



**The Corporation of The Town of Cobourg**  
**Transportation Advisory Committee**  
**MINUTES**

**March 25, 2021, 9:00 a.m.**  
**Electronic Participation**

Members Present: Randall Ross  
Bruce Bellaire  
Randy Curtis, Chair  
William Glover  
Councillor Brian Darling

Accessibility Liaison: Jerry Ford

Staff Present: Terry Hoekstra, Manager of Engineering and Capital Projects  
Renee Champagne, Engineering and Public Transit  
Administrator Committee Secretary

Members Absent: Harry Meester

---

**1. CALL TO ORDER**

Chair Randy Curtis called the Meeting to Order at 9:05 A.M.

**2. TRADITIONAL LAND ACKNOWLEDGEMENT**

The Chair read the traditional land acknowledgement aloud to members.

**3. APPROVAL/ADDITIONS TO THE AGENDA**

**Moved by** Bruce Bellaire

THAT the Agenda dated March, 25, 2021 be approved as presented.

**Carried**

**4. DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest Declared by Committee Members.

**5. ADOPTION OF MINUTES**

**Moved by** Randall Ross

THAT the minutes dated February, 25, 2021 be adopted as presented.

**Carried**

**6. DELEGATIONS/PRESENTATIONS**

None.

**7. COMMUNICATIONS/CORRESPONDENCE**

**7.1 Letter from a Cobourg Resident - Waterfront Parking pass for residents**

Letter from a Cobourg resident regarding the possibility of a resident waterfront parking permit. The Committee felt that there are currently sufficient methods of payment at the Waterfront using parking meters or pay & display machines. Meters will accept coin or you can pay by the Honk app which alerts the driver that their parking session will be expiring in 15 minutes; at that time the user can add more time if needed. Pay & display machines will take coin as well as MasterCard and VISA. A letter will be drafted to the resident explaining payment methods as well as information on how to use the Honk application.

**8. REPORTS**

**8.1 Public Works - Terry Hoekstra**

Terry reported that Engineering and Road & Sewers departments are busy; street sweeping ongoing. Due to the lack of snow, there was not much in the way of data for the sidewalk trial. Capital projects will be starting up in May, including Abbott Blvd sidewalk installation.

**8.2 Transit & Parking - Renee Champagne**

Renee reported that a weekly meeting with the On Demand project team will be held today, the Marketing and Communications plan will be the topic of conversation. A launch date of April 19th has been selected. The pilot will roll out with two phases, Phase 1 which will be for a period of 8 weeks, will allow riders to continue to use fixed route service from Monday to Friday 6:15 am to 5pm then utilizing on demand from 5pm to 10 pm

Monday to Friday, all day Saturday and Sundays; Phase 2 will consist of all on demand services. Training dates have been set up to train office staff to book rides as well as setting up new users.

### **8.3 Coordinator Report - Brian Darling**

Councillor Darling noted receiving emails from residents on Abbott regarding both concerns and compliments regarding this upcoming project which will be moving ahead. With regards to the work plan, the Clerk's Department will just need to know when its ready to be presented to Council; the Chair will follow-up with the Municipal Clerk. Possible new member to join the Committee, with experience in transportation. The Committee discussed the boardwalk with regards to easements in the right of ways, specifically the school board property if it were to be sold.

## **9. NEW BUSINESS**

### **9.1 Idling By-law**

Councillor Darling noted that if there is a by-law in place it will need to be strong and focus on public education through the Communications Department. The Chair noted that idling by-law signage will be a educational process; Bruce noted that the by-law can be part of the education to the public.

Both Councillor Darling and Randall noted that this is an item that Sustainability & Climate Change advisory Committee should be looking at under their mandate.

Bill noted with the examples provided with regards to by-laws, there are many exemptions and noted that most new vehicles shut off at traffic lights and restart once the gas is pushed.

This item will be added to the next agenda under Unfinished Business.

## **10. UNFINISHED BUSINESS**

### **10.1 Bike Rack Placement - Update regarding Parks Department location approval**

Terry reported that new bike rack locations have been vetted with Rory Quigley, Manager of Parks, installations can be completed in the next few weeks. Once installed, a communications piece should be put forward to residents advising them of the new locations and locations of current bike racks, Bill will touch base with Ashley, Manager of Communications.

**11. ADJOURNMENT**

Meeting Adjourned at 10:17 am

---

Municipal Clerk B. Larmer

---

Mayor J. Henderson