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planning + urban design

Building and Planning Department
Town of Cobourg
Victoria Hall
55 King Street West
Cobourg, Ontario K9A 2M2

December 22, 2020
File 8766-1

Attn: Glenn McGlashon, Director – Planning & Development Division

Dear Sir,

**RE: 420 Division Street, Town of Cobourg
Fulsome Response to Comments – Z-04-20**

Weston Consulting is the planning consultant for the registered owner of the property municipally known as 420 Division Street in the Town of Cobourg (herein referred to as the “subject property”). We have been retained to provide planning assistance and coordinate the submission of a Zoning By-law Amendment application in support of the proposed use of a Residential Treatment Facility.

The owner of the subject property intends to convert the existing Woodlawn Country Inn and Restaurant to facilitate a privately owned, Residential Treatment Facility. The facility would provide lodging, meals and therapy for those recovering from alcohol and drug addictions. The existing 18 rooms will house approximately 40 patients (two to three patients per room) and administrative offices to assist women and men who are addicted to alcohol and other drugs learn the skills required to successfully live an alcohol and drug free lifestyle.

We herewith provide you with a cover letter rationale and comment response matrix, provided under separate cover, which addresses comments from Town Staff, the public and Town Council received to date. We ask that this package be made available to the public and distributed to all members of Council.

Ownership

The current owner of the subject property is 2759655 Ontario Limited. Weston Consulting is the authorized agent of the above-noted numbered company. Weston Consulting has submitted the applications on behalf of the applicant, who is known as the Canadian Centre for Addictions (CCFA). The CCFA will be the acting manager of the Residential Treatment Facility. The Director of 2759655 Ontario Limited is Ade Taitlbaum, who is an employee of the CCFA.

Application Process To-Date

Weston Consulting attended a Pre-Consultation Meeting held with Town of Cobourg municipal staff on February 10, 2020 and received a pre-consultation checklist of requirements to be submitted. An initial submission was made in support of the Zoning By-law Amendment application on September 9, 2020. The Notice of Complete Application was provided by Town Staff on September 24, 2020 and the application was tabled at the October 5, 2020 Committee of the Whole Meeting. Comments regarding the first submission were issued to Weston on November 5, 2020 and a response to these comments is noted in Section 1 in the comment response matrix, which has been provided under separate cover.

At the October 5, 2020 Committee of the Whole Meeting, a recommendation from Council was put forth for the applicant to lead a Public Open House meeting to provide an opportunity for the public to engage in receiving further information about the project. The Public Open House meeting took place on November 18, 2020 and was attended by several residents, Town Staff and certain elected officials. Questions were received and responded to during the Open House and a written response to key themes are included in Section 3 of the comment response matrix.

The application was then considered at the November 30, 2020 Public Meeting, where members of the public were able to engage in receiving further information about the project. At the Public Meeting, questions were received and responded to, and certain commitments were made to respond to questions that required more information. These questions have been responded to below in this document and Section 3 of the appended comment response matrix.

Responses below have been assembled together with input from CCFA Staff.

Application Next Steps

Further to the above-noted November 30, 2020 Public Meeting, the next steps in the application process was to undertake a re-submission to address the first submission comments. This document noted attachments represent a response to comments received to date and we request it be circulated to all relevant departments and external agencies at the earliest available opportunity.

Rehabilitation Facility Functions

The CCFA specialize in helping those who suffer from addictions to learn the skills required to successfully live an addiction free lifestyle. The CCFA provides a client-centred approach, where together with the client, the clinical team of addiction counsellors and therapists work to create a recovery program that best suits the individual's unique needs. The facility is not publicly funded and requires a fee prior to admittance. The CCFA has earned the seal of approval from Accreditations Canada, which is one of the largest and most respected organizations in health and patient care. Accreditations Canada proudly endorse the CCFA and the CCFA carry their certification as a promise of quality care to patrons. As a premier and professional rehabilitation facility, the CCFA is recognized as a top business in the field of addiction recovery by the Better

Business Bureau. The CCFA offers 24/7 supervision of all patrons admitted, a Red Seal Chef-prepared menu, luxury amenities and the following programs:

- Detox and Withdrawal Management Services
- Mental Health Support
- One-on-One Counselling
- Family Program and Counselling
- Lifetime Aftercare
- Relapse Prevention Program Guarantee
- Evidence-Based Statistical Reporting

The facility anticipates a total of 12 staff members during daytime hours and 6 during overnight hours. The facility is not a safe injection site and will not bring additional drug-related activity into the community. The facility will not disrupt the surrounding residents, as patrons will be required to remain on the grounds during the entire duration of stay and any outdoor programs will be passive in nature.

Rehabilitation Facility COVID-19 Protocols

Due to the ongoing COVID-19 situation, the CCFA will maintain strict protocols to ensure that patrons, Staff and essential visitors are safe. The CCFA has been working in lockstep with and in direct consultation with Haliburton, Kawartha, Pine Ridge District Public Health (HKPR) since the beginning of the COVID-19 pandemic. As a requirement, all incoming patrons will need to provide a negative COVID-19 test prior to admission.

The CCFA policies and protocols exceed the Ministry of Health Guidelines with regards to all necessary infection and prevention control measures. The CCFA focuses on the following five key structures of infection prevention and control:

- Screening and Testing;
- Personal Protective Equipment;
- Social Distancing;
- Environmental Hygiene; and,
- Personal Hygiene.

Screening and Testing

All patrons must present a negative COVID-19 test prior to admission and all staff are tested on-site at regular intervals. Active COVID-19 screening occurs multiple times a day for all Staff, patrons and all essential visitors (i.e. supporting tradespersons). With respect to patrons, active screening will begin at pre-admission (a total of four times prior to admission) and patrons are continuously screened three times on a daily basis, and this includes patron's temperatures being taken at each active screening. With respect to Staff, active screening will be administered at the beginning of each and every shift and Staff member's temperature will be taken daily.

Social Distancing

The proposed floor plan copy attached, will be designed so that patrons' beds will be placed at a minimum of six feet apart within shared bedrooms and social distancing will be maintained by both Staff and patrons, at a distance of six feet apart at all times. Group settings, work areas, and dining will be modified by organization of furniture, demarcation or with staggered times, to promote social distancing throughout the facility. During an intake, the facility will only permit one family member to accompany patrons and social distancing between admission Staff will be maintained. In addition, screening protocols will be followed prior to admittance. Modifications of some activities may include outdoor spaces where social distancing and ventilation is more abundant and readily available. If activities can be moved outdoors, they will take place within the ground's outdoor amenity areas. Psychotherapy will be done utilizing remote video technology and online video options and in-house meetings (with social distancing) will replace off-site meetings.

Personal Protective Equipment

Personal protective equipment (PPE) has been stockpiled and is available to Staff and patrons. It is important to note that PPE is not a replacement for, but an addition to, social distancing protocols on site. Face coverings are mandatory for all Staff, and residents are encouraged to bring a Health Canada approved face covering that they may already be comfortable using. Surgical procedure masks are also available to all Staff and patrons. Face shields, gowns and gloves are available for both Staff and patrons for an added level of safety. Plexiglass barriers will be installed in strategic locations throughout the facility including administration areas, screening stations, medication administration areas and dining areas.

Environmental Hygiene

The CCFA has stockpiled Health Canada approved sanitizer and will perform enhanced cleaning and sanitizing at high frequency intervals. High-touch areas are of the subject of heightened focus and higher frequency of enhanced cleaning and sanitization. High-touch areas include:

- Toilets and sinks;
- Door handles (including refrigerator);
- Kitchen surfaces and small appliances (e.g., kettles, coffee makers);
- Light switches;
- Telephones and remote controls.

The CCFA completed a requested Infection and Prevention and Control (IPAC) guidance audit with HKPR Public Health. This was a requested service by the CCFA in an effort and commitment to go above and beyond the standard recommendations for infection prevention and control.

Personal Hygiene (Including Respiratory Etiquette)

The CCFA requires all Staff and patrons to perform proper hand hygiene with soap and water and Alcohol-based hand-rubs. Hand wash stations will be set up throughout the facility with appropriate signage posted throughout. Proper hand hygiene is required:

- Before and after preparing food;

- Before and after eating;
- When entering or leaving a room;
- Before going to sleep;
- After using the restroom;
- After disposing of waste or handling dirty laundry;
- After someone blows their nose, coughs, or sneezes;
- After interacting with other people at a distance of less than two metres or six feet; and,
- After facilitating or engaging in group activities.

With respect to respiratory etiquette, the CCFA requires that all Staff and patrons cover their nose and mouth with a tissue when coughing and sneezing. If a tissue is not available Staff and patrons will be required to cough or sneeze into the bend of the arm, not the hand. Staff and patrons are to dispose of any tissues that they used as soon as possible into lined, non-touch waste basket (which are available throughout the facility) and to wash their hands upon the disposal of any tissues.

Conclusion

As mentioned above, a comments response matrix has been provided in addition to this cover letter. The comment response matrix contains responses to comments received to date including comments from Town Staff on the initial submission and comments received from the public and Town Council at the previous Public Open House and statutory Public Meeting.

We thank you for the opportunity to provide this response and trust that this material will be circulated to all relevant departments and external agencies at the earliest available opportunity.

Should you have any questions or require any additional information, please contact the undersigned at extension 241 or Paul Tobia at extension 290.

Yours truly,

Weston Consulting

Per:

Ryan Guetter, BES, MCIP, RPP
Senior Vice President

c. 2759655 Ontario Limited
Canadian Centre for Addictions



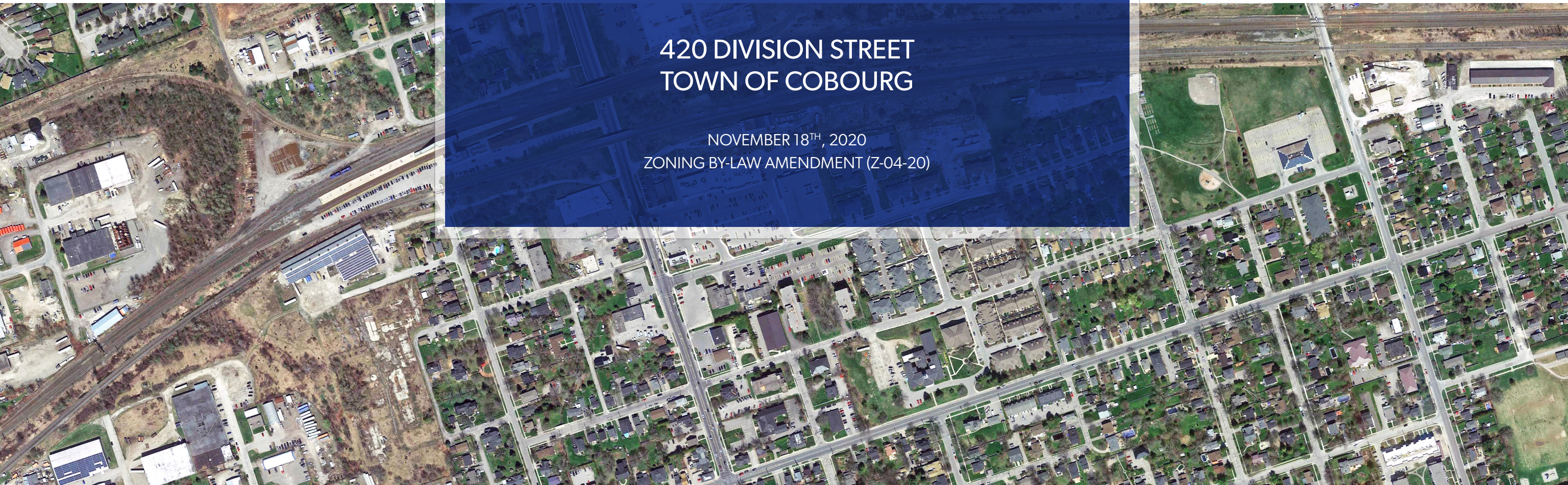
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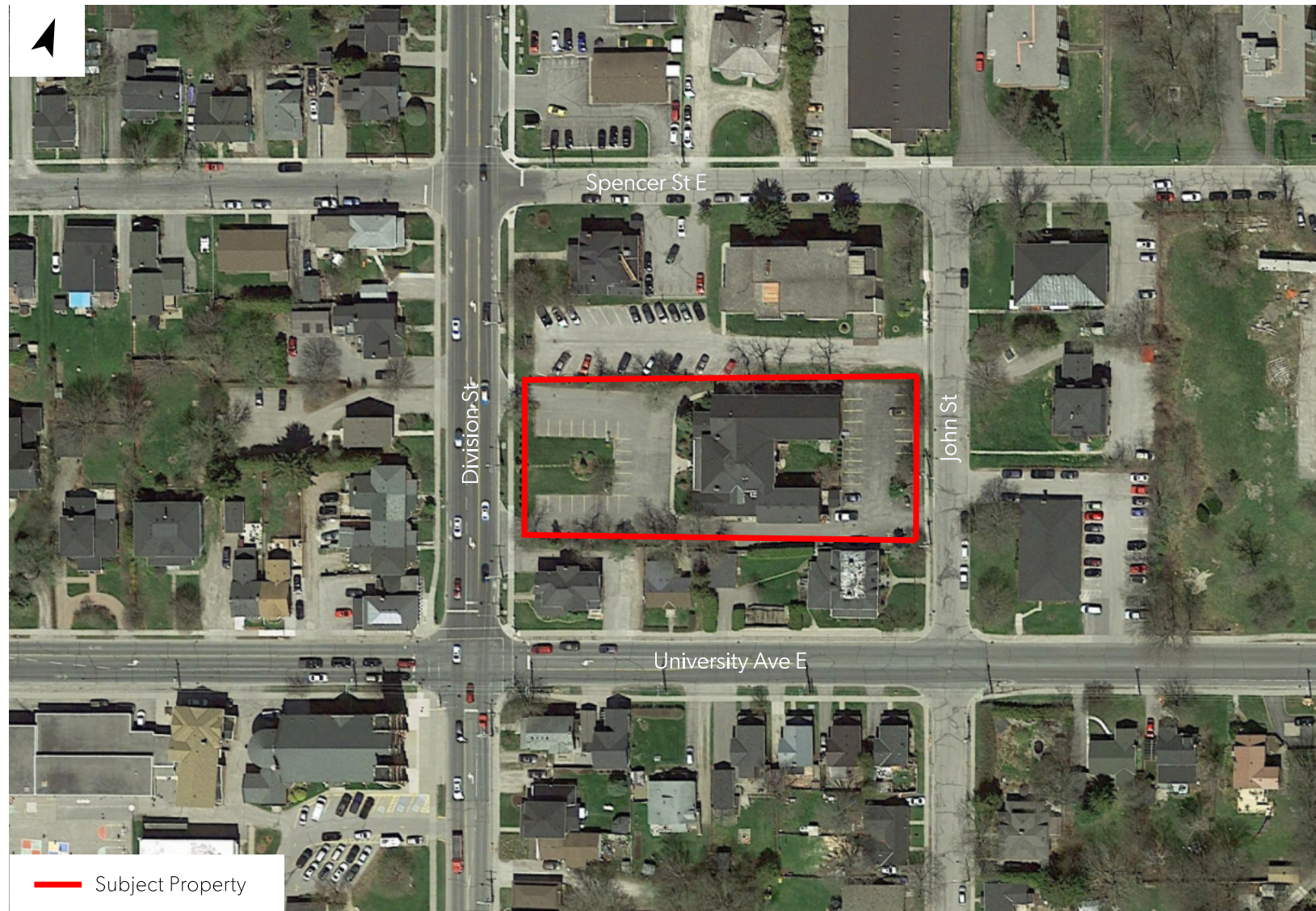
PUBLIC OPEN HOUSE

420 DIVISION STREET
TOWN OF COBOURG

NOVEMBER 18TH, 2020
ZONING BY-LAW AMENDMENT (Z-04-20)



Subject Property



- Location of Property – 420 Division Street
- Size of Property – 0.39 ha (0.97 acres)
- Current Use – The Woodlawn Country Inn and Restaurant

Figure 1: Air Photo

Owner, Applicant and Agent



- Prior Owner of the Subject Property – 399410 Ontario Ltd.
- Applicant of Proposed Re-Use – Canadian Centre for Addictions
- Current Owner of the Subject Property - 2759655 Ontario Ltd. (Recent Closing)
- Applicant's Agent / Owner's Authorized Agent – Weston Consulting

Figure 2: Building Exterior, TripAdvisor

Overview of Proposed Use

The proposal considers maintaining the existing building on site to facilitate a privately owned Residential Treatment Facility that specializes in helping those who suffer from addiction to learn the skills required to successfully live an addiction free lifestyle.

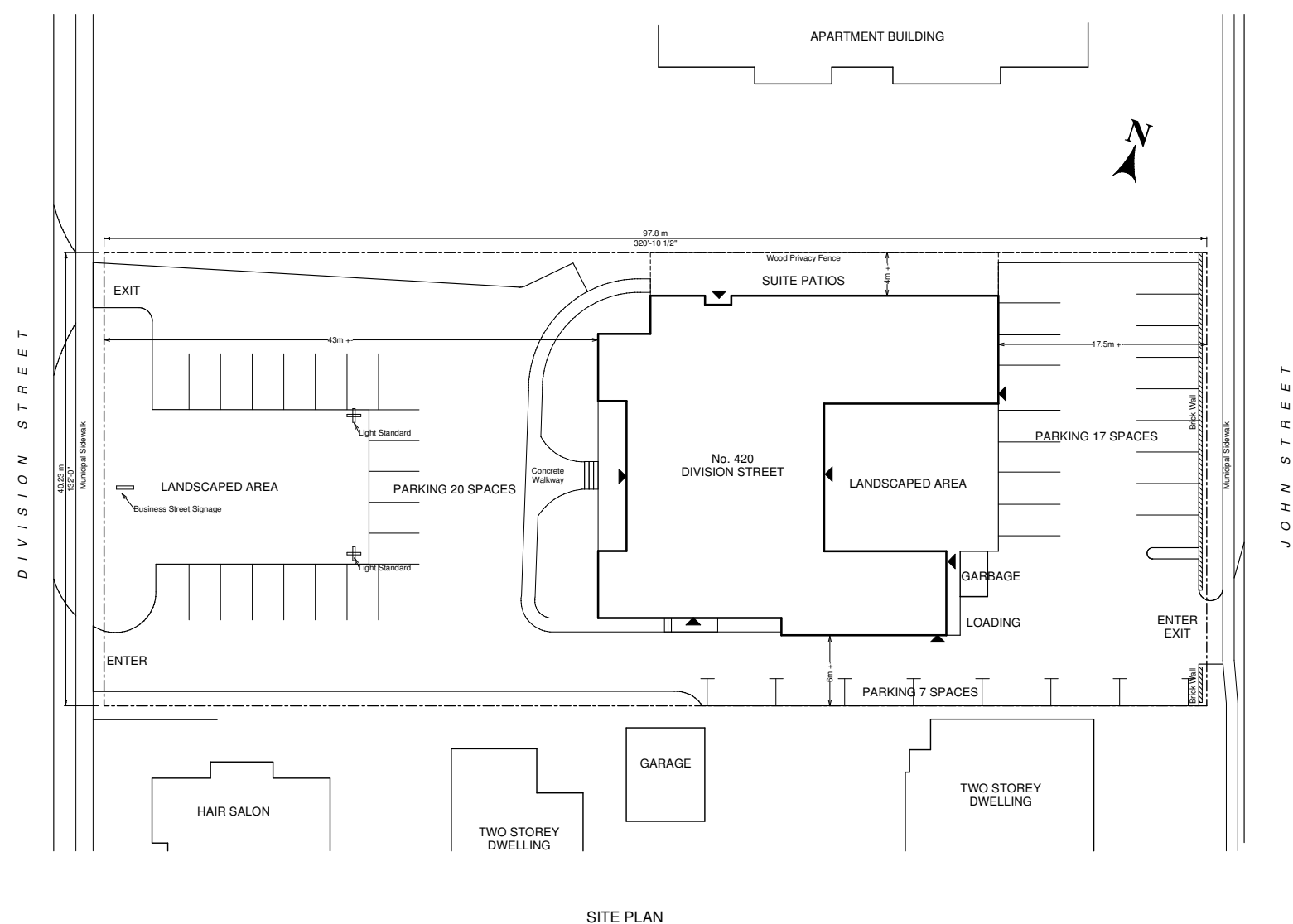


Figure 3: Proposed Site Plan

Policy Context - Provincial Policy

Provincial Policy Statement (2020)

The Provincial Policy Statement (PPS) provides direction related to “*Building Strong Healthy Communities*”, and generally encourages a variety of land uses within communities and encourages initiatives that make efficient use of infrastructure.

The proposed Residential Treatment Facility is consistent with the PPS for the following reasons:

- Located within a Settlement Area;
- Contributes to a range and mix of land uses; and
- Efficiently utilizes existing access and servicing.

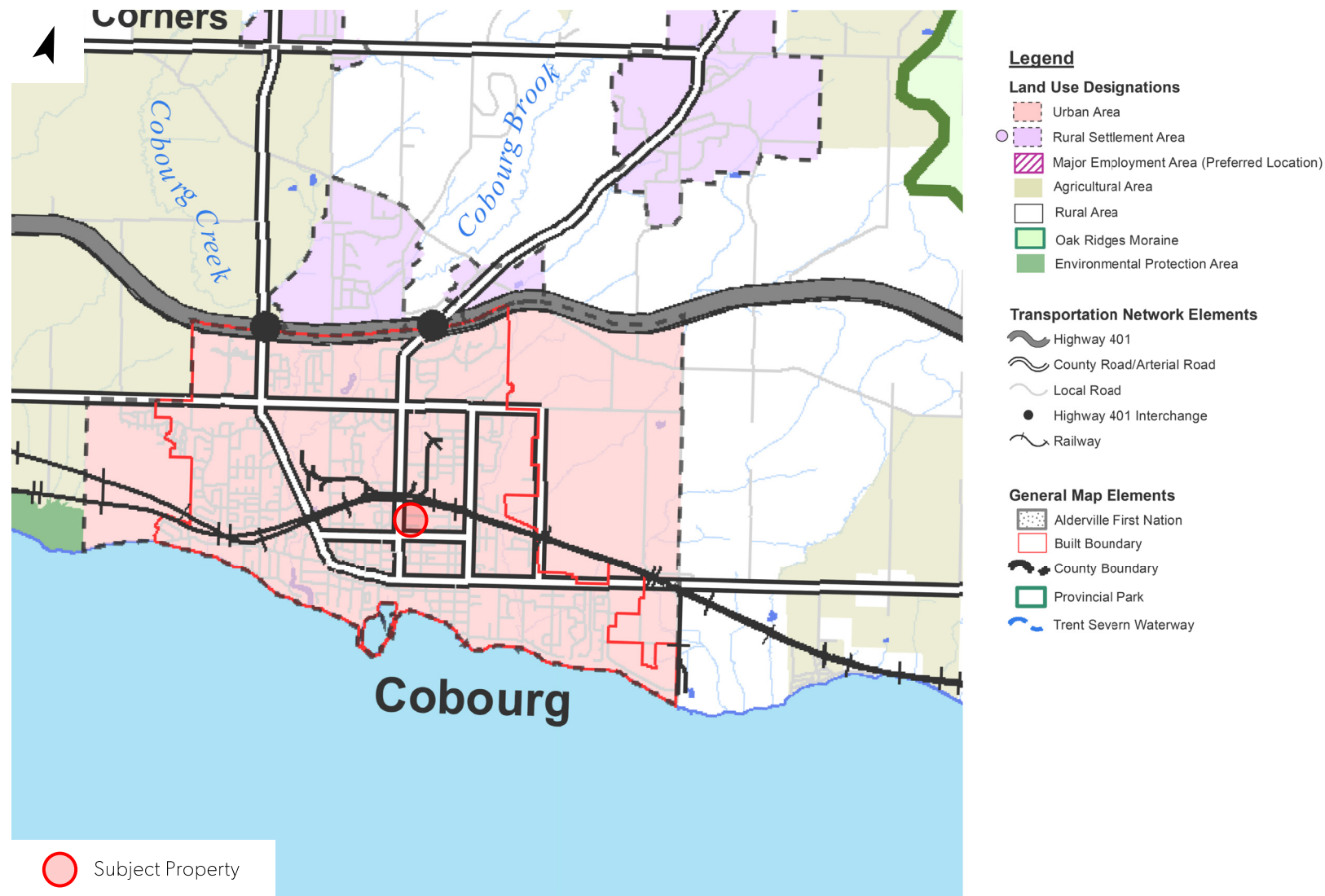
A Place to Grow: Growth Plan for the Greater Golden Horseshoe (2019)

The Growth Plan specifically recognizes the need for more efficient utilization of lands, compact form and supports the principle of higher densities in appropriate areas, where infrastructure and transit services are available.

The proposed Residential Treatment Facility conforms to the policies outlined in the Growth Plan for the following reasons:

- Efficiently uses land within the existing settlement and built-up area;
- Contributes to a mixture and diverse range of land uses within the existing community;
- Promotes a form of adaptive re-use of an existing building; and
- Optimizes existing infrastructure and transit services.

Policy Context - County of Northumberland Official Plan



Urban Area land use designation:

- a) A strong live/work ratio, where the majority of residents are employed in the community in which they live;
- e) A range of health care services for the majority of the residents;
- f) A range of community and social services to assist the majority of those in need in the community;

Figure 4: County Official Plan Schedule A - Land Use

Policy Context - Town of Cobourg Official Plan

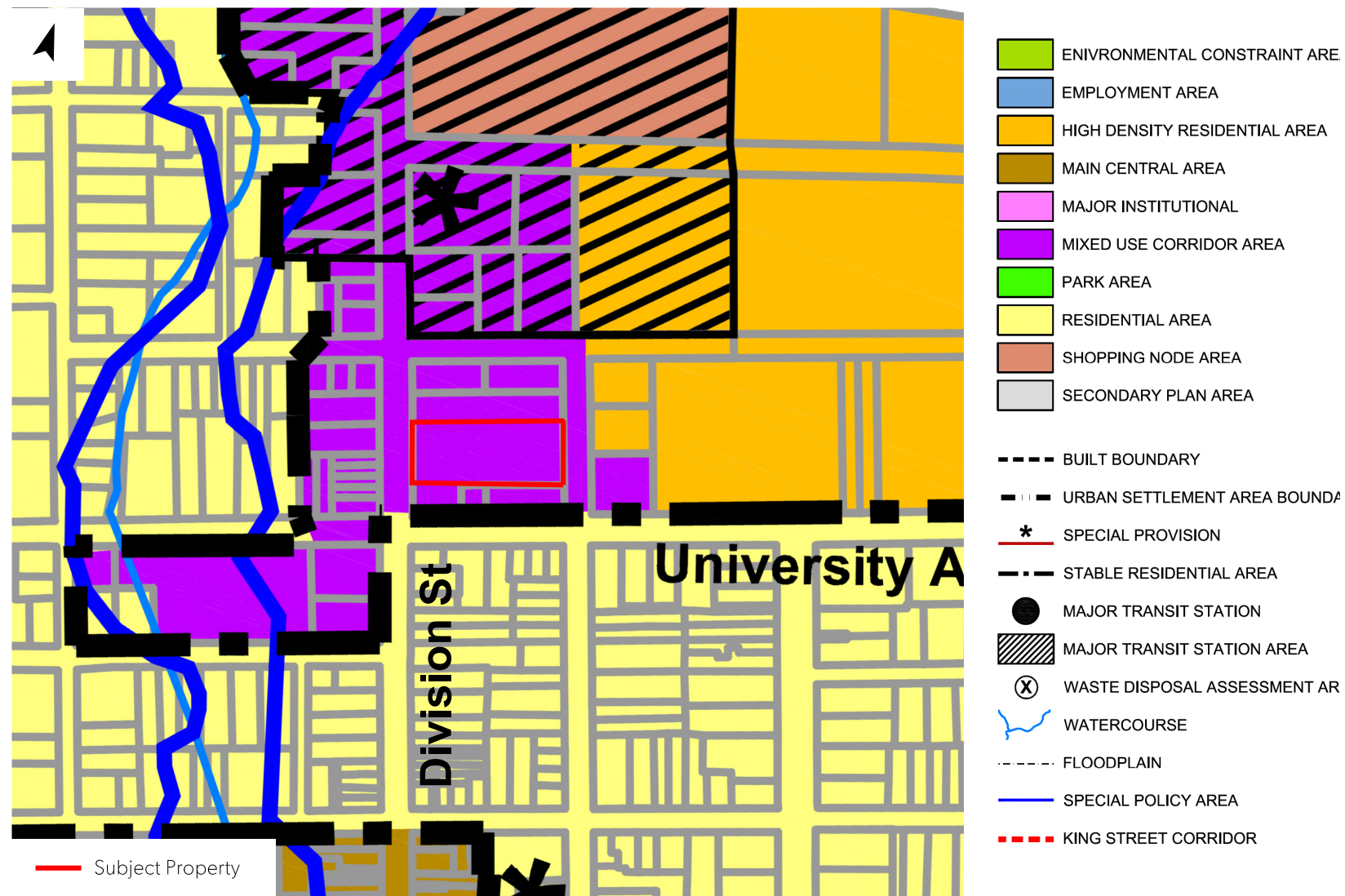


Figure 5: Official Plan Schedule A - Land Use

Section 3.9.2 outlines the permitted uses within the *Mixed Use Area* designation. The permitted uses, buildings and structures are:

- i) commercial other than a commercial use prohibited by Section 3.9.3;
- ii) institutional;
- iii) light industrial in an enclosed building;
- iv) office; and,
- v) residential subject to the policies of Section 3.9.4.3 or as secondary uses in a commercial building.

It is important to note that the *Mixed Use Area* designation permits the use of a “*Residential Treatment Facility*”, which can be classified as a private institutional use, as it is a fee based service, privately owned and run by the Canadian Centre for Addictions.

Policy Context - Town of Cobourg Zoning By-law 85-2003

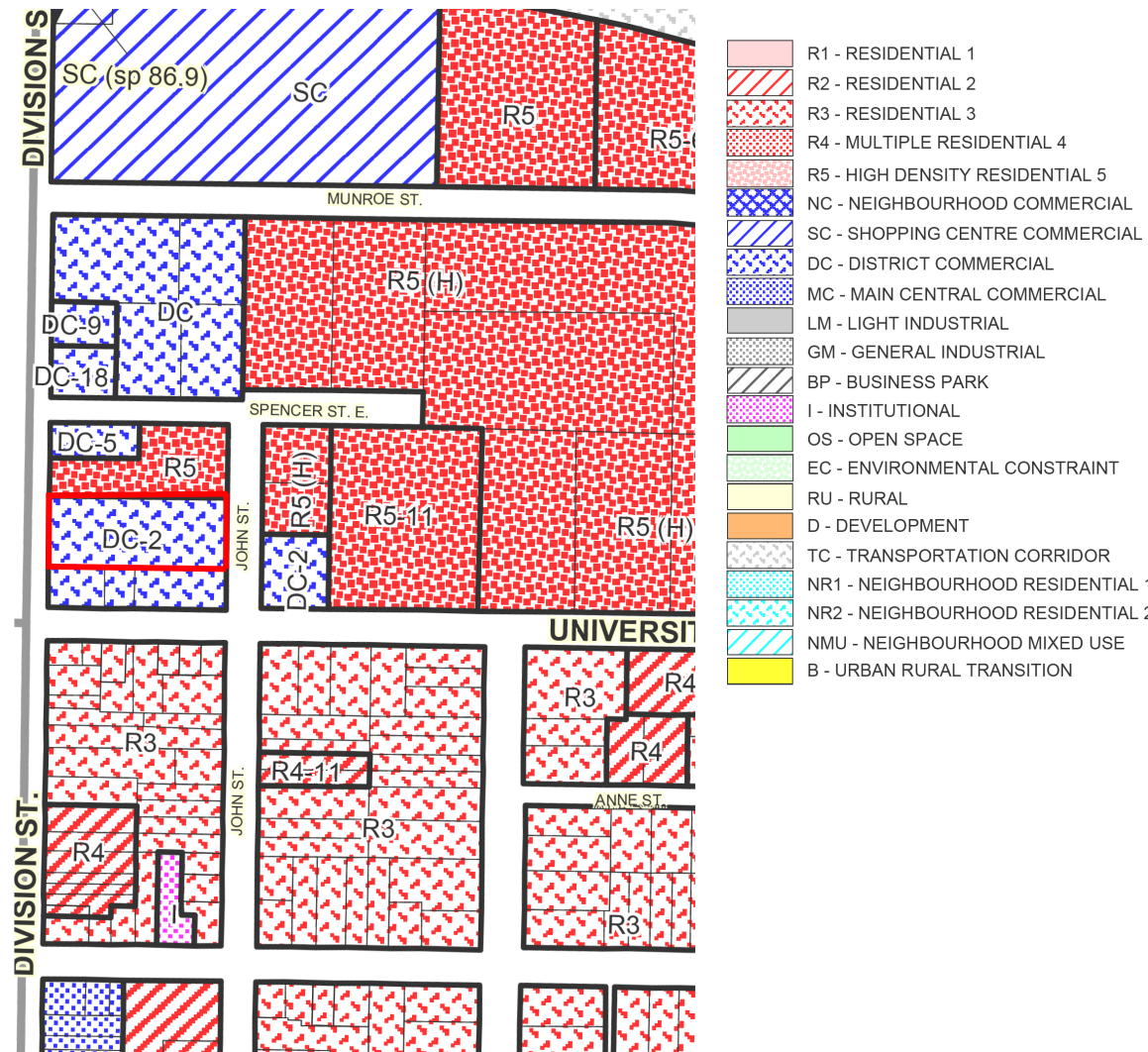


Figure 6: Zoning By-Law 85-2003

The Town of Cobourg Zoning By-law 85-2003 zones the subject property as *District Commercial* (DC-2). The 'DC' zone permits a variety of commercial, retail and institutional uses.

The subject property is subject to a "-2" suffix zone, which imposes special use regulations pertaining to landscaped open space, parking, side yard setbacks, and front and rear yard setbacks.

It is important to note that the existing DC-2 Zone does not permit the use of a "*Residential Treatment Facility*". A Zoning By-law Amendment application is required to allow for a "*Residential Treatment Facility*" as a permitted use.

Zoning By-law Amendment Application

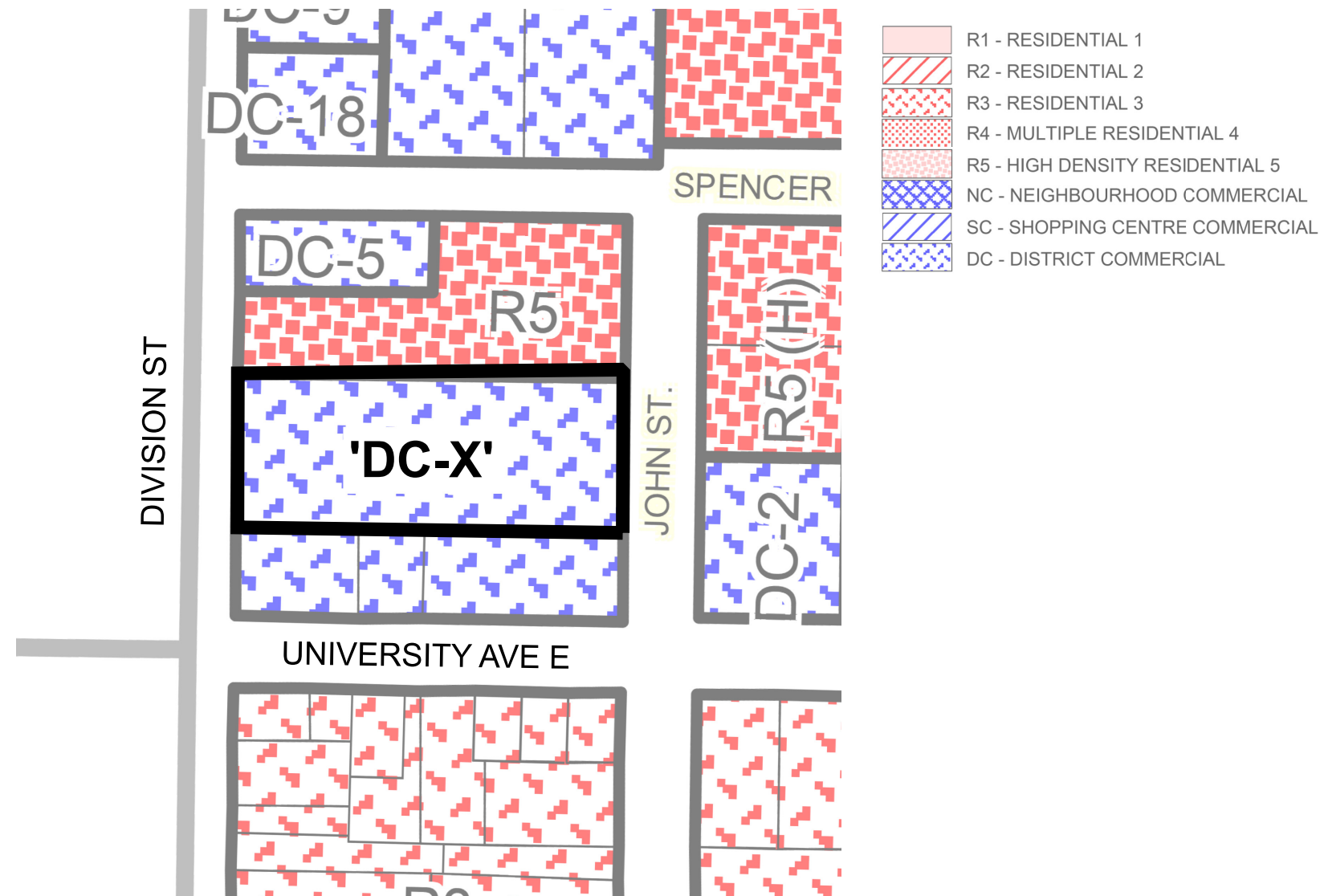


Figure 7: Zoning By-Law Amendment Schedule 1

A Zoning By-law Amendment has been submitted to the Town to facilitate the use of a “*Residential Treatment Facility*” on the subject property.

It is proposed that the subject property be rezoned to DC-X, with site specific exceptions to allow for a “*Residential Treatment Facility*”. “*Residential Treatment Facility*” is defined as the following:

A privately owned, fee-based premises, used for the care or treatment of individuals suffering from a substance addiction, which provides treatment in the form of lodging, meals and therapy (counselling, yoga, exercise). Said facility contains administrative offices to house facility staff.

Description of Proposed Use

The existing building on site will be repurposed for a privately owned, fee-based residential treatment facility that specializes in helping those who suffering from addictions to learn the skills required to successfully live an addiction free lifestyle.



Figure 8: Google Street View

Accredited Program offers:

- 24/7 Medical Supervision
- Detox and Withdrawal Management Services
- Mental Health Support
- One on One Counselling
- Family Program and Counselling
- Lifetime Aftercare
- Relapse Prevention Program Guarantee
- Evidence-Based Statistical Reporting
- Luxury Amenities
- Red Seal Chef prepared Menu
- The existing 18 rooms will house a maximum of 40 patients (two or three per room) and administrative offices.
- The facility anticipates a total of 12 staff members during daytime hours and 6 during overnight hours.

Repurposing of Existing Building

The proposal considers maintaining the existing building on site to facilitate the use:

- The size of the building can accommodate the proposed use and no exterior modifications are required.
- The facility will provide lodging, meals and therapy.
- Centre will provide care for 24 hours a day, 7 days a week.
- A maintenance person is to be hired to ensure upkeep of the house and the grounds.
- Minimal traffic is anticipated as parking is only required for staff and visitors.
- Patients must be driven to the facility to be admitted and picked up when their program has ended.

Canadian Centre for Addictions

The Canadian Centre for Addictions specialize in helping those who suffer from addictions to learn the skills required to successfully live an addiction free lifestyle.

The Canadian Centre for Addictions provides a client centred approach, where together with the client, the clinical team of addiction counsellors and therapists work to create a recovery program that best suits the individual's unique needs.



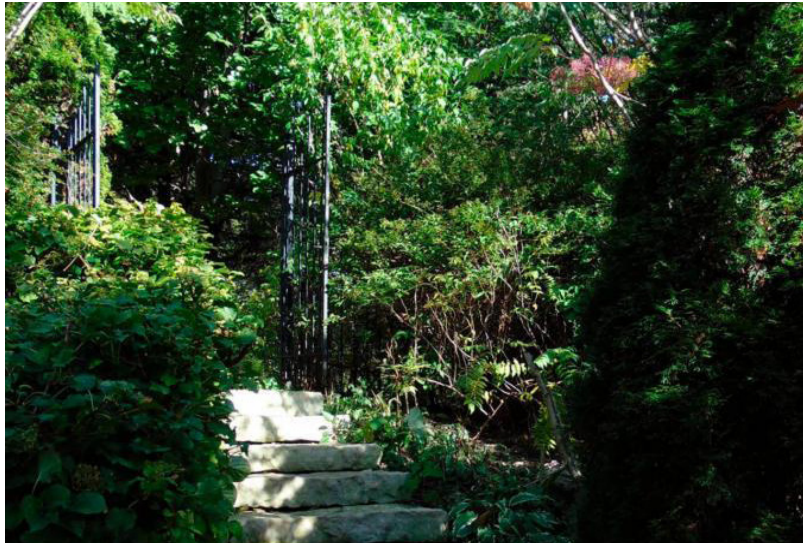
**Canadian Centre
for Addictions**

Residential Treatment Facilities - Common Misconceptions

The proposed Residential Treatment Facility:

- Is not publicly funded.
- Is not a safe injection site.
- Will not bring drugs to the community.
- Will not disrupt the surrounding residents.
- Will not cause the community to become unsafe.
- Will not give occupants/patrons the option to come and go.
- Will permit the existing building to be maintained.

Canadian Centre for Addictions - Port Hope Location



Previously in the Town of Port Hope, the CCFA has a flagship site at 175 Dorset Street West. The CCFA submitted a Zoning By-law Amendment to facilitate the use of a “*Residential Treatment Facility*”. The application was approved and met with great support and success.

Accreditation Canada Award

The Port Hope location received the Accreditation Canada Award from an overseeing body for hospitals and nursing homes. The board ensures that the best care and highest standards are met by the facility, auditing:

- Staff
- Programing
- Effectiveness
- Leadership
- Safety
- Ethical Practice

Figure 9: Canadian Centre for Addictions - Photo Gallery

Video Testimonial

Zoning By-law Amendment Submission

The Zoning By-law Amendment application was received by the Town of Cobourg on September 14th, 2020.

The following materials were submitted to the Town in support of the application:

1. Cover Letter
2. Zoning By-law Amendment Application Form
3. Planning Justification Report
4. Functional Servicing Report
5. Traffic and Parking Brief
6. Conceptual Architectural Drawings
7. Draft Zoning By-law

Comments - Received from the Town Regarding the Application

The Planning process utilizes a submission and comment response approach to process and evaluate the application. The application was submitted to the Town on September 10th, 2020. Comments were received from the Town on November 5th, 2020 regarding the Zoning By-law Amendment application.

The following summarizes said Town comments:

- Provision of a more detailed overview of the facility and its operations.
- Confirmation of staffing levels in Sanitary and Servicing Brief.
- Confirmation if on-site laundry facilities will be provided.
- Recommended that future property maintenance person has a good working knowledge of heritage conservation best practices.

Comments and Questions - Received from the Public

The following questions and comments have been received from the public to date:

- On whose behalf is your company making the rezoning application to Cobourg Council?
- Are you directly representing the Canadian Centre for Addiction or the owners of what was the Woodlawn hotel?
- Is your project fully funded by private enterprise?
- Is it going to be a “for-profit” enterprise?
- What security measures will be put in place? Is 24/7 security provided?
- How will privacy of the facility be maintained? How will the privacy of surrounding residents be maintained? Will the property be fenced?
- Will the facility be a burden on police and emergency services?
- Will the clients be allowed to leave the facility and frequent our downtown area by themselves? If so, under what circumstances?
- Patients must be driven to the facility, what about leaving the facility when their treatment is completed?
- What age group, income group and location are being targeted to come to this facility?
- How many of the anticipated twelve day staff and six overnight staff are projected to be hired from Cobourg? It appears that the majority of the staff will consist of Addictions Physicians, Physiotherapists, Psychologists, a Registered Nurse, Psychometrists, etc.?

Questions and Answers

Next Steps

1. Revise materials based on comments received from Town Staff and Commenting Agencies;
2. Give consideration to and respond to comments and feedback received during Open House;
3. Attend Town led Statutory Public Meeting scheduled for November 30th, 2020; and
4. Prepare and resubmit development applications, for future Report by Town Staff to Council.

Thank You

Contact

Ryan Guetter, BES, MCIP, RPP
Weston Consulting

905-738-8080 (ext. 241)
rguetter@westonconsulting.com



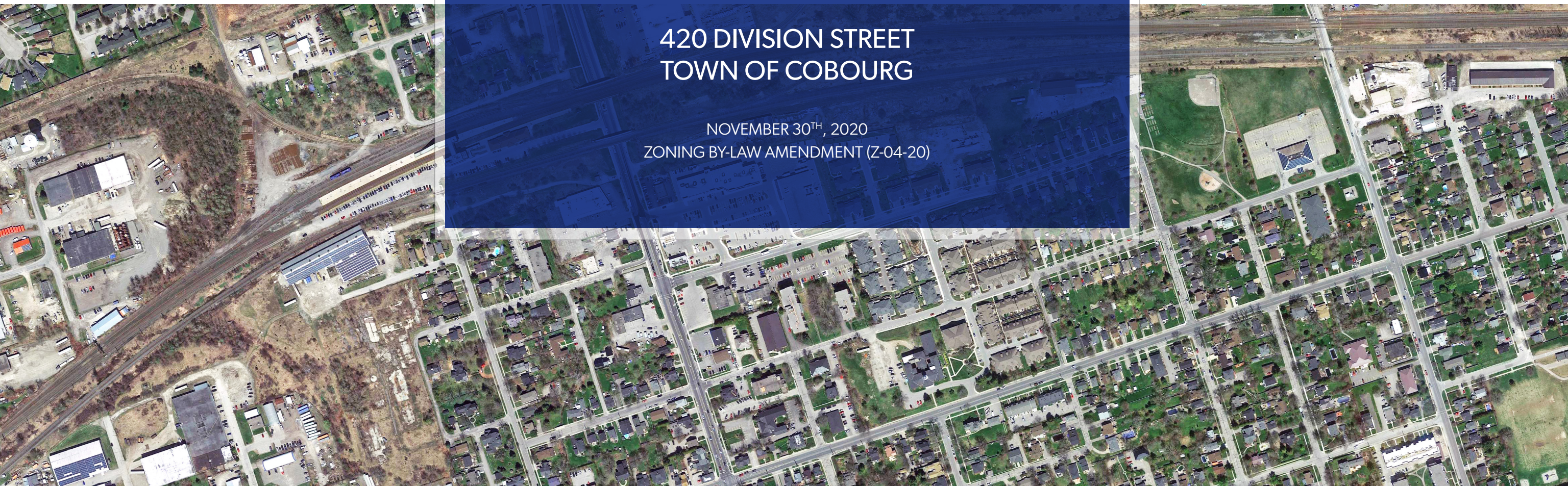
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PUBLIC MEETING

420 DIVISION STREET
TOWN OF COBOURG

NOVEMBER 30TH, 2020
ZONING BY-LAW AMENDMENT (Z-04-20)



Subject Property



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- Size of Property – 0.39 ha (0.97 acres)
- Current Use – The Woodlawn Country Inn and Restaurant

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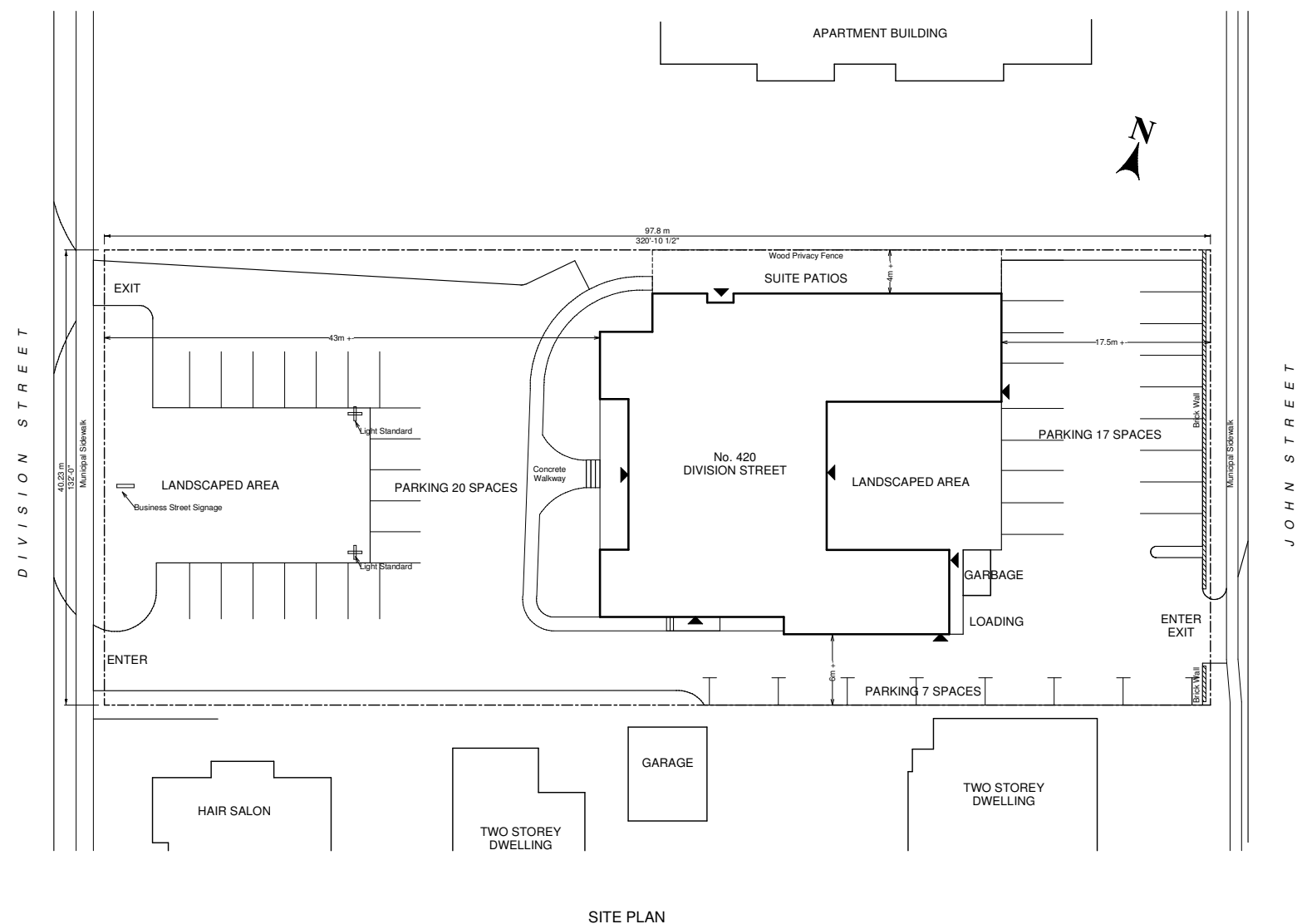


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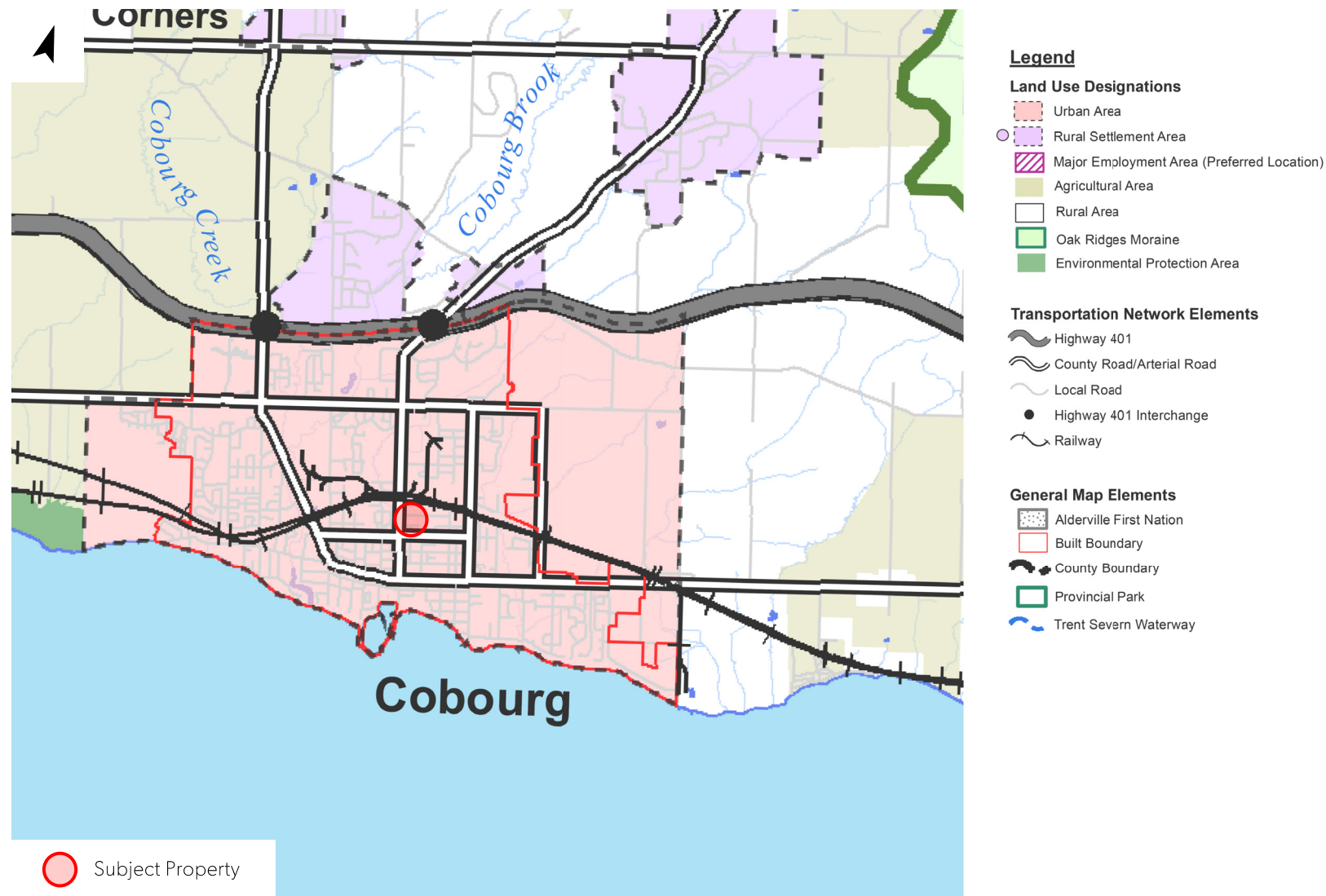
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Urban Area land use designation:

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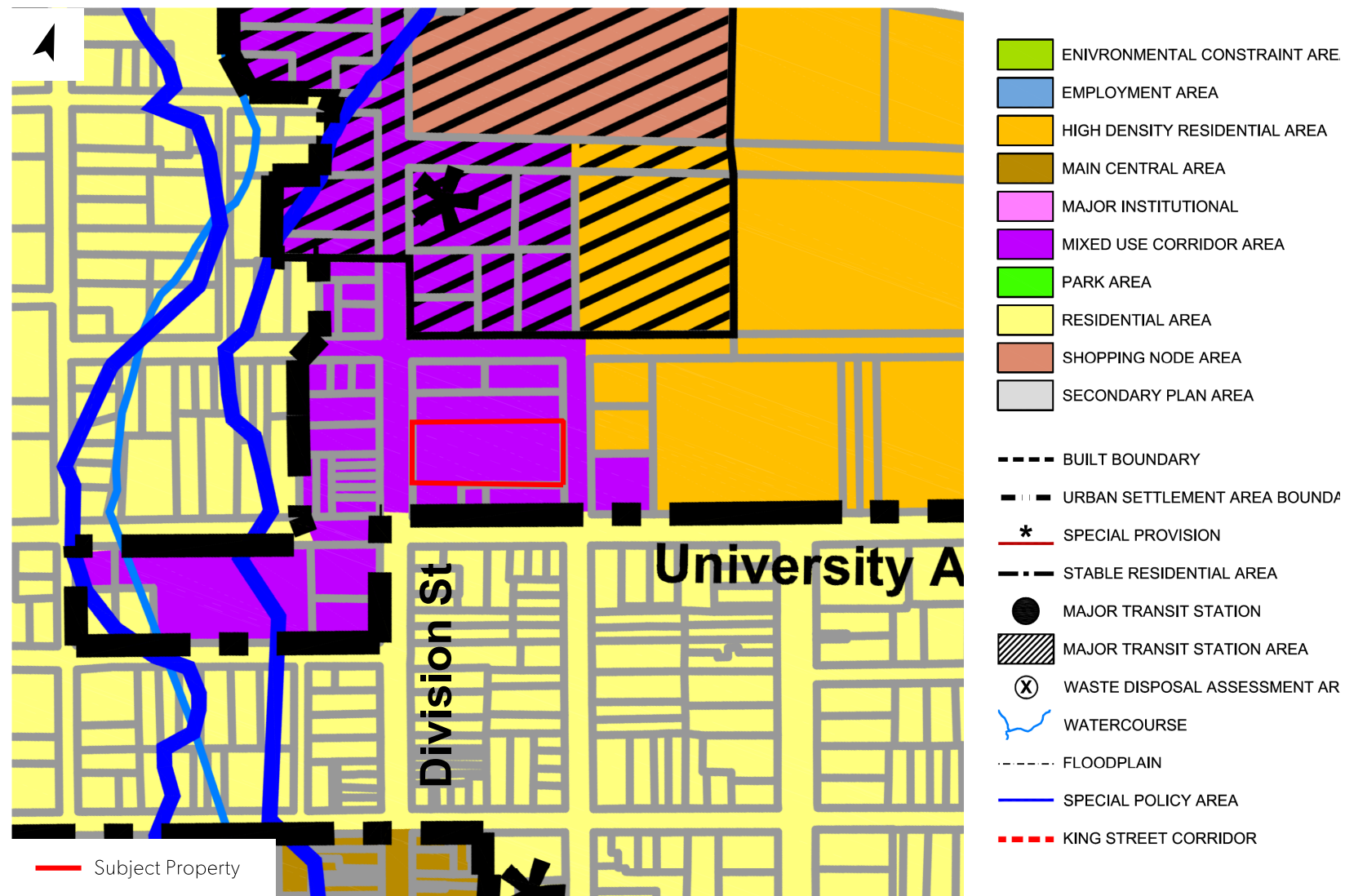


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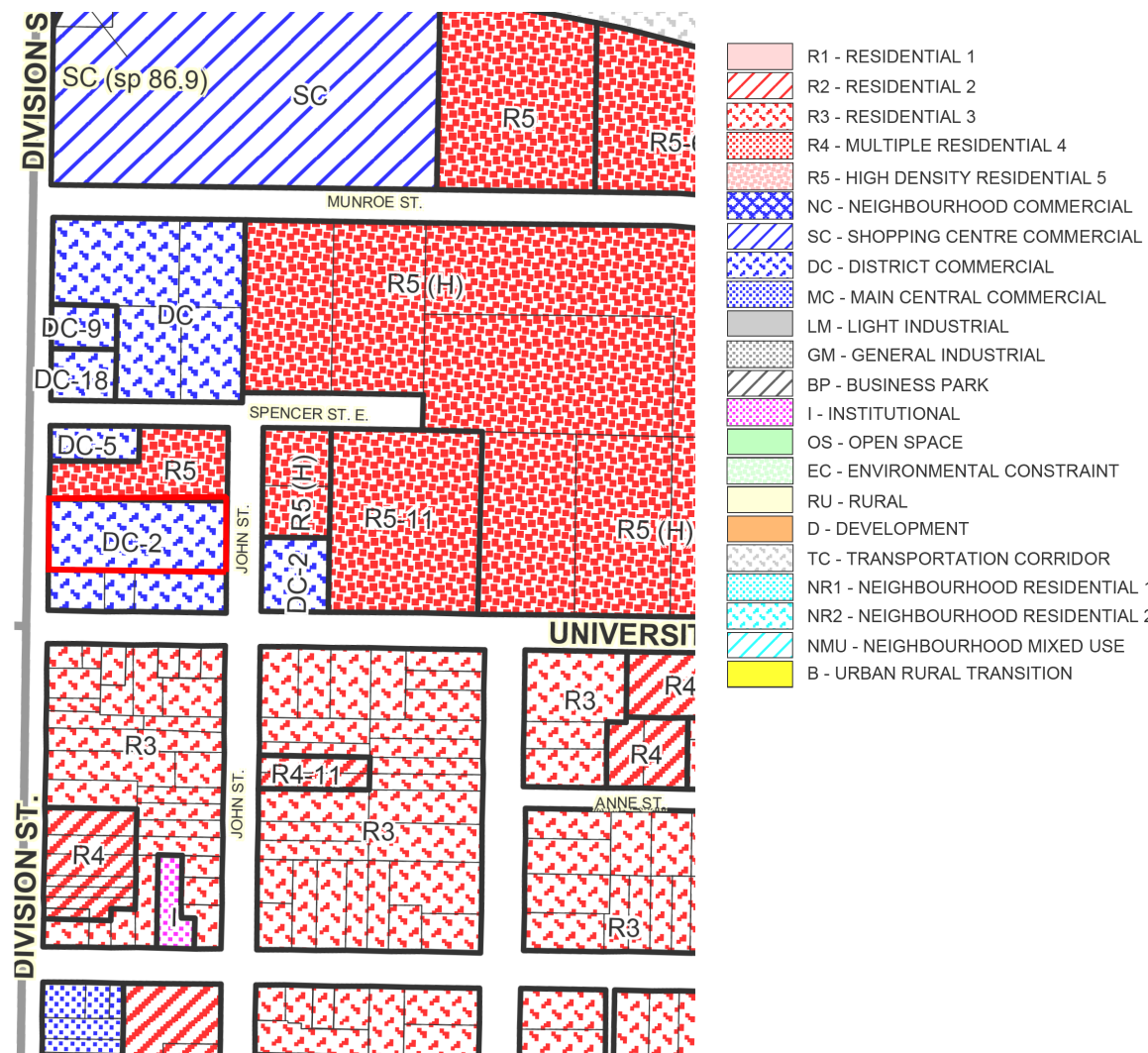


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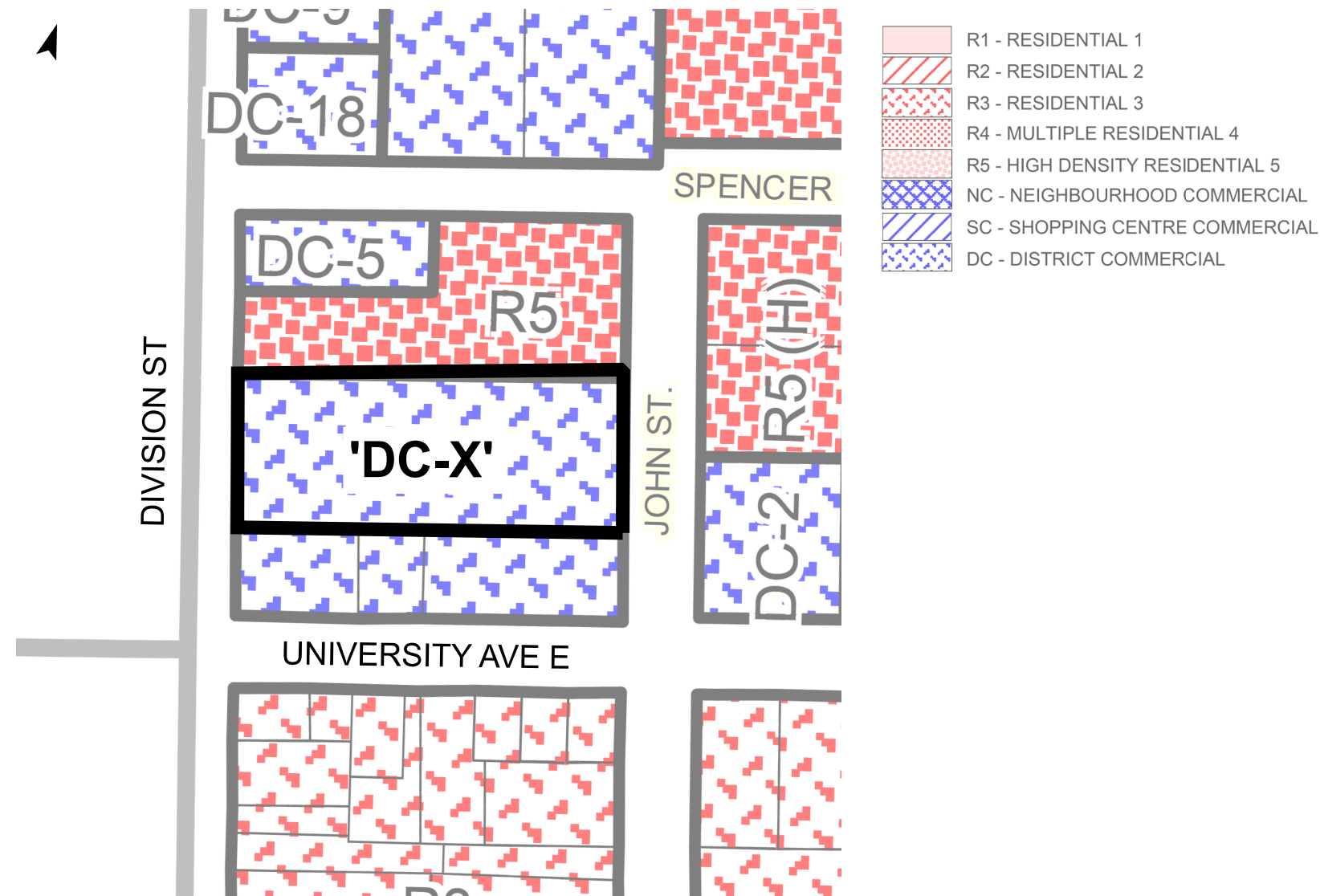


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7. Draft Zoning By-law

Comments - Received from the Town Regarding the Application

The Planning process utilizes a submission and comment response approach to process and evaluate the application. The application was submitted to the Town on September 10th, 2020. Comments were received from the Town on November 5th, 2020 regarding the Zoning By-law Amendment application.

The following summarizes said Town comments:

- Provision of a more detailed overview of the facility and its operations.
- Confirmation of staffing levels in Sanitary and Servicing Brief.
- Confirmation if on-site laundry facilities will be provided.
- Recommended that future property maintenance person has a good working knowledge of heritage conservation best practices.

Summary of Public Open House

Public open house took place on November 18th, 2020.

- Members of Council, Planning Staff and residents in attendance.
- Comments and questions received from the public were answered.
- Weston provided clarification regarding proposed use to the public.

Questions and Answers



Next Steps

1. Revise materials based on comments received from Town Staff, through the Open House, Public Meeting, and based on Commenting Agencies;
2. Prepare and resubmit development applications, for future Report by Town Staff to Council.

Thank You

Contact

Ryan Guetter, BES, MCIP, RPP
Weston Consulting

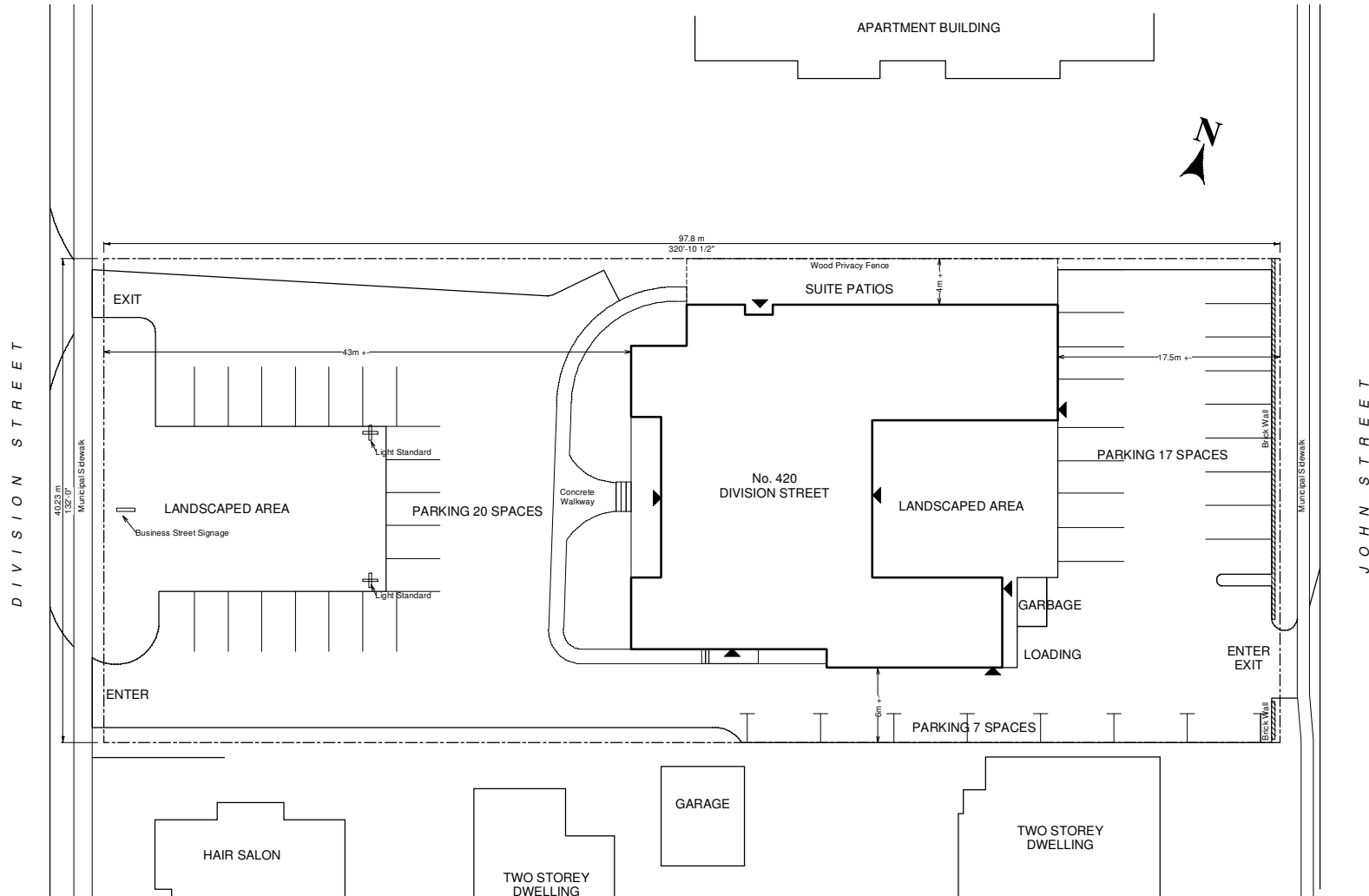
905-738-8080 (ext. 241)
rguetter@westonconsulting.com



ATTACHMENT 3

DRAWING LIST

1. EXISTING SITE PLAN
2. EXISTING BASEMENT PLAN
3. EXISTING GROUND FLOOR PLAN
4. EXISTING SECOND FLOOR PLAN
5. CONCEPT BED LAYOUT



SITE PLAN

All features shown are existing.

THESE PLANS WERE CONSTRUCTED USING THE 1987 ARCHITECTURAL PERMIT PLANS and ON SITE REVIEW CONFIRMING FEATURES AS NOTED BELOW ARE GENERALLY IN THE LOCATIONS SHOWN.

SITE PLAN:
BUILDING FOOTPRINT, PARKING AREAS, DRIVEWAYS, WALKWAYS AND LANDSCAPE AREA.

BUILDING PLANS:
WALLS, DOORS and WINDOWS.

AS BUILT MEASUREMENTS WERE NOT MADE.

Printed: 12/17/2020

Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18	1
April 13, 2020, As Built Drawings with Concept Bed Layouts	
March 13, 2020, As Built Drawings with Concept Bed Layouts	
April 30, 2020, As Built Drawings for Owner/Planner Comment	
date: April 2020	1
scale: 1:250	

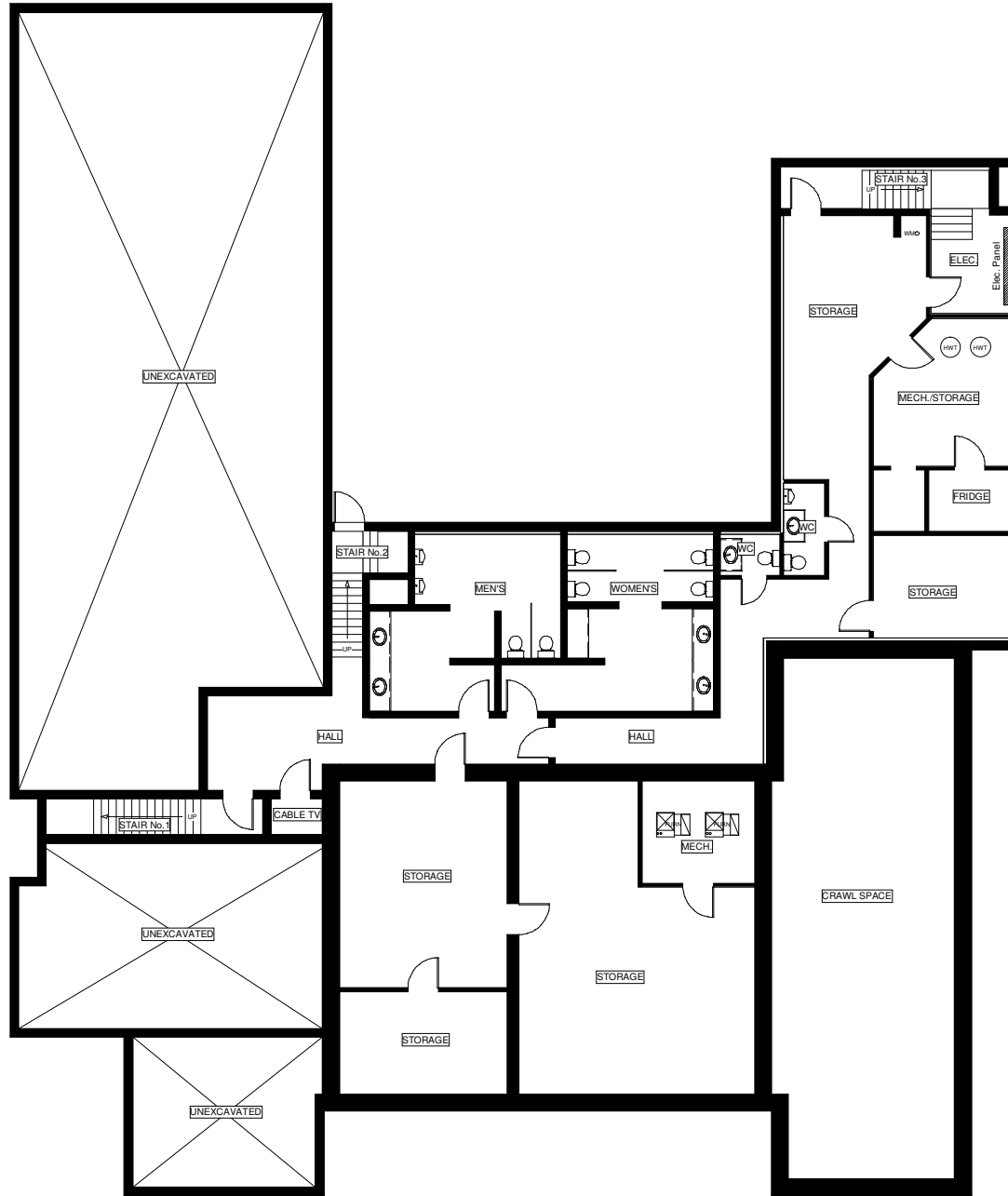
client: CANADIAN CENTRE FOR ADDICTIONS

project: AS BUILT SITE and FLOOR PLANS
420 Division Street, Cobourg

drawing title: EXISTING SITE PLAN

Bruce MacNeill Architect
221 Queen Street, Cobourg, Ontario
tel/ fax 905-377-1087

THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED.
THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY
DISCREPANCIES TO THE ARCHITECT IMMEDIATELY.



BASEMENT PLAN

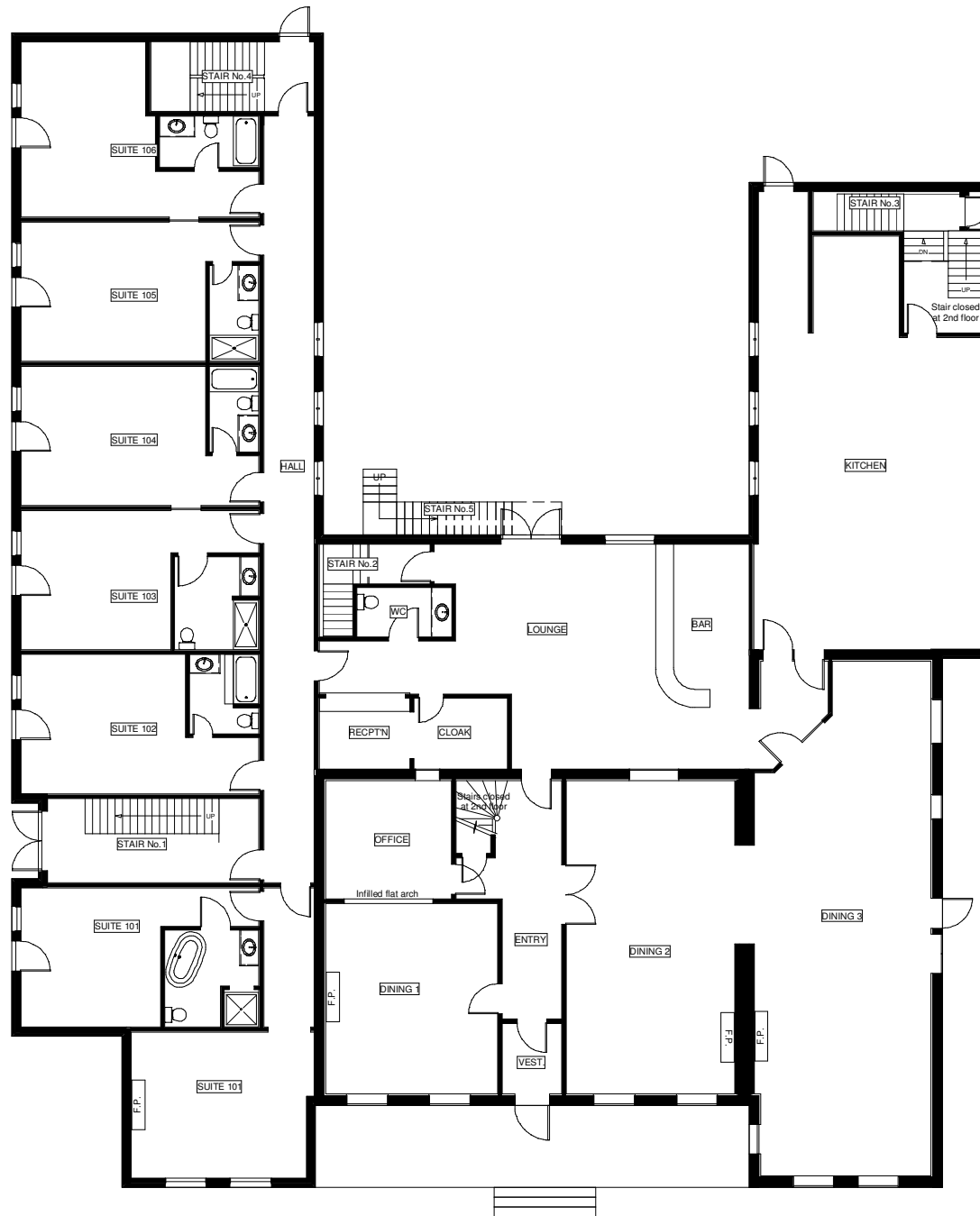
THESE PLANS WERE CONSTRUCTED USING THE 1987 ARCHITECTURAL PERMIT PLANS and ON SITE REVIEW CONFIRMING FEATURES AS NOTED BELOW ARE GENERALLY IN THE LOCATIONS SHOWN.

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BUILDING PLANS:
WALLS, DOORS and WINDOWS.

AS BUILT MEASUREMENTS WERE NOT MADE.

Bruce MacNeill Architect 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087	CANADIAN CENTRE FOR ADDICTIONS		Printed: 12/17/2020
	client	AS BUILT SITE and FLOOR PLANS 420 Division Street, Cobourg	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18 April 13, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18 May 13, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18 April 30, 2020, As Built Drawings for Owner/Planner Comment
	project	EXISTING BASEMENT PLAN	date: April 2020 scale: 1/8" = 1'-0"
THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNLESS SIGNED. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON SITE AND REPORT ANY DISCREPANCIES TO THE ARCHITECT IMMEDIATELY.		design no.	2



GROUND FLOOR PLAN

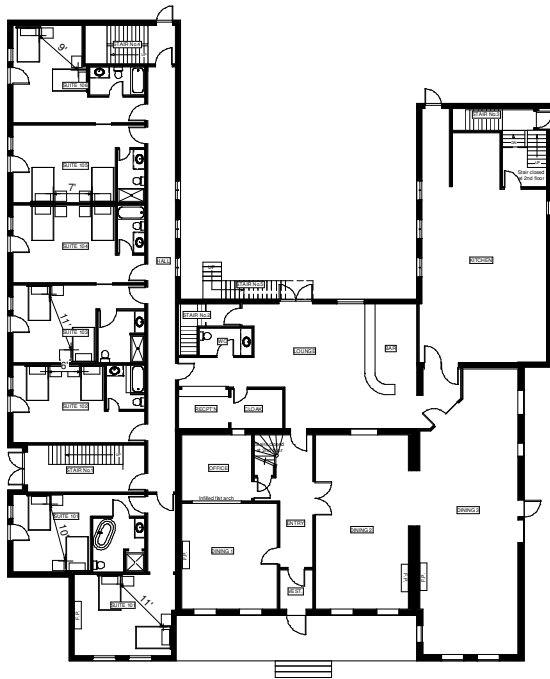
THESE PLANS WERE CONSTRUCTED USING THE 1987 ARCHITECTURAL PERMIT PLANS and ON SITE REVIEW CONFIRMING FEATURES AS NOTED BELOW ARE GENERALLY IN THE LOCATIONS SHOWN.

SITE PLAN:
BUILDING FOOTPRINT, PARKING AREAS, DRIVEWAYS, WALKWAYS AND LANDSCAPE AREA.

BUILDING PLANS:
WALLS, DOORS and WINDOWS.

AS BUILT MEASUREMENTS WERE NOT MADE.

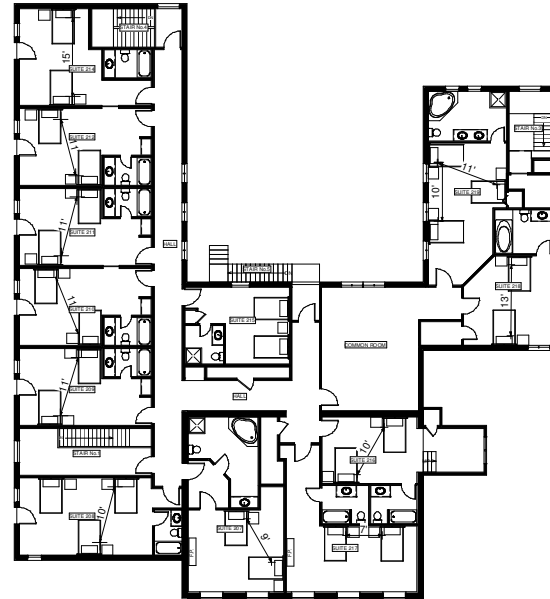
Bruce MacNeill Architect 221 Queen Street, Cobourg, Ontario tel/ fax 905-377-1087	CANADIAN CENTRE FOR ADDICTIONS		Printed: 12/17/2020
	client	AS BUILT SITE and FLOOR PLANS	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18
	project	420 Division Street, Cobourg	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18
EXISTING GROUND FLOOR PLAN	draw title	AS BUILT SITE and FLOOR PLANS	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18
	scale	1/8" = 1'-0"	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18
	date	April 2020	Dec 17, 2020, As Built Drawings with Concept Bed Layouts Revised, 24x18
		draw no.	3



14 'Double' Size Beds this floor

GROUND FLOOR

Total of 40 Beds Proposed



26 'Double' Size Beds this floor

SECOND FLOOR

THESE PLANS WERE CONSTRUCTED USING THE 1987 ARCHITECTURAL PERMIT PLANS and ON SITE REVIEW CONFIRMING FEATURES AS NOTED BELOW ARE GENERALLY IN THE LOCATIONS SHOWN.

SITE PLAN:
BUILDING FOOTPRINT, PARKING AREAS, DRIVEWAYS, WALKWAYS AND LANDSCAPE AREA.

BUILDING PLANS:
WALLS, DOORS and WINDOWS.

AS BUILT MEASUREMENTS WERE NOT MADE.

Bruce MacNeill Architect
221 Queen Street, Cobourg, Ontario
tel/ fax 905-377-1087
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client CANADIAN CENTRE FOR ADDICTIONS

project AS BUILT SITE and FLOOR PLANS
420 Division Street, Cobourg

dwg title

CONCEPT BED LAYOUT- MIN. 6' SEPARATION

Printed: 12/17/2020

Dec 17, 2020 As Built Drawings with Concept Bed Layouts Revised, 24x18
April 13, 2020 As Built Drawings with Concept Bed Layouts
May 13, 2020 As Built Drawings with Concept Bed Layouts
April 30, 2020 As Built Drawings for Owner/ Planner Comment

date April 2020
scale 1/16" = 1'-0"

5

Section 1. Town of Cobourg: Planning Department – Glenn McGlashon: gmclashon@cobourg.ca	
November 5, 2020 Comments	Response
1. While the PJR provides a good summary of the proposal relative to existing land use planning policies and regulations, information surrounding the use itself and its operations model is very general and vague. In our opinion, the proposal would be better served if the PJR (or a supplemental summary from the proponent/operator) provided a more detailed overview of the facility and its operations, as well as research into examples and best practices of other similar rehabilitation treatment centres in small urban settings Ontario (ie. safety & security of both clients and surrounding neighbourhood, integration of facility into neighbourhood/community, issues, lessons learned, myths, good news stories, etc.). There is a lot of mis-information out in the public realm and it would be prudent, if not critical, to provide more supporting background information on the proposed centre in order to dispel myths and concerns and enable an informed decision by Council.	Please refer to the cover letter and responses within Section 3 of this document, together with a link to the CCFA website and Open House and Public Meeting presentation.
2. The subject property is listed on the Heritage Register of Properties (undesignated) pursuant to the Heritage Act. Demolition of any buildings and structures is prohibited. It is recommended that the property maintenance person have good working knowledge of heritage conservation best practices.	Noted. The applicant does not intend to demolish or make any exterior alterations and they are aware and have experience with heritage buildings, including the Port Hope location.
3. Page 7 of the PJR specifies a site area of 0.28 ha – our GIS data shows 0.65 ha. This should be confirmed.	Geowarehouse and spatial data has confirmed the site area to be 0.38 ha – 0.94 acres

Section 2. Town of Cobourg: Engineering Department – Neil Stewart: nstewart@cobourg.ca	
November 5, 2020 Comments	Response
1. The staffing levels in Table 1 of the Sanitary and Servicing Brief do not appear to match those listed in paragraph 3.2 Proposed Conditions.	Said levels are different due to the tables indicating different scenarios - the existing scenario versus the proposed scenario. Table 1 is called “Estimated Existing Population” in Section 3.1 and outlines the existing conditions while Section 3.2 outlines the proposed conditions.
2. The applicant shall confirm that the proposed sanitary manhole at the property line fronting Division Street has been installed.	Investigations are underway to confirm these details.
3. There is no mention of on-site laundry facilities. Please confirm if one is being provided.	The CCFA has a preference to utilize existing machines and setup for on-site laundry facilities.

Section 3. Comments from the Public Meeting	
Is this facility a good fit for Cobourg?	The CCFA has completed several studies in conjunction with Dr. Siegel (the registered psychologist for the CCFA) who has come to understand after two years of gathering data, that the optimal treatment experience includes and is not limited to location, landscape, interior, staff, medical has in fact helped 93% of clients who attend the CCFA. The CCFA believes that the Town of Cobourg can offer a high-quality experience for treatment based on criterion that Cobourg exhibits.
There are a number of private services that are unregulated, resulting in low standards and outcomes.	Regulatory standards are followed as the facility will be accountable to many medical boards and labour guidelines. Consistent check-ins and follow ups from Town services are conducted to verify that standards are being met. The CCFA has been proactive in acquiring and maintaining good standing with Accreditation Canada (see cover letter for details).
Is the facility “out of reach” for those most in need of treatment due to the fee?	In addition to the fee for service, the CCFA provides affordable Outpatient Counselling Services as well as engaging in community events to help connect those struggling with addiction to the resources that could best influence positive behaviour change program.
Requested further information about the Accreditation Canada Award received by CCFA for the Port Hope location.	The CCFA has received Commendation Accreditation from Accreditation Canada. The CCFA has exceeded the rigorous and robust healthcare standards required by Accreditation Canada’s Qmentum program. Qmentum is a globally developed locally tailored accreditation program

**Rezoning – 420 Division Street, Town of Cobourg
Comment-Response Matrix – File No. 8766-1
Town File No. Z-04-20
Updated: December 22, 2020**

	supported by staff who have extensive lived experience in health care. Accreditation Canada is the same body that provides accreditation to prominent healthcare agencies such as hospitals, laboratories, clinics and long-term care facilities. Accreditation Canada's programs assess organizations against standards developed by their affiliate which is the Health Standards Organization (HSO). The HSO standards focus on providing the highest achievable quality for patients and their families covering a broad spectrum of health services. The standards are designed in partnership with clinicians, policy makers, patients and families to ensure they provide for effective health services and overall value.
Concerns were expressed regarding COVID-19 given regarding the number of beds per room and the layout of the beds. Beds are close together and patrons will be coming to the facility from different households. It has been reported that two patrons have tested positive at the Port Hope facility. Will COVID tests be required prior to the patron admitted to the facility?	All patrons must present a negative Covid-19 Test prior to admission. All staff are tested on-site at regular intervals. Active COVID-19 screening occurs multiple times daily for all Staff, patrons and all essential visitors (eg. supporting tradespersons etc.). Active screening for patrons will begin at pre-admission (four times prior to admission) and are continuously screened three times on a daily basis. Resident's temperatures are taken at each active screening. Active screening for Staff will be administered at the beginning of each and every shift and Staff's temperature will be taken daily.
Concern was expressed regarding the current drug and alcohol situation within Cobourg and Northumberland. It is noted that there are non-fee facilities that can assist those who cannot afford the fees of CCFA. Services provided by the proposed facility could be a greater help to the greater surrounding community, rather than a select few. Is there an ability for the proposed facility to assist the greater community, including those who cannot afford the fee?	The CCFA is aware of the current drug and alcohol situation within Cobourg and Northumberland and believe that this location will help contribute to remedy the current situation. The CCFA is continually coming up with options and services for those who financially cannot obtain our direct service. The CCFA are very involved in the community by helping and funding outreach, detox and counselling programs. The CCFA has also partnered with soup kitchen organizations so others may have the opportunity including the Oshawa Mission and Salvation Army. The CCFA take time with anyone contacting us about help and make sure those who reach out get the right information and best fit recommendations if the CCFA cannot directly contribute. The CCFA has been involved with public agencies regarding addiction and or mental health services.
Who will the patrons of the facility consist of?	The facility is not regional/town-specific and patrons of the facility will be accepted from all over Ontario.
How will the facility meet social distancing protocols and will there be an overseeing body that regulates this?	Social distancing is to be maintained by both Staff and patrons who will maintain a distance of six feet distance apart at all times. Group settings, work areas, and dining will be modified by organization of furniture,

**Rezoning – 420 Division Street, Town of Cobourg
Comment-Response Matrix – File No. 8766-1
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Updated: December 22, 2020**

	demarcation or with staggered times to promote social distancing throughout the facility. Beds will also be placed at a minimum of six feet. Patron intakes will permit only one family member to accompany the resident and social distancing between Admission Staff must be maintained. Screening protocols must also be followed prior. Modifications of some activities may include outdoor spaces where social distancing and ventilation is more abundant, however, if activities can be done outside, they will be. Psychotherapy will be done utilizing remote video technology and online video options and in-house meetings will replace off-site meetings.
How many patrons will be from the Cobourg area?	This is to be determined when patrons admit themselves. Patrons are welcome from all over Ontario, including the Cobourg and Northumberland areas.
How will this facility differ from that of Port Hope?	This facility will be similar to that of Port Hope. The Port Hope location received the Accreditation Canada Award from an overseeing body for hospitals and nursing homes. The board ensures that the best care and highest standards are met by the facility, auditing Staff, programing, effectiveness, leadership, safety and ethical practice.
When will further information about the facility be made available to the public?	Further information is available any time by telephone at or the following website: https://canadiancentreforaddictions.org/
Will the patrons have the ability to leave the facility or are they confined to the property?	The patrons will be confined to the property during the entire duration of stay. They will have the ability to leave the indoor portion of the facility and have access to the grounds for fresh air and outdoor amenities and programs but are not allowed to leave the grounds once admitted. The perimeter of the facility will also be fitted with a six-foot high wood fence.
What is the value the facility will contribute to Cobourg?	The facility will preserve the historic Woodlawn Inn building exterior with minor alterations to the interior. The facility will also provide for an additional employment use in the community. The facility provides a client centred approach, where together with the client, the clinical team of addiction counsellors and therapists work to create a recovery program that best suits the individual's unique needs. The facility is not a safe injection site and will not bring drugs to the community. Furthermore, it will not disrupt the surrounding patrons and will not cause the community to become unsafe.
Does the CCFA have any affiliation with a government agency and are inspections required?	The CCFA has earned the seal of approval from Accreditations Canada which is one of the largest and most respected organizations in health and patient care. Accreditations Canada proudly endorse the CCFA and the

**Rezoning – 420 Division Street, Town of Cobourg
Comment-Response Matrix – File No. 8766-1
Town File No. Z-04-20
Updated: December 22, 2020**

	CCFA carry their certification as a promise of quality care to patrons. As a premier and professional rehabilitation facility, the CCFA is recognized as a top business in the field by the Better Business Bureau.
What is the anticipated commencement date of the facility once the Zoning is approved?	The anticipated commencement date would be once the facility has received all regulatory approvals and is renovated to accept patrons, but would be anticipated in 2021.
Do patrons have the opportunity to obtain government funding to assist in paying the required fees of the facility?	The CCFA is a private rehabilitation facility that provides superior client-centered addiction treatment, and is not subsidized by government funding.
Is there a risk assessment required to be completed?	No, we do not feel a risk assessment is necessary.
What is the frequency that police/fire/emergency are called to this use?	Drawing on the existing facility in Port Hope, the CCFA anticipates that emergency response services will be called to the site approximately one to three times a year, and the facility is not anticipated to be impacting local emergency response.
What is the CCFA structure/management?	The CCFA structure is composed of the Owner (Ade Taitlbaum), with Head Office Management Staff (Justin Lebofsky and Seth Fletcher), On-Site Manager/Director (Christine Doughty) and Therapist (Dr. Jonathan Siegal). In addition, subsequent staff includes a Weeknight/Weekend Manager (Jeff Cameron), Head of Administrator (Maria Di Girolamo) and a Director of Family Services (Beverly Lucas).



Cobourg Police Service

Paul VandeGraaf
Chief of Police

107 King Street West
Cobourg, Ontario
K9A 2M4

(905) 372-6821 Administration
(905) 372-8325 Fax

January 25, 2021

Glenn J. McGlashon, MCIP, RPP
Director – Planning & Development Division
The Corporation of the Town of Cobourg
55 King Street West, Victoria Hall
Cobourg, ON K9A 2M2

To Whom it May Concern,

I am responding to calls for input about the proposed rehabilitation treatment centre commonly known as The Canadian Centre for Addictions to be located at 420 Division Street.

Obviously predicting future issues that may or may not arise from the creation of such an establishment is not a perfect science. I am left to refer to a like situation in another community. Fortunately, we do not have to look too far as there is the same type of facility in Port Hope. In conversation with the Port Hope Police Service, the operation of such a facility has had little to no impact on those policing responsibilities specific to the proposed usage. Furthermore, we were advised that there has always been a very strong collaborative working relationship with the facility program director and managers.

When considering the location of that facility on Division Street, I must rely on the Background report and the Comment response and Matrix. From that I can glean a few points. First, this is not a daily "drop-in centre" or emergency shelter. This is a fee for service rehabilitation centre where clients are receiving prescribed treatment in a very structured setting. It is self-contained and with the background information, there is no day to day commitment to assisting some of the most vulnerable in Cobourg. There was some future looking suggestions where the Canadian Centre for Addictions could assist at the street level, but that is not part of the business model as I understand it.

Moving forward, the land use compatibility as part of the re-zoning would have minimal impact on adjacent land uses and neighbourhoods from a policing perspective. Should the business model stray from what is proposed, obviously there would have be reconsideration of this.

Sincerely

Paul VandeGraaf
Chief of Police