

 <p>Downtown Cobourg</p>	BOARD of MANGEMENT of the Cobourg DBIA <i>MEMORANDUM</i>
	BOARD of MANAGEMENT of the Cobourg DBIA
TO:	Mayor and Council
FROM:	Melissa Graham, Recording Secretary
DATE:	September 4, 2025
SUBJECT:	User Fee – Recommendation

Subject agenda: User Fee Recommendation

The following motion was adopted by the DBIA Board of Management at a meeting on August 14th, 2025.

DBIA – 099 - 2025

Moved by: Jennifer Bogart, **Seconded by:** Amanda Murkar

THAT the DBIA Board of Management submit a formal request to the Town of Cobourg 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.

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)

AND FINALLY, that Council considers the possibility of a fee exemption or subsidy policy for DBIA-member businesses as defined by Bylaw-069-2012, in recognition of the contributions these businesses make to promoting and sustaining Cobourg’s downtown core.

CARRIED