



The Corporation of The Town of Cobourg
COMMITTEE OF THE WHOLE MEETING
AGENDA

Monday, September 14, 2020

6:00 P.M.

Council Chambers, Victoria Hall, Cobourg

Pages

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST
4. PRESENTATIONS
5. DELEGATIONS
6. DELEGATION ACTIONS
7. GENERAL GOVERNMENT SERVICES

- 7.1 Memo from the Municipal Clerk/Manager of Legislative Services,
regarding Diversity, Inclusion and Equity within the Town of Cobourg.

6

Action Recommended:

That Council receive the memo from the Municipal Clerk Manager of Legislative Services for information purposes; and

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

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

FURTHER THAT Council direct Staff to create supporting governance structures with internal and external stakeholders from the Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as

pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; in order to identify and develop priorities, strategies and initiatives to support the Equity, Diversity and Inclusion effort in the Town of Cobourg; and

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

FURTHER THAT Council direct Staff to make an application to join the Coalition of Inclusive Municipalities (CIM) as a commitment to investing time and resources toward creating a more welcoming and inclusive community in which the CIM network brings together municipalities that want to improve their policies against racism, discrimination, exclusion and intolerance and together, the municipalities undertake initiatives to eliminate all forms of discrimination with a view to building open and inclusive societies; and

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

8. PLANNING AND DEVELOPMENT SERVICES

- 8.1 Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval: 114 Division Street, Cobourg.

17

Action Recommended:

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with Her Majesty the Queen, in right of Canada represented by the Minister of Fisheries and Oceans, for the proposed re-development of the Canadian Coast Guard Search and Rescue station at 114 Division Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to remove the Holding (H) Symbol from the subject development lands.

- 8.2 Memo from the Director of Planning and Development, regarding an Application Site Plan Approval – Golden Plough Lodge 555 Courthouse Road and 983 Burnham Street, Cobourg

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Action Recommended:

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with The Corporation of the County of Northumberland and Lakefront Utility Services Inc. for the proposed re-development of the Golden Plough Lodge at 555 Courthouse Road and 983 Burnham Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to remove the Holding (H) Symbol from the subject development lands.

- 8.3 Memo from the Director of Planning and Development, regarding an Clearance of Conditions - Draft Plan of Subdivision Pre-Servicing and Subdivision Agreement - Kingswood 425 & 425A King Street West, Cobourg.

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Action Recommended:

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

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and a Subdivision Agreement with Mason Homes Limited for the 27-unit residential subdivision development located at 425 & 425A King Street East, subject to the finalization of details by municipal staff and partner review agencies.

9. PUBLIC WORKS SERVICES

- 9.1 Memo from the Director of Public Works, regarding a process for implementing Poppies on Street Name Blades in the Town of Cobourg.

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Action Recommended:

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

FURTHER THAT Council request Staff to implement the process for the placement of poppies on the eight (8) Street Name Blades of the fallen soldiers in the Town of Cobourg.

10. PARKS AND RECREATION SERVICES

11. PROTECTION SERVICES

12. ARTS CULTURE AND TOURISM SERVICES

- 12.1 Notice of Motion, Councillor Adam Bureau, regarding Graffiti Art Installation in the Town of Cobourg.

Action Recommended:

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

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

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

NOW THERE FOR IT BE RESOLVED that council direct staff to bring back to the 2021 budget deliberations a report for costing and possible locations in the town of Cobourg.

- 12.2 Correspondence from the Secretary of the Downtown Businesses Improvement Area Board of Management (DBIA) regarding a recommendation to extend the Municipally approved DBIA Area Patio's currently permitted in the Town of Cobourg municipal right-of-way.

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Action Recommended:

THAT Council receive the recommendation from the Cobourg Downtown Businesses Improvement Area Board of Management (DBIA) for information purposes and endorse OR deny the Board's recommendation to extend the Patio deadline date for removal of all patios to November 30, 2020.

13. UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meetings

which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council - Council Procedural By-law No. 009-2019.

13.1 Municipal Council Unfinished/Outstanding Business Tracking Table

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14. **COMMITTEE OF THE WHOLE OPEN FORUM**

Open Forum provides an opportunity for the public to comment and ask questions on any matter of Municipal business. More details regarding Open Forum may be found under Section 33 of Procedural By-Law.

Due to the nature of an electronic meeting, members of the public wishing to provide input regarding an agenda item must pre-register by Monday, September 14, 2020 at 6:00 p.m. The Municipal Clerks Office will contact all registrants with confirmation and details.

If you do not wish to participate in the meeting but would like to participate in the Open Forum, you may send an email to: clerk@cobourg.ca and the Municipal Clerks Office will circulate your email to Council and Staff and read the correspondence at the meeting. If you require more information, please contact clerk@cobourg.ca or call -905-372-4301.

15. **ADJOURNMENT**

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|  COBOURG | 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 September 14, 2020 | |
| TITLE / SUBJECT: | Diversity, Inclusion and Equity in the Town of Cobourg | |
| REPORT DATE: | August 29, 2020 | File #: |

1.0 STRATEGIC PLAN

Pillar - PEOPLE – The Town of Cobourg supports and cares for the Social and Physical Well-Being of its Citizens.

2.0 RECOMMENDATION

That Council receive the memo from the Municipal Clerk Manager of Legislative Services for information purposes; and

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

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

FURTHER THAT Council direct Staff to create supporting governance structures with internal and external stakeholders from the Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities;

in order to identify and develop priorities, strategies and initiatives to support the Equity, Diversity and Inclusion effort in the Town of Cobourg; and

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

FURTHER THAT Council direct Staff to make an application to join the Coalition of Inclusive Municipalities (CIM) as a commitment to investing time and resources toward creating a more welcoming and inclusive community in which the CIM network brings together municipalities that want to improve their policies against racism, discrimination, exclusion and intolerance and together, the municipalities undertake initiatives to eliminate all forms of discrimination with a view to building open and inclusive societies; and

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

3.0 ORIGIN AND LEGISLATION

On June 29, 2020, Municipal Council passed the following Resolution:

WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy for the Town of Cobourg; and

WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality; and

WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month'; and

WHEREAS municipal government can play a leading role in helping to achieve gender equality;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy; and

FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-

binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; and

FURTHER THAT the policy draws upon resources such as ‘Advancing Equity and Inclusion: A Guide for Municipalities’ and FCM’s ‘Diverse Voices Toolkit’; and

FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress; and

FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting; and

FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.

Canada along with its provinces and territories has an exceptional system of human rights laws and ratified international treaties. Nevertheless, as in other parts of the world, racism and discrimination continue to raise barriers against the development of individuals and groups. Racism and discrimination divide communities, pose a serious threat to peaceful coexistence and exchange among and within communities, imperil democratic and participatory citizenship, and entrench and aggravate inequalities within society. Racism and discrimination continue to perpetuate the historical disadvantage experienced by Aboriginal peoples and other diverse groups, many of whom are members of Canada’s most economically and socially marginalized communities.

The Canadian Charter of Rights and Freedoms stipulates: “Every individual is equal before and under the law and has the right to the equal protection and equal benefit of the law without discrimination and, in particular, without discrimination based on race, national or ethnic origin, colour, religion, sex, age or mental or physical disability”.

Under the **Canadian Human Rights Act**, “all individuals should have an opportunity equal with other individuals to make for themselves the lives that they are able and wish to have and to have their needs accommodated, consistent with their duties and obligations as members of society, without being hindered in or prevented from doing so by discriminatory practices based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability or conviction for an offence for which a pardon has been granted.”

The Citizenship Act provides that all Canadians, whether by birth or by choice, enjoy equal status, are entitled to the same rights, powers and privileges and are subject to the same obligations, duties, and liabilities.

The Canadian Multiculturalism Act provides that the “Government of Canada recognizes the diversity of Canadians as regards race, national or ethnic origin, colour and religion as a fundamental characteristic of Canadian society and is committed to a policy of multiculturalism designed to preserve and enhance the multicultural heritage of Canadians while working to achieve the equality of all Canadians in the economic, social, cultural and political life of Canada,” (Preamble), affirms that multiculturalism “reflects the cultural and racial diversity of Canadian society and acknowledges the freedom of all members of Canadian society to preserve, enhance and share their cultural heritage” (section 3(1)(a)) and that it represents “a fundamental characteristic of the Canadian heritage and identity and that it provides an invaluable resource in the shaping of Canada’s future” (section 3(1)(b)).

Provincial and territorial human rights codes are premised on the principle that all human beings are equal in worth and dignity, and are entitled to equal protection of the law, as well as that every person has a right to full and equal recognition and exercise of his or her human rights and freedoms, without distinction, exclusion or preference based on some or all of the following grounds: race, colour, ancestry, ethnic origin, sex, pregnancy, sexual orientation, civil, marital or family status, age, religion, political belief, language, ethnic or national origin, social condition, or disability. Discrimination exists where such a distinction, exclusion or preference has the effect of nullifying or impairing such rights, and human rights codes prohibit discrimination and harassment.

4.0 BACKGROUND

This report responds to the above resolution requested by Council.

Within society at this present time there is a need to require a focused effort to advance inclusive, equitable and diverse practices and policies, as patterns of unfair treatment and forms of systemic discrimination are taking place in different representational and participatory practices, language patterns, beliefs, and institutional/organizational procedures. Most recently there has been an important shift within society through significant recognition marking a systemic response to imbalances in accessibility, economic status, religious beliefs, ability, gender and gender identity, geographic location, sexual orientation, race, Indigenous ancestry, age and other similar markers of identity.

The population of the Town of Cobourg is growing, and as is the diversity of individuals and families relocating to start a life within the Town. According to the last two (2) Canadian Census conducted by the Federal Government in 2011 2.7% of the Town of Cobourg’s population identified as a Visible Minority, and

in 2016 4.2% of the population identified as a Visible minority. In five (5) years, this percentage increased by 3%.

The Town of Cobourg has an opportunity to become a leader within the County of Northumberland through creating a community that supports all citizens equally within the Town and be the first to create a dialogue with a goal to start a conversation and lead change to promote a diverse, equitable and inclusive municipality.

5.0 ANALYSIS

The primary barrier to embracing diversity and supporting inclusion is personal and individual bias. Personal and individual biases congeal to form the collective biases of a community, and what follows is a systemic model where these biases inform the values system of a community.

The most successful methodology for removing personal and individual bias is the growth of consistent education and awareness. Over time, a result of awareness and education a community's established value system will be challenged by the evolving reduction of biases, as individual awareness and personal knowledge grows amongst all members of the community. In the process of this evolution a community's value system should change to match the emerging awareness. However, embedded practices, ongoing misinformation, and the comfort of an established privilege, makes any change slow.

Further slowing the change needed in a community are the frustrations and conflict felt amongst community members during this evolution. When resistance meets resistance, progress may be slowed to a halt. At this point, it is up to leadership, of a community to guide its members through an acceleration of thoughtful education, compassionate awareness and policy that supports change.

Options for Council Consideration:

There are several opportunities that Council can choose to direct Staff to start and implement as the awareness, education and support starts to grow to embrace a change in our community to foster a leading role in Equity, Diversity and Inclusiveness and these opportunities are as follows:

Start to Listen:

In order to effectively start to strive and create an inclusive culture it is important to engage with the marginalized community directly and empower their voice in the management of change in our community. It will be important to consult with the community and to provide information, advice and assistance to the

Community and Municipal Council relating the enhancement of community relations and promotion of equity in the Town of Cobourg.

As part of the Council Resolution, Council asked Staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity, Diversity and Inclusion Policy, which was due back August 24, 2020.

As I, being the author of the Staff Report, started drafting ideas, considerations and potential draft terms of reference on this topic through preforming large amounts of research, it was quickly and accurately discovered that I have no business or any real learned experiences to even consider being anywhere close to an expert in this topic of Diversity, Inclusion and Equity.

I, as Municipal Staff am making the recommendation as part of this report that Municipal Council allow Staff to reach out to the community and those members representing a cross-section of the Town of Cobourg's population through open engagement and dialogue in a respectful atmosphere to develop a mandate for a "Committee" to advise Council and make recommendations and provide a monitoring and measuring role to help ensure that the Town applies a diversity, equity and inclusion lens to its policies, services and programs.

This outreach to recruit members of the Community to help form a Terms of Reference and Mandate should include for example, members who demonstrate the intention of bringing understanding, expertise and experience of the principles of diversity, inclusion and human rights and have a diverse background covering one or more of the following categories;

- Age i.e. Youth (18-30), Adult (30-65), Seniors (65+)
- Gender and Gender Identity – i.e. Male/Female, etc.
- Sexual Orientation - 2SLGBTQIAP+
- Faith – i.e. Christian, Muslim, Hindu, Sikh, Buddhist, Jewish, Atheist, e.t.c
- Ethno-cultural – i.e. Southeast Asian, Arab, Italian, Polish, e.t.c
- Physical and Mental Ability - i.e. Autistic, Vision Disability, e.t.c

Staff currently is not recommending a minimum or maximum number of members to sit on a the future and potential committee, but Staff recommends that two (2) Members of Council be a part of this process and assist with the committee development.

In addition to the development of a Committee, the Town should start to coordinate an outreach to stakeholders and citizens of the community to allow for individuals to express and write their feelings, a quote, or draw/provide an image that represents an improved and more inclusive future in the Town of Cobourg. This should be developed and considered through an online portal or physical location while maintaining a respectful environment which can be used

to collect ideas and provide direction on Town initiatives, policy development and community feedback on Inclusion, Diversity and Equity. This opportunity and approach to listening will help those who may not be ready to share their experiences, and will still provide an opportunity for their voice to be heard.

Join the Coalition of Inclusive Municipalities (CIM):

The Canadian Coalition Against Racism and Discrimination (CCMARD) was launched in 2004 as part of the International Coalition of Inclusive and Sustainable Cities (ICCAR) supported by the United Nations Educational, Scientific, and Cultural Organization (UNESCO). The name changed to the Coalition of Inclusive Municipalities in 2019. Joining the Coalition and working actively towards the ten (10) commitments is beneficial for municipalities to be able to build respectful, inclusive and diverse societies, for the whole Town and specifically for newcomers, immigrants, refugees, Indigenous peoples, visible minorities, people with disabilities, and the 2SLGBTQIAP+ community.

The main benefit of joining Coalition of Municipalities Against Racism and Discrimination is the opportunity to share best practices with other municipalities, other levels of government, the private sector and civil society organizations, whom have responsibilities in the area of human rights. Joining the Coalition will help the Town of Cobourg to increase accountability to citizens around issues of racism and discrimination, and increased trust, loyalty and respect towards the municipality as the Municipal Council works towards equity, inclusion and appreciation of diversity in the community.

Joining the Coalition:

There are six (6) steps to join the Coalition:

1. Prepare a case;
2. Adopt a Resolution to Join
3. Sign the Declaration
4. Inform the Canadian Commission for UNESCO
5. Announce your involvement to local partners and residents
6. Agree to develop or adapt a unique plan of action.

Below is the summary of the ten (10) Common Commitments grouped under three (3) categories.

The municipality as a guardian of the public Interest

1. Increase vigilance against systemic and individual racism and discrimination.

2. Monitor racism and discrimination in the community more broadly as well as municipal actions taken to address racism and discrimination.
3. Inform and support Individuals who experience racism and discrimination.
4. Support policing services in their efforts to be exemplary Institutions In combating racism and discrimination.

The municipality as an organization in the fulfillment of human rights

5. Provide equal opportunities as a municipal employer, service provider, and contractor.
6. Support measures to promote equity in the labour market.
7. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in housing.

The municipality as a community sharing responsibility for respecting and promoting human rights and diversity

8. Involve citizens by giving them a voice in anti-racism initiatives and decision-making.
9. Support measures to challenge racism and discrimination and promote diversity and equal opportunity in the education sector, and in other forms of learning.
10. Promote respect, understanding and appreciation of cultural diversity and the inclusion of Aboriginal and racialized communities into the cultural fabric of the municipality.

Below are some municipalities in Ontario that belong to this Coalition with a total of 82 municipalities across Canada being Members:

- Aurora
- Belleville
- Caledon
- Georgina
- Oshawa
- Oakville
- Peterborough
- Newmarket
- Peel
- Ottawa
- Niagara
- Kingston

- Tecumseh
- Thunder Bay
- Sudbury
- Sault Ste. Marie
- London
- Windsor
- Vaughan
- Toronto

Development of a Community Inclusion and Diversity Strategy/Plan

As part of Council's direction to Staff to start and implement a leadership role in equity, inclusion and diversity, Council should look to provide direction for the creation of a Community Inclusion and Diversity Strategy/Plan. Staff can note that several municipalities listed within the Coalition of Inclusive Communities network have adopted a Community Diversity and Inclusion Strategy or Plan. Such a Strategy seeks to embody the collective potential that comes from achieving fairness and justice for all community members.

The development of a strategy or plan relies on methodology that includes public consultation to capture local perspectives, determine gaps, examine systemic obstacles, and expose the historical progression leading to current challenges. It uses the information gathered to determine a progressive approach to rebuilding a community's values and inclusion and diversity as the highest priority. It should be noted that Public Consultation and the listening stage as outlined within this report will be a very important and essential part of the strategy or plan.

Key Elements of a Successful Community Inclusion and Diversity Strategy/Plan:

- Diversity and Inclusion Goals: Measurable and achievable strategic outcomes to be implemented at all levels of the organization and throughout the community.
- Policies and Procedures: The establishment of policies and procedures that reflect a commitment to diversity and inclusion, establish best practices in the community, support the community values, and are reviewed frequently for ongoing currency.
- Leadership and Accountability: Support from Council, the CAO, Directors, Management, Human Resources and employees, as well as community and business leaders in a "lead by example" approach that shows commitment to diversity and inclusion.
- Resources, programs, and professional development: Education (supplied in a variety of formats and methods), attractive community programs that share inclusive values and provide opportunities for exposure to the wide range of cultural influences within the Community,

and mechanisms for consistent messaging that portrays inclusivity as the backbone of a strong community.

All options outlined within the analysis of this report can be utilized and implemented if Council wishes to expand upon the previous motion. It is unclear if there will be costs associated with a strategy/plan, but there may need to be dedicated staff time provided in order to deliver the focus, respect and attention that an Inclusiveness, Diversity and Equity program deserves.

Staff over the next months will undertake a review of literature and readings that has been referenced in Council's Resolution in June and take on more research on Municipal Equity, Diversity, and Inclusion strategies, plans and guiding documents to contribute to Cobourg's Community Inclusion and Diversity and Equity Plan.

6.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

There are no immediate budget and financial implications in joining the Coalition and establishing and implementing the various options within this report. Future actions may require additional staffing resources (or re-aligning of positions), subject to approval through the annual budget process. For example, the responsibilities and duties could be amended on the current Accessibility Coordinator function which currently is a temporary contract.

Based on minimal research on the learnings and experiences of other municipalities in Canada and Ontario, Staff would recommend that dedicated personnel would be beneficial in coordinating the governance structures of internal and external stakeholders, and draft a Diversity, Equity and Inclusion Action Strategy or Plan.

7.0 CONCLUSION

With the recommendations contained in this report, staff are encouraging Council to consider expanding the direction that was provided to Staff on June 29, 2020. Staff's overarching recommendation is that Council, through leadership and example, elevate the conversation and pull our larger compassionate community together so that we can build an inclusive future together.

9.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)




Brent Larmer
Municipal Clerk
Manager of Legislative Services

A handwritten signature in black ink, appearing to read 'Ian Davey', with a stylized flourish at the end.

Ian Davey

Treasurer/Director of Corporate Services and Interim CAO

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|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG | |
| | COMMITTEE OF THE WHOLE REPORT | |
| TO: | Mayor and Council | |
| FROM: | Glenn McGlashon, MCIP, RPP | |
| TITLE: | Director of Planning & Development | |
| DATE OF MEETING: | September 14, 2020 | |
| TITLE / SUBJECT: | Application for Site Plan Approval: Canadian Coast Guard Search & Rescue Station Re-development Watson MacEwan Teramura Architects, on behalf of the Canadian Department of Fisheries and Oceans 114 Division Street, Cobourg | |
| REPORT DATE: | September 3, 2020 | File #: SPA-06-19 |

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION

THAT this Report be received by Council for information purposes; and,

THAT the By-law attached as **Figure 5** be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with Her Majesty the Queen, in right of Canada represented by the Minister of Fisheries and Oceans, for the proposed re-development of the Canadian Coast Guard Search and Rescue station at 114 Division Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; and,

THAT the By-law attached as **Figure 6** be endorsed and presented to Council for adoption which removes the Holding (H) Symbol from the subject development lands.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including

building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include a contact number for both the applicant and the Town of Cobourg Planning Department, where plans can be made available for the public to view. A sign was posted on the frontage of the subject property in accordance with this procedure.

Additionally, the Planning Department provided written notice of the complete Site Plan Application to Council on August 12, 2019, and all Site Plan Applications are considered by Council in open session prior to final approval. Information relating to the Site Plan Application was posted on the municipal website under the Planning Applications page (Planning & Development).

Finally, the Federal Department of Fisheries and Oceans (DFO) convened a public Open House on February 13, 2020 where displays of the design and mock-ups for the new building were showcased and opportunities were available for the public to ask questions. Participants included officials from Fisheries and Oceans Canada, the Canadian Coast Guard, Public Services and Procurement Canada, and Watson MacEwen Teramura Architects. Approximately 20 people were in attendance and a number of questions were answered.

4.0 ORIGIN & LEGISLATION

In July of 2019, the Planning Department received an application for Site Plan Approval from Allan Teramura of Watson MacEwen Teramura Architects on behalf of the Federal Department of Fisheries and Oceans for the redevelopment of the existing Canadian Coast Guard Search & Rescue (SAR) station situated at 114 Division Street. Following a review of the application by the Development Review Team (DRT) and applicable partner review agencies, Planning staff concluded that it met all applicable policies, guidelines, regulations and standards of the Ontario *Planning Act* and the Cobourg Official Plan to form a complete application and was formally received by Council on August 12, 2019.

In accordance with the lease agreement between the Municipality and the Federal Government, the Federal Government is granted full, free and exclusive rights of access, occupation and use of the lands, and buildings and structures situated thereon, as specified in the Lease, more specifically the t-pier within the harbour basin and the fenced in property west of the beach, south of the municipal parking lot, north of the main pier and save and except for the asphalt corridor leading to and from the parking lot onto the main east pier. The Lease also specifies that the Lessee (the Federal Government) shall abide by the rules, regulations and by-laws of the Municipality and other governing bodies, and shall not construct any buildings and structures on the subject lands without obtaining

approval from the Lessor (the Municipality), approval of which shall not be unreasonably withheld. The Federal Government is responsible for the ownership and maintenance of all buildings, structures, facilities and property and all liabilities associated with the development, use and occupation of the subject lands.

5.0 BACKGROUND

The Subject Lands known as 114 Division Street are generally located at the north end of the main east pier of Cobourg Harbour. The land is owned by the Town of Cobourg and leased to the Federal Government, and consists of two parcels: a fenced-in parcel on the east side containing the existing Coast Guard SAR station; and a concrete t-pier to the west of the main pier, all of which forms part of the east pier. The parcels are separated by a strip of asphalt laneway between the municipal parking lot and the main pier. The area subject to the proposed Site Plan Approval application is the 1,573 m² eastern parcel where the existing Coast Guard SAR buildings are located. See **Figure 1 Location Map**.

The Subject Lands are designated as “Environmental Constraint Area” and “Public Open Space – East Pier” in the Harbour Area Secondary Plan (2017), and zoned “Environmental Constraint (EC) Zone” and “Open Space Exception 2 Holding Exception 1 [OS-2(H-1)] Zone” in the Comprehensive Zoning By-law No. 85-2003.

6.0 ANALYSIS

The proposal is to demolish and remove the buildings currently situated on the property, including the detached dwelling, portable office, detached garage, and accessory buildings, and to build a new 486 m² Canadian Coast Guard SAR station in their place.

The new building will accommodate the different functions and requirements of Coast Guard activities including, a two-storey residential module and a single storey garage and workshop. The parts of the building are linked by a single storey connection that accommodates an office and ancillary functions. See **Figure 2 Site Plan**.

The proposed building design is intended to integrate into Cobourg’s Heritage Waterfront, and address the Federal Government directive for all new buildings to be Net Zero Carbon Neutral ready. Accordingly, a *Passivhaus* design approach is being adopted for the residential wing and connecting breezeway. The garage will be open to the elements for extended periods of time, and therefore a more conventional construction method is proposed for this wing.

The following plans and reports were submitted with the application:

- Architectural Site Plans, Removals;
- Landscape Plans and Renderings;
- Building Elevations and Renderings;
- Urban Design Brief;
- Stormwater Management Brief;
- Arborist Report;

The following attachments are included for reference purposes:

Figure 1 – Location Map

Figure 2 – Site Plan

Figure 3 – Landscape Plan

Figure 4 – Building Elevations/Renderings

Figure 5 – Agreement Authorization By-law

Figure 6 – Holding Removal By-law

Summary of Key Points:

The following are the key points associated with the proposal:

- The subject lands, known as 114 Division Street, is a 1,573 m² parcel located at the foot of Division Street (see **Figure 1: Location Map** attached). It is currently occupied by a 1-storey search and rescue station/workshop for the Canadian Coast Guard. The existing buildings have been deemed outdated and unsuitable for modern use and operation by the Coast Guard. The detached workshop is uninhabitable due to health and safety issues. The proposed development involves the demolition of the existing buildings and their replacement with a new 486 m², 2-storey administrative office and residence building with attached maintenance garage (see **Figure 2: Site Plan** attached).
- According to the architect's urban design brief, *"The design of the new Search and Rescue Station (SAR) seeks to enhance the public realm experience and key views of the downtown from the waterfront, while conveying the professional and progressive image of the Canadian Coast Guard. Located within an open space area of the Harbour, and adjacent to an Environmental Constraint Area (namely, Cobourg Beach) the redeveloped SAR will provide a focal point along the waterfront, enhancing the visual appeal of the area, while respecting its environmentally sensitive surroundings. In particular, the design of the building and its site is responsive to the need to preserve the natural environment and provide for careful stormwater management...The dynamic form of this building will contribute to shaping future development in this area by offering a high quality, signature design, in a highly visible location."*

- In addition, the architect statement specifies that *“Given the prominent nature of the site, the form of the building is both domestic in scale and feeling, while conveying a modern professional image for the Canadian Coast Guard. The roofline is treated as a sculptural element, with triangular forms suggestive of abstracted sails. The simple form will be legible and easily identifiable, even from a distance. It will serve as a marker for boaters and as a visual boundary between the beach and harbour areas. The design is intended to harmonize with the character of Cobourg’s Heritage Waterfront. The building is conceived as two modules, accommodating the different functions and requirements of Coast Guard activities: namely, a two-storey residential module and a single storey garage and workshop. The modules are linked by a single storey connecting breezeway that accommodates an office and ancillary functions. While the Search and Rescue Station is a place of work, it remains a non-public facility, where no formal interaction with the public occurs.”* Refer to **Figure 4 Building Elevations/Renderings**.
- As indicated above, from a sustainability perspective, the urban design brief states that the majority of the building will be designed to be Net Zero Carbon Neutral Ready using the *Passivhaus*¹ high performance design approach for energy efficiency in accordance with Federal Government directives. An airtight layer will be provided, and tested with a blower door prior to finishing materials being installed. Exterior windows will be triple-glazed insulating glass units in aluminium-clad wood frames. Windows will be operable to allow for natural ventilation. Window locations are configured to allow for natural daylighting, while restricting sightlines into the building. The main floors are concrete slab on grade, with no basement. The *Passivhaus* standard means that the building will consume 80% less energy than a conventional building, and will rely primarily on sun-shading and high insulation levels to remain cool in summer months.
- The attached garage wing design will take on a more conventional approach, using a structural steel frame, with steel stud back up wall, topped by a translucent, insulated panel system above. The translucent panel will provide diffuse, uniform natural light, and superior thermal performance on the south elevation. Conventional glazing will be provided on the north elevation. The garage door will also be a translucent, upward bi-folding pre-manufactured hangar door, to provide maximum flexibility for manoeuvring the boat trailer into the garage.

¹ Passive House (or *Passivhaus*) is a voluntary building standard that is truly energy efficient, comfortable and affordable at the same time (Passive House Institute, www.passivehouse.com) and is considered to be the most rigorous voluntary energy-based standard in the design and construction industry today (www.passivehousecanada.com).

Cladding materials on all modules will be light colour cement board shiplap panels, installed as a vented rain screen. Sloped metal roofs, with overhangs and drainage system will be provided throughout. A robust structural steel armature for the rain gutters will be provided to create a durable, low maintenance solution. Lighting will be LED.

- To address accessibility, although the SAR building is a workplace and will not be open to members of the public, the new building must meet minimum Federal accessibility requirements and the provisions of the National Building Code.
- The landscape approach for the re-development is designed to respect the environmental sensitivity of the area and preserve and enhance the natural ecology wherever possible. Four large mature birch trees, one mature willow tree, and three smaller birch trees provide shade during the summer, as well as visual screening from the adjacent public realm, and are proposed to be retained and protected during construction. Additional landscaped beds and similar softscape plantings will adorn the front of the building, and four Autumn Blaze maples will be planted around the north section of property (see **Figure 3 – Landscape Plan** attached).
- The existing chain link and wood rail perimeter fencing is to be replaced with black metal picket fencing, set back from the beach by approx. 3.0 m while respecting the existing mature trees. The intent is to maintain future options for public pedestrian access between the promenade and pier (exact location and design of which is subject to future municipal study) while ensuring effective and secure operations for the SAR station. Final location(s) will be determined by Parks/Forestry/Community Services staff in the field prior to installation.
- Temporary erosion and sediment control measures will be provided before construction and maintained during construction in accordance with the GRCA's Erosion & Sediment Control Guidelines for Urban Construction.
- The proposal conforms to the Cobourg Official Plan, Urban & Landscape Design Guidelines, and Comprehensive Zoning By-law No. 85-2003, and meets all applicable policies, guidelines and standards of the Municipality and external review agencies.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

Watson, MacEwan and Terramura Architects, on behalf of the Federal Government, submitted the requisite Site Plan Approval application fee and deposit in the amount of \$5,500.00. All costs associated with the re-development will be the responsibility of the Federal Government. Accordingly, there are no anticipated financial impacts on the Municipality as a result of this application.

8.0 CONCLUSION

It is the opinion of the Planning Department that the application submitted by Allan Teramura of Watson MacEwen Teramura Architects, on behalf of the Federal Department of Fisheries and Oceans, for the redevelopment of the existing Canadian Coast Guard Search & Rescue (SAR) station situated at 114 Division Street meets all applicable policies and standards, subject to the finalization of details by municipal staff and partner review agencies.

9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Harbour Area Secondary Plan policies including the Public Open Space East Pier Area designation, and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to provide Council and the public with background and analysis of the application, and to recommend that Council approve the application and the By-law attached to this report (see **Figure 5 Agreement Authorization By-law**).

Report Prepared by:



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



Report Approved by:



Ian Davey, BBA CPA CA
Interim CAO/Director of Corporate Services/Treasurer

FIGURE 1: LOCATION MAP



FIGURE 2: SITE PLAN

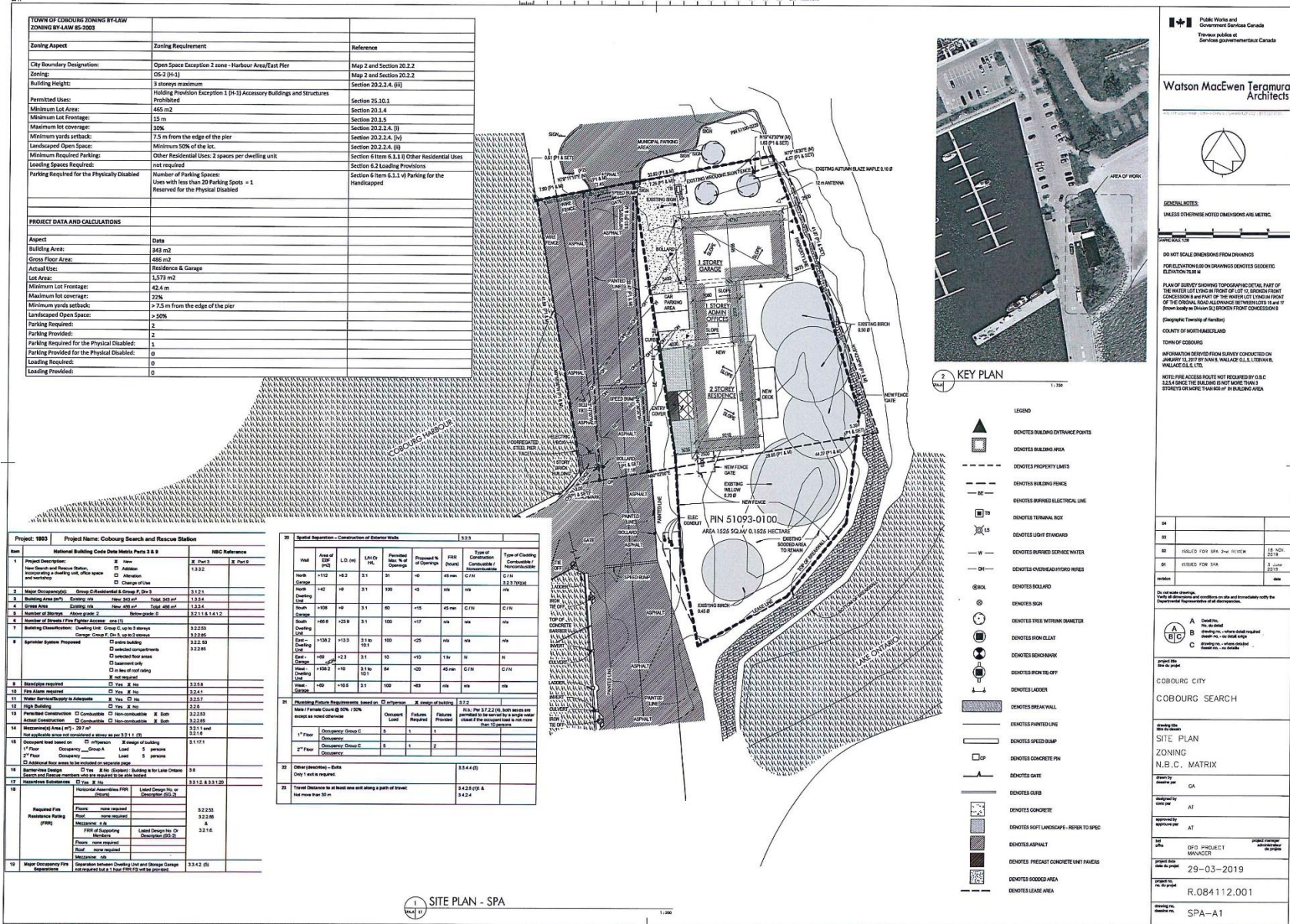


FIGURE 4: BUILDING RENDERINGS & ELEVATIONS



View from the Harbour




View from the Beach



View from the north-west



FIGURE 5: AGREEMENT AUTHORIZATION BY-LAW

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

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH HER MAJESTY THE QUEEN, IN RIGHT OF CANADA REPRESENTED BY THE MINISTER OF FISHERIES AND OCEANS, LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (114 DIVISION STREET, COBOURG)

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

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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Her Majesty the Queen, in right of Canada represented by the Minister of Fisheries and Oceans Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the re-development of the existing Canadian Coast Guard Search and Rescue station at 114 Division Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.


By-law read and passed in Open Council this 21st day of September, 2020.

MAYOR

MUNICIPAL CLERK

¹ DEV Site Plan Agreement, Her Majesty the Queen, in right of Canada represented by the Minister of Fisheries and Oceans, 114 Division Street By-law No. -2020

Figure 6 Holding Removal By-law

| | |
|--|--|
|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG |
| | BY-LAW NUMBER _____ |

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (Canadian Coast Guard Search & Rescue, 114 Division Street, Cobourg)

WHEREAS the Council of the Corporation of the Town of Cobourg deems it advisable to amend By-law Number 85-2003 as amended;

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

1. THAT Schedule 'A', Map 2, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category for the parcel of land located at 114 Division Street from 'Open Space Exception 2 *Holding Exception 1* [OS-2(H-1)] Zone' to 'Open Space Exception 2 (OS-2) Zone' as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

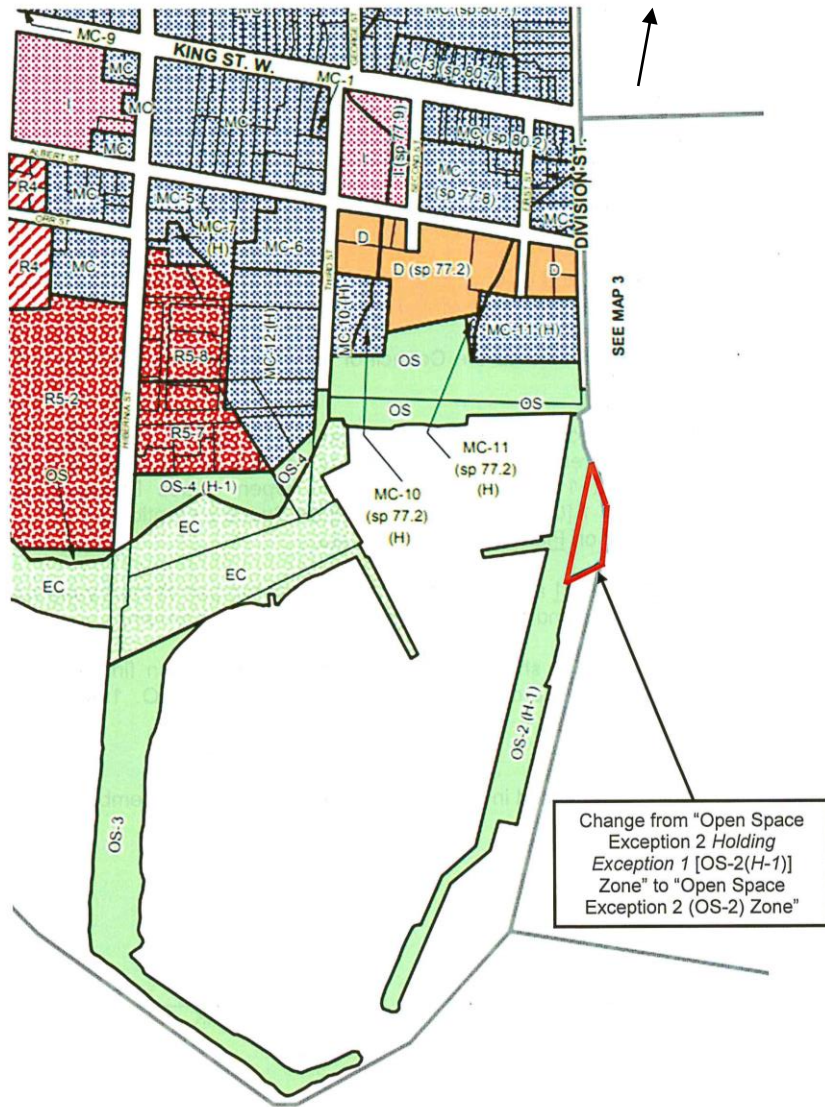
READ and passed in Open Council this 21st day of September, 2020.


MAYOR

MUNICIPAL CLERK

1 Canadian Coast Guard Search & Rescue, 114 Division Street
By-law No. _____-2020

FIGURE 1



| | | |
|---|--|-------------------|
|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG | |
| | COMMITTEE OF THE WHOLE STAFF REPORT | |
| TO: | Mayor and Council | |
| FROM: | Glenn McGlashon, MCIP, RPP | |
| TITLE: | Director of Planning & Development | |
| DATE OF MEETING: | September 14, 2020 | |
| TITLE / SUBJECT: | Application Site Plan Approval – Golden Plough Lodge 555 Courthouse Road and 983 Burnham Street Salter Pilon Architecture/ Northumberland County | |
| REPORT DATE: | September 3, 2020 | File #: SPA-08-19 |

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE
N/A

2.0 RECOMMENDATION

The following actions are recommended:

THAT the Staff Report be received by Council for information purposes; and,

THAT the By-law attached as **Figure 6** to the Staff Report be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with The Corporation of the County of Northumberland and Lakefront Utility Services Inc. for the proposed re-development of the Golden Plough Lodge at 555 Courthouse Road and 983 Burnham Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; and,

THAT the By-law attached as **Figure 7** to the Staff Report be endorsed and presented to Council for adoption which removes the Holding (H) Symbol from the subject development lands.

3.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a

detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include a contact number for both the applicant and the Town of Cobourg Planning Department, where plans can be made available for the public to view. Two SPA signs were erected on the Elgin Street West and Burnham Street frontages.

Additionally, the Planning Department provided a written notice of complete Site Plan Approval application to Council on September 9, 2019, and all Site Plan Approval applications are considered by Council in open session prior to final approval. Finally, information relating to the Site Plan Approval application is posted on the municipal website under the Planning Applications page (Planning & Development).

Finally, the County CAO provided a GPL project update presentation to Cobourg Municipal Council's Committee of the Whole at its regular meeting held on June 1, 2020.

4.0 ORIGIN AND LEGISLATION

In August of 2019, the Planning Department received an application for Site Plan Approval from Salter Pilon Architecture on behalf of Northumberland County for the redevelopment and relocation of the Golden Plough Lodge (GPL) long term care home situated at 555 Courthouse Road and 983 Burnham Street. Following a review of the application, Planning staff concluded that it constituted a complete application in accordance with the provisions of the Ontario *Planning Act* and the Cobourg Official Plan to form a complete application and was formally received by Council on September 9, 2019.

5.0 BACKGROUND

The Subject Lands known as 555 Courthouse Road and 983 Burnham Street are located at the northwest corner of the Burnham and Elgin Street intersection, and has a lot area of 5.6 ha. The Subject Lands consist of two buildings: the Northumberland County Administrative Headquarters building, referred to as 555 Courthouse Road, and the GPL long term care home, referred to as 983 Burnham Street. See **Figure 1 Location Map**.

The Subject Lands are designated "Major Institutional Area" in the Cobourg West Business Park Secondary Plan Area of the Official Plan (2017) and zoned "Institutional Holding (I-H) Zone" in the Comprehensive Zoning By-law #85-2003.

6.0 ANALYSIS

The application proposes to build a new 18,832.5 m², 3-storey long term care building with a 4th storey mechanical penthouse in a new location towards the western limits of the Subject Lands (west of Halcyon Place), after which the existing GPL building will be demolished. The new GPL building will consist of 180 long term care beds along with various support services and administrative facilities. Also housed within the new building will be a newly integrated Northumberland County Archives and Museum comprised of approx. 557 m² of floor space. Most of the Courthouse Road allowance is to be closed by the County to facilitate the new build, save for the western arm which is currently used by the commercial plaza and the Church on the Hill.

The following plans and reports were submitted with the application:

- Architectural Site Plans, Removals, Details & Phasing;
- Site Servicing, Grading & Details;
- Stormwater Management Report;
- Electrical Site and Photometric Plans;
- Mechanical Drawings;
- Vegetation Management, Landscape Plans & Details;
- Tree Inventory Report;
- Building Elevations and Renderings;
- Transportation Impact Study;
- Urban Design Brief;
- Geotechnical Report;
- Topographical Survey.

The following attachments are included for reference purposes:

Figure 1 – Location Map

Figure 2 – Site Plan

Figure 3 – Landscape Plan

Figure 4 – Ownership Plan

Figure 5 – Building Elevations/Renderings

Figure 6 – Agreement Authorization By-law

Figure 7 – Holding Removal By-law

Summary of Key Points:

The following are the key points associated with the proposal:

- The County of Northumberland property at 555 Courthouse Road and 983 Burnham Street is occupied by the County Administration Headquarters building at the south-east corner and the existing GPL

long term care home to the north (see **Figure 1 Location Map** attached). The existing long term care home has existed for many decades and is very outdated relative to current government regulations, standards and funding requirements for such facilities. The new \$100 million facility is expected to be operational by the Summer of 2022.

- The proposed location for the new GPL is towards the western limits of the Subject Lands, west of Halcyon Place (refer to **Figure 2 Site Plan**). Once the new GPL is occupied, the existing GPL will be demolished and turned into passive park space and pathway connections.
- The eastern portion of Courthouse Road is to be closed as a public highway by the County, however a new internal multi-purpose transportation 'loop' system will be implemented between Elgin Street West, Burnham Street and Strathy Road to provide safe, convenient access in a campus-like environment throughout the site via multiple modes of transportation, including multi-purpose trails, bike lanes and dedicated pedestrian pathways for active transportation, and a new transit stop.
- Parking for the GPL will be split, with visitor parking being accommodated to the south of the building's primary entrance, while staff parking and service delivery will be located to the north of the building. Parking for 203 vehicles will be provided in total, including six barrier-free spaces, five electric vehicle spaces, eleven green vehicle parking spaces, and four visitor bicycles and a covered bike shelter for employees.
- Within the GPL, and around the building property, public and natural spaces are incorporated into the design to promote and celebrate connectivity, healthy and social environments for residents, staff and visitors. Overall, the entire site will be extensively landscaped with over 200 new trees and over 2,700 shrubs and plants. Numerous courtyards (including internal courtyards), garden terraces/seating areas, 'great lawn' amenity areas, interpretive stations (including an Indigenous history stop), and tree-lined driveways and pathways are proposed (see **Figure 3 Landscape Plan**).
- The County is seeking a LEED¹ Silver certification from the Canada Green Building Council which goes beyond the minimum sustainability requirements of the Ontario Building Code (OBC), Ministry of Health and

¹ **LEED certification** provides independent, third-party verification that a building, home or community was designed and built using strategies aimed at achieving high performance in key areas of human and environmental health: location and transportation, sustainable site development, water savings, energy efficiency, materials selection and indoor environmental quality. There are four different levels of certification: Certified, Silver, Gold and Platinum.

County Standards for energy performance, with specific attention afforded to resident and staff comfort based on Ministry Guidelines. Some notable elements of sustainable design include: natural light to all resident rooms and common spaces; highly energy efficient mechanical systems; LED lighting and occupancy sensors; construction materials with high organic composition; locally sourced materials; green roofs (both active and non-active); electric vehicle charging stations; native plant species that are drought resistant; access to fresh air in resident rooms and at outdoor courtyards and terraces; multi-modal transportation design, particularly active transportation and transit modes; and, bird friendly glazing.

- Being a government-operated long term care home, the project consulting team designed the GPL complex and surrounding lands using an accessibility lens for those with mobility and accessibility challenges. The architect attended the October 2019 meeting of the Accessibility Advisory Committee (AAC) and all comments and questions of the Committee were addressed at that time.
- Since the preliminary design stages of GPL in 2016/17, the County has held discussions with various landowners abutting the development site as it relates to the use and closure of Courthouse Road (see **Figure 4 Ownership Plan**). County ownership and closure of portions of Courthouse Road are imperative to the success of the GPL re-development project, and collaboration with the Town resulted in an agreement that the County would assume ownership of the road. It is the understanding of Town staff that agreements have now been reached with all of the abutting landowners which will see the western arm of Courthouse Road remain open as a public highway to service the existing commercial plaza and the Church on the Hill, with the remainder of the roadway being closed as a public highway (the new internal transportation system will take its place).
- The proposal conforms to the Cobourg Official Plan, Urban & Landscape Design Guidelines, and Comprehensive Zoning By-law No. 85-2003, and meets all applicable policies, guidelines and standards of the Municipality and external review agencies.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. The Owner has submitted the requisite \$5,500.00 in application fees and deposits. The \$100 million facility will generate approx. \$322,000.00 in Building Permit fees and \$5,133.00 for the municipal Tree Levy. As a government body, the County is exempt from Development Charges.

8.0 CONCLUSION

It is the opinion of the Planning Department that the application submitted by Salter Pilon Architects, on behalf of the County of Northumberland, for the redevelopment of the Golden Plough Lodge long term care home at 555 Courthouse Road and 983 Burnham Street meets all applicable policies and standards, subject to the finalization of details by municipal staff and partner review agencies.

9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Cobourg West Business Park Secondary Plan policies including the Major Institutional Area designation, and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to provide Council and the public with background and analysis of the application, and to recommend that Council approve the application and the By-law attached to this report (see **Figure 6 Agreement Authorization By-law**).

Report Prepared by:



Glenn McGlashon, MCIP, RPP
Director of Planning and Development

Report Approved by:



Ian Davey, BBA CPA CA
Interim CAO/Director of Corporate Services/Treasurer

Figure 1 Location Map

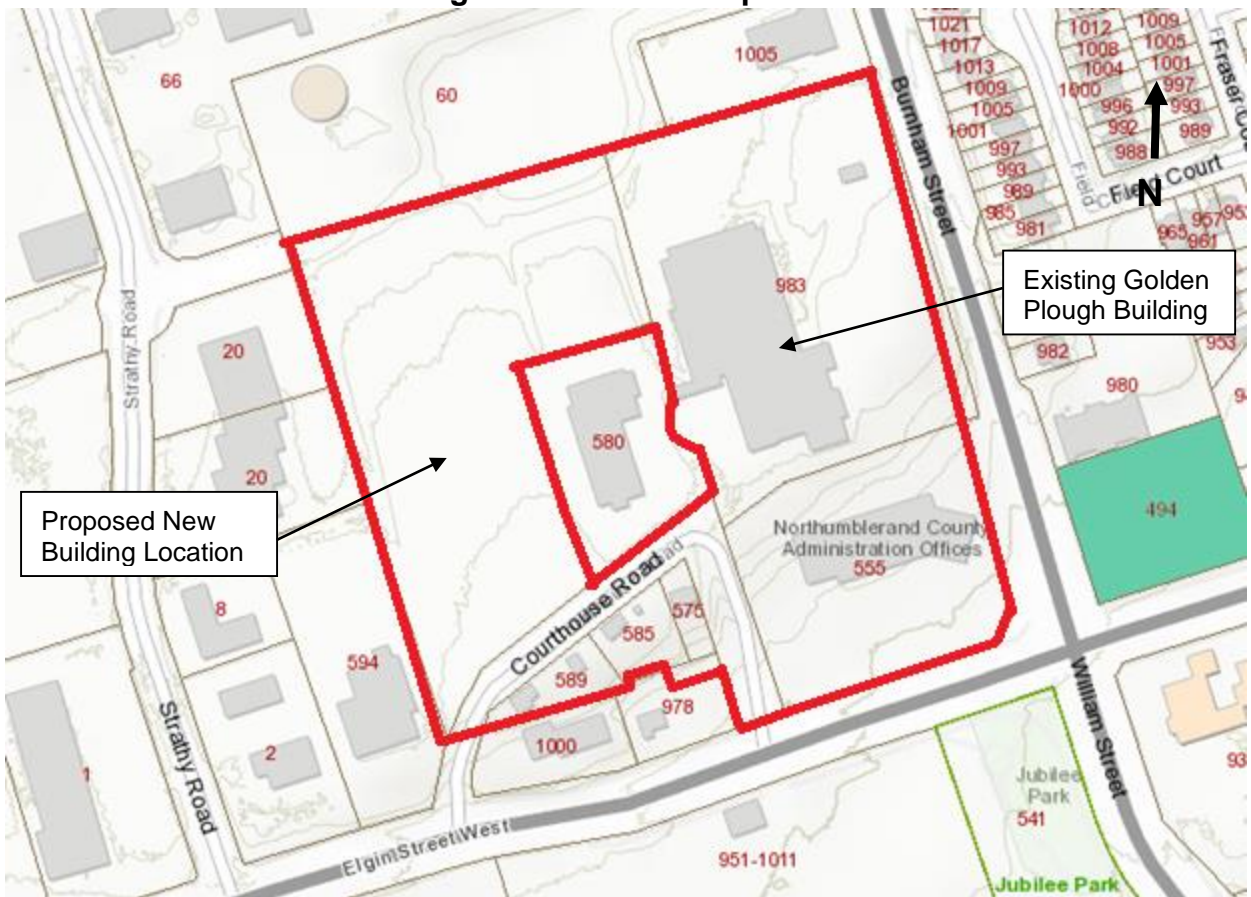


Figure 2 Site Plan



Figure 3 Landscape Plan

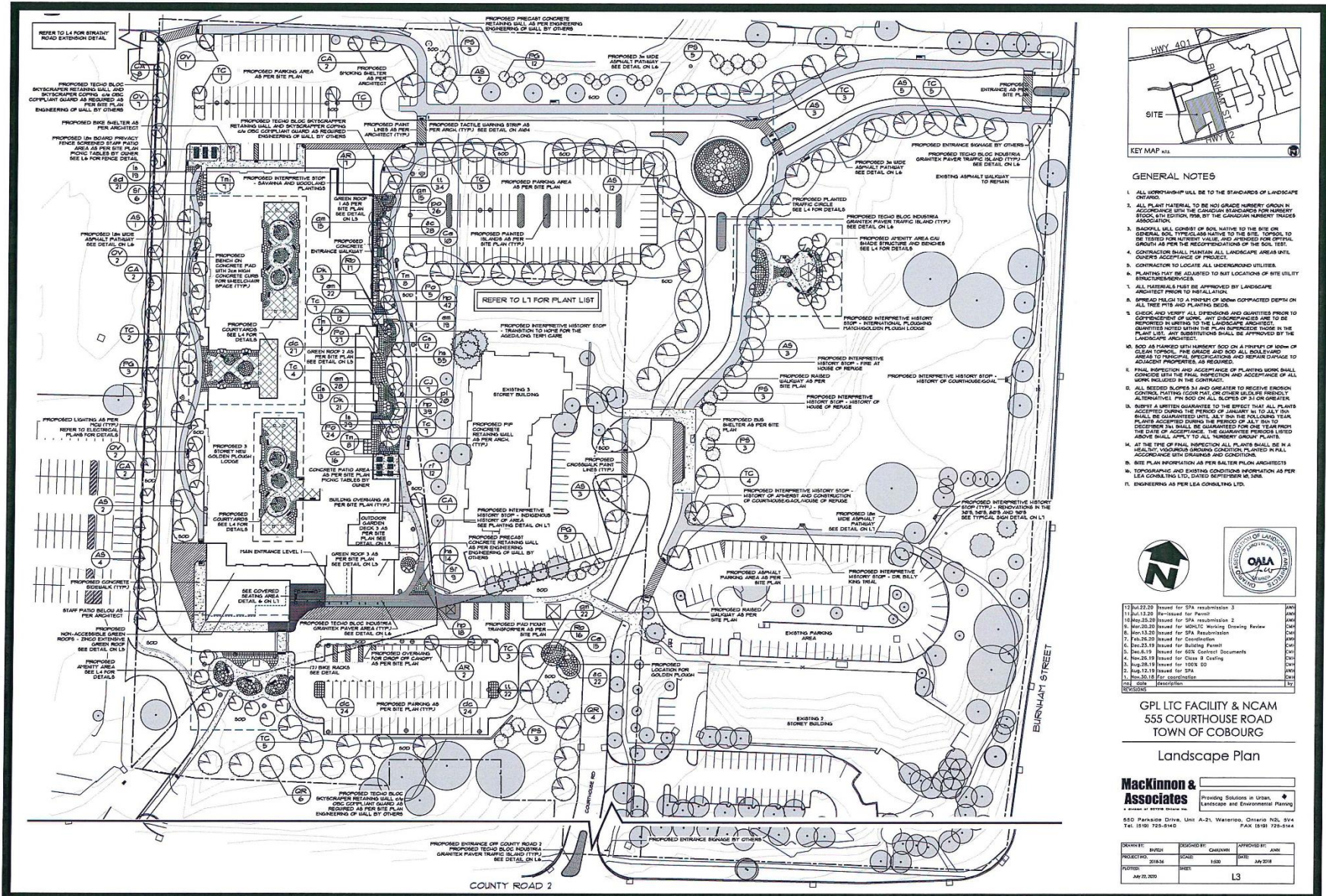


Figure 4 Ownership Plan

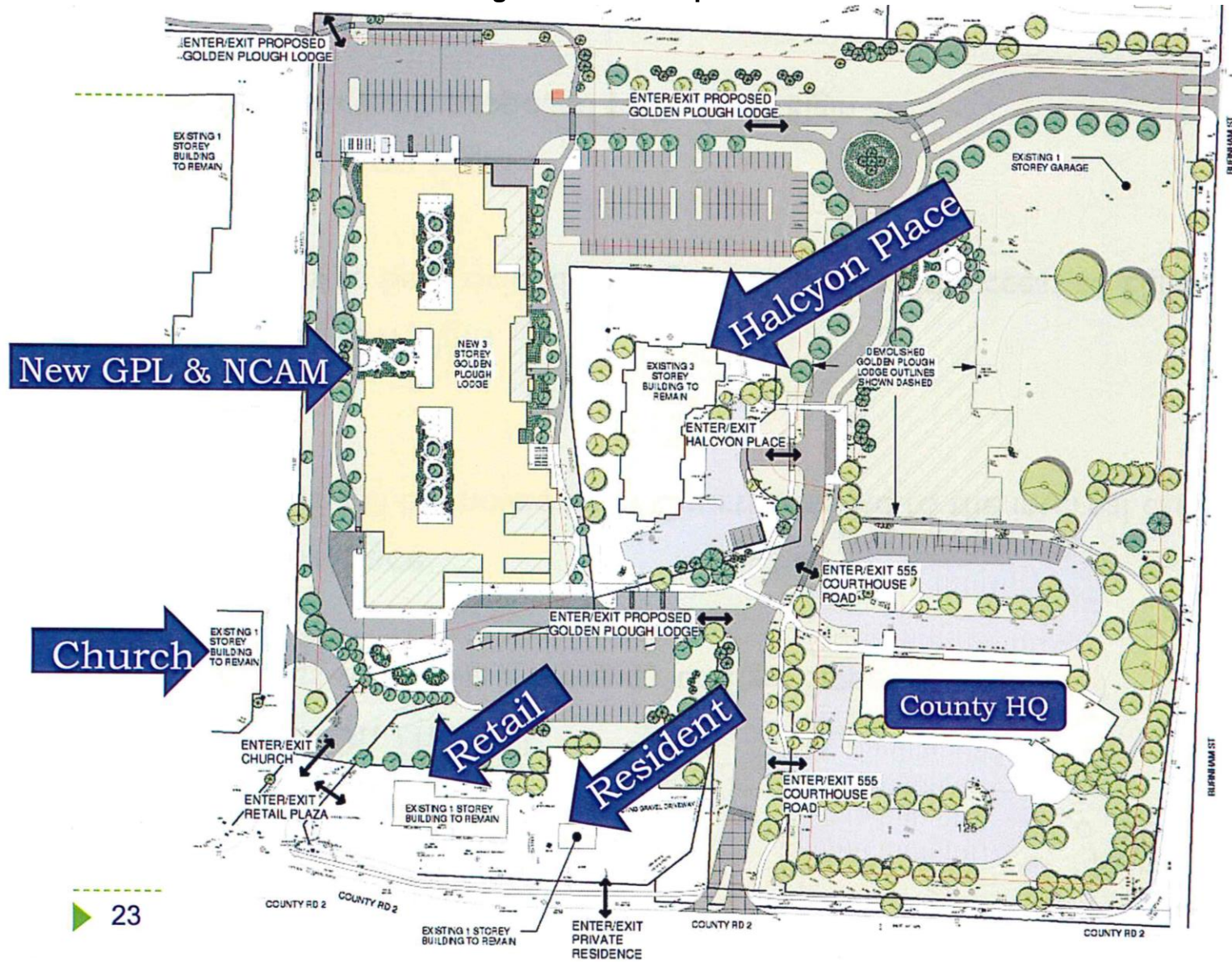


Figure 5 Building Elevations/Renderings



GPL Front Entrance




GPL Front Entrance from south-east



Secure Courtyard



Figure 6 Agreement Authorization By-law

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

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH THE CORPORATION OF THE COUNTY OF NORTHUMBERLAND, LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG (114 DIVISION STREET, COBOURG)

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

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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with the Corporation of the County of Northumberland, Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for the re-development of the existing Golden Plough Lodge long term care home at 555 Courthouse Road and 983 Burnham Street, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.


By-law read and passed in Open Council this 21st day of September, 2020.

MAYOR

MUNICIPAL CLERK

1 | DEV Site Plan Agreement, The Corporation of the County of Northumberland, 555 Courthouse Road and 983 Burnham Street By-law No. -2020

Figure 7 Holding Removal By-law

| | |
|---|--|
|  | THE CORPORATION OF THE TOWN OF COBOURG |
| | BY-LAW NUMBER _____ |

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (Golden Plough Lodge, 555 Courthouse Road & 983 Burnham Street, Cobourg)

WHEREAS the Council of the Corporation of the Town of Cobourg deems it advisable to amend By-law Number 85-2003 as amended;

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

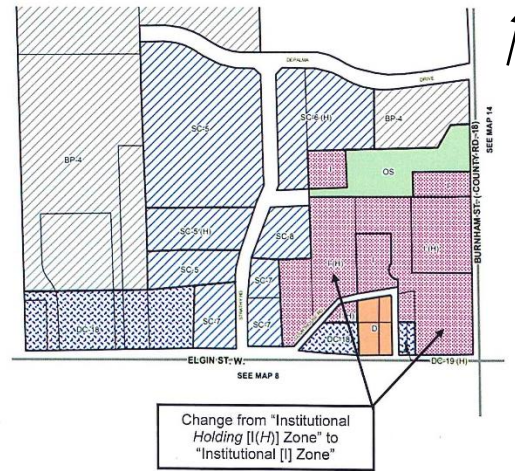
1. THAT Schedule 'A', Map 15, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of a portion of the 5.6 ha land at 555 Courthouse Road and 983 Burnham Street from 'Institutional *Holding* [(H)] Zone' to 'Institutional [I] Zone' as illustrated on Figure 1 attached hereto.
2. THAT Figure 1 attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
3. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.


READ and passed in Open Council this 21st day of September, 2020.

MAYOR

MUNICIPAL CLERK

FIGURE 1



| | | |
|---|--|-----------------------------------|
|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG | |
| | STAFF REPORT | |
| TO: | Mayor and Council | |
| FROM: | Glenn McGlashon, MCIP, RPP | |
| TITLE: | Director of Planning & Development | |
| DATE OF MEETING: | September 14, 2020 | |
| TITLE / SUBJECT: | Clearance of Conditions - Draft Plan of Subdivision Pre-Servicing and Subdivision Agreement - Kingswood 425 & 425A King Street West, Cobourg Mason Homes Limited | |
| REPORT DATE: | September 3, 2020 | File #: SUBCL-01-20 14T-180001 |

1.0 STRATEGIC PLAN
N/A

2.0 RECOMMENDATION
The following actions are recommended:

THAT this Staff Report be received by Council for information purposes; and,

THAT the attached By-law be presented to Council which authorizes the Mayor and Municipal Clerk to execute a Pre-Servicing Agreement and a Subdivision Agreement with Mason Homes Limited for the 27-unit residential subdivision development located at 425 & 425A King Street East, subject to the finalization of details by municipal staff and partner review agencies.

3.0 PUBLIC ENGAGEMENT

The initial application for Draft Plan of Subdivision by Mason Homes Limited for a 27-unit townhouse development at 425 & 425A King Street East was received by Council on February 4, 2019. The Notice of Complete Application was circulated on February 28, 2019 and the Public Meeting was held September 23, 2019 in accordance with the provisions of the Planning Act, R.S.O 1990, c.P. 13, as amended. The applicant also voluntarily convened a Public Information Meeting at Victoria Hall on April 17, 2019. Council granted draft approval of the

Draft Plan with conditions on October 21, 2019, and a Notice of Decision was published on October 31, 2019. No appeals were lodged with the Municipality.

The *Planning Act* does not prescribe any statutory public notice or engagement requirements for applications to clear conditions of Draft Plan of Subdivision Approval, as these particular applications are recognized as being a detailed, technical review of matters relating to a draft approved subdivision development, including servicing, grading, stormwater management, landscaping, utility coordination, and agency conditions to name a few.

In January of 2020, Mason Homes Limited submitted an application to clear conditions of Draft Plan of Subdivision approval for the development, referred to as “Kingswood”. Upon reviewing the submission, the Planning Department provided an information report to Council on February 18, 2020 regarding receipt of the complete application to clear conditions of Draft Plan approval. Any persons on record as submitting comments to the Town during the initial Draft Plan of Subdivision approval process were notified of the application and were provided information on where to access relevant plans and reports and how to submit comments. Finally, approval of all Subdivision Agreements are considered by Council in open session.

4.0 ORIGIN

In January of 2020, the Planning Department received a complete application for clearance of Draft Plan of Subdivision conditions from Mason Homes Limited for a 1.58 ha area of land generally located on the south side of King Street East, east of Brook Road South, known municipally as 425 and 425A King Street East and referred to as “Kingswood” (the “Subject Lands” – see **Figure 1 Location Map**). The application was received by Council on February 18, 2020 and was referred to the Planning Department for a Report.

5.0 BACKGROUND

The approved Draft Plan of Subdivision provides conditional approval for the creation of a twenty-seven (27) freehold townhouse subdivision within five (5) blocks accessed by a municipal road connection between Orchard Avenue and King Street East, including a green space buffer located adjacent to Molly Baker Lane (see **Figure 2 Draft Plan of Subdivision & Figure 3 Site Plan**).

The Subject Lands are designated as “Mixed Use Area” in the Town of Cobourg Official Plan (2017), and zoned “Multiple Residential 4 Exception 4 Holding (R4-4 (H)) Zone”, in the Comprehensive Zoning By-law No. 85-2003.

Included with the application are detailed plans and supporting documentation aimed at clearing the conditions of the Draft Plan of Subdivision approval and obtaining final approval for the 27-unit townhouse subdivision, including a request to enter into a Pre-Servicing Agreement and a Subdivision Agreement

with the Municipality. The Development Review Team and relevant partner agencies have reviewed the submitted information and plans, and the Draft Plan of Subdivision is now in a position for approval subject to finalization of technical details and conditions.

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

- Detailed Civil Engineering Plans and Details;
- Stormwater Management Report;
- Storm Sewer Design Sheet and Sanitary Sewer Design Sheets;
- Tree Inventory and Protection Plan;
- Butternut Assessment Report;
- Landscape Plans and Details;
- Landscape Design Brief;
- Architectural Design Brief;
- Road Traffic Noise Assessment;
- Electrical Site Plan, Photometrics and Details;
- Topographical Survey;
- Stage 1-2 Archaeological Report;
- Phase 1-2 Environmental Site Assessment and Soils Report;
- Transportation Brief;
- Heritage Impact Assessment.

6.0 ANALYSIS

The initial Draft Plan of Subdivision for the subject development was draft approved with conditions by Council in October of 2019. In January of 2020, Mason Homes submitted an application to clear conditions of draft approval and the plans and reports have undergone extensive review by the Development Review Team (DRT) and partner review agencies. The technical aspects of the review have been completed and the application is now in a position to be approved by Council.

The following attachments are included for reference purposes:

Figure 1 – Location Map

Figure 2 – Draft Plan of Subdivision

Figure 3 – Site Plan

Figure 4 – Landscape Plan

Figure 5 – Building Rendering Examples

Figure 6 -- Agreement Authorization By-law

Summary of Key Points:

The following are the key points associated with the proposal:

- The approval applies to the Draft Plan of Subdivision, as shown on the Draft Plan prepared by RFA attached hereto as **Figure 2** which consists of:
 - Five (5) Blocks to be used for twenty-seven (27) freehold townhouse units; and,
 - The public road right-of-way for Orchard Avenue, including road allowance dedications along King Street East and a natural landscape buffer adjacent to Molly Baker Lane, to be dedicated to the Town of Cobourg.

Note: Reference to the September 16, 2019 Planning Report is recommended for a complete analysis of the subject development and should be read in conjunction with this Report.

- In accordance with the Architectural Design Brief, the Mason Homes “Kingswood” subdivision is based on design principles which ensure high quality urban design, context sensitivity and a compatible built environment. The scale, height and massing of the residential dwellings, as well as the character and style of architecture, will be compatible with, and sensitive to, the existing surrounding built form context to support the project’s integration within this community. Attractive, thoughtfully-considered building designs and dwelling forms will enhance the character of the neighbourhood, create an intimate streetscape and reflect the quality image of the community.

Specifically, Kingswood townhouse elevations can be considered a mixed Craftsman style with a mix of masonry, siding, shingle-work and trim, and columns for the covered doorway porches that utilize this architectural style. The American Craftsman style was developed in the late 19th century and can be characterized as an architectural design that was inspired by the American Arts and Crafts movement. Distinguishing features such as low-pitched roof lines consisting of a gabled roof or a hip roof, columns supporting the porch roof, a wide front porch beneath extension of a main roof and mixed materials are typically seen throughout the structure. There are three distinct unit designs within the townhouse façade, which are then mirrored on either side of the centre unit. The effect of this design is that each unit is clearly defined, having the appearance of being functionally separate from the neighbouring unit, while providing for the density desired with the townhouse built form. Refer to **Figure 5 Building Rendering Examples**.

An application for Minor Variance has been submitted by Mason Homes Limited to request relief from certain building setbacks abutting the municipal roadway in order to closely align with the Town’s community

urban design and streetscape objectives and create a more pleasing, intimate residential enclave.

- The development site is generally flat which lends itself to the homes siting close to grade. Mason Homes has indicated that they generally seek to maintain the opening elevation of its homes lower to the street grade in order to minimize the number of steps to the front door, both for aesthetic reasons and to provide for easier access for seniors or those with disabilities.
- Sustainability includes the combination of environmental, social, economic and cultural influences that ensure a community remains balanced and productive. Managing and protecting valuable resources through design and construction will result in the conservation of those resources in the overall lifespan of the community. The design philosophy of Mason Homes is to create sustainable, compact development resulting in greater walkability, reduction of sprawl, conservation of natural areas, building in harmony with the surrounding environment and a greater use of existing infrastructure. Sustainability and low impact development measures will be utilized in building, site and landscape design.
- Mason Homes has been recognized as an award winning Energy Star® builder since 2005 and is dedicated to building homes that provide a healthier indoor environment. All townhomes in the Kingswood subdivision will be Energy Star certified which exceeds Ontario Building Code standard construction for energy conservation, and will have energy efficiencies and features including but not limited to:
 - a) Extensive masonry façade material with siding accent gables
 - b) High efficiency gas furnaces c/w digital thermostat
 - c) R-60 blown-in insulation in attic
 - d) R-25 BIBS insulation system
 - e) R20 CI basement insulation
 - f) Qualified insulation in exterior studded walls above grade
 - g) Integrated Heat Recovery Ventilation (HRV) system
 - h) Triple-pane insulated windows with low E
 - i) Optimal value engineered wood framing – floor joists bonded to 5/8 OSB sub-floors with glue and screws
 - j) Quality pre-engineered roof trusses
 - k) Water efficient faucets and shower heads, low consumption toilets
 - l) Energy Star qualified rental on demand tank-less water tank
 - p) Each home blower-door tested by independent energy advisor
- The servicing design includes the use of a combination of conventional (piped) and green “low impact” infrastructure in the form of underground

storage chambers beneath the new road allowance connected to a piped system to Coverdale Avenue and an infiltration gallery and intercepting swale along the west limit of the development site for stormwater management purposes. The internal storm system will capture runoff from the majority of the subdivision lands before exiting to the Coverdale trunk storm sewer to the east. Some minor overland drainage flow (<25mm storm event) from the rear of the western townhouse blocks will be captured and treated via the infiltration gallery and intercepting swale, while flows in excess of this event will run south towards Molly Baker Lane. Because the Lane currently forms a small dam and prevents positive flows to Brook Road South, a new culvert is proposed to be installed underneath the Lane trail, with minimal disruption to the trail or the tree roots in the area through handwork, allowing any surface water to flow to the Brook Road South ditch just south of the trail. According to the Functional Servicing Report, this drainage scheme will serve to significantly reduce or mitigate ponding or flooding on the residential properties at 36 and 38 Brook Road South (immediately adjacent to Molly Baker Lane). In sum, the development of the subdivision will reduce the amount of runoff flowing towards Brook Road South.

- The development plans call for the preservation of a number of perimeter trees, including approx. 20 trees situated within a natural protection buffer along the north side of Molly Baker Lane. Some trees on the development site have been identified as being in poor health, are Ash trees, are of a younger, successional variety, or are impacted by grading, servicing and/or development encroachments and are proposed to be removed. The Landscape Plan in **Figure 4** illustrates the replanting of 100 trees as part of the development. Five (5) larger 100 mm caliper Red Oaks and four (4) 50 mm caliper Red Oaks are proposed as compensation for the removal of a number of larger trees where the new Orchard Avenue connects to the existing street adjacent to Molly Baker Lane. In addition to the compensation plantings, Mason Homes will also provide the Town with a tree compensation levy of approx. \$15,500.00 to be placed into the Tree Planting Reserve for future tree planting in the municipality.
- In addition to tree protection and re-planting, much of the perimeter of the site abutting adjacent residential and commercial properties will be screened by 1.83 m high solid wood privacy fencing as an added measure of buffering. A combination of enhanced landscaping with large canopy deciduous trees and conifers, plant beds with ornamental species of trees, shrubs and grasses, and acoustical/privacy fencing has been proposed for the residential lots adjacent to King Street East.
- The Orchard Avenue extension will be constructed to urban standards, including concrete curb, gutter, underground infrastructure and utilities and

a municipal sidewalk (west and north side) with a connection to Molly Baker Lane.

- A 5.0 m wide road allowance dedication along the site frontage abutting King Street East will be conveyed to the Municipality as a condition of the Subdivision Agreement.
- The proposal conforms to the Cobourg Official Plan, Urban & Landscape Design Guidelines, and Comprehensive Zoning By-law No. 85-2003, and meets all applicable policies, guidelines and standards of the Municipality and external review agencies.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no anticipated negative financial implications imposed on the Municipality as a result of the applications. The Owner has submitted the requisite \$7,850.00 in application fees and deposits. The developer will be responsible for all costs associated with the legal documentation and registrations. The build-out of the subdivision would result in approx. \$362,000.00 in Development Charges (2020 rates). A cash-in-lieu of parkland payment of \$50,000.00 and a tree compensation levy of ~\$15,500.00 will be encapsulated in the Subdivision Agreement.

8.0 CONCLUSION

It is the opinion of the Planning Department that the application submitted by Mason Homes Limited to clear conditions of Draft Plan of Subdivision Approval for the 1.58 ha parcel of land known municipally as 425 & 425A King Street East (Kingswood) satisfies the requirements and conditions of the Municipality and partner review agencies, subject to the finalization of applicable details and technical conditions.

9.0 POLICIES AFFECTING THE PROPOSAL

The primary policies affecting this application relate to the Mixed Use Area policies, and the Community Design and Improvement policies of the Cobourg Official Plan.

10.0 COMMUNICATION RESULTS

This Report is intended to provide Council and the public with background and analysis of the application, and to recommend that Council approve the application and By-law attached to this Report (see **Figure 6 Agreement Authorization By-law**).

Report Prepared by:



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



Report Approved by:



Ian Davey, BBA CPA CA
Interim CAO/Director of Corporate Services/Treasurer

Figure 1 Location Map



10

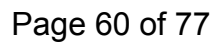


Figure 3 Site Plan

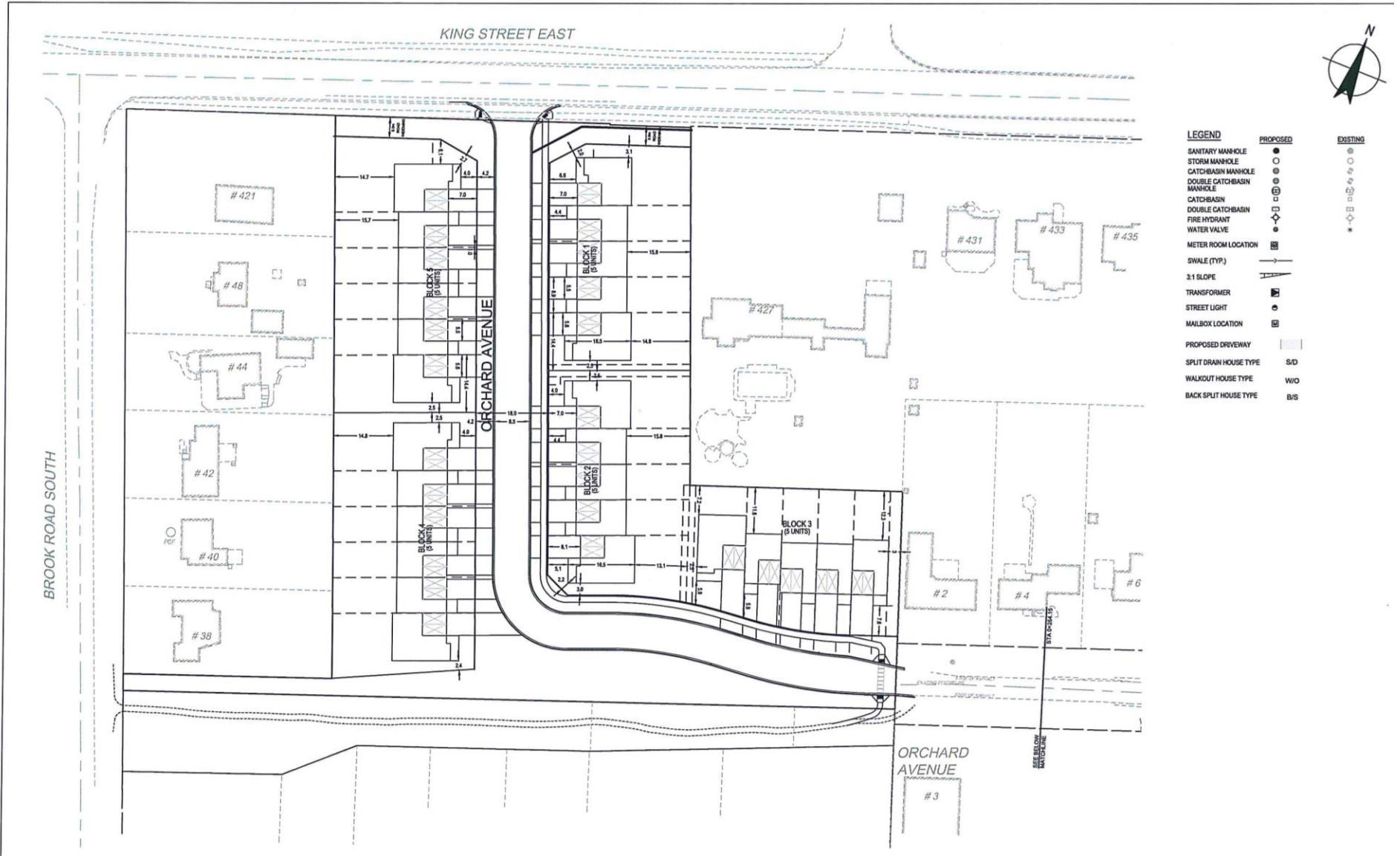


Figure 4 Landscape Plan

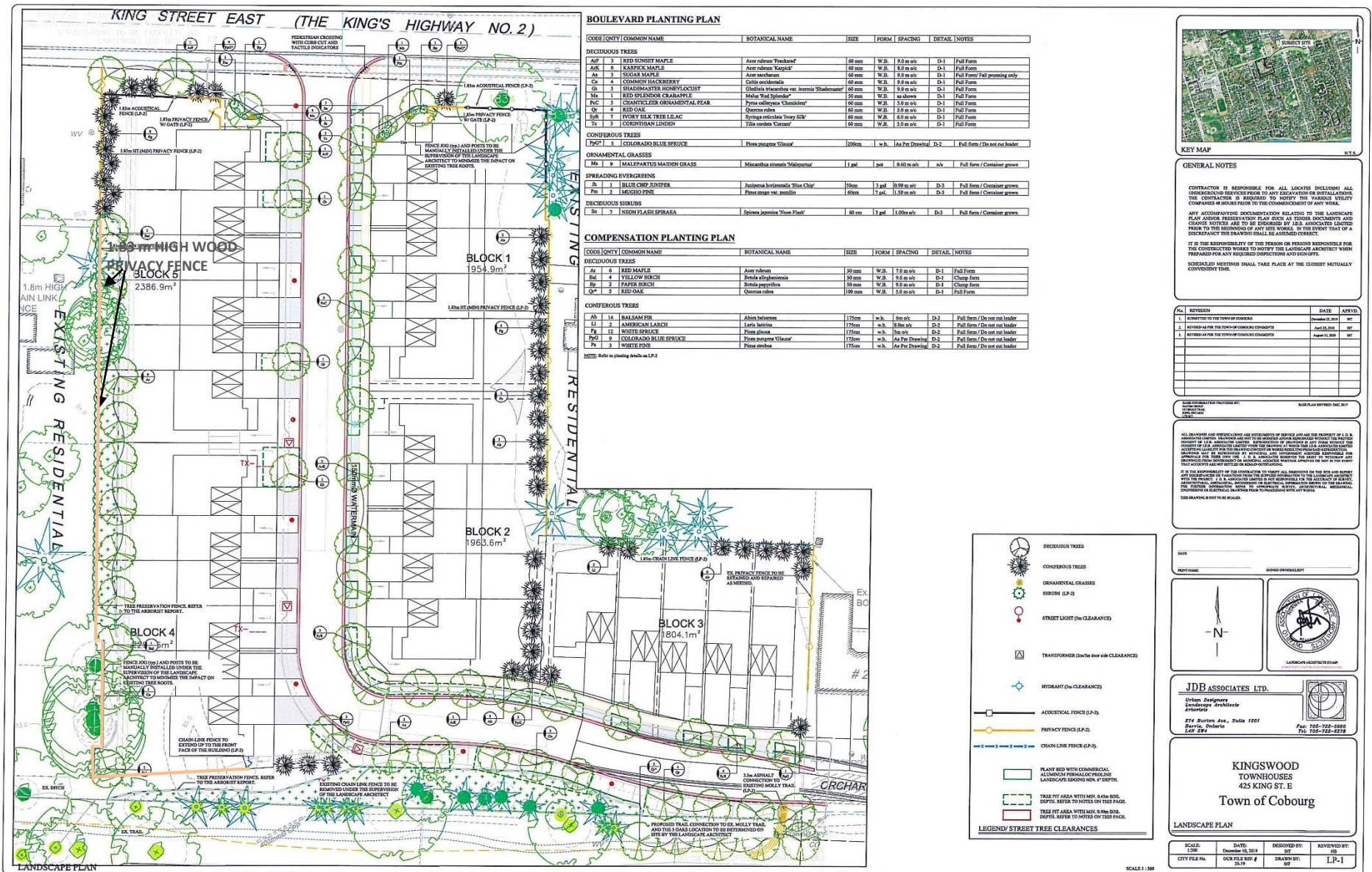


Figure 5 Building Rendering Examples



Sample End Unit Design – Bungalow + Loft



Sample Design – 1 ½ Sty



Sample Design – Interior 2 Sty




Sample Design – Interior 2 Sty



Sample End Unit Design – Bungalow + Loft

Figure 6 Agreement Authorizing By-law

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

A BY-LAW TO AUTHORIZE EXECUTION OF A PRE-SERVICING AGREEMENT AND SUBDIVISION AGREEMENT WITH MASON HOMES LIMITED AND THE CORPORATION OF THE TOWN OF COBOURG. (425 & 425A KING STREET EAST – KINGSWOOD, COBOURG)

WHEREAS pursuant to Section 51(26) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a plan of subdivision;


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

1. That the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Pre-Servicing Agreement and Subdivision Agreement with Mason Homes Limited for a residential subdivision development consisting of 27 townhouse dwelling units, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 21st day of September, 2020.

MAYOR

MUNICIPAL CLERK

| | | |
|---|--|---------|
|  COBOURG | THE CORPORATION OF THE TOWN OF COBOURG | |
| | STAFF REPORT | |
| TO: | Mayor and Council | |
| FROM: | Laurie Wills | |
| TITLE: | Director of Public Works | |
| DATE OF MEETING: | September 14, 2020 | |
| TITLE / SUBJECT: | Process for Implementing Poppies on Street Name Blades | |
| REPORT DATE: | August 19, 2020 | File #: |

1.0 STRATEGIC PLAN
NA

2.0 PUBLIC ENGAGEMENT
NA

3.0 RECOMMENDATION
THAT Council receive this report for information.

4.0 ORIGIN
July 20, 2020 Committee of the Whole.

5.0 BACKGROUND
Council's approval to have Jack Waghorn added to the Town of Cobourg's street name registry and request for Staff to report back on the process required to incorporate poppies on street blades.

6.0 ANALYSIS
Attached is the Poppy Manual, a guideline for governing the use of the Dominion Command of The Royal Canadian Legion's trademark. For street blades/signs named in honour of individual Veterans, a proposal must be submitted to the Dominion Command that includes authenticated background information on each Veteran to be honoured, including wartime service and date of death.

Section 817: Requests for the use of the Poppy image, for any purpose and in any configuration or design, are to be forwarded to the Secretary, Poppy and Remembrance Committee at Dominion Command with sufficient time to permit a review by the Committee. The request, outlining details of the usage, may be forwarded by mail, fax or electronically and is to include:

- a) the name of the Command, Legion branch, corporation or individual seeking approval;
- b) a description of exactly how and where the Poppy will be used or displayed;
- c) an explanation of why the Poppy usage is requested;
- d) an indication of what period of time the Poppy will be used or displayed, as applicable;
- e) a disclosure, if intended for use on a product, of the selling cost of the item and a projection of the expected profit to be made;
- f) an indication of where the profit, if any, will be directed, whether to an organization, charity or manufacturer; and,
- g) a draft drawing or design depicting how the image will be used, including image size and placement.

Currently there are only 11 streets in Cobourg utilizing Fallen Soldier names of which only eight (8) are the persons' full name. Complete names are as follows:

1. Fred Adams
2. Ernest Allen
3. Samuel Angrove
4. Charles Bennett
5. John Fairhurst
6. Elmer Hutton
7. James Sweetman
8. Peter White

Incomplete names are as follows:

1. Campbell Street
2. Henderson Drive
3. Smith Road

The incomplete usage of the names would be considered a 'blanket' use which is not permitted for the poppy symbol. Each of these streets would have to be renamed using the full names of the Fallen Soldiers in order to be eligible for the poppy symbol on the street blade. There are three (3) individuals each with the surname of Smith and Campbell.

Typical process for other municipalities would be to have a nomination form available to the public which would require an applicant to submit all of the background information required by Dominion Command in order to approve the use of the poppy symbol. Upon receiving all of the required information and Council approval, Town Staff would then submit a proposal to Dominion Command including a draft drawing of the street blade in accordance with Section 817(g).

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

Street blades typically cost under \$50 to replace and Town staff can do the replacements. Should Council decide to go ahead and replace all of the full name street blades, the cost to the Town would be approximately \$750 including labour and materials and all costs would be borne by the Roads & Sewers Department operating budget. Additional administrative time will be required for Staff to prepare an application to Dominion Command to secure approval of the use of the poppy symbol on the eight noted street blades as long as the required information relevant to the named individuals, is available.

8.0 CONCLUSION

THAT Council receive this report for information.


12.0 AUTHORIZATION/SIGNATURES

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Department:

Finance

| | |
|---|--|
|  Downtown Cobourg | BOARD of MANGEMENT of the Cobourg DBIA MEMORANDUM |
| | BOARD of MANAGEMENT of the Cobourg DBIA |
| TO: | Brent Larmer – Municipal Clerk/Manager of Legislative Services |
| FROM: | Melissa Graham, Secretary |
| DATE: | September 3 rd , 2020 |
| SUBJECT: | DBIA Area Patio Extension |

Subject agenda: DBIA Area Patio Extension

The following motion was adopted by the DBIA Board of Management at a regular meeting on September 3rd, 2020.

Moved by A. da Silva: THAT the DBIA Board of Management recommends that Council extend the DBIA restaurant patios to November 15th, 2020 with the clearing of the patios to be completed by November 30th, 2020.

CARRIED



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

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 On Track
 Behind
 Overdue
 Complete

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



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

● Draft ● On Track ● Behind ● Overdue ● Complete

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



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

● Draft ● On Track ● Behind ● Overdue ● Complete

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



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

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



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

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



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

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| Motion/Item | Details/Minutes Text | Due Date | Current Completion |
|--|--|------------------------------|--------------------|
| Meeting 2020-02-24 | Council Meeting Link | | |
| Motion – MOU between the Cobourg Public Library and the Town of Cobourg Department/Division Responsible: Chief Administrative Officer/ Treasurer | Minutes: THAT Council instruct Staff to draft a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities, and relationship between the Town of Cobourg and the Cobourg Public Library Board; and FURTHER THAT the Council Coordinator of Arts, Culture and Tourism, Deputy Mayor Séguin, Interim CAO, Municipal Clerk and the CEO and Chair of the Cobourg Public Library Board be present during discussions between the Town of Cobourg and the Cobourg Public Library Board when drafting the terms of the MOU; and FURTHER THAT the MOU be finalized by June 1, 2020, and brought to the Cobourg Public Library Board for approval prior to the MOU being presented to Council for final approval. | 09/14/2020 | |
| Meeting 2020-06-29 | Council Meeting Link | | |
| Motion - Diversity, Equity and Inclusion Policy for the Town of Cobourg Department/Division Responsible: Legislative Services | Minutes: WHEREAS at the Committee of the Whole Meeting on June 22, 2020 Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Adam Bureau, regarding an Equity and Inclusion Policy for the Town of Cobourg; and WHEREAS the Black Lives Matter movement has highlighted the need for a reaffirmed commitment to confronting racism and removing systemic barriers to equality; and | 09/14/2020 12/07/2020 | |



**Unfinished Business Listing
Council Motions/Staff Direction
As of August 31, 2020**

| | | | |
|--|--|--|--|
| | <p>WHEREAS fostering an inclusive and welcoming community is a key tenant of the Town of Cobourg's annual 'Pride Month'; and</p> <p>WHEREAS municipal government can play a leading role in helping to achieve gender equality;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to draft an Equity and Inclusion Policy; and</p> <p>FURTHER THAT the policy specifically address the inclusion of Black, Indigenous and People of Colour, women, people with disabilities, newcomers to Canada, the Lesbian, Gay, Bisexual, Trans, Queer, Two-Spirit, Intersex, and Asexual peoples, as well as those who identify as pansexual, questioning, non-binary, and other gender and sexual minorities (2SLGBTQIAP+) community and other visible minorities; and</p> <p>FURTHER THAT the policy draws upon resources such as 'Advancing Equity and Inclusion: A Guide for Municipalities' and FCM's 'Diverse Voices Toolkit'; and</p> <p>FURTHER THAT the policy includes annual commitments to equity and inclusion training for Town of Cobourg staff, volunteers and Members of Council, engagement of citizens and advisory committees, and communications on progress; and</p> <p>FURTHER THAT Council direct staff to form an Ad Hoc Committee or a suitable alternative with a terms of reference or terms of engagement consisting of citizen members from these diverse minority populations in order to provide input on the development of the Equity and Inclusion Policy, due back to Council on August 24, 2020 Meeting; and</p> <p>FURTHER THAT the draft policy be presented to Council for consideration by December 7th, 2020.</p> | | |
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Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

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| Motion/Item | Details/Minutes Text | Due Date | Current Completion |
|---|---|----------|--------------------|
| Meeting 2020-07-27 | Council Meeting Link | | |
| <p>Motion – Legal opinion on the Town's ability, to regulate on-water activities in the Cobourg Harbour.</p> <p>Department/Division Responsible:</p> <p>Community Services</p> | <p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Request for Legal Opinion.</p> <p>NOW THEREFORE BE IT RESOLVED THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained regarding the municipality's ability, if any, to regulate on-water activities in the harbour; and FURTHER THAT the legal opinion be obtained before any further attempt to regulate on water activities; and FURTHER THAT the 2015 legal opinion on this matter be made available to the public.</p> | N/A | |
| Meeting 2020-07-27 | Council Meeting Link | | |
| <p>Motion – Striking a joint working group to create a consolidated safety procedure and emergency manual – Aquatic Safety Audit.</p> <p>Department/Division Responsible:</p> <p>Community Services</p> | <p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Parks and Recreation Advisory Committee regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Aquatic Safety Audit – Working Group;</p> <p>NOW THEREFORE BE IT RESOLVED THAT in order to create a consolidated safety procedure and emergency manual, Council instructs staff to strike a joint working group comprised of two staff members and one representative of each user group, including:</p> | N/A | |



Unfinished Business Listing Council Motions/Staff Direction As of August 31, 2020

| | | | |
|--|---|------------|--|
| | <ul style="list-style-type: none"> • Survivor Thrivers • Cobourg Yacht Club/Learn to Sail • Cobourg Dragon Boat & Canoe Club • Coast Guard • Green Canoe • Northumberland YMCA • Seasonal marina boaters (Boaters Council) • Anglers/commercial charters • Cobourg Surf and Paddleboard Club AND <p>FURTHER THAT the working group be tasked with drafting a safety procedure/emergency manual for submission to Council and the Parks and Recreation Advisory Committee ahead of the 2021 boating season.</p> | | |
| Meeting 2020-08-24 | Council Meeting Link | | |
| <p>Motion – Downtown Parking and Cobourg Transit Fares Update in the Town of Cobourg.</p> <p>Department/Division Responsible:</p> <p>Public Works Services</p> | <p>Minutes:</p> <p>THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and</p> <p>FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and</p> <p>FURTHER THAT Council direct Staff to continue with reduced service hours for Transit at a savings of \$5,400/week and direct Staff to bring forward a similar report to the October 5, 2020 Committee of the Whole Meeting for Council consideration.</p> | 10/05/2020 | |