



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

Thursday, October 9, 2025
1:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Deputy Mayor Nicole Beatty, Chair

Members Absent: Mayor Lucas Cleveland
Councillor Randy Barber

Staff Present: Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Laryssa McGlashon, Council and Committee Coordinator
Tracey Vaughan, Chief Administrative Officer

This meeting was cancelled as a Quorum of Council was not present fifteen (15) minutes after the time appointed for the meeting. The reports listed below will be referred to the October 29, 2025 Regular Council Meeting and included in the "Items Extracted from Consent Agenda" portion of the Council Agenda. If you have any questions or would like to provide feedback, please email clerk@cobourg.ca

Items referred to the October 29, 2025 Regular Council Meeting:

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

8.1 Resolution from the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA) regarding User Fee Recommendation

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive the resolution from the Downtown Business Improvement Area regarding a review of user fees for information purposes.

OR

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to undertake a comprehensive review of the user fees charged to downtown businesses, with a focus on the cumulative impact these fees have on small business operations, economic development, and downtown vibrancy; and

FURTHER THAT the following specific fees be considered for review:

- Sign Permit Fees (e.g., \$250/year fascia or free-standing, \$50/year sandwich board)
- Event Permit Fees (e.g., \$175–\$500 based on event size)
- Patio Fees (seasonal charges for use of public space)
- Display of Wares Fees (for sidewalk merchandise displays)
- Refreshment Vehicle Fees (for mobile food vendors)
- Picnic Table Rental and Setup Fees (e.g., \$65 + \$8.37 per table)

FURTHER THAT Council direct Staff to consider the possibility of a fee exemption or subsidy policy for Downtown Business Improvement Area member businesses as defined by Bylaw-069-2012, in recognition of the contributions these businesses make to promoting and sustaining Cobourg's downtown core.

8.2 Resolution from the Board of Management of the Cobourg Downtown Business Improvement Area (DBIA) regarding Film Permit Policy

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive the resolution from the Downtown Business Improvement Area regarding the film permit fees for information purposes.

OR

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to report back on the introduction of a standardized flat-rate fee structure for the following:

- \$1,000 film permit fee for productions requiring full or partial street closures per day; and
- \$500 film permit fee for productions using sidewalks, public spaces, or egress routes without street closure per day for any filming activity that takes place within the DBIA boundaries as defined in By-law No. 066-2012.

9. Consent Agenda

Items referred to Items Extracted from Consent Agenda:

9.1 Report No. COR-2025-020 from the Treasurer/Director of Corporate Services regarding the Annual Statement of Development Charges - 2023

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval; and

WHEREAS the *Development Charges Act, 1997* requires the Treasurer of a municipality to provide Council with an annual financial statement relating to development charge by-laws and reserve funds; and

WHEREAS the Treasurer has submitted the statutory annual report for the year ending December 31, 2023, confirming compliance with the Act and demonstrating the collection, allocation, and use of Development Charges in accordance with the Town's 2021 Development Charges Background Study.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Treasurer's 2023 Annual Statement of Development Charges Reserve Funds for information purposes; and

FURTHER THAT the Treasurer be directed to make the statement publicly available and provide it to the Minister of Municipal Affairs and Housing upon request, in accordance with the *Development Charges Act, 1997*.

9.2 Report No. COR-2025-021 from the Treasurer/Director of Corporate Services regarding the Annual Surplus/Deficit Allocation Policy

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council approve the Annual Surplus Allocation Policy.

9.3 Report No. LS-2025-018 from the Legislative Coordinator, Records & Accessibility regarding the 2024 Multi-Year Accessibility Plan Progress Report

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council accepts this Multi-Year Accessibility Plan Progress report for information purposes.

9.4 Report No. COR-2025-022 from the Treasurer/Director of Corporate Services regarding Northam Industrial Park – Northumberland Fare Share Food Bank

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to execute a lease agreement with Northumberland Fare Share Food Bank for 4,195 square feet at the rate of \$2.60 square foot starting in 2025 and increasing each year to a rate of \$4.50 per square foot in 2029.

9.5 Report No. COR-2025-023 from the Treasurer/Director of Corporate Services regarding Northam Industrial Park – Parkland Corporation

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize staff to execute an amended lease agreement with Parkland Corporation for 8,000 square feet effective December 1, 2024 at a rate of \$5.50 per square foot.

10. Items Extracted from Consent Agenda

10.1 Report No. LS-2025-019 from the Town Clerk / Director, Legislative Services regarding Town of Cobourg Council Remuneration 3rd Year of Term Review

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive the information report on Town of Cobourg Council Remuneration Review practices on a three (3) year review of Council Remuneration prior to a new Council Term; and

FURTHER THAT Council provide direction on any steps to be taken on Municipal Council Remuneration.

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