes energy and provides the homeowner with a report that recommends energy saving projects. Typically, a pre-renovation evaluation and accompanying report will be completed to set a baseline for the home’s energy use. This report will act as the homeowner’s ticket to get approved for financing or grants that fund the implementation of the projects recommended in the report. Once the upgrades are completed, a post renovation evaluation is done to measure and prove the impacts of the upgrades.

EnerGuide evaluations should be carried out by an energy advisor who is registered with Natural Resources Canada and is a representative of an approved service organization. Consultation with local service organizations should be done to ensure that they can deliver the number of evaluations needed to support the program.

While there are obvious benefits to using pre and post upgrade evaluations to validate energy savings, some argue that they add unnecessary steps and costs to the program application process. Pre- and post-upgrade energy evaluations can cost up to \$300 and \$700 respectively and take weeks to schedule. This increases the friction of the application process and may reduce program uptake as has been seen with the Greener Homes program rollout.

Greener Homes Loan

When evaluating the potential demand for a home energy upgrade financing program in Cobourg, the potential for redundancy with Canada’s Greener Homes Program must be acknowledged. The Greener Homes Loan is a home energy upgrade financing option that is

currently available to all homeowners in Canada. The program provides interest-free loans of up to \$40,000 per household to implement projects that will reduce a home's environmental footprint and energy bills. Under Canada's 2021 budget, the federal government provided C\$4.4 billion to the Canada Mortgage and Housing Corporation (CMHC) for this program.²² Eligible home upgrades include replacing windows and doors, adding insulation, sealing air leaks, improving heating and cooling systems (e.g., heat pumps), installing smart thermostats and solar panels.

If the Town of Cobourg chooses to move forward with the design and implementation of a financing program, it will serve an analogous purpose to the Greener Homes Loan. Furthermore, Cobourg's program would likely offer a less desirable interest rate compared to the Greener Homes Loan, which is interest free. When considering program demand and expected uptake, the redundancy of the Greener Homes Loan must be considered.

LOW-INCOME IMPACTS

The potential for cost and emissions savings through energy efficiency among low-income households is significant since they are more likely to experience energy poverty which occurs when a household struggles to meet their heating, cooling, and electricity needs. This can result in uncomfortable living situations, struggling to pay energy bills, energy related health and safety issues, and other negative outcomes.

For low-income households with little savings and expendable income, financing can be used to incentivize energy upgrades and reduce residential energy use, costs, and emissions. Financing removes the need to pay high upfront equipment and installation costs to upgrade their home with energy saving measures. In this way, financing can reduce the number of low-income households that experience energy poverty over the long term.

Contrarily, an energy upgrade financing program can also have the following negative effects on low-income households that must be considered:

Increased Cost Burden

The average non-mortgage debt amount is rising steadily in Canada. Adding loan payments to a household with already limited expendable income can lead to negative outcomes. If a household chooses to use energy upgrade financing that results in energy bill savings that are less than loan payments, the net household cost burden increases. If a household is unable to repay a loan, home foreclosure, energy service shutoff, and/or credit score reductions may occur.

²² Hahn, E., Stewart, T., Lenova, O., & Borduas, C.-E. (2022, January 19). CMHC launches Canada Greener Homes Grant. Norton Rose Fulbright Canada LLP.

Investment Risk

As with any investment, there is a risk that an investment's actual gains (savings) will differ from what was expected. This risk is amplified when the investment is financed by low-income households since loan payments are required regardless of the savings generated by the project. In the case of energy efficiency upgrades, there is a risk that energy prices decrease after the investment is made. Since energy efficiency upgrades save the cost of energy, when energy prices go up, savings increases. Meanwhile, when energy prices go down, savings decrease. Ideally, the retrofits would provide enough savings so that even with the loan payments, the participants would be paying less than they would have been had they not received the retrofit. However, this scenario is far from guaranteed and the savings are unique to each home.

The expected savings from recommended energy efficiency upgrades are estimated in home energy audit reports, however, energy price risk is typically not explained. This is something that the town should consider when educating homeowners about the program.

Fail to Address Basic Housing Needs

Low-income households are more likely to live in older homes which often require non-efficiency upgrades to bring the house up to health and safety standards.²³ Non-energy upgrades are typically needed before efficiency improvements can be made as health and safety are prioritized before efficiency. For a program that is designed to increase efficiency only, this means that its benefit to a low-income household is uncertain. The CEF program takes this into account and allows 30% of the loan to be put towards non-energy upgrades, which may not be enough. The household must still complete energy upgrades equal to 70% of the total loan amount.

Fail to Address the Split Incentive Issue

Since low-income households are more likely to rent instead of owning their own home, they are more likely to be affected negatively by the split incentive regardless of whether energy upgrade financing is available or not.²⁴ Although, in some cases, a financing model can be designed to mitigate the impacts of the split incentive. This will be explored in the *On-Bill* section of *Financing Models*.

CONSUMER PROTECTIONS

With the polarizing effects of energy upgrade financing on low-income households, a home energy upgrade financing program in Cobourg must be designed with the protection of low-income households in mind. The following consumer protections should be considered when designing an energy upgrade financing program in Cobourg.

²³ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory

²⁴ Ibid

Cash Positive Requirement

When home energy projects are financed the financial situation of the homeowner is affected in two ways. Their energy bill costs decrease, and their debt service (or loan payment) costs increase. The net result of these two situations is the net monthly cash flow effect that the project has on the homeowner (also called “bill neutrality”). Some programs have chosen to implement requirements that minimize cash-flow impact on the participant.

A **net negative** project means that monthly utility bill savings are lower than monthly loan payments creating a net financial loss to the homeowner for the duration of the loan. This means that over the life of the loan, the homeowner will be paying more than they are saving because of the project. For some households this is a burden they can afford, for others like low-income households, this can put them in a critical financial position.

A **net positive** project means that monthly utility bill savings are higher than monthly loan payments creating a net financial benefit to the homeowner throughout the loan. In some cases, a home energy upgrade financing program will only provide financing to projects that create a net positive cash flow situation for the household. This protects the household, ensures that they can make monthly payments and saves program funding for only the projects that can create the most energy savings.

Although it is desirable for financing programs to create net positive situations for homeowners, three main complications should be considered:

- a) Only projects that yield monthly savings that are higher than the associated monthly loan payments (high savings-to-cost ratios) can be considered. This limits the type of project and number of projects available, which in turn reduces program uptake. A net positive requirement can also leave out projects that achieve significant social and environmental benefits as well as health and safety improvements (Kennedy et al., 2020).
- b) Some projects yield different energy cost savings depending on the season while loan payment amounts remain the same year-round. For example, a homeowner who replaces an old furnace with a high efficiency model will experience most of the energy bill savings in the winter months. In the summer, they will not see any cost savings even though they must continue to make loan payments. This can create an imbalanced financial situation depending on the season.
- c) Predicting energy bill savings is typically done by conducting a residential energy evaluation (or audit). This process requires many assumptions like how the homeowner will use energy in the future or if energy prices will change and by how much. This makes it difficult to determine exactly what the cash flow impact of a project is going to be in the future. In practice, energy performance contracts (EPCs) that guarantee energy savings are most viable for commercial buildings where building energy usage can be more easily controlled.

Disclosure

Before homeowners apply for and receive financing, the full costs and implications must be fully disclosed. This includes making a detailed program terms and conditions document available to

all participants. The most significant implications like interest rate, fees, timelines, and impacts on home sales or rental should be communicated through many channels to ensure homeowners are entirely aware of how using the program will impact them. For instance, the City of Edmonton's residential CEIP program includes a phone call from the administering organization to go over the terms and conditions with the potential participant.²⁵

Underwriting Criteria (Affordability)

A successful home energy upgrade financing program in Cobourg will balance the desire to incentivize significant program uptake with ensuring that all homeowners can afford to take on and repay the financing. Several standardized methods are available to determine a homeowner's ability to repay the loan and ensure that monthly payments are not a burden. This may include credit score checks, home equity requirements, income assessments, total debt burden analysis, past utility bill payment history, etc. In general, traditional bank loan credit criteria like credit checks, debt-to-income ratio and collateral are quite rigorous and will result in fewer homeowners qualifying for the program.

In many cases, home energy upgrade loans have seen lower default rates than typical bank loans since they simultaneously create energy cost savings. For this reason, many home energy upgrade financing programs choose to use more relaxed underwriting criteria like utility bill payment history, mortgage payment history and home ownership. This allows individuals who may not be able to qualify for traditional bank financing to participate in the program while keeping default risk relatively low.

In the unfortunate event that a homeowner has trouble making loan payments, the program should provide support and avoid implementing the consequences of default if possible.

Encourage the use of Other Incentives

Cobourg's financing program should encourage homeowners to use any other incentives, grants and rebates available to reduce project costs, reduce debt and lower monthly payments. This reduces the monthly cost burden on the household and improves their ability to repay the loan.

²⁵ Clean Energy Improvement Program - CEIP. (n.d.). Clean Energy Improvement Program. <https://ceip.abmunis.ca/>

ON-BILL FINANCING

Utility on-bill financing refers to a loan structure where financing is provided to the customers of a utility company to pay for home energy upgrades and renewable energy projects. The principal and interest payments are then added to the homeowner's utility bill which are (partially or entirely) offset by the energy cost savings created by the upgrade project itself. In theory, this means that there is little change to the homeowner's total utility bill amount. However, the extent of this cost offset depends on whether the value of the monthly energy savings exceeds the monthly cost of the loan. Once the loan is paid off, the homeowner will receive the entire benefit of the reduction in energy cost.

On-bill financing programs can be funded in many ways; however, this study will assume that the FCM's Capital Program Loan and Grant are used. This involves the Town of Cobourg utilizing a loan in combination with a grant from the FCM to implement a local financing program for home energy upgrades and utilizing Lakefront Utilities Services Inc. (LUSI) to deliver an on-bill repayment mechanism.

A complete Scope of Work (SOW) and business case analysis will have to be conducted by LUSI, taking into consideration guarantees from all parties, adequate resourcing, administrative effort, and effective profit margins by LUSI to determine the feasibility of this initiative.

BENEFITS

Using on-bill financing to facilitate home energy upgrades in Cobourg may be attractive for the following reasons.

Leverage Utility/Homeowner Relationship

Since homeowners in the community of Cobourg are used to making utility bill payments to Lakefront Utilities Services Inc. (LUSI) and Enbridge Gas, an on-bill program would leverage the pre-existing relationship between the community and utility. This would improve program uptake and make it easier to promote to homeowners, especially low-income households. As an added benefit, including energy upgrade loan payments on the same bill as the energy cost savings can make the program easier to comprehend for homeowners.²⁶

Lower Default Rates

In some cases, on-bill programs can experience reduced default rates compared to financing that is repaid on a separate bill, which may be due to the threat of energy service disconnection (SEE Action, 2014). If this is proven true in Cobourg, lower interest rates and/or longer repayment terms could be offered which may increase program uptake.

²⁶ State and Local Energy Efficiency Action Network. (2014). Financing Energy Improvements on Utility Bills: Market Updates and Key Program Design Considerations for Policymakers and Administrators. Prepared by: Mark Zimring, Greg Leventis, Merrian Borgeson, Peter Thompson, Ian Hoffman and Charles Goldman of Lawrence Berkeley National Laboratory

Streamlined Administration

On-bill programs can be designed to base credit worthiness on past energy bill payment history or project cost effectiveness instead of traditional bank loan criteria. This can streamline the application process and improve program uptake and accessibility.²⁷

COBOURG ON-BILL FINANCING DESIGN CONSIDERATIONS

As with any home energy upgrade financing program, an on-bill program in Cobourg must balance the desire to achieve adequate program participation with the need to ensure households who use the program can repay the loan. The following unique features of on-bill financing must be considered if an on-bill program is designed in Cobourg.

Choice of Utility Partner

Cobourg's energy services are provided by two different companies. Lakefront Utilities Services Inc. (LUSI) provides electricity services while Enbridge Gas provides natural gas service.

Enbridge Gas provides and distributes natural gas to over 3.8 million homes and businesses in Ontario and Quebec. In January 2023, a partnership between Enbridge Gas and Canada's Greener Homes Grant was formed to facilitate rebates towards home energy retrofits including home insulation, windows and doors, heat pumps and renewable energy systems. While there has been no evidence to suggest that Enbridge Gas would refuse the opportunity to partner with the Town of Cobourg to deliver an on-bill financing program, there is also no evidence to suggest that on-bill financing is within the scope of their future business goals. Enbridge Gas did not provide any utility on-bill financing programs to any municipalities at the time of this study.

Lakefront Utilities Services Inc. (LUSI) is an operating arm of the Town of Cobourg that provides and delivers electricity to over 10,800 homes in Cobourg and surrounding areas. The President and CEO of LUSI, Dereck Paul, has expressed an interest in working with the Town of Cobourg to facilitate an on-bill financing program for households. However, since LUSI is mandated to act as a private company and does not report to Town Council LUSI is unable to take on risk without a guaranteed return. For that reason, the capacity of LUSI's involvement in an on-bill program in Cobourg may be limited to simply providing a loan repayment mechanism instead of investing their capital into the program.

Utility Company Trustworthiness

To best take advantage of the preexisting relationship between the community of Cobourg and LUSI the community must trust LUSI as a money lending agent. If LUSI is going to be the face of an on-bill financing program, homeowners must not only trust them as an energy provider but also as a financial lending institution. Other on-bill programs have found that when

²⁷ Efe, S., Raheem, I. ur, Wan, T., & Williamson, C. (2015). Cheaper Power Bills, More Jobs, Less CO2: How On-Bill Financing Done Right can be a Quick Win for British Columbia. Pacific Institute for Climate Solutions.

homeowners trust the utility company offering the loan, they are more receptive to the idea of a utility offering a loan service that is outside of its typical scope of work.

In the case of a utility on-bill financing program administered by Fortis B.C., homeowners questioned the intentions of the utility and program participation was low. The community viewed the program as a way for Fortis to squeeze money out of their customers rather than a way to improve home efficiency and lower greenhouse gas emissions.²⁸

Underwriting Criteria

LUSI bill payment data can be used to base credit worthiness on bill payment history instead of traditional bank loan criteria. This can improve program accessibility among low-income populations by accepting those who may not qualify under traditional loan criteria. However, some households in Cobourg are already in precarious financial positions. Additional consumer protections should be considered to ensure the loan does not harm low-income households and that repayment is possible.

Split Incentive

Typically, when a renter pays the energy bills for a home, the owner isn't incentivized to lower energy bill costs because they will not see those savings. However, with on-bill financing, the payments can be structured so that the renter receives the benefit (energy bill savings) and cost (loan payments) of the project which partially addresses the split incentive.²⁹ However, the benefits of this financing model are diminished when the renter decides to move out and the owner must find a new renter. The renter must either pay the remaining balance of the loan, or the remainder of the loan is passed to the new renter which increases the overall housing cost making the property less desirable.

Interest Rates

Transaction costs may be higher using LUSI to deliver the loan and repayment since money cannot flow directly between the Town and the homeowner. LUSI is mandated to act as a private company so it is likely they will earn a fee for their services which may increase interest rates making the program less affordable.

CASE STUDY: NELSON ECO SAVE ON-BILL FINANCING

Nelson, BC offers the EcoSave on-bill financing program to its residents to retrofit their homes. Up to \$16,000 is available to each resident through the city's electric utility, Nelson Hydro.

²⁸ Efe, S., Raheem, I. ur, Wan, T., & Williamson, C. (2015). Cheaper Power Bills, More Jobs, Less CO2: How On-Bill Financing Done Right can be a Quick Win for British Columbia. Pacific Institute for Climate Solutions.

²⁹ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory

Residents then pay off the 3.5% loan on their electricity bills over either a 5- or 10-year period. Over the past decade, the program has helped over 1,500 households implement energy efficiency projects.³⁰

The following unique program features have facilitated its success:

- Pre- and post-retrofit EnerGuide evaluations are required.
- Credit scores are not used to determine homeowner credit worthiness, instead, it is based on payment of the past 24 months of utility bills and home ownership.
- If a homeowner intends to sell their home, the loan must be paid in full upon the sale of the house that has been upgraded with program funds.
- Non-payment can result in service disconnection and the addition of outstanding loan amounts to property tax.
- Marketing the program has been a key to success. Before launch, they met with realtors, hardware stores, contractors, and community groups to generate interest in the program.³¹

Nelson Hydro is one of the few municipally owned and operated utilities to have its own generation, transmission, and distribution systems. About 55% of the city's electricity is generated via the Nelson Hydro owned and operated hydroelectric dam located on the Kootenay River. The remaining 45% of the town's annual energy requirements are obtained via power purchase. Nelson Hydro also owns and operates its transmission lines, substation facilities and distribution system.³²

Within the context of this study, it is important to note that since the City of Nelson is a direct owner and operator of Nelson Hydro and all electrical assets, developing an on-bill financing program was a logical choice.³³ Financing can flow from the City to homeowners and loan payments can be made directly back to the City through utility bills. A more complicated ownership structure exists in Cobourg which makes it difficult to replicate Nelson's Ecosave program.

Lakefront Utilities

In Cobourg, Lakefront Utilities Inc. (LUI) holds the Ontario Energy Board license and owns the wires, poles, transformers, and meters that bring electricity from the provincial electricity transmission grid to over 10,800 homes. Meanwhile, Lakefront Utilities Services Inc. (LUSI) provides services such as operation, billing and metering. So, unlike Nelson, the Town of Cobourg does not own the electrical assets. Instead, the Town of Cobourg is the majority

³⁰ Nelson Ecosave - Carmen Proctor. (2022, May 3). CEF Program Development Call [Virtual Meeting to Glean Sustainability Inc. Jordan Kruhlak].

³¹ Ibid

³² Nelson Hydro Electric Utility. (n.d.). Nelson.ca; City of Nelson. Retrieved 2022, from <http://nelson.ca/218/Nelson-Hydro>

³³ Nelson Ecosave - Carmen Proctor. (2022, May 3). CEF Program Development Call [Virtual Meeting to Glean Sustainability Inc. Jordan Kruhlak].

shareholder of a Holdings Company that owns LUI and LUSI.³⁴ This ownership structure keeps them at arm's length from the Town. Additionally, LUI and LUSI are mandated to act as private companies and do not report to the Town Council.³⁵

Therefore, an on-bill program would need to be structured much differently in Cobourg than in Nelson. All efficiencies that the Ecosave program experiences because the City of Nelson directly owns Nelson Hydro and all electrical assets may not be afforded to the Town of Cobourg. In Cobourg, LUSI would act as a third party that administers the repayment of loans.

LUSI currently offers a Level 2 EV charger on-bill financing program to residential customers. A risk analysis is completed for each homeowner to help determine the expected financial return, the timeline for repayment and the likelihood of default for each homeowner.³⁶ Customers have the option of renting or lease-to-own over 3 years. If a homeowner fails to make loan payments LUSI will recollect the EV charger to recoup the asset. Since most energy efficiency upgrades are either permanent (windows), essential (furnace) or hard to recollect (insulation), this is not a consequence that can be used for an energy upgrade on-bill program.

³⁴ Town of Cobourg Holdings Inc. (2021). Annual Report.

³⁵ Town of Cobourg Holdings Inc. Dereck Paul. (2022, April 22). CEF Program Development Call [Virtual Meeting to Glean Sustainability Inc. Jordan Kruhlak].

³⁶ Ibid

THIRD PARTY FINANCING

Credit enhancement programs aim to incentivize third party lender participation in energy upgrade programs by protecting borrower default. The reduced risk allows lenders to provide longer loan terms, lower interest rates and/or provide financing to populations that would otherwise be ineligible.

Within the context of Cobourg, the CEF program offers a \$2 million credit enhancement to support a third-party financing program. The Town would recruit one or more third party lending institutions (banks, credit unions, private lenders, etc.) by offering a credit enhancement to lower their risk and allow them to finance home energy upgrades in Cobourg.

BENEFITS

Using third party financing to facilitate home energy upgrades in Cobourg may be attractive for the following reasons.

Homeowner and Lender Receptivity

Unlike PACE and utility on-bill programs, third party lending is not a new concept. From a homeowner's perspective, third party financing is not unlike the loan options they are already familiar with. They already know that banks, credit unions, and private lenders provide financing and that interest rates and loan terms are based on the risk of default. This makes communicating program details and promoting the program to homeowners easier.

From the lender's perspective, they are already aware of how a credit enhancement covers some portion of loan losses in exchange for more favourable loan terms. To them, third-party lending is a simple financing model to understand and consider.³⁷

Encourage Private Investment in Energy Efficiency

Offering credit enhancements can also generate awareness about the potential to earn financial returns among the private lender community. Using credit enhancements to entice lenders to enter the energy efficiency space may lead to long term participation in these markets.³⁸

DESIGN CONSIDERATIONS

Administrative Roles

The amount of responsibility that the Town of Cobourg chooses to take on in the delivery of a third-party home energy upgrade financing program is flexible. If the Town wants to keep more responsibility internal, they can carry out the role(s) of qualifying homeowners & contractors, determining creditworthiness, program promotion and/or other administrative duties. If the

³⁷ State and Local Energy Efficiency Action Network. (2014). Credit Enhancement Overview Guide. Prepared by M. Zimring, Lawrence Berkeley National Laboratory.

³⁸ *ibid*

Town wants to play a more limited role in the program delivery compared to the other financing models considered in this study, those administrative roles can be passed to the lender or a third-party administrator. This customization of administrative roles is one benefit of third-party financing.

Non-Payment Consequences

Since third party lending is a form of unsecured financing, nonpayment may damage credit but does not risk home foreclosure or energy service shut off like PACE and on-bill financing. If a homeowner fails to make a payment, the lender's recourse is only to the borrower—there is no right to repossess and sell the borrower's property to mitigate losses.³⁹ However, non-payment of unsecured debt can affect a homeowner's credit score.

Affordability

In general, loans with higher interest rates, shorter repayment lengths and stricter credit requirements are offered to populations that are deemed to have a higher risk of default since the lender must counter high risk with high returns. By offering a credit enhancement that reduces risk, the lender can loosen their requirements. However, the degree to which the lender lowers interest rates lengthens repayment terms and relaxes underwriting criteria varies. When assessing affordability, although a credit enhanced loan may be more attractive compared with traditional loans, PACE or on-bill financing may still be able to produce more homeowner friendly financing terms.

CASE STUDY – DURHAM

The Durham Greener Homes Program provides homeowners with third-party lending from local credit unions Rapport Credit Union and Pathwise Credit Union to finance home energy upgrades. The Green Municipal Fund provides a loan guarantee to credit unions to reduce the risk of homeowners who default on loan repayments. This allows the credit unions to offer homeowners a 15-year repayment term (or the estimated useful life of the project, whichever is less) and interest rates between 3%–6.99%. The maximum loan amount is the lesser of 10% of the current value assessment of the property, or \$75,000 and the loan is non-transferable.⁴⁰

The following program design features were implemented to encourage program uptake and success rate:

³⁹ State and Local Energy Efficiency Action Network. (2017). Energy Efficiency Financing for Low- and Moderate-Income Households: Current State of the Market, Issues, and Opportunities. Prepared by: Greg Leventis, Chris Kramer, and Lisa Schwartz of Lawrence Berkeley National Laboratory.

⁴⁰ Durham FCM Application. (2020). Durham Home Energy Savings Program. Info.gmf-Fmv.ca; Federation of Canadian Municipalities. <https://info.gmf-fmv.ca/en-US/projectdetails/?id=32a34d85-fff3-ec11-bb3c-000d3af4a60d>

- To make the application process easier, homeowners can access a home energy coach, an interactive web-portal, personalized renovation roadmaps, and rebates on energy audits, heat pumps and electric vehicle charging stations.
- The program specifically targets single-family homes built between 1970 and 2000 because they are more likely to have high energy-savings potential. This ensures that the households who need funding the most have access to it.

The following consumer protections were implemented to mitigate negative outcomes:

- To confirm creditworthiness, homeowners must have a minimum credit score of 600, a total debt-to-income ratio of less than 45%, and utility and property tax accounts that are in good standing.
- Each disbursement to a contractor is authorized by the homeowner with a verification check from the home energy coach. Final payments are not disbursed until a post-audit verifies the installation.⁴¹

Within the context of Cobourg Kawartha Credit Union, Ganaraska Financial Credit Union and/or Credit Union Central of Ontario LTD could be considered as local partnership options to deliver a third-party financing program.

⁴¹ Ibid

PACE

Property Assessed Clean Energy (PACE) is a financing mechanism that allows property owners to borrow money to pay for energy efficient upgrades or renewable energy systems for their property. The loans are typically repaid through a special assessment on the property owner's property tax bill over several years. PACE programs are typically administered by local governments or nonprofit organizations which means the eligibility requirements for participation, the eligibility requirements for the retrofits, and the loan terms will differ from region to region. These programs are a popular way to help governments reduce greenhouse gas emissions and meet their climate change goals by supporting the development of renewable energy sources and increasing energy efficiency adoption. The awareness and demand for them is only increasing as shown by program uptake across the country. The City of Edmonton and the City of St. Albert saw their programs over-subscribe in a matter of hours.⁴²

The mechanism by which PACE is implemented is similar for all programs across the U.S.A. and Canada. Most municipalities in Canada can recuperate the costs of special infrastructure upgrades (such as sidewalk, road, and lamp post improvements) through a charge on the property taxes of adjacent properties. This is often referred to as a local improvement charge and can be used as the mechanism by which PACE loan payments can be paid by property owners. A By-law must be passed by the municipality to allow the use of the local improvement charge to finance retrofit projects on a property. However, before the By-law can be passed, provincial legislation must be in place to allow municipalities to pass such a By-law. Alberta, Nova Scotia, Ontario, and Saskatchewan have this legislation in place, with B.C. having just established a PACE Roadmap.⁴³

PACE shares the same benefit that an on-bill financial model has; it is not only an extremely convenient way to pay a bill, but it is also familiar to participants who have never paid a separate loan payment. Besides convenience, PACE programs have several other benefits, the main one being the same benefit of any financing program: it eliminates the need for a property owner to pay for any retrofits upfront. If the property owner can't afford the cost all at once, spreading out the cost by making regular payments over time can make it easier for property owners to make energy efficient improvements, which can save them money on their energy bills over the long term. Also, any financing model provided by a municipality will be able to provide its citizens with a lower interest rate than if they went to a financial institution as an individual. A third-party lender would benefit from the higher volume of customers and can therefore offer more favourable terms, e.g. interest rate. The FCM's CEF initiative funding will also have the effect of gaining favourable terms from third party lenders, especially if the Credit Enhancement option is chosen (see *Funding Background* section).

⁴² Ripley, S., Alberta Municipalities. (2022, December 15). [Interview by B. Andrew].

⁴³ Dunsky to Develop British Columbia PACE Retrofit Financing Roadmap. (n.d.). Dunsky. <https://www.dunsky.com/dunsky-to-develop-british-columbia-pace-retrofit-financing-roadmap/>

Another barrier PACE can help property owners overcome has to do with the fact that the value of the retrofit project stays with the home. In theory, when work is done on a house and then the owner would like to sell, they would price the house higher than they would have before the upgrades to recoup the cost. However, although it is generally accepted that energy retrofits increase the value of a home,⁴⁴ there remains some uncertainty about the market value of energy upgrades as well as renewable energy in the housing market. On top of that, many buyers are reluctant to buy a house with debt payments associated with it because there is still a lack of understanding of the continuous benefits the retrofits and renewable energy can offer, financial and otherwise.⁴⁵

These concerns are mitigated by the defining trait of a PACE program; the debt is associated with the property, not the property owner. This means that the loan is tied to the property, rather than to the person who owns it. If the property is sold, the new owner is responsible for repaying the loan. This means that if the homeowner would like to sell their home and stop benefiting from lower energy bills (and potentially a more healthy and comfortable home), they will simply stop investing in it by having the loan payment responsibility transferred to the buyer. This allows the homeowner to invest in their home without worrying about whether they will reap all the future benefits of their investment because loan payment responsibility is transferable.

This arrangement also has benefits for the lender. By having the secured debt linked to the house the lender can be certain the debt will be serviced, despite the actions of the original borrower. The low rates of delinquency on property taxes translate to low risk for the lender.⁴⁶ If the borrower sells the house, the debt will be transferred to the new owner. If the borrower defaults enough to have the lender seek recourse, the house would go to tax sale (foreclosure) and the lender would have the same primary lien status as property taxes do.⁴⁷

The party that has a primary lien on a property will be paid what they are owed first, before all other liens, when the property is foreclosed. In most cases, primary liens are reserved for property taxes (in some cases taxes due to other levels of government), and second liens are first mortgages. A third-party lender would often have third lien status giving the PACE financial model a significant advantage for the lender. Also, there is a cost to going through the foreclosure process which would be the municipality's responsibility. If there is no third-party lender because the municipality has enough reserves to fund the program, the foreclosure process would be the same from the municipality's perspective. However, if there is a third-party loaning money for the program to the municipality, the fact that the municipality would execute and consequently pay for the foreclosure process would be another risk to the lender that would be eliminated. The

⁴⁴ Brett, T. G., Broden. (n.d.). PACE Canada. PACE Canada. <https://www.pace-canada.ca/index.php>

⁴⁵ ICLEI Canada, 2018. On the money: Financing tools for local climate action. Partners for Climate Protection

⁴⁶ Kennedy, Madi, TomPierre Frappé-Sénéclauze, and Betsy Agar. Property Assessed Clean Energy in Canada: Design considerations for PACE programs and enabling legislations. The Pembina Institute, 2020

⁴⁷ Ibid

PACE structure greatly reduces the risk to the lender of not getting paid back the loan for energy retrofits, as well as any costs associated with recouping it. This would, in turn, be yet another reason for the lender to offer more favourable terms than in other financial models.

DESIGN CONSIDERATIONS

Although PACE has benefits for the lender, the specific benefit of having primary lien status does not benefit the mortgage lender. Since the mortgage lender would have, at best, second lien status, they must allow the primary lien to take their share of the property's selling price in the case of seizure and sale. This is how it would be without a PACE program in place, but with a PACE payment added to the taxes, the amount owed to the first lien would be greatly increased, leaving less of the total for the mortgage lender. This has caused resistance from the mortgage industry and has slowed the adoption of PACE.⁴⁸ Toronto's PACE program called the Home Energy Loan Program (HELP), faced this difficulty when it found that only half of mortgage lenders gave consent for the homeowner to participate in the program in the first two years of the program. Without consent, the homeowner would be breaching the terms of their mortgage.⁴⁹

A design option that could alleviate the mortgage industry's concerns could be to ensure that the primary lien only applies to the delinquent portion of the loan, as opposed to the entire value of the loan.⁵⁰ The portion that would be recouped from a tax sale/foreclosure would then be limited to any taxes owed and a fraction of the total loan that would be limited by the municipality's tolerance for non-payment. There of course must be a way for the lender to recoup the non-delinquent part of the loan in the foreclosure scenario. A lone loss reserve, which is a design feature of many financing programs, can fill this purpose. A loan loss reserve can protect both the lender and borrower, and ultimately the mortgage lender. The lender can be sure that they will still get paid the full loan amount of the loan as it would have without the delinquency portion stipulation, and the borrower knows that should they default and lose their home, they will not also owe the PACE loan anymore.

Most PACE programs' financial eligibility is based on the participant being in good standing with their property taxes. This allows people who may have otherwise failed credit checks or any other financial measure to participate in the program, which will expand the program's enrollment compared to a third-party loan with higher eligibility criteria. However, a good financing program balances its enrollment goals with consumer protection. Although the property owner no longer needs to be able to afford the cost of the retrofits upfront, that does not mean that they can

⁴⁸ Kennedy, Madi, TomPierre Frappé-Sénéclauze, and Betsy Agar. Property Assessed Clean Energy in Canada: Design considerations for PACE programs and enabling legislations. The Pembina Institute, 2020

⁴⁹ ICLEI Canada, 2018. On the money: Financing tools for local climate action. Partners for Climate Protection

⁵⁰ Kennedy, Madi, TomPierre Frappé-Sénéclauze, and Betsy Agar. Property Assessed Clean Energy in Canada: Design considerations for PACE programs and enabling legislations. The Pembina Institute, 2020

afford the cost in general. The loan payments can be a burden for many households, even if they are not considered low-income. PACE may allow more households to participate in the transition towards sustainability because the qualifications are less rigorous than borrowing from third-party lenders, but this may leave people vulnerable to risking the main asset that they have, their home.

The Town of Cobourg might consider the following PACE specific design features that would help protect its citizens from being overburdened with debt:

- Assessing more than just the participant's tax history. Requiring more comprehensive financial disclosure is always an option to evaluate the participant's ability to pay and avoid default.
- Limiting the amount of the loan payments in proportion to the homeowner's current property tax amount annually. For example, the City of Edmonton has limited the loan amount by capping the loan payments at twice the property owner's current property tax amount annually.⁵¹
- Establish a loan loss reserve. The CEF's Capital Program offers funding for a loan loss reserve through both funding options. The loan and grant option allows for 5% of the grant portion of the funding to be used to set up a loan loss reserve. The credit enhancement option allows for up to \$2 million to set up a loan loss reserve, where 80% of each unrecovered loan can be covered. The main purpose of this is to minimize third-party lending risk to obtain more desirable loan terms from the lender. However, as mentioned above, this will protect the participants from legal recourse taken against them where they default, as they would no longer owe the full amount of the loan.

CASE STUDY

The City of Toronto's Home Energy Loan Program (HELP) was the first PACE program in Ontario, launched in 2014 and is still running today. Toronto also launched a commercial PACE program, the High-rise Retrofit Improvement Support Program (Hi-RIS), which also remains active. As with most PACE programs, the homeowners repay the loans through the city's Local Improvement Charge and the repayments are attached to the property, not the homeowner, so that the financial obligations are automatically transferred to a new homeowner at the time of sale.

The HELP program has been a prominent example of how important the mortgage industry's buy-in can be to the success of a PACE program. Toronto's HELP program found they had half the potential participants because the homeowner's mortgage lenders would not approve the homeowner's participation. The city has identified a general lack of understanding and

⁵¹ CLEAN ENERGY IMPROVEMENT PILOT PROGRAM TAX BYLAW, no. 19144, Edmonton City Council (2021).https://www.edmonton.ca/sites/default/files/publicfiles/Clean_Energy_Improvement_Pilot_Program_Tax_Bylaw.pdf?cb=1670978024

established processes to handle requests in the mortgage industry as contributing to the problem. The city has been working with the Federal Government and other stakeholders to help address these issues.⁵² A customized Lender Consent Form has been developed to help with the permission process.

The following features have contributed to the program’s success.

- An administrative charge of 2% is added for the city to pay for the administration of the program.
- The program has tiered interest rates depending on the length of the loan term.

Terms Fixed Interest Rate	
5 years	3.50%
10 years	3.85%
15 years	4.21%
20 years**	4.32%

** 20-year amortization is only available for projects that include solar PV, geothermal installation, new windows and/or heat pumps.

- Pre- and post-EnerGuide evaluations are important in identifying appropriate retrofit measures and ensuring that those measures have been completed correctly.

The HELP program has made several adjustments over time that have improved uptake and the overall success of the program:

- The program is currently on hold as it shifts to an online application process which will make the process more convenient and streamlined for participants.
- In 2017, the program expanded the qualifying home energy improvements to include more energy efficiency measures, renewable energy systems and EV chargers⁵³
- The project cap was changed from the lesser of \$75,000 or 5% of the value of the property to the lesser of \$125,000 or 10% of the value of the property.^{54,55}

⁵² Toronto and Region Conservation Authority and City of Vaughan. 2020. Vaughan Study to Accelerate Energy Retrofits in Private Buildings using Local Improvement Charges. Prepared by the Toronto and Region Conservation Authority and City of Vaughan.

⁵³ Ibid

⁵⁴ Kennedy, Madi, TomPierre Frappé-Sénéclauze, and Betsy Agar. Property Assessed Clean Energy in Canada: Design considerations for PACE programs and enabling legislations. The Pembina Institute, 2020

⁵⁵ Home Energy Loan Program. (2017, November 17). City of Toronto. <https://www.toronto.ca/servicespayments/water-environment/environmental-grants-incentives/home-energy-loan-program-help/>

RECOMMENDATION

After a comprehensive analysis of three home energy upgrade financing models and considering the specific needs of the community of Cobourg, it is recommended that the Town of Cobourg adopts the Property Assessed Clean Energy (PACE) financing model to support and accelerate the transition to a low-carbon future.

PACE financing aligns closely with the sustainability objectives of the Town of Cobourg for the following reasons.

- It enables homeowners to invest in energy efficient upgrades and renewable energy systems, contributing to reduced greenhouse gas emissions and greater energy efficiency.
- It eliminates the upfront financial barrier that often deters homeowners from pursuing energy upgrades.
- By allowing residents to repay the costs through property tax assessments, it makes energy efficient improvements accessible to a wider range of households, including some low-income residents.
- The PACE model places the responsibility of repayment on the property owner, reducing the financial risk to the Town of Cobourg.
- In the event of non-payment, the debt remains tied to the property, not the homeowner, which provides an added layer of security.

The Community Efficiency Financing (CEF) program, under the Federation of Canadian Municipalities (FCM), offers a loan and grant under its Capital Program that can be used to implement or scale-up a local home-energy upgrade financing program such as PACE. It provides funding for up to 80% of eligible costs including a loan up to a maximum of \$10 million and a grant up to a maximum of 50% of the loan amount.

To move forward with PACE financing, the Town of Cobourg must first approve a Program Design Study through the FCM. This study will build upon this document, by designing a PACE energy upgrade financing program to meet stakeholder needs and Cobourg's priorities. It will lay the foundation for a home energy upgrade financing program by designing the program parameters to obtain approval from the Town of Cobourg. Undertaking the Program Design Study will also advance Action 14 ("Create funding pathways to retrofit public and private building stock") of the Town's ICSP.

After surveying and analyzing the Town of Cobourg's financing model options, the adoption of Property Assessed Clean Energy (PACE) financing is recommended because it aligns with the town's sustainability goals, addresses financial barriers, minimizes risks, and supports economic development. By taking this step, Cobourg can empower its residents to make energy efficient upgrades while contributing to a greener and more sustainable future.



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Regular Council

Report to: Mayor, Deputy Mayor, and Councillors
From: Jason Johns, Manager of Facilities;
Brian Geerts, Director Community Services
Report Number: COMM-2024-009
Council Meeting Date: April 24, 2024
Subject: **CCC Facilities Truck Replacement**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

THAT Council approve the vehicle purchase from Bill Spencer Chevrolet in the amount of \$55,500.00 plus non-refundable HST from approved capital project 2474053; and

FURTHER THAT Council direct staff to dispose of vehicle #22-14 in accordance with the Disposal of Surplus and/or Obsolete Material and Equipment policy, using the salvage value to offset the purchase price, returning unused funds to the vehicle replacement reserve.

2. Executive Summary:

In accordance with the vehicle replacement bylaw, vehicle #22-14 has been identified for replacement. A capital project was approved in the 2024 budget.

3. Background

A Request for proposal (CO-24-11), including an evaluation scoring system, was posted on March 14th for suppliers to submit their proposals by March 28th. Three (3) proposals were received.

4. Discussion:

Proposals below are listed in order of their evaluated score. The scoring system includes five sections (minimum specifications, preferred equipment, value-added equipment, delivery timeline, and total costing.) Each section is valued at 10 points for a maximum of 50 points.

Supplier	Cost	Score
1. Bill Spencer Chevrolet	\$55,500.00	48
2. Thomas Motors	\$56,980.45	46
3. Fraser Ford Sales	\$49,397.00	34

All submissions meet the same minimum and preferred specifications however the submissions from Bill Spencer Chevrolet and Thomas Motors scored significantly higher offering superior work truck features such as a locking rear differential, trailer brake controller, and additional safety package. For this reason, they were ranked above the lower cost proposal from Fraser Ford.

5. Financial Impact and Budget

The approved 2024 capital project for replacing vehicle #22-14 is \$55,000. The proposal from Bill Spencer Chevrolet offers superior value compared to the other submissions. Funds from the direct sale of vehicle #22-14 will offset the purchase price, ensuring the new vehicle purchase is within the 2024 budgeted amount. The estimated salvage value of vehicle #22-14 is \$6500.00.

Highest scoring purchase price:	\$55,500.00 + non-refundable HST
<u>Project budget:</u>	<u>\$55,000.00</u>
	\$ (500.00)

<u>Salvage value #22-14:</u>	<u>\$ 6,500.00</u>
Net vehicle cost:	\$49,000.00

Return to Reserve: \$ ~5,062.05

Unspent project funds will remain in the vehicle reserve for future fleet replacement needs.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Provide the infrastructure to support a healthy community that will enable each of us to flourish and reach our full potential.

Service Excellence

Sustainability

Use Asset Management Plans to provide appropriate levels of service and ensure long-term sustainability.

7. Public Engagement:

N/A

8. Attachments:

N/A

9. Report Not Considered by Standing Committee Because:

Time Sensitive Issue (information received too late for Standing Committee consideration)

In order to hold the current competitive price and vehicle stock, this report could not wait for the May 2024 standing committee meeting.

Urgent Matter (issue arose after this month's Standing Committee Meeting)

Other: Click or tap here to enter text.

Report Approval Details

Document Title:	CCC Facilities Truck Replacement .docx
Attachments:	
Final Approval Date:	Apr 16, 2024

This report and all of its attachments were approved and signed as outlined below:

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by workflow administrator Brent Larmer, Municipal Clerk / Director of Legislative Services

Tracey Vaughan, Chief Administrative Officer - Apr 16, 2024 - 8:57 AM



STAFF REPORT
THE CORPORATION OF THE TOWN OF COBOURG

Regular Council

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Report Number: COR-2024-007
Council Meeting Date: April 24, 2024
Subject: **First Quarter 2024 – Budget Performance Statement**

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1. Recommendation:

THAT Council receive the 2024 first quarter budget performance statement for information purposes.

2. Executive Summary:

The budget report covers the period from January 1, 2024 to March 31, 2024 and is intended for information purposes.

Actual expenditures were analyzed and related commentary has been provided on deviations from the budget. Ongoing monitoring of operating and capital spending ensures projects and services are delivered as intended and that any financial impacts or risks are addressed proactively. Further, the analysis establishes a mechanism to monitor, review, and evaluate and improve performance at department levels.

3. Background

Annual operating budgets for all departments are set at the beginning of the calendar year based on Council direction. The 2024 operating and capital budget was approved by Council on January 31, 2024. The purpose of this report is to provide a comparison of the actual results to March 31, 2024 to the approved 2024 operating and capital budget.

Reporting quarterly on the financial status of the operating and capital budget supports the municipality and maintains a fiscally responsible organization. Further, the reports ensure good governance, provides a monitoring tool for financial viability, as well as provide Council with the necessary information to make informed decisions.

4. Discussion:

A separate report is attached that compares actual costs at March 31, 2024 to the budget. The budget at March 31, 2024 is based on 3/12th of the annual 2024 budget.

There is a separate update on the capital projects at March 31, 2024. Although work has been completed on the capital projects, costs have not been incurred. Therefore notes have been provided for the capital jobs to indicate work completed to date.

5. Financial Impact and Budget

There are no direct financial implications resulting from this report; staff will continue to monitor the impact of increases and decreases identified in this report to forecast the Town's long-term sustainability.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

Thriving Community

Ensuring that capital projects are completed supports the municipality's strategic action to provide the physical infrastructure to support a healthy community.

Service Excellence

Sustainability

7. Public Engagement:

Public engagement is not considered necessary for the budget report.

8. Attachments:

First Quarter 2024 – Budget Performance Statement

**9. Report Not Considered by
Standing Committee Because:**

Time Sensitive Issue (information received too late for Standing Committee consideration)

The report for the Standing Committee would have been due prior to the end of the first quarter (March 31st) therefore the report could not be completed.

Urgent Matter (issue arose after this month's Standing Committee Meeting)

Other: Click or tap here to enter text.

Budget Performance Statement
January to March 2024

Introduction

The quarterly budget review aims to provide an update on indicators critical to the municipality's viability and serve as an early warning indicator where remedial action is required. The consolidated performance is a high-level overview of the municipality's actual compared to budget as at March 31, 2024.

The objective of this report is to ensure sound and sustainable management of the budgeting and reporting practices of the municipality by establishing uniform norms and standards and other requirements for ensuring transparency, accountability, and appropriate lines of responsibility in the budgeting and reporting and other relevant matters such as:

- Changes to program offerings or program delivery
- Delayed or accelerated program implementation or
- Unplanned funding contributions or events

Comparing planned results with actual results is useful for assessing whether the Town met the financial objectives set at the beginning of the year. Further, the analysis improves budget accuracy. Deviations from budget will always occur, however by reviewing these variances routinely, staff can promptly address financial discrepancies and implement necessary controls to mitigate further financial deviations. Essentially, budget variance analysis serves as a diagnostic tool, offering an opportunity to analyze the discrepancies between the planned financial pathway and the actual financial state of the municipality.

Further, the budget variance analysis provides a solid basis for decision-making processes, especially for Councillors. The analytical tool offers insight into whether the existing financial strategy is working or if it requires adjustments.

The total 2024 operating budget approved was \$24,276,936 and the total 2024 capital budget approved was \$11,024,488.

The below table summarizes each department and the various functions that are included in that department.

General Government

Council
 CAO
 Communications
 Clerks
 Finance
 Information Technology
 Victoria Hall
 Financial
 Personnel
 Health and Safety

Protection Services

Fire
 Emergency Management
 Building Inspection
 Conservation Authority
 By-Law Services

Public Works

Engineering - Administration
 Engineering - GIS
 Public Works - Administration
 Public Works - Roads General
 Public Works - Winter
 Sidewalks
 Crossing Guards
 Street Lights
 Transit

Social and Family

Opioid Crisis
 Northumberland Fare Share Good Bank
 Recoveries - Contingency Reserve

Parks and Recreation

Parks
 Beach Washrooms
 Aquatics Lifeguards
 Outdoor Rink
 Legion Fields
 Marina
 Dredge
 Campground
 Harbour
 Arena
 Community Centre
 Seniors Activity

Culture and Community

Concert Band
 Art Gallery
 Concert Hall
 Community Grants
 Special Events Dept
 Library

Planning and Development

Planning
 Committee of Adjustment
 Heritage

Commercial and Econ Dev

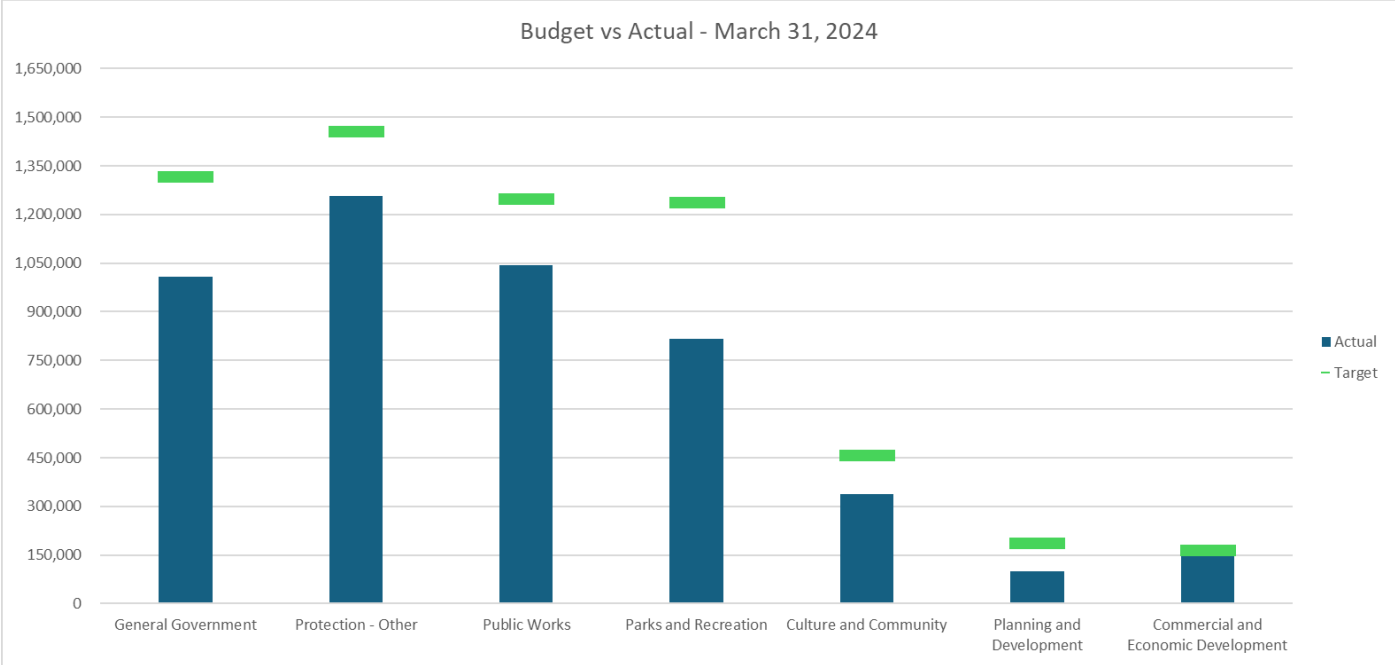
Henley Arcade
 Second Street Fire Hall
 Dressler House
 Economic Development
 Venture 13
 Tourism

Total Operating Budget

The total operating costs at March 31, 2024 is \$4,709,220.

Department	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
General Government	1,316,019	1,007,682	(308,337)	(23%)
Protection - Other	1,455,991	1,256,011	(199,980)	(14%)
Public Works	1,248,777	1,043,496	(205,281)	(16%)
Parks and Recreation	1,237,020	817,863	(419,157)	(34%)
Culture and Community	458,801	336,792	(122,010)	(27%)
Planning and Development	186,169	100,618	(85,550)	(46%)
Commercial and Economic Development	166,455	146,758	(19,697)	(12%)
Total	6,069,232	4,709,220	(1,360,011)	(22%)

The total operating costs at March 31, 2024 are \$4,709,220, a decrease of \$1,360,011 or 22% from the budget. Further, the below graph shows each department's spending at March 31st compared to the budget target.



The following analysis reviews the actual costs compared to budget as at March 31, 2024 for each department detailed above.

General Government

Department	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Council	122,768	96,234	(26,534)	(22%)
CAO	120,776	67,474	(53,302)	(44%)
Communications	74,866	48,348	(26,518)	(35%)
Clerks	142,388	143,914	1,527	1%
Finance	258,164	190,723	(67,441)	(26%)
Information Technology	201,463	129,473	(71,989)	(36%)
Victoria Hall	241,778	129,725	(112,053)	(46%)
Financial	(53,571)	94,460	148,031	(276%)
Personnel	201,751	107,330	(94,420)	(47%)
Health and Safety	5,638	0	(5,638)	(100%)
Total	1,316,019	1,007,682	(308,337)	(23%)

Overall the spending within the General Government department is well below budget. The major fluctuations are the result of delays in hiring new staff:

- The decrease in Council is mainly due to delay in hiring Council Coordinator position.
- The decrease in CAO is mainly due to a delay in hiring the Manager of the Office of the CAO.
- The decrease in Finance is mainly due to a delay in hiring the Manager of Procurement. Further, the Senior Financial Analyst position remains vacant.
- Included in the Financial budget was a draw from Northam which reduced the overall budget. The draw did not occur in Q1, creating an increase in \$187,500.

- The decrease in Personnel is mainly due to retiree benefits. This is typically a year end adjustment and therefore has not yet occurred.

Protection – Other

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Fire	1,189,617	868,051	(321,565)	(27%)
Emergency Management	32,913	799	(32,115)	(98%)
Building Inspection	(0)	73,915	73,915	(24638430%)
Conservation Authority	64,636	129,273	64,636	100%
By-Law Services	168,824	183,974	15,150	9%
Total	1,455,990	1,256,011	(199,979)	(14%)

- The decrease in Fire is due to a transfer to the vehicle reserve that has not occurred, causing a decrease of \$127,500.

Further, there is a decrease in wages due to a delay in hiring the two probationary firefighters as well as hiring the part-time firefighters, and two staff on WSIB, causing a decrease of \$144,188 at March 31, 2024.

- The increase in Building Inspection is related to annual software maintenance costs. The actual are the annual costs whereas the budget at March 31 is for three months as well as timing for revenue related to building permits.
- The increase in Conservation Authority is due to timing. That is, the payments are spread over three payments, whereas the budget at March 31st is over four payments.

Public Works

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Engineering - Administration	54,137	80,572	26,436	49%
Engineering - GIS	61,202	96,784	35,582	58%
Public Works - Administration	626,650	547,414	(79,236)	(13%)
Public Works - Roads General	80,281	18,485	(61,797)	(77%)
Public Works - Winter	38,375	107,337	68,962	180%
Sidewalks	12,700	50	(12,650)	(100%)
Crossing Guards	33,802	25,003	(8,799)	(26%)
Street Lights	62,174	20,580	(41,593)	(67%)
Transit	279,457	147,270	(132,187)	(47%)
Total	1,248,777	1,043,496	(205,281)	(16%)
Transportation				
Revenue	(272,532)	(68,508)	204,024	(75%)
Expenses	191,249	65,563	(125,686)	(66%)
Allocation to Parking Reserve	(81,283)	(2,945)	78,338	(96%)

- Increase in Engineering – Administration is due to revenue related to recoveries of engineering review fees which has not yet occurred in Q1.

- The increase in Engineering – GIS is related to annual software maintenance costs. The actual is the annual costs whereas the budget at March 31 is for three months.
- Increase in Public Works – Winter is due to annual costs for deicing materials. The amount is paid in Q1 and used throughout the year.

Parks and Recreation

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Parks	704,646	408,213	(296,433)	(42%)
Beach Washrooms	0	49	49	100%
Aquatics Lifeguards	0	0	0	100%
Outdoor Rink	10,732	9,017	(1,714)	(16%)
Legion Fields	4,929	6,652	1,724	35%
Marina	0	61,709	61,709	100%
Dredge	23,238	29,219	5,981	26%
Campground	(29,000)	17,381	46,381	(160%)
Harbour	57,332	16,764	(40,568)	(71%)
Arena	12,762	(3,013)	(15,775)	(124%)
Community Centre	386,446	237,953	(148,492)	(38%)
Seniors Activity	65,936	33,918	(32,018)	(49%)
Total	1,237,020	817,863	(419,157)	(34%)

- The decrease in Parks expenses is reasonable considering the costs consist of parks maintenance, horticultural, forestry services, parks athletic facilities, parks turf maintenance, and centennial pool, and the majority of the costs are seasonal and would occur in Q2/Q3.
- The Marina and Campground are budgeted as no impact to the tax levy as the costs are fully recovered through fees. At March 31, 2024, the costs incurred are mainly staff wages, however revenue is not received until Q2/Q3.
- The decrease in the Community Centre is due to:
 - A decrease in utility expenses of \$81,908 which is likely due to timing as the full first quarter utility expenses haven't been received.
 - An increase in revenue related to canteen revenue of \$23,131 which is reasonable considering increased events in Q1.
 - An increase in board advertising of \$31,875.

Culture and Community

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Concert Band	5,815	1,065	(4,750)	(82%)
Art Gallery	37,500	37,500	0	0%
Civic Awards	0	(1,828)	(1,828)	100%
Concert Hall	69,562	15,706	(53,855)	(77%)
Community Grants	2,500	0	(2,500)	(100%)
Special Events Dept	68,566	34,795	(33,771)	(49%)
Library	274,859	249,553	(25,306)	(9%)
Total	458,801	336,792	(122,010)	(27%)

As noted, the expenses related to Culture and Community are below budget.

- The decrease in Concert Hall is due to decrease in concert/theatre rental revenue, box office service fees, and event service fees, which is likely due to seasonal sales.
- The decrease in special events is reasonable considering the events (Canada Day, etc) have not occurred in 2024.

Planning and Development

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Planning	132,009	66,828	(65,180)	(49%)
Committee of Adjustment	22,386	16,175	(6,211)	(28%)
Heritage	31,774	17,616	(14,158)	(45%)
Total	186,169	100,618	(85,550)	(46%)

The decrease in Planning and Development is the result of:

- The decrease in planning is consistent with decrease in wages due to vacancies as follows:
 - Manager of Long-Range Planning
 - Planner II – Development
 - Sustainability Coordinator
 - Principal Planner

The vacancies have resulted in a decrease of \$75,154 at March 31, 2024.

Stormwater

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
Stormwater Collection	216,541	41,345	(175,196)	423.74%
Storm Pumphouses	9,569	4,199	(5,370)	127.90%
Revenue	(426,891)	(698,005)	(271,114)	0.00%
Transfer to (from) Reserve	200,782	652,462	451,680	(69.23%)
Total	0	0	0	0.00%

Stormwater is a rate support program, funded entirely by the user fees that are used to pay for the services provided and the infrastructure to deliver them. Any year end surpluses are transferred to a reserve.

The net of stormwater expenses and revenue (budget as \$200,782 at March 31, 2024) is planned to be transferred to the stormwater reserve. The actual at March 31, 2024 is based on the first quarter stormwater revenue and costs compared to budget. The Q1 stormwater revenue has not been received from Lakefront Utility Services Inc. however the amount received by LUSI for the period January to March 2024 is \$698,005.

The 2023 balance to be transferred to reserve hasn't been determined, however an update will be provided for Council upon the completion of year end.

Environmental

Function	Budget at March 31	Actual at March 31	Increase (Decrease)	Increase (Decrease)
WPCP #1	553,654	326,493	(227,162)	69.58%
WPCP #2	466,156	280,352	(185,805)	66.28%
Sanitary Sewers/Pumphouses	261,892	102,237	(159,655)	156.16%
Revenue	(1,731,348)	(584,339)	1,147,009	196.29%
Capital	307,500	307,500	0	0.00%
Transfer to (from) Reserve	142,145	(432,243)	(574,388)	(132.89%)
Total	0	0	0	

Similar to stormwater, the net of environmental expenses revenue is planned to be transferred to a reserve. That is, the expenses and capital are funded by user fees. The revenue received at March 31, 2024 only represents revenue for January 2024 and the amounts for February and March have not been received from LUSI.

Capital

The capital update provided for each department compares the actual to budget as well as the remaining budget. Further, there are notes provided for each department as often work has been initiated on the capital projects, however invoices have not been received therefore actual costs are nil.

General Government

Project	Budget	Actual	Budget Remaining	Notes
Information Technology				
Computerization	35,000	3,379	90%	Ongoing computer replacement
Firewall Upgrades	6,900	851	88%	
Switch Upgrades	15,000	0	100%	
Total	56,900	4,231		
Victoria Hall				
Council Chamber Technology Upgrades	20,000	2,108	89%	
Council Chamber Desk Upgrades	10,000	0	100%	Ready to place order. Install planned for council summer break.
Chiller Replacement Project and Engineering	230,000	0	100%	Not Started
Electronic Entry Control System	72,500	6,904	90%	Intrusion alarm upgrade complete. EEC is ready to be put out for quotes.
Exterior Building Audit	20,000	0	100%	Making enquiries only at this time.
Boardroom/Committee Room Carpet	8,700	0	100%	Receiving quotes
Stats Controls	8,300	0	100%	Review done and parts ordered.
Third Floor East Meeting Room Blinds	6,000	4,189	30%	Project complete
Main Floor East Electrical Panel Upgrade	7,000	2,577	63%	Review done and parts onsite. Install to happen in April.
Total	382,500	15,778		
Other Town Buildings				
Library East Fence Replacement	3,000	0	100%	Waiting on weather. Work to be completed in house.
Library West Door Concrete Pad	35,000	0	100%	Waiting on weather. Receiving quotes.
612 D'Arcy Street Roof Replacement	92,000	0	100%	Review done, Tender issued and received. Start in April (weather permitting)
Total	130,000	0		

Protection

Project	Budget	Actual	Budget Remaining	Notes
Fire				
Apparatus Replacement	300,000	0	100%	delivery date is Dec 2024
Auto Extrication Tools Replacement	50,000	0	100%	type of auto extrication tools have been selected - Holmatro
Purchasing Bunker Gear	20,000	0	100%	we have chosen innotex bunker gear
Fire Station Bay Doors Replacement	10,000	0	100%	bottom section door replacement - \$5,000, painting \$5,000
Master Stream Nozzles Replacement	9,000	0	100%	we have chosen the Task force tips Blitzfire nozzle
Fire Hose Replacement	4,500	0	100%	we have selected Armtex hose because of the integrity of the product
Total	393,500	0		
B-law Enforcement				
Market Building Security Cameras	6,500	0	100%	
Fleet Diversification - Patrol Vehicle	80,000	47,144	41%	
MELO Tablets - Infield Work	6,000	0	100%	
Total	92,500	47,144		
Building				
Building Fleet	200,000	0	100%	
Charging Station	34,014	0	100%	
Total	234,014	0		

Public Works

Project	Budget	Actual	Budget Remaining	Notes
GIS				
Hardware Replacement	13,600	5,527	80%	Completed
Engineering				
Bi-Annual Sidewalk Replacement	600,000	25,136	96%	Design underway
William Street Bridge Rehabilitation	2,100,000	25,158	99%	90% design complete, expected tendering in April
King Street West Reconstruction	75,000	0	100%	Design underway
New Amherst Sanitary Pump Station/Forcemain	2,233,600	0	100%	Private works by Developer underway
Depalma Drive Road Extension	190,374	0	100%	Private works by Developer underway
Midtown Creek Monitoring and Repairs	90,000	0	100%	Design and permitting underway. Repairs works to be completed in July
Flashing Beacons King/College	25,000	0	100%	Quotes obtained for flashing lights/signs
Total	5,313,974	50,295		
Road/Sewers				
Half Tonne Truck Replacement	80,000	0	100%	Report to Council April 24 for replacement
Snow Plow Replacement - Unit 19-13	450,000	0	100%	Tender being prepared by Staff
One Ton Truck Replacement	120,000	0	100%	Tender being prepared by Staff
Street Light Replacement Program	210,000	26,934	87%	Maintenance contract tender open for public bid, closing April 16th
Traffic Signal Intersection Upgrade	115,000	0	100%	Waiting for traffic study completion to determine priority location for capital works
Replace Tractor Backhoe - Unit 32-14	200,000	0	100%	Not started
Total	1,175,000	26,934		
Transit				
Transit Vehicle Purchase	550,000	0	100%	Buses ordered, expected delivery 2026/27
Transit Stop Improvements	20,000	0	100%	Not started - Staff creating list of transit stops that require AODA upgrades
Transit Operations Centre	150,000	0	100%	Waiting for award of transit operations contract
Total	720,000	0		
Parking				
Parking Meter Upgrades and Parts Inventory	18,500	0	100%	Not started - slated to have smart meters arrive mid-April
Total	18,500	0		

Parks and Recreation

Project	Budget	Actual	Budget Remaining	Notes
Parks				
Rotary Harbourfront Compressor	15,000	0	100%	Maintenance to be completed in off-season
Asphalt Pathway - Fitzhugh Shores	50,000	0	100%	Design stage
Asphalt Pathway - Tracey Park	75,000	0	100%	Design stage
Public Washroom Design (AODA)	280,000	0	100%	Setting specifications
1 Ton Truck #30-14	90,000	0	100%	Setting specifications
Kubota Tractor #31-13	150,000	0	100%	Setting specifications
Wide Area Mower Replacement - #43-15	115,000	0	100%	Setting specifications
Westwood Park Parking Lot Extension	65,000	0	100%	Not started
Asphalt Pathway - Peace Park	50,000	0	100%	Design stage
Basketball Court - Courtyard or Donegan	20,000	0	100%	Requires fundraising
Cobourg Saxons RFC	264,000	0	100%	Not started
Disc Golf Construction	20,000	0	100%	Design stage
Total	1,194,000	0		
Waterfront Operations				
Utility Task Vehicles (2)	35,000	0	100%	Setting specifications
Marina Power Pedestals	40,000	0	100%	Not started
Marina Bathroom Renewal	150,000	0	100%	Maintenance to be completed in off-season
Marina Fence Monitoring System	24,000	0	100%	Setting specifications
Total	249,000	0		
Community Centre/Arenas				
Score Clock	273,000	144,149	47%	Warranty work and finalization in progress
Chairs and Tables	10,000	4,685	53%	Quotes in progress
Refrigeration Compressor Replacement	60,500	48,273	20%	Warranty work and finalization in progress
Accessibility and Hardscaping Improvements	35,000	0	100%	Design stage
Floor Scrubber	25,000	0	100%	Setting specifications
Vehicle Replacement - #22-14	55,000	0	100%	Quotes in progress
Ice Resurfacer (Duel Fuel) - #20-13	110,000	0	100%	Quotes in progress
Stadium Seating Replacement	20,000	0	100%	Quotes in progress
Glycol Pump Bearing Replacement	14,000	0	100%	Quotes in progress
CCC Roof Repair	90,000	0	100%	Design stage
Gym/Grand Hall Repairs	20,000	0	100%	Design stage
Cash Register Replacement	8,500	0	100%	Not started - to be completed in off-season
EV Charger Site	120,000	0	100%	Requires fundraising
CCC Security System	10,000	0	100%	Warranty work and finalization in progress
Total	851,000	197,107		

Concert Hall

Project	Budget	Actual	Budget Remaining	Notes
Lighting	15,000	0	100%	Procuring equipment

Environmental

Project	Budget	Actual	Budget Remaining	Notes
Water Pollution Control Plants				
Sweep Arm - North Secondary	300,000	0	100%	Not Started
Digester Mixing Pumps	150,000	0	100%	Quotes obtained, working on report to Council.
Guidrails	50,000	0	100%	Obtaining Quotes.
Alum Flow Meters	15,000	0	100%	Quotes obtained, working on report to Tracy.
Ozone Upgrades	400,000	0	100%	
Alum Pumps	75,000	0	100%	Quotes obtained, working on report to Council.
Case Backhoe/Loader Replacement	60,000	0	100%	Waiting on Public Works (Fleet reassignment)
WAS Pump #2	30,000	13,556	55%	
McGill Pump Station Pump #2 Replacement	150,000	0	100%	Report sent to Council, waiting for approval.
Total	1,230,000	13,556		

Clarington

If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

April 4, 2024

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Via Email: premier@ontario.ca

Dear Premier Ford:

Re: Region of Durham, Regarding a Request to the Province to Permanently Remove Tolls on Highway 407 Between Brock Road in Pickering and Highway 35/115 (Mayor Foster)

File Number: PG.25.06

At a meeting held on March 25, 2024, the Council of the Municipality of Clarington passed the following Resolution # GG-024-24:

That the following resolution from the Region of Durham, regarding Request to the Province to Permanently Remove Tolls on Highway 407 Between Brock Road in Pickering and Highway 35/115, be endorsed by the Municipality of Clarington:

Whereas Highway 407 from Brock Road (Regional Road 1) in Pickering to Highway 35/115 is provincially owned and tolls are set by the province;

And whereas the province introduced legislation that if passed would ban tolls from provincially owned highways including all 400-series highways except for Highway 407 which is located almost exclusively in Durham Region;

And whereas if excluded from the proposed ban on tolls, Highway 407 would become the only tolled provincially owned highway in Ontario, resulting in unfair economic impacts to Durham Region residents and businesses;

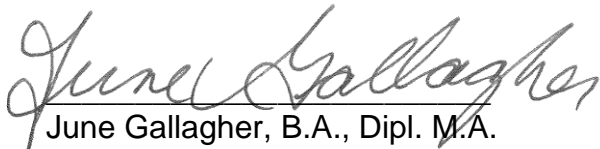
And whereas the Province of Ontario has previously removed tolls on Highways 412 and 418 located within Durham, demonstrating the willingness to removing existing unfair tolls on provincially owned highways and should therefore include the provincial 407 as part of the proposed legislation;

And whereas the removal of tolls on the provincial Highway 407 would reduce the cost of living for Durham Region residents and drive economic growth, while ensuring fair and equitable treatment across all provincial 400-series highways;

Now therefore be it resolved that the Council of the Regional Municipality of Durham hereby requests that the Province of Ontario include the provincially owned portion of Highway 407 in any legislation banning tolls on provincially owned highways; and

That a copy of this resolution be sent to The Honourable Doug Ford, Premier of Ontario, the Honourable Prabmeet Sarkaria, Minister of Transportation, The Honourable Vijay Thanigasalam, Associate Minister of Transportation, all local Durham MPPs, and all Durham local area municipalities; the City of Kawartha Lakes, Peterborough County, Northumberland County, Cobourg, Belleville and their MPs and MPPs; the Ontario Trucking Association; and associations related to the farming community in Durham Region and Ontario

Yours truly,



June Gallagher, B.A., Dipl. M.A.
Municipal Clerk

JG/lh

- c: See Attached List of Interested Parties
H. Anderson, Executive Assistant to the Mayor
C. MacDonald, Councillors' Office Assistant
J. O'Meara, Policy and Communications Advisor

Interested Parties List

The Honourable Prabmeet Sarkaria, M.P.P., Minister of Transportation
Prabmeet.Sarkaria@pc.ola.org

The Honourable Vijay Thanigasalam, M.P.P., Associate Minister of Transportation – Vijay.Thanigasalam@pc.ola.org

The Honourable Todd McCarthy, M.P.P., Durham - Todd.McCarthy@pc.ola.org

The Honourable David Piccini, M.P.P., Northumberland-Peterborough South -
david.piccini@pc.ola.org

Patrice Barnes, M.P.P., Ajax - Patrice.Barnes@pc.ola.org

Laurie Scott, M.P.P, Haliburton-Kawartha Lakes-Brock - laurie.scott@pc.ola.org

Jennifer K. French, M.P.P, Oshawa - JFrench-QP@ndp.on.ca

The Honourable Peter Bethlenfalvy, M.P.P., Pickering-Uxbridge -
peter.bethlenfalvy@pc.ola.org

The Honourable Dave Smith, M.P.P., Peterborough - Kawartha -
Dave.Smith@pc.ola.org

Lorne Coe, M.P.P., Whitby - lorne.coe@pc.ola.org

Susan Cassel, City Clerk, City of Pickering - clerks@pickering.ca

Nicole Cooper, Director of Legislative & Information Services, Town of Ajax -
clerks@ajax.ca

Alexander Harras, Regional Clerk, The Regional Municipality of Durham -
clerks@durham.ca

Christopher Harris, Town Clerk, Town of Whitby - clerk@whitby.ca

R. Walton, Director of Corporate Services/Municipal Clerk, Township of Scugog –
clerks@scugog.ca

Fernando Lamanna, Clerk/Deputy CAO, Township of Brock - clerks@brock.ca

Debbie Leroux, Director of Legislative Services/Clerk, Township of Uxbridge -
dleroux@uxbridge.ca

Mary Medeiros, City Clerk, City of Oshawa - clerks@oshawa.ca

Brent Larmer, Municipal Clerk, Town of Cobourg - blarmer@cobourg.ca

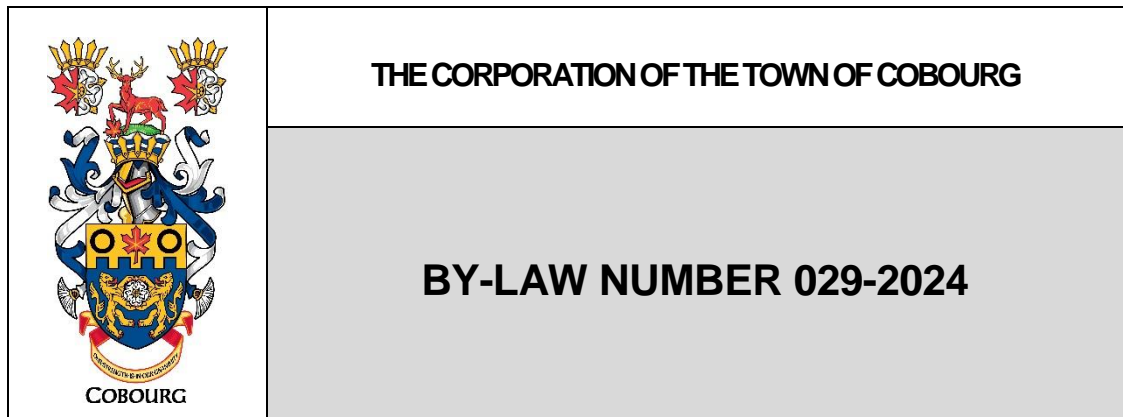
Peterborough County – clerksoffice@ptbocounty.ca

Maddison Mather, Northumberland County – matherm@northumberland.com

City of Kawartha Lakes – clerks@kawarthalakes.ca

The Ontario Trucking Association – operations_safety@ontruck.org

The City of Bellville – Communications@bellville.ca



BEING A BY-LAW TO LICENCE, REGULATE, AND GOVERN VEHICLES FOR HIRE AND TO REPEAL BY-LAWS 014-2014, 088-2016, 013-2019, 015-2020, and 022-2022

WHEREAS subsection 8 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, (“Municipal Act”) authorizes a municipality to provide for a system of licences; and

WHEREAS section 9 of the *Municipal Act, 2001*, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act; and

WHEREAS subsection 11 (1) of the *Municipal Act, 2001*, authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons and respecting the protection of *persons* and property including consumer protection; and

WHEREAS sections 9, 11, and 391 of the *Municipal Act, 2001* authorize a municipality to impose fees and charges on persons; and

WHEREAS sections 23.1, 23.2 and 23.3 of the *Municipal Act, 2001* authorize a municipality to delegate its powers and duties under the Act to a person; and

WHEREAS section 151 of the *Municipal Act, 2001*, provides that a municipality may provide for a system of licences with respect to a business and may:

- (a) prohibit the carrying on or engaging in the business without a licence;
- (b) refuse to grant a licence or to revoke or suspend a licence;
- (c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- (f) licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and

WHEREAS subsection 156 (1) of the *Municipal Act, 2001*, provides that a local municipality, in a by-law under section 151 with respect to the owners and drivers of taxicabs, may:

- (a) establish the rates or fares to be charged for the conveyance of property or passengers either wholly within the municipality or to any point outside the municipality;
- (b) provide for the collection of rates or fares charged for the conveyance; and

(c) limit the number of taxicabs or any class of them; and

WHEREAS section 425 of the Municipal Act, 2001, provides that the council of a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the *Municipal Act, 2001* is guilty of an offence; and

WHEREAS subsection 426 (4) of the Municipal Act, 2001, deems that any person that hinders or obstructs, or attempts to hinder or obstruct any person who is exercising or performing a duty under this By-law created under the Municipal Act, 2001 is guilty of an offence; and

WHEREAS section 429 of the Municipal Act, 2001, provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Municipal Act, 2001; and

WHEREAS section 431 of the Municipal Act, 2001, authorizes that where any by-law of a municipality under the Municipal Act, 2001 is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and requiring the person convicted to correct the contravention; and

WHEREAS section 431.1 of the Municipal Act, 2001, authorizes a municipality to require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Municipal Act, 2001; and

WHEREAS section 436 of the Municipal Act, 2001, authorizes a municipality to pass a by-law providing that the municipality may enter on land to conduct inspections; and

WHEREAS sections 444 and 445 of the Municipal Act, 2001, authorize a municipality to make orders to discontinue, or to correct, the contravention of a by-law; and

WHEREAS section 446 of the Municipal Act, 2001, authorizes a municipality to do a matter or thing in default of it being done by the *person* directed or required to do it; and

WHEREAS the Council for the Town of Cobourg deems it desirable and in the public interest to enact a Vehicle for Hire By-law.

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. SHORT TITLE

1.1 This By-law may be cited as the “Vehicle for Hire By-law”.

2. SCOPE AND INTERPRETATION

2.1 Where the provisions of this By-law conflict with the provision of any other By-law in force in the Town, the provision that establishes the higher standard to protect the health, safety and welfare of the general public shall prevail.

- 2.2 In the interpretation and application of the provisions of this By-law, unless otherwise stated to the contrary, the provisions shall be held to be the minimum requirements adopted for the promotion of public health, safety, comfort, convenience, general welfare, the control of nuisances, and consumer protection.
- 2.3 References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.
- 2.4 In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable.
- 2.5 The Schedules appended to this By-law are incorporated into and form part of this By-law.

3. DEFINITIONS

- 3.1 “Accessible Taxicab” means a Taxicab originally constructed or subsequently modified to permit the loading, transportation and offloading of persons with disabilities and is used for that purpose, whether or not the vehicle is also used to transport persons without disabilities, and that complies with all Federal and Provincial Statutes legislation, including but not limited to R.R.O. 1990., Reg 629 “Accessible Vehicles”.
- 3.2 “App” means an application that can be downloaded onto or accessed on a mobile phone, tablet and/or other digital electronic device to connect Passengers with a T.N.C. Driver.
- 3.3 “Applicant” means any Person applying for a Licence, including a renewal of Licence, pursuant to this By-law.
- 3.4 “Application” means an application for a Licence pursuant to this By-law.
- 3.5 “Council” means the Council of the Town of Cobourg.
- 3.6 “Controlled Drugs and Substances Act” the Controlled Drugs and Substances Act, S.C. 1996, c. 19, as amended.
- 3.7 “Criminal Code” means the Criminal Code of Canada, R.S.C. 1985 c. C-46, as amended.
- 3.8 “Designated Driver” means a Person who operates a Motor Vehicle owned by another Person for the purposes of providing Designated Driving Services.
- 3.9 “Designated Driving Services” means the transportation of a Motor Vehicle owned by another Person and that Person’s passengers, if any, by a Designated Driver from any place in the Town to any other place for payment of a salary, fee, or for any other consideration.
- 3.10 “Designated Driver Support Vehicle” means a Motor Vehicle operated by a Designated Driver for the purpose of assisting another Designated Driver in the provision of Designated Driving Services.
- 3.11 “Director” means the Director of Legislative Services of the Town, and includes their designate.

- 3.12 “Dispatch” or “Dispatching” means the communication given in any manner of an order or information to a Taxicab Driver.
- 3.13 “Driver” means any Person, including an Owner, who drives a Taxicab, including an Accessible Taxicab, a Limousine, or a Designated Driver Support Vehicle, who has been issued a Licence by the Town pursuant to this By-law, but does not include a T.N.C. Driver.
- 3.14 “Driver’s Abstract” means a Driver’s Abstract issued by the Province of Ontario, which contains driver identification details, and information related to a driver’s driving record including total demerit points and active fine suspensions, Highway Traffic Act and Criminal Code convictions and suspensions and reinstatements for the past 3 years.
- 3.15 “Fare” means the amount charged to a Person as a result of a Trip, which may be calculated using a Taxicab Meter, Application, or a T.N.C. App.
- 3.16 “Hearing Officer” means a Person who is from time to time appointed pursuant to the Town’s Hearing Officer By-law 080-2022, as amended.
- 3.17 “Highway Traffic Act” means the Highway Traffic Act, R.S.O. 1990, c. H. 8, as amended.
- 3.18 “Human Rights Code” means the Ontario Human Rights Code, R.S.O. 1990, c. H.19.
- 3.19 “Licence” means an authorization under this By-law to carry on a business specified herein and the document, certificate, plate or card issued which provides evidence of such authority as the context may allow.
- 3.20 “Licensee” means any Person who holds a Licence under this By-law.
- 3.21 “Limousine” means a Motor Vehicle kept or used for hire for the conveyance of passengers by reservation only and solely on an hourly, daily, or weekly basis, which does not contain a Taxicab Meter or two-way radio or similar device, and does not include a Taxicab.
- 3.22 “Limousine Driver” means any Person who drives a Limousine.
- 3.23 “Limousine Owner” means any Person who is the Owner of a Limousine.
- 3.24 “Manager” means the Manager, By-law Enforcement and Licensing of the Town, and includes their designate.
- 3.25 “Model Year” means the age of a Motor Vehicle as indicated on the registration documents of said Motor Vehicle with the Province of Ontario.
- 3.26 “Motor Vehicle” includes an automobile, truck, trailer, motorcycle and any other vehicle propelled or driven otherwise than by muscular power.
- 3.27 “Municipal Act, 2001” means the Municipal Act 2001, S.O. 2001, c.25, as amended;
- 3.28 “Municipal Law Enforcement Officer” means any person appointed by the Town to enforce its By-laws.

- 3.29 “Ontario Driver’s Licence” means a licence issued by the Province of Ontario in accordance with the Highway Traffic Act.
- 3.30 “Owner” means the Person shown to be the registered owner of a Motor Vehicle according to the records maintained by the Registrar of Motor Vehicles for the Province of Ontario and includes a lessee of a Motor Vehicle pursuant to a written lease contract, and includes the Person having the possession or control of a Motor Vehicle under a conditional sale agreement, rental, leasing agreement or other arrangement.
- 3.31 “Ownership” means the Person endorsed under the vehicle portion of a provincial permit according to the records maintained by the Registrar of Motor Vehicles for the Province of Ontario.
- 3.32 “Passenger” means any Person other than a Driver or a TNC Driver who is seated or otherwise situated in a Vehicle for Hire.
- 3.33 “Person” includes a natural person and a company, corporation, cooperative, partnership, firm, sole proprietorship, trust, association, society, organization or other legal entity.
- 3.34 “Plate” means a metal plate, plastic plate, or laminated sticker issued to the Owner of a Taxicab under this By-law containing the assigned and registered Taxicab Number.
- 3.35 “Premises” means lands and structures, or either of them, and includes a Motor Vehicle.
- 3.36 “Provincial Licence Plate” means a number plate issued in accordance with the Highway Traffic Act.
- 3.37 “Provincial Offences Act” means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended.
- 3.38 “Public Authority” includes the Town, the County of Northumberland, a local board of either of them, the Crown in Right of Ontario, the Crown in Right of Canada or any of their ministries, agencies, boards or other Crown corporations.
- 3.39 “Safety Standards Certificate” means a certificate that confirms a Motor Vehicle complies with the equipment and performance standards prescribed by the Highway Traffic Act.
- 3.40 “Street Hail” means any appeal, request or solicitation to pick up a potential Passenger by any Person using sounds, words, signs, or gestures, or any combination thereof.
- 3.41 “Tariff Card” means the notice of permitted Fares as established pursuant to this By-law.
- 3.42 “Taxicab” means a Motor Vehicle used for hire in the conveyance of Persons from place to place within the Town to any point inside or outside that geographic area and includes an Accessible Taxicab, but does not include a bus operated under a licence under The Public Vehicles Act, R.S.O. 1990, c. P.54, an ambulance, a funeral hearse, a Limousine, a Motor Vehicle operated by a Licensed Driver providing Designated Driving Services, or a T.N.C. Vehicle.
- 3.43 “Taxicab Meter” means a measuring device used to calculate the Fare payable for a transportation service but does not include a T.N.C. App.

- 3.44 “Taxicab Stand” means an area designated and approved by the Town for use by a Taxicab while waiting for or picking up of Passengers or goods.
- 3.45 “Town” means The Corporation of the Town of Cobourg.
- 3.46 “Transportation Network Company” or “T.N.C.” means a Person who carries on the business of offering, accepting, and/or facilitating prearranged transportation services exclusively through an App that matches Passengers requesting transportation to T.N.C. Drivers who accept and provide transportation to the requesting Passengers for a fee using a T.N.C. Vehicle.
- 3.47 “Transportation Network Company Driver” or “T.N.C. Driver” means a Person who drives a TNC Vehicle.
- 3.48 “Transportation Network Company Vehicle” or “T.N.C. Vehicle” means a Motor Vehicle that is operated by a T.N.C. Driver, which is used to provide transportation services to passengers for a fee, but does not include Taxicabs or Limousines.
- 3.49 “Trip” means the distance and time traveled or estimated to be travelled, measured from the time and location where the Passenger or goods first enter a Vehicle for Hire or when a Taxicab Meter is engaged, to the time and location where the Passenger or goods left the Vehicle for Hire or when a Taxicab Meter is disengaged.
- 3.50 “Trip Log” means the written record of the details of each Trip as recorded by the Driver and in a form specified by the Town.
- 3.51 “Vehicle for Hire” means a Taxicab, Accessible Taxicab, Limousine, Designated Driver Support Vehicle, or a T.N.C. Vehicle, but does not include a Motor Vehicle conveying Passengers as part of a Designated Driving Services.
- 3.52 “Zoning By-law” means the applicable in force Zoning By-law of the Town, as amended from time to time.

PART I – ADMINISTRATION

4. GENERAL ADMINISTRATION AND EXEMPTIONS

- 4.1 The administration of this By-law shall be the responsibility of the Director.
- 4.2 The Manager is hereby authorized to issue, renew, revoke or suspend a Licence in accordance with this provision of this By-law, and shall keep records of all Licences issued pursuant to this By-law.
- 4.3 The Manager is responsible for directing the enforcement of this By-law, including reviewing and responding to any complaints or non-compliance issues in respect of this By-law.
- 4.4 This By-law does not apply to and excludes the necessity for Licences for Trips by Taxicabs and T.N.C. Vehicles originating outside of the Town when delivering passengers to areas in the Town.

5. PROHIBITIONS

- 5.1 No Person shall fail to comply with any provision of this By-law.
- 5.2 No Person shall fail to comply with an order issued under this By-law.

- 5.3 No Person without a valid Licence shall own, operate or permit the operation of a:
- a) A T.N.C.;
 - b) A Taxicab;
 - c) A Limousine; or
 - d) A Designated Driver Support Vehicle.
- 5.4 No Person shall carry on business other than in the name that appears on a Licence.
- 5.5 No Person shall make a false or intentionally misleading recitals of fact, statement, or representation, orally or in any agreement, statutory declaration or application form required by this By-law, to the Town, Manager, a Municipal Law Enforcement Officer, or a Public Authority. The making of such a false or intentionally misleading recital of fact, statement, or representation constitutes an offence.
- 5.6 No Person shall represent to the public that the Person is Licenced under this By-law if the Person is not so Licenced.
- 5.7 No Taxicab Owner, Limousine Owner or T.N.C. shall employ or engage the services of a Driver or a T.N.C. Driver that does not meet the requirements of this By-law.
- 5.8 No Person shall own, operate or permit the operation of a Vehicle for Hire that does not meet the requirements of this By-law.
- 5.9 No Person shall own, operate or permit the operation of a T.N.C. or a Vehicle for Hire, other than in accordance with the terms and conditions of a Licence and this By-law.
- 5.10 No Person shall drive a Vehicle for Hire without evidence of the following in their possession:
- a) proof of Ownership of the Motor Vehicle;
 - b) a valid insurance card or slip;
 - c) a valid Ontario Driver's Licence;
 - d) any other document as required by this By-law.
- 5.11 No Person shall operate or permit the operation of a Vehicle for Hire that requires mechanical or exterior repair.
- 5.12 No Person shall own or operate a T.N.C. Vehicle without a valid T.N.C. identifier displayed on the T.N.C. Vehicle.
- 5.13 No Person shall operate a Vehicle for Hire with a Model Year older than ten (10) years.
- a) Notwithstanding section 5.13, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Taxicab and was already being utilized prior to the effective date this By-law came into force and effect:
- 5.14 No Person shall:

- a) have any device in any Vehicle for Hire that is capable of scanning two-way radio calls;
- b) carry in any Vehicle for Hire a greater number of Passengers than available seats in the Vehicle for Hire;
- c) take on any additional Passengers after the Vehicle for Hire has commenced a Trip except under the following circumstances:
 - i. when done at the request of the Passenger(s) already in the Vehicle for Hire;
 - ii. in an emergency situation;
 - iii. when the Vehicle for Hire is being used for the transportation of children to and from school or for the transportation of persons with disabilities.
- d) engage in solicitation of Passengers for any purpose whatsoever including recommending hotels, restaurants or other like facilities unless requested to do so by the Passenger;
- e) except for a Driver operating a Licensed Taxicab, accept a Street Hail or solicit business in a Taxicab stand.

5.15 No Driver shall:

- a) while waiting at a Taxicab Stand or any other public place:
 - i. obstruct or interfere in any way with the normal use of a Taxicab Stand or public place or interfere with the surrounding traffic patterns in accordance with the Town of Cobourg Parking By-law;
 - ii. make any loud noise or disturbance;
 - iii. be unable to observe the Taxicab at all times; or
 - iv. make repairs to the Taxicab unless the repairs are immediately necessary.
- b) drive a Taxicab which does not have an Owner's Plate affixed thereto;
- c) operate a Taxicab unless:
 - i. it is free from any mechanical defect;
 - ii. the interior is clean, dry, sanitary, free from debris and in good repair; or
 - iii. the exterior is clean, in good repair and free from rust, exterior body damage and has a well maintained exterior paint finish;
- d) induce any Person to engage the Taxicab by any misleading or deceiving statement or representation to that person about the location or distance of any destination named by that Person; or
- e) induce or permit any person to engage the Taxicab when the Driver is aware that another Vehicle for Hire has been dispatched to pick up the person provided that if the person exhibits a preference for that Taxicab the Driver shall immediately notify the other Vehicle for Hire who has been dispatched.

5.16 No Driver shall:

- a) subject to the provisions of this By-law and except for a tip, gratuity or credit card charge, recover or receive any Fare from any Passenger which is greater than the Fare authorized;
- b) recover or receive any Fare or compensation from any Passenger to whom the Driver has refused to show the Tariff Card; or
- c) recover or receive any Fare or Compensation from any Passenger for time lost through defects or inefficiencies of the Taxicab or inefficiency or incompetence of the Driver.

PART II – LICENCES AND LICENCE APPLICATION PROCESS

6. LICENCE APPLICATIONS FOR ALL LICENCES

6.1 The following Licences are authorized and may be issued by the Town under this By-law:

- a) Accessible Taxicab Owner;
- b) Taxicab Owner;
- c) Limousine Owner;
- d) Vehicle for Hire Driver; and
- e) Transportation Network Company.

6.2 An application for a Licence or for the renewal of a Licence shall be completed and submitted to the Manager on the prescribed forms together with the appropriate licence fee as per the Town's Fees and Charges By-law either on or before March 31st of each year or as required throughout the year for Motor Vehicles acquired or Drivers hired after March 31st.

6.3 An Applicant must:

- a) be a citizen of Canada, or be legally permitted to work in Canada;
- b) be at least 18 years of age;
- c) hold a valid current Class "G" Ontario Driver's Licence, if the applicant is a natural person; and
- d) not otherwise be disentitled to hold a Licence under this By-law.

6.4 The Manager may require an Applicant to provide any information which he or she believes is necessary for the purpose of processing the Application, including but not limited to the Applicant's name, address, telephone number, and e-mail address.

6.5 Proof of insurance required under this By-law shall be provided by the Applicant at the time of filing their Application, to the satisfaction of the Manager, who may require additional types of insurance coverage or higher limits of insurance coverage.

6.6 On an Application by a partnership, the names and addresses of each partner shall be supplied with the Application, and any Licence issued shall be in the name under which business is carried on by the partnership.

- 6.7 A complete Application for a Licence or Plate, or renewal of a Licence or Plate, shall be filed with the Manager, and shall, in addition to any other applicable requirement of this By-law, include the following:
- a) the accompanying fee or fees as set out in the Town's Fees and Charges By-law;
 - b) an original copy of a Criminal Record and Judicial Matters Check ("C.R.J.M.C.");
 - c) a Pardon if the Applicant has prior criminal convictions;
 - d) if the Applicant is a natural person, the Applicant's Driver's Abstract, dated within 90 days of the Application, indicating any convictions and demerit points in the previous three years;
 - e) if the Applicant is a corporation:
 - i. a copy of the corporation's articles of incorporation or other incorporating documents, and any Ontario Master Business License, if applicable;
 - ii. a certificate of status showing that the corporation is validly in existence at the time of the application;
 - iii. the name of every director and officer and their residential address;
 - iv. the name or names under which the corporation carries on or intends to carry on their business; and
 - v. the mailing address of the corporation.
 - f) if the Application is for a Taxicab Owner Licence or Limousine Owner Licence, proof of insurance as required by the Workplace Safety and Insurance Act.
- 6.8 All Applications made by an Applicant who is a natural person shall be accompanied by valid proof of identification, to the satisfaction of the Manager.
- 6.9 All Applications made by an Applicant who is a corporation shall be filed by an officer or director of the corporation, and shall be accompanied by valid proof of identification of the officer or director, to the satisfaction of the Manager.
- 6.10 The Manager may, at his or her sole discretion, initiate an investigation or make such further inquiries in respect of the Application which the Manager deems appropriate.
- 6.11 Acceptance of an Application and fee by the Manager shall not be construed as an approval of the Application for the issuance of a Licence, nor shall it obligate the Manager to issue a Licence.
- 6.12 Every Application for a renewal of any Licence issued pursuant to this By-law shall be delivered to the Manager before the expiry date for such Licence.

7. APPROVAL AND REFUSAL OF APPLICATIONS

- 7.1 The Manager shall receive, process and review all applications for all new Licences and renewals of Licences under this By-law, provided

all the required information has been provided and all application fees have been paid.

7.2 The Manager shall have the power and authority to:

- a) issue a new Licence;
- b) renew a Licence;
- c) deny the issuance or renewal of a Licence;
- d) revoke a Licence;
- e) suspend a Licence; and
- f) impose terms or conditions on a Licence, including a new Licence or a previously issued Licence.

7.3 The Manager may refuse to issue a Licence to an Applicant, or may grant a Licence and impose any conditions on the Applicant that the Manager sees fit as a condition of obtaining, continuing to hold, or renewing a Licence, if an investigation of the Applicant discloses the any of the following:

- a) the Applicant's premises or place of business is the subject of an order to comply made under any of the Town's by-laws, and/or are the subject of an order made under Building Code Act, S.O. 1992, c. 23, including the regulations made thereunder, or does not comply with the Town's Zoning By-law, as amended, including but not limited to any parking requirements;
- b) the Applicant's premises or place of business requires corrective action pursuant to an order of the Medical Officer of Health to ensure the safety or health of the public;
- c) the Applicant's premises or place of business requires corrective action pursuant to an order of the Fire Chief to ensure fire safety;
- d) the Applicant is incompetent in a manner that affects the safety, health and/or welfare of the public;
- e) the Applicant has been found to have discriminated against a member of the public contrary to the Human Rights Code, or any human rights legislation;
- f) the Applicant is indebted to the Town in respect of any fines, administrative penalties, judgments and/or any other amounts owing, including awards of legal costs and disbursements, outstanding property taxes owing to the Town, late payment charges owing to the Town against all properties owned by the Applicant in any capacity (legally, beneficially or otherwise), and, where the Applicant is a corporation, against all properties owned by an officer of the Applicant,
- g) the Applicant is in breach of any municipal by-law and/or any applicable provincial or federal laws; or
- h) the Applicant has been convicted of a criminal offence other than those set out in Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the

Criminal Code, and/or have been convicted of an offence under the Controlled Drugs and Substances Act.

- 7.4 The Manager shall refuse to issue or renew a Licence to an Applicant if:
- a) the Applicant has been convicted of an offence, for which a pardon has not been granted, pursuant to any one or more of Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the Criminal Code;
 - b) the Applicant has submitted false information in support of a Licence or Licence renewal application;
 - c) the issuance of the Licence or renewal of the Licence would contravene any of the provisions of this By-law;
 - d) the Applicant is carrying on activities that are, or will be, if the Applicant becomes licensed, in contravention of this By-law;
 - e) the Applicant fails to successfully complete any testing, training, educational or awareness program required by the Manager; or
 - f) the Applicant's current driver's record shows six (6) or more demerit points.
- 7.5 When an Application for a new Licence or renewal of a Licence is made in accordance with this By-law and the Applicant meets all the requirements of this By-law, the Manager shall issue a Licence.
- 7.6 Where an Applicant or Licensee changes their name, address or there is a change in any information required to be submitted to the Town in connection with an Application, the Applicant or Licensee shall notify the Town within forty-eight (48) hours of the change and shall return any Licence to the Town.
- 7.7 The Manager may issue a replacement Licence or Plate if satisfied that the original has been lost or stolen, subject to the applicable fee as set out in the Town's Fees and Charges By-law.

8. GENERAL LICENCE TERMS AND RENEWAL

- 8.1 Every Taxicab Owner Licence, Limousine Owner Licence and Transportation Network Company License issued under this By-law shall be valid for a period of one (1) year, effective up to and including March 31 of the year next occurring after issuance or renewal.
- 8.2 All Licences issued pursuant to this By-law, except for Taxicab Owner Licenses, Limousine Owner Licences and Transportation Network Company Licenses, shall be valid for a period of one (1) year effective from the date of issuance.
- 8.3 All Licences and Plates issued pursuant to this By-law shall be held by the Licensee at the pleasure of the Town.
- 8.4 Every Licence shall remain at all times the property of the Town and no person shall enjoy a vested right in a Licence or the continuance of a Licence.

- 8.5 No person may assign, modify, sell, or transfer any Licence issued under this By-law.
- 8.6 Upon revocation, surrender, and/or expiry of the term of a Licence, the Licence and/or Plate shall revert to the Town without any compensation to the Licensee.
- 8.7 Each Licensee shall be required to renew the said Licence prior to the expiry of the original Licence issued under this By-law, and failing such renewal, the Licensee must discontinue the operation of his or her business upon the expiry of the Licence.
- 8.8 A Person who has been issued a Licence under this By-law shall immediately return the Licence or Plate issued by the Town if;
- a) the Plate is damaged or has been replaced; or
 - b) if the Motor Vehicle ceases to be used as a Taxicab.
- 8.9 Where a Licensee carries on business or trade from a fixed place of business, the Licensee shall post the Licence obtained under this By-law in a conspicuous place at such fixed place of business.
- 8.10 Where a Licensee travels from place to place to perform their trade in accordance with this By-law, they shall carry their Licence with them when engaged in the trade for which the Licence is issued.

9. REVOCATION, TERMINATION AND SUSPENSION

- 9.1 The Manager may refuse to issue or renew, suspend, revoke, or terminate any Licence issued under this By-law, and/or may issue a Licence subject to conditions, in the Manager's sole discretion.
- 9.2 The Manager may exercise his or her discretion pursuant to subsection 9.1 on the basis of any of the following:
- i) the breach by an Applicant or Licensee of any by-law of the Town, including this By-law, or any statute or regulation of the Province of Ontario or any statute or regulation of Canada, including without limitation the Criminal Code and the Controlled Drugs and Substances Act, or outstanding charges existing under any of the foregoing;
 - j) the failure of an Applicant or Licensee to meet, at any time, any of the requirements of this By-law or any conditions imposed on a Licence;
 - k) the submission of false information filed in support of an Application for, or renewal of, a Licence or Plate, or the transfer of a Plate;
 - l) the Applicant or Licensee is incompetent in a manner that affects the safety, health or welfare of the public;
 - m) the Applicant or Licensee has been found to have discriminated against a member of the public contrary to the Human Rights Code in connection with the operation of a business for which a Licence is required under this By-law;
 - n) the protection of the health or safety of any Person;
 - o) the control or abatement of nuisance;

- p) the protection of consumers;
- q) the issuance of the Licence or renewal of the Licence would be contrary to the public interest or would contravene any of the provisions of this By-law;
- r) the Applicant or Licensee is carrying on activities that are, or will be, if the Applicant is Licensed, in contravention of this By-law;
- s) the Applicant or Licensee fails to successfully complete any testing, training, educational or awareness program required by the Director;
- t) the Applicant or Licensee fails to maintain the insurance as required by this By-law;
- u) the Applicant or Licensee's Ontario Driver's Licence expires, or is cancelled, suspended or revoked; or
- v) upon the grounds that the conduct of any Person, including the officers, directors, employees or agents of a corporation, affords reasonable cause to believe that the Licensee will not carry on or engage in the business in accordance with the law or with honesty and integrity.

9.3 Where the Manager is satisfied that the continuation of a business poses an immediate danger to the health or safety of any Person or to any property, the Manager may suspend a Licence without a hearing subject to the following:

- a) before suspending the Licence, the Manager shall provide the Licensee with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them; and
- b) the suspension shall not exceed fourteen (14) days.

9.4 Except with respect to a decision under subsection 9.3, after a decision is made by the Manager to refuse, revoke, or suspend a Licence, written notice of that decision shall be given to the Applicant or Licensee advising the Applicant or Licensee of the Manager's decision with respect to the Application or Licence.

9.5 The written notice to be given under subsection 9.4 shall:

- a) set out the grounds for the decision;
- b) give reasonable particulars of the grounds;
- c) be signed by the Manager;
- d) state that the Applicant or Licensee is entitled to appeal the decision to the Hearing Officer if the Applicant or Licensee by sending a request for an appeal hearing to the Manager before 4:30 p.m. on the day that is ten (10) days of the date of the notice, and by paying the required fee pursuant to the Town's Fees and Charges By-law, as amended from time to time; and
- e) state the deadline for making an appeal.

9.6 Where a Licence has been suspended, the suspension shall remain in force until such time as the Licensee has satisfied the Licensing Officer as to the Licensee's compliance with this By-law and Licence

conditions, and that the public interest no longer requires the suspension of such Licence.

- 9.7 No Person shall re-apply to obtain or renew a Licence for a minimum of one (1) year from the later of,
- a) the date of the Manager's decision to refuse to issue or renew a Licence or to revoke a Licence; or
 - b) where the decision of the Manager is appealed, the date of the Hearing Officer's decision if the Hearing Officer upholds the decision to refuse to issue or renew a Licence or to revoke a Licence.
- 9.8 Where a Licence has been revoked, terminated or suspended, the Licensee shall return the Licence and/or Plate to the Town within twenty-four (24) hours of receiving service of written notice of the decision or other event causing the revocation, termination or suspension, or such other reasonable time as the Manager may provide for in writing, failing which the Town may enter upon the business premises of the Licensee for the purpose receiving, taking and/or removing the Licence and/or Plate.
- 9.9 Where a Driver has had his or her Driver's Licence suspended, cancelled, revoked or expired, any Licence issued under this By-law shall be deemed to be revoked on as of the date of suspension, cancellation, revocation or expiry.
- 9.10 The Manager is authorized to revoke a Licence and/or Plate if it was issued in error, or was issued based on false or incorrect information.

10. APPEAL TO THE HEARING OFFICER

- 10.1 The decision of the Manager to refuse to issue or renew a Licence or to revoke a Licence may be appealed by the Applicant or Licensee to the Hearing Officer by sending a request for an appeal hearing to the Manager before 4:30 p.m. on the day that is ten (10) days of the date of the notice, as provided for in section 9.4. A request for a hearing shall contain the following information:
- a) the name of the appellant;
 - b) the decision that is the subject of the appeal;
 - c) the detailed grounds of the appeal; and
 - d) payment of the required appeal fee pursuant to the Town's Fees and Charges By-law.
- 10.2 Where the Manager does not receive a request for an appeal hearing in accordance with section 10.1, the decision of the Manager is final.
- 10.3 Where the Manager receives notice from the Applicant or Licensee in accordance with section 10.1, the Manager shall refer the matter to the Hearing Officer and give the Applicant or Licensee no fewer than seven (7) days' notice of the date, time and place when the Applicant or Licensee will have the opportunity to be heard on the matter by the Hearing Officer.

11. CONDUCT OF APPEALS

- 11.1 An appeal to the Hearing Officer under section 10.1 is limited to the grounds articulated as part of the request for an appeal hearing.
- 11.2 The appellant bears the onus in an appeal.
- 11.3 For the purpose of an appeal pursuant to section 10.1, the Hearing Officer shall have all the powers and duties of the Manager under section 9 of this By-law.
- 11.4 At least seven (7) days in advance of the date set for the hearing of the appeal, the appellant and the Manager shall provide the Hearing Officer and each other:
- a) a list and copies of any documents to be relied on; and
 - b) a list of any witnesses to be called.
- 11.5 Where a matter has been appealed to the Hearing Officer, and the appellant fails to appear at the time and place scheduled for the hearing of the appeal, the appeal shall be deemed to be dismissed and the decision of the Manager shall be final, and the appellant shall pay to the Town an administrative fee pursuant to the Town's Fees and Charges By-law.
- 11.6 At any hearing conducted by the Hearing Officer, the Hearing Officer may consider evidence presented by the appellant, the Manager, other Town staff, or any other Public Authority.
- 11.7 Subject to section 11.5, the Hearing Officer shall not decide the appeal unless the Hearing Officer has given the appellant and the Manager an opportunity to be heard at the time and place scheduled for the hearing of the appeal.
- 11.8 Upon the conclusion of a hearing, the Hearing Officer shall as soon as reasonably practicable prepare a written decision that includes:
- a) a brief summary of the evidence and arguments presented by the parties;
 - b) the findings made by the Hearing Officer; and
 - c) the decision of the Hearing Officer.
- 11.9 The decision of the Hearing Officer shall be final and binding and not subject to further review.
- 11.10 The Statutory Powers Procedure Act, R.S.O. 1990, c. S.22 and the Hearings Officer By-law 080-2022, as amended, apply to any hearing conducted pursuant to this section.
- 11.11 An appeal to the Hearing Officer pursuant to this By-law does not operate as a stay of the decision being appealed.

PART III –STANDARDS APPLICABLE TO LICENSEES

12. VEHICLE REGISTRATION AND STANDARDS

- 12.1 In addition to any other applicable provisions of this By-law, in order to obtain a Taxicab Owner's Licence or a Limousine Owner's Licence, the Applicant must:

- a) produce a copy of the current Ontario Ministry of Transportation Motor Vehicle Ownership for the vehicle to be Licensed. The Vehicle Ownership must indicate that the vehicle is in the Applicant's name and that the vehicle is fit for safe operation; and
- b) submit a Safety Standards Certificate issued under the Highway Traffic Act, attesting to the mechanical fitness of the vehicle at time of application or renewal of the Licence and at any subsequent interval as determined necessary by the Manager thereafter.

12.2 Where the Taxicab Owner or Limousine Owner meets all the requirements of this By-law, the Manager shall register the Motor Vehicle as a Taxicab or Limousine and issue a Plate that will be affixed to the Motor Vehicle.

12.3 Where a Taxicab Owner or Limousine Owner wishes to change the Motor Vehicle which is registered as a Taxicab or Limousine for a Plate, the Owner shall provide the Manager the information provided for in subsection 12.1 and, upon registration of the new Motor Vehicle, shall pay the applicable fees provided for under the Town's Fees and Charges By-law.

12.4 No Motor Vehicle more than ten (10) years old shall be used as a Taxicab or Limousine in the Town. For the purpose of this By-law, the age of a Motor Vehicle shall be determined from December 31st of the model year of said Motor Vehicle.

- a) Notwithstanding section 12.4, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Taxicab and was already being utilized prior to the effective date this By-law came into force and effect.
- b) Notwithstanding section 12.4, the Manager may, in his or her discretion, waive the requirements of those sections if the vehicle is a Limousine and categorized as a "classic" vehicle and was already being utilized prior to the effective date this By-law came into force and effect.

13. TAXICAB METERS

13.1 A Taxicab may be equipped with a Taxicab Meter mounted in a position that it is clearly visible to the Passengers in the front and rear seat of the Taxicab.

13.2 Notwithstanding Section 13.1, a Taxicab Driver may utilize an application that can be downloaded or accessed on a mobile phone, tablet, or other digital electronic device for the purpose of calculating a fare.

14. FARES AND TARIFFS

14.1 Passenger fares for Taxicabs shall be established by a Taxicab Owner.

14.2 A Taxicab Owner shall publish passenger fares by prominently displaying a fare rate card in every Taxicab, or by directly advising a Passenger of the estimated total fare and any surcharges prior to arranging a Trip and confirmation of the amount to be paid by the Passenger once the Trip is completed.

15. TAXICAB DRIVER OPERATING STANDARDS

- 15.1. In addition to all other applicable operating standards in this By-law, every Taxicab Driver shall comply with the standards contained within this section.
- 15.2. Every Taxicab Driver shall:
- a) before commencing operation of their Motor Vehicle, examine the Motor Vehicle for mechanical defects or interior or exterior damage, and shall report forthwith any defects or damage found to the Registered Owner of the Motor Vehicle, and keep a record of the date and to whom it was reported;
 - b) upon completion of the operation of their Motor Vehicle, examine the Motor Vehicle for mechanical defects or interior or exterior damage, and shall report all defects in the Motor Vehicle and all accidents to the Registered Owner of the Motor Vehicle, and keep a record of the date and to whom it was reported;
 - c) carry any Licence issued under this By-law and their Ontario Drivers' Licence with them at all times when operating a Motor Vehicle;
 - d) at all times while operating the Motor Vehicle, display their Licence, where applicable, in a location and manner as the Manager may from time to time direct;
 - e) give each Passenger a receipt, either physical or electronic, in a format approved by the Manager, which includes the driver's name, the Plate number for the Taxicab, the date and time of the Trip, place of pick up, place of discharge and the fare charged, unless the Passenger instructs the driver that they do not wish to receive a receipt;
 - f) display the Tariff Card in a location and manner as the Manager may from time to time direct, and provide to a Passenger forthwith upon the Passenger's request the original Tariff Card for the Passenger's inspection including, in the case of an Accessible Taxicab, inspection by means of touch the Tariff's Card's Braille print;
 - g) maintain a paper or electronic Trip Log made by the driver during each period of continuous operation (i.e., shift). The Trip Log shall be updated after each Trip and shall contain the following minimum information:
 - i. the name of the driver;
 - ii. the date;
 - iii. the Owner Plate number (if applicable);
 - iv. the time, origin, and destination of every Trip made; and
 - v. the amount of Fare and any charges collected for each Trip;
 - h) retain all Trip Logs for at least three (3) months and make them available and produce them for inspection at the request of the Manager or a Municipal Law Enforcement Officer;

- i) immediately produce for inspection their Licence and/or any such other documentation if requested by the Manager or a Municipal Law Enforcement Officer; and
 - j) every Taxicab powered by propane fuel shall file with the Manager an annual inspection certificate signed by a Person who is a certified propane fitter, 1st class (PF1) or 2nd class (PF2), who is employed by a company designated under the provisions of the *Technical Standards and Safety Act, 2000*, S.O. 2000, c. 16, and the regulations made thereunder.
- 15.3. In addition to the requirements for a Taxicab set out in this By-law, a Motor Vehicle operated as an Accessible Taxicab shall comply with the following requirements:
- a) Accessible Taxicabs shall be designed to permit the loading, transportation, and off-loading of persons using a wheelchair in compliance with all Federal and Provincial legislation governing the transportation of persons with disabilities;
 - b) when a Person requests an Accessible Taxicab, the Accessible Taxicab Owner shall:
 - i. ensure that the request receives priority over any other request for service to which the Accessible Taxicab has been dispatched; and
 - ii. ensure that another Taxicab is dispatched to respond to the person requesting services other than the Accessible Taxicab;
 - c) an Accessible Taxicab Owner shall enter into an agreement with the Town governing the terms and conditions upon which the Accessible Taxicab shall provide services;
 - d) a Taxicab Driver operating an Accessible Taxicab shall securely fasten all Passenger's wheelchairs and/or any other Passenger aids, including batteries, if applicable, so that they are prevented from moving while the Motor Vehicle is in motion.

16. TAXICAB OWNER OPERATING STANDARDS

- 16.1. In addition to all other applicable operating standards in this By-law, every Taxicab Owner shall comply with the standards contained within this section.
- 16.2. Every Taxicab Owner shall have in or on their Taxicab:
- a) the Owner Plate firmly affixed to the rear bumper of the Taxicab or at a location and manner approved by the Manager;
 - b) the number of the Owner Plate registered for use with that Taxicab in numbers of at least ten (10) centimetres in height of a distinct contrasting colour to that of the Taxicab, affixed on both front fenders on the top rear of the fender not more than eight (8) centimetres below the top of the fender or otherwise in a location or manner approved by the Manager. Where the Taxicab is a spare Taxicab, the number displayed on that Taxicab shall be one approved by the Manager and preceded by the letter "S";

- c) affixed the current Tariff Card in a form and in a location approved by the Manager;
- d) an electrically illuminated roof light which is securely attached to the top of the Taxicab in a manner approved by the Manager; and
- e) the name of the Taxicab Owner for that Taxicab on the front door of each side of the vehicle, in contrasting lettering at least ten (10) centimetres high and five (5) centimetres wide.

16.3. Every Taxicab Owner shall:

- a) maintain and keep in full force during the term of their Licence a valid Ontario standard automobile liability insurance policy in the amount of not less than \$2,000,000.00 per occurrence for each Taxicab against loss or damage as a result of bodily injury to or the death of one or more Person, or from loss or damage to property, and the said policy shall:
 - i. make provision for Passenger hazard in an amount of not less than \$2,000,000.00 per occurrence;
 - ii. shall clearly state that the Motor Vehicle is being used for the purposes of a Taxicab;
 - iii. shall include all necessary coverages as are reasonable for the conveyance of persons and/or property;
 - iv. shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without thirty (30) days written notice to the Town.
- b) provide a valid certificate of insurance evidencing the insurance required under this By-law to the Manager upon an Application for a new Licence or the renewal of a Licence, or forthwith upon demand of the Manager or a Municipal Law Enforcement Officer;
- c) provide all insurance renewal policies or new certificates of insurance to the Manager at least five (5) days prior to the expiry date of the current insurance policy;
- d) employ or only use the services of drivers who are licensed by the Ontario Ministry of Transportation for the particular class of the Motor Vehicle being operated as a Taxicab and who are Licensed under this By-law;
- e) repair any mechanical defect(s) in the Taxicab reported to them by a driver, the Manager, or a Municipal Law Enforcement Officer;
- f) Upon receipt of a notice of inspection by the Manager, shall attend, personally or by agent, with the Taxicab referred to in the said notice at the appointed time and place and shall bring a Safety Standard Certificate issued under the *Highway Traffic Act* and dated not more than thirty-six (36) days prior to the date of inspection;
- g) maintain a current log of all maintenance records and repairs performed on the Taxicab within the immediately preceding six (6) months and provide such records within 48 hrs., of being requested by the Manager;

- h) maintain the Taxicab in good condition at all times, and without limiting the generality of the foregoing, shall:
 - i. maintain all drive train components (including the engine, transmission, suspension, braking system, etc.) in accordance with the standards of Ontario Regulation 611 (R.R.O. 1990), as may be amended from time to time, made under the *Highway Traffic Act*, and
 - ii. maintain all factory and after-market parts (such as lamps, latches, seats, body parts, windows, heater/defroster systems, etc.) free of defects or damage and in complete operational order.
 - i) make or cause to be made a daily inspection of all Taxicabs operated in affiliation with them on that day, prior to such operation, properly equipped and identified, as required by this By-law
 - j) keep a record of each Taxicab dispatched on a Trip, the time and date of receipt and dispatch of the Trip, and the pickup location, and shall retain the records for a period of at least twelve (12) months;
 - k) promptly investigate any complaint brought to their attention by the Town against any Taxicab Driver and shall report their findings to the Manager along with any action which they have taken;
 - l) maintain a paper or electronic Trip Log of every service request received and filled for a period of not less than twelve (12) months following the conclusion of the service provided and which shall include:
 - i. the Taxicab Driver and Taxicab information;
 - ii. commencement and destination point of each Trip;
 - iii. the date and time of pick up and drop off;
 - iv. the fare charged; and
 - v. in addition to the requirements above, the total number of Trips requested and fulfilled for accessible services.

17. TRANSPORTATION NETWORK COMPANY OPERATING STANDARDS

- 17.1. In addition to all other applicable operating standards in this By-law, every T.N.C shall comply with the standards contained within this section.
- 17.2. Every T.N.C. shall obtain and carry, and keep in full force at all times, a fleet auto insurance product approved by the Finance Services Commission of Ontario, which the Manager in their sole discretion deems adequate.
- 17.3. Every T.N.C. shall ensure that all of its drivers are screened annually.
- 17.4. Every T.N.C. shall ensure that its drivers submit a Criminal Record and Judicial Matters Check (“C.R.J.M.C.”) and Driver’s Abstract prior to providing services under that T.N.C.
- 17.5. Every T.N.C. shall ensure its drivers have not been convicted of a criminal offence as set out in Parts V (Sexual Offences, Public Morals

and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*, as amended and/or have been convicted of an offence under the *Controlled Drugs and Substances Act of Canada*, or have six (6) or more demerit points on their current driver's record.

- 17.6. Every T.N.C. must ensure that all Motor Vehicles operated under its company have submitted a passing Safety Standard Certificate on an annual basis and no Motor Vehicle may exceed ten (10) years of age from December 31st of the model year of said Motor Vehicle.
- 17.7. Every T.N.C. shall be responsible for the intake and review of documentation by Persons driving or wishing to drive under its company to ensure compliance of each T.N.C. Driver and T.N.C. Vehicle. Documentation received by the T.N.C. for each T.N.C. Driver and T.N.C. Vehicle shall be retained for a period of two (2) years following the last day that a T.N.C. Driver or T.N.C. Vehicle is no longer providing transportation services for that T.N.C.
- 17.8. Every T.N.C. shall provide to the Manager a list containing all T.N.C. Drivers who have picked up Passengers within the Town at a frequency as determined by the Manager.
- 17.9. A T.N.C. shall, upon request of the Manager, create Passenger accounts for use by a Municipal Law Enforcement Officer and/or the Manager in order to facilitate investigation of compliance with this By-law, and the T.N.C. shall not obstruct, in any manner, the use of such accounts or the purposes for which they have been established.
- 17.10. Every T.N.C. shall provide the following information through their App and on their website:
 - a) the screening process applied to T.N.C. Drivers and T.N.C. Vehicles;
 - b) information on the types of services available to Passengers through the App and the distinctions between these types of service, if any; and
 - c) a plain language explanation of their insurance coverage, including detailed information on how a Person may initiate an insurance claim against them.
- 17.11. Every T.N.C. shall ensure that the App used by it:
 - a) prior to arranging a Trip, discloses to the Passenger requesting transportation:
 - i. the T.N.C. Driver's name and a recent photograph that clearly shows the T.N.C. Driver's full face and facial features;
 - ii. the T.N.C. Vehicle's make, model, and licence plate number; and
 - iii. the estimated total fare and any surcharges, and confirmation of the amount to be paid by the Passenger once the trip is confirmed;
 - b) shows the location and route to be taken by the T.N.C. Driver and T.N.C. Vehicle that will be providing the requested service;

- c) provides a secure payment mechanism that Passengers can use; and
 - d) creates a log containing the Trip information that a Passenger can access or generate an electronic receipt of at the end of their Trip, or shortly thereafter, that includes the following information:
 - i. the total amount paid;
 - ii. the date and time of the Trip;
 - iii. the pick up and drop off locations for the Trip; and
 - iv. information confirming the identity of the T.N.C. Driver and T.N.C. Vehicle.
- 17.12. Every T.N.C. shall ensure that a T.N.C. Driver and their T.N.C. Vehicle have appropriate vehicle markings and decals which clearly indicate that they are providing transportation services under that T.N.C., and which must be displayed in an area on the T.N.C. Vehicle approved by the Manager.
- 17.13. A T.N.C. shall, upon request by the Manager, provide to the Town electronic Trip Logs containing Trip information and/or other such information as may be required by a Municipal Law Enforcement Officer or the Manager to audit and confirm the number of Trips originating within the Town, to ensure the proper payment of fees by the T.N.C. to the Town in accordance with the Town's Fees and Charges By-law.
- 17.14. A T.N.C. shall, upon request by the Manager, remit any and all information and/or data that may be requested by the Manager pertaining to the T.N.C.'s operations in the Town, including T.N.C. Drivers and T.N.C. Vehicles, within forty-eight (48) hours of the Manager's request, or such other reasonable period of time as the Manager may specify.
- 17.15. Where the Manager believes it is in the public interest, the Manager may, in their sole discretion, require that a T.N.C. produce to the Town a Safety Standard Certificate for any Motor Vehicle operated by a T.N.C. Driver, dated not prior to the date of demand, and may demand that the T.N.C. suspend the T.N.C. Driver from providing services until the Safety Standard Certificate has been filed. If such a demand is made, the T.N.C. shall comply with the Town's demand and shall produce such documentation and suspend the T.N.C. Driver's ability to pick up Passengers within the Town until such time that the Manager may specify.
- 17.16. Where the Manager believe it is in the public interest, the Manager may, in their sole discretion, require that a T.N.C. prohibit a T.N.C. Driver from providing Trips to Passengers within the Town. If such a demand is made, the T.N.C. shall comply with the Town's demand and shall restrict the T.N.C. Driver's ability to pick up Passengers within the Town until such time that the Manager may specify.

18. LIMOUSINE OWNER OPERATING STANDARDS

- 18.1. In addition to all other applicable operating standards in this By-law, every Limousine Owner shall comply with the standards contained within this section.
- 18.2. Every Limousine Owner shall:
- a) ensure that the Limousine Plate issued by the Manager is securely affixed to the rear bumper of the Limousine at a location and manner approved by the Manager;
 - b) display a current and valid Driver ID card on the interior of the Limousine in a manner that is visible to all Passengers;
 - c) only operate under a business trade name that is registered; and
 - d) provide a receipt to Passengers after every Trip.
- 18.3. Every Limousine Owner shall maintain a paper or electronic Trip Log for a period of not less than twelve (12) months following the conclusion of the service provided, which shall include:
- a) the information of the driver and Limousine;
 - b) the pick-up and drop-off locations for each Trip;
 - c) the date and time of pick-up and drop-off for each Trip;
 - d) the fare charges; and
 - e) in addition to the requirements above, in the case of request for accessible service, the total number of Trips requested and fulfilled.
- 18.4. All records of a Limousine Owner that are required to be maintained in accordance with this By-law shall be provided to the Town upon a request by the Manager or a Municipal Law Enforcement Officer within forty-eight (48) hours following the request.
- 18.5. Every Limousine Owner shall:
- a) maintain and keep in full force during the term of their Licence a valid Ontario standard automobile liability insurance policy in the amount of not less than \$2,000,000.00 per occurrence for each Limousine against loss or damage as a result of bodily injury to or the death of one or more Person, or from loss or damage to property, and the said policy shall:
 - i. make provision for Passenger hazard in an amount of not less than \$2,000,000.00 per occurrence;
 - ii. shall clearly state that the Motor Vehicle is being used for the purposes of a Limousine;
 - iii. shall include all necessary coverages as are reasonable for the conveyance of persons and/or property;

- iv. shall be endorsed to provide that the policy shall not be altered, cancelled, or allowed to lapse without thirty (30) days written notice to the Town.
- b) provide a valid certificate of insurance evidencing the insurance required under this By-law to the Manager upon an Application for a new Licence or the renewal or a Licence, or forthwith upon demand of the Manager or a Municipal Law Enforcement Officer;
- c) provide all insurance renewal policies or new certificates of insurance to the Manager at least five (5) days prior to the expiry date of the current insurance policy;
- d) employ or only use the services of drivers who are licensed by the Ontario Ministry of Transportation for the particular class of the Motor Vehicle being operated as a Limousine and who are Licensed under this By-law;
- e) repair any mechanical defect(s) in the Limousine reported to them by a driver, the Manager, or a Municipal Law Enforcement Officer;
- f) Upon receipt of a notice of inspection by the Manager, shall attend, personally or by agent, with the Limousine referred to in the said notice at the appointed time and place and shall bring a Safety Standard Certificate issued under the *Highway Traffic Act* and dated not more than thirty-six (36) days prior to the date of inspection;
- g) maintain a current log of all maintenance records and repairs performed on the Limousine within the immediately preceding six (6) months ; and provide such records within 48 hrs., of being requested by the Manager;
- h) maintain the Limousine in good condition at all times, and without limiting the generality of the foregoing, shall;
 - i) maintain all drive train components (including the engine, transmission, suspension, braking system, etc.) in accordance with the standards of Ontario Regulation 611 (R.R.O. 1990), as may be amended from time to time, made under the *Highway Traffic Act*, and
 - ii) maintain all factory and after-market parts (such as lamps, latches, seats, body parts, windows, heater/defroster systems, etc.) free of defects or damage and in complete operational order.
- i) make or cause to be made a daily inspection of all Limousines operated in affiliation with them on that day, prior to such operation, properly equipped and identified, as required by this By-law

19. DESIGNATED DRIVER OPERATING STANDARDS

- 19.1. Every Licensed Driver operating as a Designated Driver shall cause the Designated Driver Support Vehicle used in the provision of Designated Driving Services to, at all times:

- a) maintain insurance for the activities for which the Motor Vehicle will be used;
 - b) display markings, contact information, and licensing information respecting the Designated Driver and any company they are affiliated with, in the manner as the Manager may from time to time direct; and
 - c) be well maintained in a good state of repair, and meet the standards for the issuance of a Safety Standard Certificate of mechanical fitness.
- 19.2. Designated Drivers are prohibited from conveying passengers in a Designated Driver Support Vehicle, with the exception of other Designated Drivers.
- 19.3. In addition to the other requirements of this By-law, no Person shall operate as a Designated Driver without a Licence issued pursuant to this By-law, and except in accordance with the following conditions, each of which is a condition of continuing to hold such Licence:
- a) the Designated Driver's Ontario Driver's Licence shall, at all times, be maintained in good standing;
 - b) the Designated Driver is, at no time, convicted of an offence, for which a pardon has not be granted, pursuant to any one or more of Parts V (Sexual Offences, Public Morals and Disorderly Conduct), VIII (Offences Against the Person and Reputation), or IX (Offences Against Rights of Property) of the *Criminal Code*, and/or have been convicted of an offence under the *Controlled Drugs and Substances Act*;
 - c) the Designated Driver prominently displays their Licence at all times when providing Designated Driving Services, and produces it for inspection when requested to do so by a Passenger, the Manager, or a Municipal Law Enforcement Officer;
 - d) immediately prior to each occasion on which they propose to operate an Owner's Motor Vehicle, the Designated Driver shall:
 - i. review the necessary documents to satisfy themselves that the Motor Vehicle has a currently valid permit and is insured under a contract for automobile insurance;
 - ii. obtain the consent of the Owner of the Motor Vehicle to operate that Motor Vehicle;
 - iii. ensure that the number of individuals to be transported in the Owner's Motor Vehicle does not exceed the number of available seatbelts, and will otherwise be in compliance with all applicable safety and highway traffic laws;
 - iv. obtain instructions from the Owner of the Motor Vehicle respecting the operation of the Motor Vehicle, including, at a minimum, the residence or residences to which the Motor

Vehicle is to be moved and the residence or residences to which the Owner of the Motor Vehicle and any Passengers are to be conveyed; and

- v. enter into an agreement or other arrangement with the Owner of the Motor Vehicle respecting the Designated Driver's fee or other consideration for the provision of Designated Driving Services.
- e) the Designated Driver shall not operate a Motor Vehicle in the provision of Designated Driving Services unless:
- i. they act in accordance with all applicable laws, including this By-law;
 - ii. they act pursuant to the instructions provided by the Owner of the Motor Vehicle;
 - iii. they maintain a paper or electronic Trip Log respecting all Designated Driving Services for a minimum of three (3) months; and
 - iv. they do not charge any fee or other consideration for providing Designated Driving Services that exceeds that which has been agreed to with the Owner of the Motor Vehicle.

PART IV – INSPECTION AND ENFORCEMENT

20. INSPECTIONS AND ORDERS

- 20.1. The Manager or a Municipal Law Enforcement Officer may, at any reasonable time, enter upon and inspect the land of any Person to ensure that the provisions of this By-law are complied with, in accordance with section 436(1) of the *Municipal Act, 2001*.
- 20.2. The Manager or a Municipal Law Enforcement Officer may, at any time a Vehicle for Hire is not engaged in the actual transportation of Passengers, enter upon and inspect the Vehicle for Hire to ensure that the provisions of this By-law are being complied with.
- 20.3. For the purposes of conducting an inspection pursuant to this By-law, the Manager or a Municipal Law Enforcement Officer may,
- a) require the production for inspection of documents or things relevant to the inspection;
 - b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - c) require information from any Person concerning a matter related to the inspection; and
 - d) alone, or in conjunction with a Person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

Without limiting the generality of the foregoing, the Manager or a Municipal Law Enforcement Officer, in an inspection pursuant to this section, is entitled to request and have produced all relevant Licences and permits and to have access to any invoices, vouchers,

appointment books, Trip Logs, maintenance logs, or like documents of the Licensee, including any documents required to be maintained under this By-law.

- 20.4. Every Registered Owner of a Vehicle for Hire and/or a Vehicle for Hire Driver shall submit or cause their Vehicle for Hire to be submitted for inspection when required to do so by the Manager or a Municipal Law Enforcement Officer.
- 20.5. Where the Manager or a Municipal Law Enforcement Officer has reason to believe that any provision of this By-law or any condition of a Licence has been contravened, the Manager or a Municipal Law Enforcement Officer may make an order requiring the registered owner of the Motor Vehicle, the Licensee, or any other Person who contravened this By-law or causes or permitted the contravention to:
 - a) discontinue the contravention; or
 - b) do work or take action to correct the contravention.
- 20.6. An order made under section 20.5 shall set out:
 - a) the Owner Plate number of the Taxicab or Limousine, if applicable;
 - b) the location of the premises on which the contravention occurred, if applicable;
 - c) reasonable particulars of the contravention;
 - d) the remedial work, corrections or repairs which need to be made to correct the contravention; and
 - e) the time for complying with the terms and conditions of the order and giving notice that, if the remedial work, corrections or repairs are not carried out within that time, the Licence and any applicable Owner Plate which is registered to that Motor Vehicle shall be deemed to be suspended.
- 20.7. Every Person against whom an order is made pursuant to section 20.5 shall comply with the order.
- 20.8. An order made pursuant to section 20.5 shall be served in accordance with section 24.1 of this By-law.
- 20.9. If an order of the Manager or a Municipal Law Enforcement Officer made under this section is not complied with in the time provided for in that order, the Licence and any applicable Plate in respect of that Motor Vehicle shall be deemed to be suspended at 11:59 p.m. on the date on which compliance was required, and the said Licence and any applicable Plate shall only be reinstated on there being delivered to the Manager satisfactory evidence of compliance within sixty (60) days from the date of the deemed suspension.
- 20.10. Where a Licence and any applicable Plate have been deemed to be suspended under this section, and where no satisfactory evidence of compliance with the order is filed with the Manager within sixty (60) days from the date of the deemed suspension, that Licence and applicable Plate shall be deemed to have been cancelled.

21. OFFENCES

- 21.1. Every Person who contravenes any provision of this By-law or fails to comply with an order issued pursuant to this By-law is guilty of an offence and liable to a fine of:
- a) on a first offence, no more than \$50,000.00; and
 - b) on a second offence and each subsequent offence, not more than \$100,000.00, and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 21.2. Where a corporation contravenes any provision of this By-law or fails to comply with an order issued pursuant to this By-law, every director or officer of corporation who commits, concurs, assents to, or acquiesces to such contravention, is guilty of an offence, and on conviction, is liable to a fine of
- a) on a first offence, no more than \$50,000.00; and
 - b) on a second offence and each subsequent offence, not more than \$100,000.00, and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended, and the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended.
- 21.3. In addition to any penalty otherwise provided for in this By-law, every person convicted of an offence under this By-law is liable to a fine of not more than \$10,000 for each day during which the offence continues or is permitted to continue.
- 21.4. Upon conviction, any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.
- 21.5. If a Person is convicted of an offence for contravening a provision of this By-law or failing to comply with an order made under this By-law, the court in which the conviction has been entered, and any court of competent jurisdiction, thereafter, may order the Person, to correct the contravention in such manner and within such period as the court considers appropriate.

22. ADMINISTRATIVE PENALTIES

- 22.1. The Town's AMP System By-law 079-2022, as amended, applies to each administrative penalty issued under this By-law.
- 22.2. Each Person who contravenes any provision of this By-law or fails to comply with an Order issued under this By-law shall, upon issuance of a Penalty Notice in accordance with the AMP System By-law 079-2022, be liable to pay to the Town an administrative penalty in the amount of,
- a) \$250 for the remainder of the first day on which the contravention occurs; and
 - b) \$500 for each subsequent day on which the contravention continues.

PART V – GENERAL

23. DELEGATION

- 23.1. For the purpose of subsection 23.2(4) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, it is Council's opinion that the delegations in this By-law to the Manager, Municipal Law Enforcement Officers, and the Hearing Officer are of a minor nature. In forming this opinion, Council has had regard to the number of people, the size of the geographic area and the time period affected by the exercise of the each delegated power.

24. NOTICE

- 24.1. Any notice or document respecting this By-law may be given in writing in any of the following ways and is effective:
- a) on the date a copy is personally delivered to the Person to whom it is addressed;
 - b) on the third (3rd) day after a copy is sent by regular mail or by registered mail to the Person's last known address;
 - c) upon confirmation of the successful transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number;
 - d) upon sending a copy by email transmission to the Person's last known email address;
 - e) upon a copy being posted on the door of any building or structure on the Person's last known Premises or, where no building or structure exists, on a stake erected by a Municipal Law Enforcement Officer on the Person's last known Premises; or
 - f) on the date a copy is place on or affixed in any manner to a Person's motor vehicle.

25. SEVERABILITY

- 25.1. In the event that any provisions of this By-law are declared invalid, void, or inoperable, in whole or in part, by any court of competent jurisdiction, the remaining terms and provisions shall remain in full force and effect.

26. CONFLICT

- 26.1. In the event that any provisions of this By-law are in conflict with the provisions of another Town by-law, this By-law shall take precedence and shall override the other by-laws.

27. REPEAL

- 27.1. By-laws 014-2014, 088-2016, 013-2019, 015-2020, and 022-2022 are hereby repealed on the effective date provided for in section **Error! Reference source not found.**

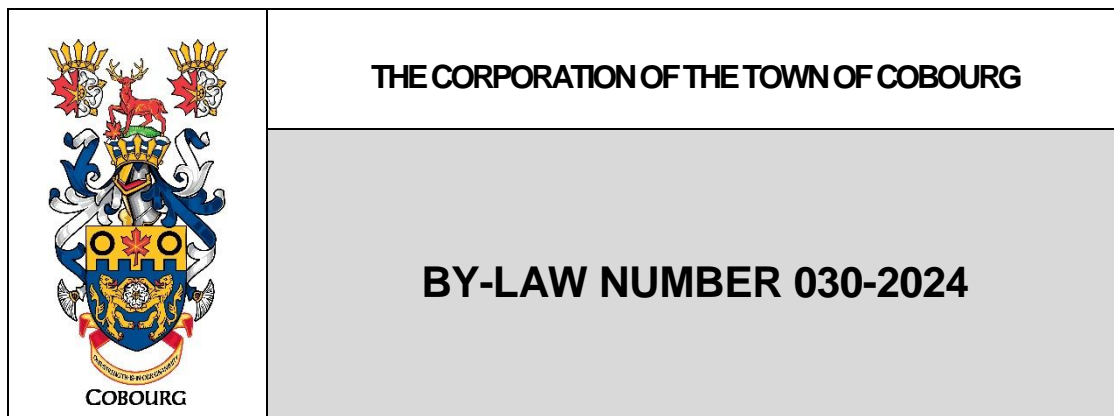
28. EFFECTIVE DATE

28.1 This By-law shall come into effect on the 24th day of April, 2024

READ and finally passed in Open Council this 24th day of April, 2024.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



BEING A BY-LAW TO AMEND THE FEES AND CHARGES SCHEDULE BY-LAW 088-2017

WHEREAS section 391 of the *Municipal Act S.O. 2001* provides that a municipality may pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; and

WHEREAS Council passed a motion approving a by-law to amend the User Fees and Charges By-law at the April 3, 2024, Community Services, Protection, and Economic Development Standing Committee for Municipal Law Enforcement and Licensing Services Fees for the Town of Cobourg.

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. That the Fees and Charges Schedule By-law 088-2017 be amended by replacing the fees noted in Schedule A for Municipal Law Enforcement and Licensing Services Fees for the Town of Cobourg, previously known as the Taxi-Cab Fees and Charges, with the attached; and
2. That this By-law shall come into effect on the day on which it is passed.

READ and finally passed in Open Council this 24th day of April, 2024.

Lucas Cleveland, Mayor

Brent Larmer, Clerk

Schedule A

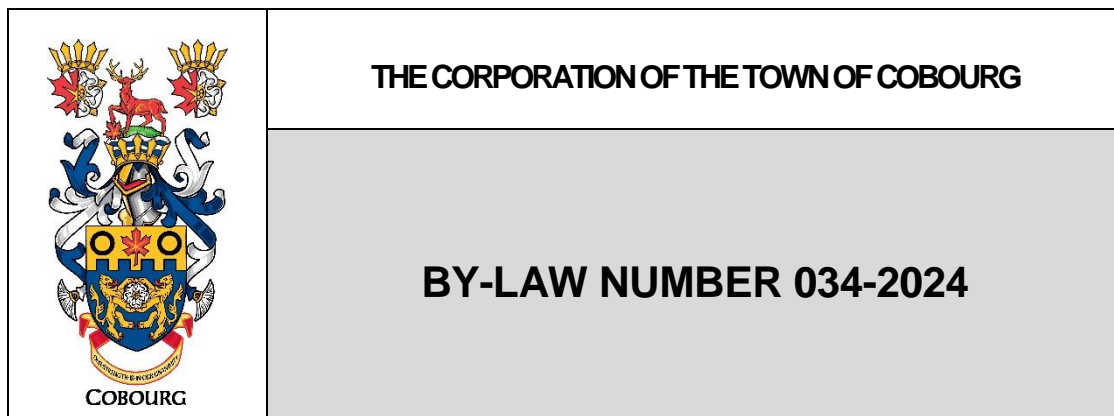
User Fees and Charges – 2024

Department: Municipal Law Enforcement and Licensing Services

Division: Legislative Services

Activity: Vehicle for Hire Licensing Fee System

Fees and Charges Schedule		
Department/Item	Current Fee	Proposed Fee
Municipal Law Enforcement and Licensing		
Vehicle for Hire Driver	N/A	\$75.00
Transportation Network Company Annual Licence Fee based on number of Drivers	N/A	1-50 Drivers: \$2500.00 51-100 Drivers: \$5000.00 101-500 Drivers: \$10000.00
Transportation Network Company Per Trip Fee	N/A	\$0.11 for each ride started in Cobourg
Accessible Taxicab Owner	N/A	N/A
Taxicab Owner	\$150.00	\$250.00
Limousine Owner	N/A	\$250.00



BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON APRIL 24th, 2024.

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. 085-2023, 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 BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. That the actions of the Council of the Town of Cobourg at its Regular meeting held on April 24th, 2024, 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; and
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on April 24th, 2024; and
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; and

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; and
5. That the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its April 24th, 2024, 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; and
7. That this by-law shall come into full force on the day it is passed.

READ and finally passed in Open Council this 24th day of April, 2024.

Lucas Cleveland, Mayor

Brent Larmer, Clerk