



# TOWN OF COBOURG

## 2018 Municipal By-law Guide



-  Home
-  Yard
-  Parks
-  Street & Neighbourhood



905 372 4301  
[www.cobourg.ca](http://www.cobourg.ca)



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The Town of Cobourg is a lakeside community (population 19,440) located on the north shore of Lake Ontario halfway between Toronto and Kingston. Founded in 1798, Cobourg is rich in heritage offering a vibrant downtown, sophisticated small town atmosphere and renowned waterfront that serves as a popular getaway destination.

The Town of Cobourg **By-law Enforcement Services** is responsible for the enforcement of by-laws passed by the Mayor and Council of the Town of Cobourg. Municipal by-laws help contribute to a high quality of life in Cobourg. The enforcement of these rules and regulations is a year-round service provided through proactive enforcement and responding to public inquiries in regards to compliance in an efficient and effective manner.

The goal of the Town of Cobourg is to achieve compliance with all municipal by-laws through education and mediation as a first step, and, if unsuccessful, or if immediate attention is required, through enforcement and prosecution where necessary.

**Municipal Enforcement Officers** strive to enforce by-laws in a fair and consistent manner. Our primary goals while enforcing municipal by-laws include:

- Ensuring public safety;
- Maintaining community standards which contribute to quality of life in the community;
- Managing behavioral and nuisance issues to promote a harmonious living environment.

You can help contribute to the Town's well-being by understanding your responsibilities as a resident, property owner, tenant or visitor and by following Municipal By-laws.

The Town of Cobourg is pleased to provide you with the second edition of the '**Town of Cobourg Municipal By-law Guide**'. This guidebook is designed to provide easy reference to by-laws and their corresponding regulations affecting your personal well-being and for the benefit of the community as a whole.

— Town of Cobourg By-law Enforcement Services —

The information contained in this guide was accurate at the time of printing, please check [www.cobourg.ca/en/town-hall/Bylaws.aspx](http://www.cobourg.ca/en/town-hall/Bylaws.aspx) for the most up-to-date information. Accessible and alternate formats available are upon request. For more information, please contact the **Legislative Services Department** at 905-372-4301.

- Use of properties in Cobourg
- Decks, Porches and Patios
- Home business
- Sheds and Accessory structures
- Pets & Animals

# Home



# Heritage



The Town of Cobourg has designated over 600 properties to recognize their importance as heritage resources. Many of these properties are individually designated under Part IV of the **Ontario Heritage Act**, while others are located in one of the **Town's Heritage Conservation Districts (HCDs)** designated under Part V of the **Ontario Heritage Act**. A common misconception is "my building is not heritage" – if a building is located within a HCD it is automatically designated.

A Heritage Permit may be required when undertaking work that alters or changes the heritage attributes of buildings or properties that are either individually designated or district designated including: additions and alterations to structures, all new construction, landscaping and/or alteration of the property and demolition of structures on the property. For proposed alterations that are considered to be minor, approval may be given by heritage planning staff. For more complex and extensive alterations, applications for approval are considered by the Cobourg Heritage Advisory Committee (CHC) and subsequently Town Council. The final decision rests with Council.

Every HCD has its own Plan that includes policies and guidelines to manage changes and alterations to properties in heritage neighbourhoods. Copies of HCD Plans can be obtained online or from heritage planning staff, who can also direct you to resources and information about how to responsibly care for your heritage property.

To determine if your property is designated, please visit <http://www.cobourg.ca/en/my-cobourg/Heritage.aspx> or contact heritage planning staff in the Planning Department at 905-372-1005

## Categories and Type of Use for Properties

All properties within the Town of Cobourg are zoned for a specific type of use:

1. Residential (areas where people live)
2. Commercial (retail or service businesses)
3. Industrial (manufacturing businesses)
4. Institutional (hospitals, schools, places of worship)
5. Agricultural (farms).

**A property cannot be used for a different purpose than the one for which it is zoned.**

For more information about permitted use, requirements and restrictions of the Zoning By-law, contact the **Building and Planning Department** at 905-372-1005 or at [www.cobourg.ca](http://www.cobourg.ca). All complaints regarding zoning and the use of property will be investigated on a written complaint basis.

## Decks, Porches, and Patios

The Town of Cobourg building department wishes to ensure a high level of quality in the design and construction of all our buildings and structures. Before you can get a building permit, the Building Department will ask you for very specific information and construction details. This process is designed to ensure that every construction project in Cobourg meets the requirements of the *Ontario Building Code* and all applicable laws, including the Town's Zoning Bylaw.

### DID YOU KNOW?

**All Decks, Porches, Patios, and other structures must conform to the Town's Building Code requirements.**

A Deck (porches, patios) is a floor system, the same as that within the dwelling unit, and must be designed accordingly. The design and construction of the Deck must conform to the requirements of the current amended version of the *Ontario Building Code* as well as all other applicable by-laws. Special consideration must be taken if the Deck is to be used to support a hot tub or similar structure due to the increased load.

In addition to this By-law handbook the Town's Building and Planning Department has developed a guide is for informational purposes only to help citizens to better understand the requirements for constructing a deck, porch or patio. This guide can be found online at [www.cobourg.ca](http://www.cobourg.ca) and they also outline the inspection and approval process.

It is the responsibility of the Applicant/Designer to review the building code to ensure all information is complete, accurate, and up to date.

For more information, contact the **Building and Planning Department** at 905-372-1005 or at [www.cobourg.ca](http://www.cobourg.ca).

## Operating a Business from Home

Also known from time to time as a “Home Occupation” the Town of Cobourg Zoning By-law allows certain businesses to operate from a home. However, there are strict requirements that a Homeowner must be aware of. For example, the number of employees and signage are certain provisions that need to be adhered to, and all related parking must be accommodated within the driveway of the residence.

If a citizen suspects that a business is operating illegally, they can make enquires through the **Planning Office** at 905-372-1005 or at [www.cobourg.ca](http://www.cobourg.ca). Formal complaints must be provided in writing on a Formal Complaint Form delivered or sent to **55 King Street West Cobourg, Ontario, K9A 2M2 on the Second Floor east side, Victoria Hall** at the Building and Planning Offices. For more information call 905-372-1005.

## Sheds and Accessory Structures

Accessory Structures are defined as extra buildings on a residential property and include but are not limited to: Sheds; Gazebos; Garages; Etc.

Regulations for accessory structures are in place to protect the health, safety, and general welfare of residents and to maintain the attractiveness and functional appeal of the neighbourhood and the community.

Building Permits are not required if you are building a shed or other structure that is less than 10 square metres (108 ft. square) and it is not attached to your house or another structure and does not contain plumbing.

For more information as to when you need to get a Building Permit please contact the **Building Department** at 905-372-1005.

## Pets and Animals

### Licensing

All dogs in the Town of Cobourg require a dog tag and dog licenses must be renewed annually, as per the Town of Cobourg’s Fees and Charges By-law, and the Town’s Animal Control By-law.

**There are two Categories of Fees:**

Early Bird Fee: November 1 to February 29

Fixed: \$10.00 • Natural: \$15.00

Regular Fee: March 1 to December 31

Fixed: \$15.00 • Natural: \$20.00

Registered Service Dogs also requires a Dog Licence within the Town of Cobourg, but the owner is exempt from paying the fee with valid proof of registration.

Licensing and Registration of your dog allows Municipal Staff to contact you in the event that your pet is found away from your home. This reduces the chances that your pet may end up at the Animal Pound if it accidentally goes missing. This also provides for immediate contact in the event that your pet is in an emergency situation.

**MUNICIPAL  
ANIMAL SERVICE**

**DAYTIME  
905 885 7808**

**AFTER HOURS  
905 885 8092**

### Number of animals permitted on private property

No more than three (3) dogs that are 12 weeks or older can be kept within a single home property, and no more than two (2) dogs can be kept within a unit with residential dwellings containing two or more units (i.e. semi-detached, apartment, condo).

**Exceptions include: Licensed Kennels; approved businesses and veterinary offices.**

### Leash, Poop and Scoop and Running at Large

The Town of Cobourg requires that dog owners have their dogs on a leash at all times that is as maximum length of 1.8 meters (6’ feet) and accompanied and under control by the Owner or a competent individual.

All dog owners shall remove any/all excrement left by their dog anywhere within the municipality and shall dispose of the waste in a sanitary manner.

No owner of an animal shall permit an animal to run at large within the limits of the Municipality.

Copies of the Corporation’s Animal Control By-law may be obtained at the Town of Cobourg Municipal Offices or at [www.cobourg.ca](http://www.cobourg.ca)

Contact **Legislative Services** at 905-377-4301 for more information on pets and animals.

For more information contained in the By-laws referenced within this section please see the By-law Index at the end of this Guidebook on page 26.



# Yard

- Fences
- Boulevards and Public right of ways
- Open air burning
- Pools
- Property Standards
- Clean yard and lot maintenance
- Sidewalk snow and ice removal



## Fences

The Town of Cobourg's Comprehensive Zoning By-law restricts the height of fences and establishes regulations in regards to certain areas on your property. The reason there are fence restrictions in place is to ensure proper sightlines for pedestrians and vehicles. Any questions related to these requirements can be directed to the **Planning Department** at 905-372-1005 or at [www.cobourg.ca](http://www.cobourg.ca).

The Town of Cobourg does not have a stand-alone by-law in regard to fencing or for a fence that runs along a property line. The Provincial regulation known as the *Line Fences Act* shall apply. If you build a fence, make sure that you do not build your fence on a neighbour's property or on Municipal property by mistake.

The Town of Cobourg cannot provide information on the location of property lines between private properties. If you did not obtain a survey from your Purchase and Sale Agreement contact an Ontario Land Surveyor (OLS).

Generally you do not need a permit to build a fence, however you do need a Permit when building a Fence around a Pool as required through the Pool By-law.

## Boulevards and Public Right of Ways

The section of your property bordering the Municipal Road Allowance is municipally owned land and is known mostly commonly as the 'Town Boulevard'. This area is the entrance point of many municipal services on to your lot and is regulated space as defined in the Boulevard By-law and may need to be accessed at any time to repair or improve Municipal Services. Any time you plan to alter the Town-owned boulevard, please contact the Municipality. If you would like to report a safety hazard, please call **By-law Enforcement Services** at 905-372-4301.

### DID YOU KNOW?

It is a requirement, as a homeowner/property owner to maintain the boulevard which includes cutting the grass.

The Town of Cobourg regulates the types of plantings and the heights of vegetation you may add to your boulevard and it also prohibits certain additions to the boulevard such as large rocks and landscape stones, which in the opinion of the Town could present be a potential public safety hazard.

## Open Air Burning

Open Air Burning and Outdoor Fireplaces can be popular and appealing to Homeowners, but they can also prove to be very dangerous. The Town of Cobourg has put in place restrictions on Open Air Burning to protect the safety of all residents.

In accordance with the Town's Open Air Burning By-law a fire for recreational, camp-style purposes may be set at any time or times without a permit under this By-law subject to the following precautionary requirements:

- such fire shall be supervised by a responsible person at all times;
- such fire shall be kept safely confined and under control at all times;
- such fire shall be kept a minimum distance of 3 metres from the nearest property line, shrub, overhanging trees or other combustible materials, and 10 metres from the nearest building or other combustible structures;
- fire suppression equipment or materials shall be readily available for the extinguishment of the fire;
- such fire shall be fully extinguished before the site of the fire is left by the person responsible for setting and supervising the fire.



For more information, call the **Fire Department** at 905-372-9789

### DID YOU KNOW?

A fire ban is in effect as declared by the Fire Chief, who has the authority to declare a ban at any time.

## Pools

Before installing or setting up a pool, be aware that a Pool Enclosure Permit may be required. This helps ensure that the area around the pool is securely closed and blocked off to protect the public from easily gaining access to pools that are on private property. A permit is required in order to install and erect a fence around any property and body of water located outdoors on privately owned lands and contained in part or in whole by artificial means and/or structures in which the depth of water at any point can exceed sixty-one (61) centimetres and which is capable of being used for swimming, diving or bathing. Without limiting the generality of the foregoing, "pool" shall include structures known as "hot tubs or whirlpools".

Residents must contact the Building Department for the Town of Cobourg to acquire any permits that are required **before** building a pool or fence. The Building Department can be reached at 905-372-1005 and also at [www.cobourg.ca](http://www.cobourg.ca).

## Property Standards

The Town of Cobourg has a set of prescribed standards and provisions for the maintenance and occupancy of all properties within the Municipality. All property owners are required to repair and maintain their properties in compliance with the minimum maintenance standards that are included in the Property Standards By-law. There are a number of property standard regulations. Including, but not limited to the following:

- Properties are required to be maintained free of accumulations of garbage, refuse and debris;
- Sheds and Garages are to be maintained in good condition;
- Buildings are to be maintained in good condition, including the maintenance of roofs, windows, doors and eaves troughs;
- Working and in good condition; plumbing, heating and, electrical services and
- Rental Property Standards.

If you have any questions, please feel free to call the **Property Standards Officer** at 905-372-1005 or at [www.cobourg.ca](http://www.cobourg.ca).

## Clean Yard and Lot Maintenance

Pursuant to section 127 of the Municipal Act 2001, a local municipality may, require the owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings.

The Town of Cobourg Council passed a by-law regarding yard maintenance, specifically dealing with long grass and weeds, waste and derelict vehicles. This by-law will respond to the expectations of the residents of Cobourg by requiring higher standards for the maintenance of property within the Town's jurisdiction.

The following provisions are within the Clean Yard and Lot Maintenance By-law:

- Every Owner or Occupant of land shall keep land free and clear of all refuse, debris, and waste of any kind.
- Every Owner or Occupant of land shall trim or cut weeds or grass, whether dead or alive, that are more than 8 inches (20 cm) in height.
- Every Owner or Occupant of land shall trim, cut and/or maintain vegetation (other than weeds and grass) in such a manner as to not adversely impact the safety, visibility or passage of the general public.

Town of Cobourg Enforcement tools would include the issuance of orders requiring property owners to discontinue the contravening activity and/or to do work to correct the contravention. Property owners who do not comply with orders may not only find themselves subject to charges and fines but also costs added to their taxes by the Town for work done to correct the contravention.



### Sidewalk Snow and Ice Removal

The accumulation of Ice and Snow on sidewalks and walkways can present a danger to yourself and the public and could result in an unnecessary slip and fall. The Town of Cobourg’s Removal of Ice and Snow of Sidewalks By-law requires that homeowners, tenants, and businesses clear all sidewalks that are abutting their property from ice and snow.

Every owner of a building whether occupied or unoccupied, or vacant land is required to clear and remove the snow and ice in the area within 24 hours after the accumulation of snow and ice.

Snow, ice or slush from a sidewalk may not be pushed on or deposited onto the Municipal road allowance. For all inquiries or to make a complaining, please contact Public Works at 905-372-9971.

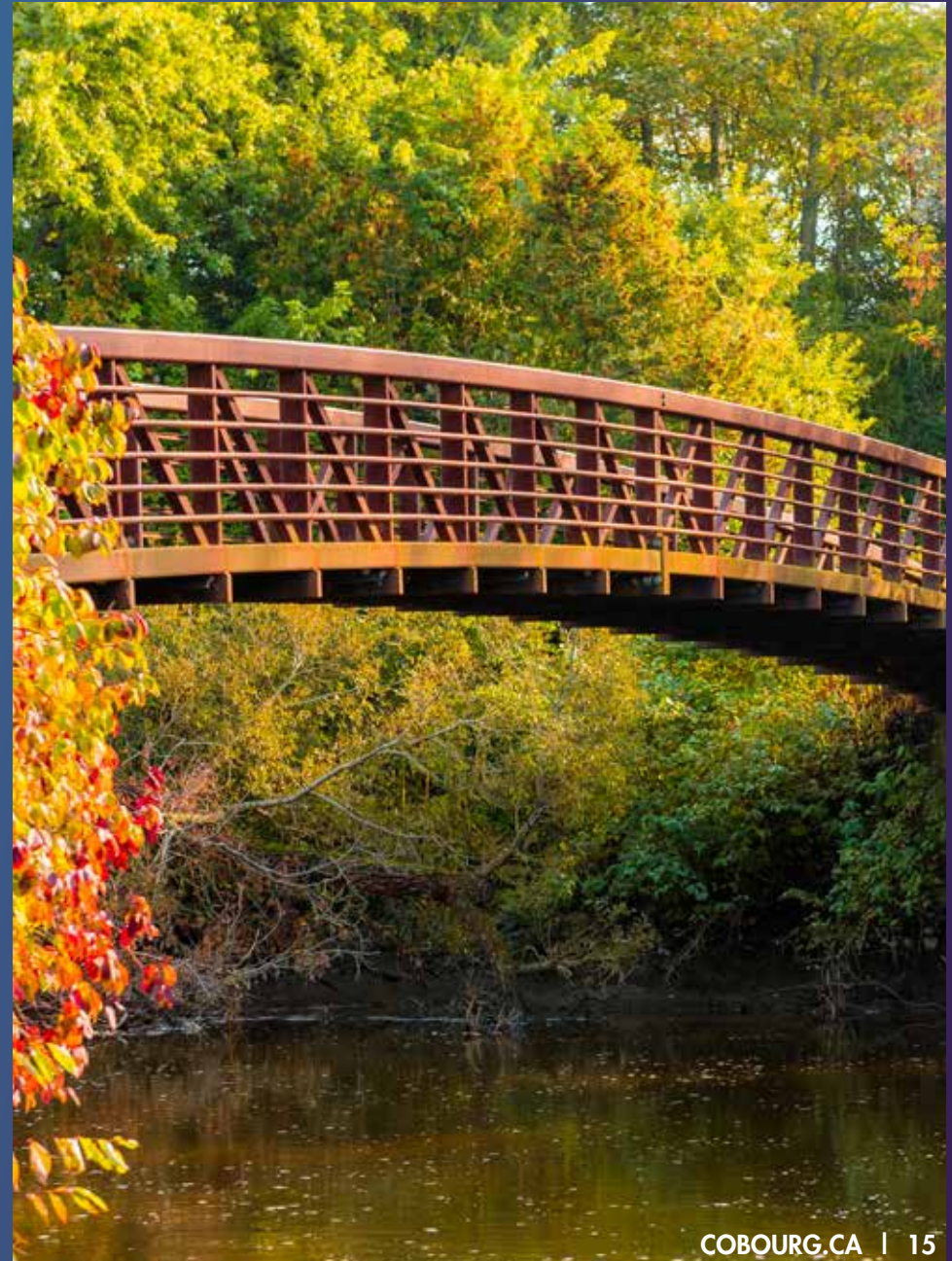
**DID YOU KNOW?**  
Pushing or shoveling snow onto the road can create a safety hazard for vehicles and can also block catch basins which can cause flooding.

For more information contained in the By-laws referenced within this section please see the By-law Index at the end of this Guidebook on page 26.



# Parks

- Use of Parks
- Special events and Permits
- Barbeques and Cooking Devices
- Smoking





## Use of Parks

The Town of Cobourg has over **30 Municipal Parks and Green spaces** spread throughout and within the Community. Parks are categorized in different ways different uses that can appeal to a variety of residents and visitors of the Community.

### DID YOU KNOW?

**It is an offence to feed a wild animal or leave food or attractants of any type in any form outdoors on any municipal lands.**

Within Town of Cobourg Parks, there is something for everyone, such as parks that includes; **Sports fields, playgrounds, natural areas, skateboard parks, trails, beach and waterfront, cycling, running or walking and other areas for families to picnic and enjoy the outdoors.**

Town Council have put into place a Parks and Facilities Regulating By-law that provides regulations to enhance the enjoyment for persons using the Parks within the Town. This By-law outlines how all users can enjoy the park in a safe and friendly manner.

Signs are posted in various locations within the Parks indicating specific restrictions. The signs act as reminders to everyone using the facilities of the rules governing the Municipal Parks.

All parks are regularly monitored by Parks Staff, Cobourg Police Services and by Town of Cobourg By-law Enforcement Officers. The Officers use every opportunity to inform residents about the rules and regulations and where appropriate may issue tickets for non-compliance with the Town's various by-laws. To report any unauthorized activities in any park, please call the Town at 905-372-4301.

## Special Events and Park Permits

The Town of Cobourg requires that all individuals, businesses and groups obtain a Special Events Permit to hold an event in a Municipal Park or on other municipally owned property. The Town has put together a Special Event Application package which can be found at [www.cobourg.ca](http://www.cobourg.ca) for individuals to follow when applying for a special event through the **Community Events Coordinator** for the Town.

If you are looking to book the **Lions/Lioness Pavilion in Victoria Park** for use during a picnic or other event you can contact the **Cobourg Community Centre** at 905-372-7371 Monday to Friday from 8:30am to 4:30pm. You can also visit their website at [ccc.cobourg.ca](http://ccc.cobourg.ca) or send an email to [ccc@cobourg.ca](mailto:ccc@cobourg.ca).

For more information and to view the locations of Parks within the Town, please visit our website at [www.cobourg.ca](http://www.cobourg.ca).

## Barbeques and Cooking Devices

The Town of Cobourg's Parks and Facilities Use By-law **strictly prohibits the use of BBQ's and Cooking Devices within its municipal parks.** No person shall use a BBQ or like cooking device in any municipally owned Park or on the Town of Cobourg Beach or other municipally owned property. Signs are posted in order to educate and inform the public of this regulation and to protect municipal parks and those persons enjoying and using the parks within the Town.

Notify the Town if you see anyone using a Barbeque or Cooking Device at 905-372-4301 or on the Town's report it page at [www.cobourg.ca](http://www.cobourg.ca).

## Smoking

The Town of Cobourg has a Smoking By-law that promotes and helps support the health, safety and well-being of the citizens of the Town of Cobourg and provides for the regulating of smoking, and tobacco products. This by-law was recently updated and improved for the protection of persons from conditions injurious to health in accordance with the *Smoke-Free Ontario Act*.

As of January 1st, 2015 the Province of Ontario made changes to the *Smoke-Free Ontario Act* with the amending Ontario Regulation 206/14 enacting that it is illegal to:

- smoke on and around children's playgrounds, publicly owned sport fields and surfaces (e.g., areas for basketball, baseball, soccer or beach volleyball, ice rinks, tennis courts, splash pads and swimming pools that are owned by a municipality, the province or a postsecondary education institution)
- smoke on all bar and restaurant patios, whether covered or not (with an exemption for uncovered patios established by the Royal Canadian Legion – Ontario Provincial Command before November 18, 2013).

The Town of Cobourg has adopted this newly introduced Provincial regulation and extended it to **prohibit individuals from smoking or using any tobacco products within the boundaries of any Municipal Park and building and also prohibits smoking on and within the boundaries of Victoria Beach.**

For more information about No Smoking within the Town, please contact **By-law Enforcement Services** at 905-372-4301.

For more information contained in the By-laws referenced within this section please see the **By-law Index** at the end of this Guidebook on page 26.

# Street & Neighbourhood

- Common parking offences
- Fireworks
- Business Licensing
- Illegal dumping
- Noise, Nuisance
- Signs, Election Signs



## Street & Neighbourhood

### Common Parking Offences

The following is a list of the most common parking offences in the Town of Cobourg in accordance with the Town of Cobourg Parking By-law that is amended from time to time by the Town. All of these common offences may result in the vehicle and the person having care and control of the vehicle being issued a Parking Ticket. The amount of the fine varies with each offence.

#### DID YOU KNOW?

Accessible Parking Permit users are still required to pay the parking fees.

**Blocking the sidewalk:** Vehicle is parked in a driveway and covering a portion of the sidewalk.

**On the Boulevard:** Vehicle is parked on the grass between the street and the sidewalk.

**Two-way Street parked facing the wrong direction:** Vehicle is parked facing the opposite direction of the flow of traffic.

**Parked over the limit at a meter or sign:** Vehicle is parked at a parking meter or signed parking area with no payment, or expired payment.

**On the street during winter parking restrictions:** Vehicle is parked on the listed street in the Parking By-law from November 1- March 31, impeding the snow clearing by Snow ploughs.

**Unplated or not working:** Broken or unplated vehicles are left on the street or other municipally owned property.

**Fire Route:** Vehicle is parked within a Fire Route – these routes must be kept clear in case of an emergency.

**Fire Hydrant:** Vehicle is parked within 3 metres (10 feet) of a Fire Hydrant.

**Parking in an accessible parking space:** Vehicle is parked in a designated accessible parking space without a valid accessible parking permit clearly visible, including the expiry date.

For more information, please see the Town of Cobourg Parking By-law, or contact **By-law Enforcement Services** at 905-372-4301 or by email at [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca)



## Fireworks

Fireworks are a great way to celebrate the holidays and can be enjoyed by following the Town of Cobourg Fireworks By-law which provides regulations in order to enjoy fireworks safely and without causing a disturbance to neighbours.

Within the Town of Cobourg no person shall set off, or cause to be set off fireworks, including backyard displays on any day other than:

- The three days prior to the holiday known as Victoria Day and on the Victoria Day Holiday
- The three days prior to the holiday known as Canada Day, July 1 and on the Canada Day Holiday, July 1.

Fireworks must be set off 15 metres from any structure or property line, or as recommended by the manufacturer.

Areas containing dead undergrowth or dry grass are to be avoided due to their likelihood of sparking.

Firecrackers are not allowed to be set off within the jurisdiction of the Town of Cobourg. For more information, call the **Fire Department** at 905-372-9789

## Business Licensing

The Town of Cobourg licenses for the following types of businesses as laid out under the authority of the *Municipal Act, 2001*:

- Itinerant Vendors (door to door sales) Licence;
- Refreshment Vehicle Licence;
- Second Hand Goods Licence;
- Taxi Driver and Owner Licence;
- Horse and Carriage Licence;
- Filming and Photography.

The Town of Cobourg Legislative Services Department ensures that the above listed vehicles, owners, companies and drivers meet the strict regulations under the Town of Cobourg's established Business licensing by-laws. This occurs before a licence is issued or renewed, to ensure vehicle inspections, criminal record checks, insurance and other documentation are in place.

Please notify the Town If you see a taxicab, itinerant vendor, refreshment vehicle, second hand goods dealer operating in the Town of Cobourg without a licence, you should report it to the Town at 905-372-4301 or by email at [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca).

## Illegal Dumping

Depositing of waste on public and private property is unlawful and can create a health and safety hazard for the citizens and is unsightly. Within the Town of Cobourg it is illegal to dump waste under the Depositing of Waste By-law. For example items such as household and business waste, construction materials, old tires, unwanted furniture, and cigarette butts.

### Notify the Town

If you witness illegal dumping on private or public property, please call the Town of Cobourg or the Cobourg Police immediately. With the support of Northumberland County and with your help, catching the individuals and identifying the vehicle doing the dumping at the time, will greatly increase the ability to prosecute the offenders.

Important information to include in your report to the Town or the Cobourg Police include: time, location, vehicle description, licence plate number and description of person doing the dumping.

For more information, please contact **By-law Enforcement Services** at 905-372-4301 or by email at [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca)

### Noise

The Town of Cobourg has put into place a Noise By-law that regulates excessive noise within the jurisdiction of the Town of Cobourg. The Noise By-law includes such things as a dog barking daily and excessively, persons playing loud music and provisions around noise after 11:00pm and before 7:00am and also including daily construction noise that is on-going throughout the Town.

Notify the **Cobourg Police** at 905-372-6821 to report any noise that you may hear in order for an investigation to be conducted. Complaints about loud parties and any excessive noise after 11:00pm should be directed to the Cobourg Police at the time of reception and when the noise occurs.

For more information, please contact **By-law Enforcement Services** at 905-372-4301 or by email at [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca)

### DID YOU KNOW?

Throwing your cigarette butt on the ground in Cobourg can carry a penalty of a \$350 fine.

**Signs**

Signs are generally used to promote businesses, to help relay information and to direct people to where they need to go. There are many types of signs that you will see on a daily basis. If signs are not directed to be used and posted in a consistent form, it can be confusing, create clutter, and change the look and visual appeal of the Town.

The Town of Cobourg Sign By-law lays out the process and the types of signs that require a permit within the Town of Cobourg. The administration of permits for signs is done through the **Building Department** at 905-373-1005. There are additional provisions related to signs within Heritage Districts.

Signs are only permitted to be placed on Town property with a permit and some areas on Town property are strictly prohibited from posting notices or signs, such as Hydro poles, Light Standards, and Traffic Light posts.

For more information, please contact **By-law Enforcement Services** at 905-372-4301 or by email at [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca)

**Election Signs**

In 2018, the Town of Cobourg will be conducting a Municipal Election. Residents of Cobourg, including Candidates for the Election shall be familiar with the Town of Cobourg Election Sign By-law. There is no fee or permit required for Candidate and Third party Election Signs.

The following are some specific provisions of the Town of Cobourg Election Sign By-law.

- Restricting the placement of election signs to no earlier than Nomination Day for Municipal Elections;
- Election signs are to be removed no later than seventy-two (72) hours following the day of the election;
- Election signs are prohibited from using the Town of Cobourg’s logo or the Town’s municipal election logo.

Election Signs for Provincial and Federal Election Campaigns can be erected no earlier than the day the Writ of Election or By-Election is issued.

**Sign Placement:**

No more than two (2) election signs per candidate may be permitted on a zoned residential land, and no more than three (3) election signs per candidate may be permitted on a piece of land zoned other than residential.

The Election Sign By-law will be enforced by the Municipal Clerk or designate and the Municipal By-law Enforcement Officer for the Town of Cobourg.

**Nuisance**

Keeping the peace and enjoying a community that is safe and connected will promote healthy and vibrant neighbourhoods, downtown, and waterfront areas that we all want to live in and visit.

A nuisance is considered an ‘activity that causes an unsafe environment, affects the well-being of persons or the enjoyment of public places.’

The following disturbances are not permitted in public spaces:

- urinate, defecate, vomit or spit on public property;
- engage, participate, or be a spectator in any type of disorderly conduct or fight on public property;
- damage or destroy or attempt to damage or destroy any public property;
- knock over or attempt to knock over a Canada Post mailbox, newspaper box, bench, fence, recycling box, organics bin, or garbage container, or any other structure or object, located on public property;
- loiter in any public property whether signed or not;
- block, interfere with or otherwise impede the passage of any pedestrian on any Town sidewalk or other Town pedestrian-way, or portion thereof unless authorized by the Town;
- engage in any type of conduct or activity on any public property when the activity is prohibited or restricted by any sign.

Notify the Town if you are experiencing a disturbance and are looking to report a nuisance complaint, please call the **Cobourg Police Service** at 905-372-6821.

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For more information contained in the By-laws referenced within this section please see the **By-law Index** at the end of this Guidebook on page 26.  
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# COBOURG POLICE

Community, Professionalism & Service  
107 King St. W., Cobourg, ON K9A 2M4



The Cobourg Police Service is constantly working in collaboration with community members, policing partners and Town of Cobourg staff to provide a safe and enjoyable Town for our residents and Visitors.

Policing services for Cobourg continue to be dispatched through the professional staff of the Owen Sound Police Service.

In our collaboration with municipal by-law services, and their enforcement staff, we are constantly striving to provide better education and consistent enforcement for residents and visitors throughout the Town of Cobourg.

Police responses respond to varied issues and concerns, ranging from loitering, trespassing, noise complaints, vandalism and serious criminal activity.

With the creation of our newly designed reception area, we are able to provide added public services. Our Special Constable program has been expanded within the reception area. There are now uniformed members that greet visitors and clients at the station. The Special Constables also contribute to our capabilities by adding to patrol and enforcement duties in the Downtown.



Their capabilities now allow us to be capable of further collaboration with by-law enforcement personnel and police officers to work through the varied issues like traffic, parking or liquor violations that arise in relation to Downtown, the Beach or Victoria Park.

Our enhanced Waterfront presence throughout the summer, and events such as Canada Day and Rib Fest ensures availability to deal with any issues/disturbances. Community members and visitors will always be able to find us by our high visibility patrol clothing which emphasizes our presence with members of the public.

We actively engage our community and visiting communities alike to ensure safe and happy visits to our Town.



The chart below is an index of the By-law's referenced within and throughout the By-law Handbook for reference. All information listed and described in this handbook are guidelines only for citizens, and the full versions of all by-laws can be found on the Town of Cobourg website at [www.cobourg.ca](http://www.cobourg.ca) or by visiting the **Legislative Services Department at 55 King Street West, Cobourg ON, K9A 2M2.**

By-law Name/Title	Number
Animal Control	By-law # 021-2014 (A) # 088-2014 / # 023-2015
Skateboards, In-Line Skates, Bicycles and Power/Motor-assisted Vehicles	By-law # 012-2016
Clean yard and Lot maintenance	By-law # 060-2017
Depositing of Waste	By-law # 053-2009 (A) # 044-2013
Dog Parks	By-law # 026-2015
Election Signs	By-law # 071-2017
Excessive Fortification of Land	By-law # 102-2015
Feeding of Waterfowl, Pigeons and Wild Animals	By-law # 044-2012 (A) # 020-2015
Fireworks (Sale and Setting Off)	By-law # 096-2010
Itinerant Vendors	By-law # 005-2015 (A) # 070-2015
Motorized Snow and All-Terrain Vehicles	By-law # 072-2011 (A) # 090-2015
Noise	By-law # 011-2011
Open Air Burning	By-law # 058-2012
Parking	By-law # 080-2014 / (A) # 011-2015/# 077-2015 # 087-2015
Parks and Recreation	By-law # 022-2016
Pools	By-law # 65-00
Refreshment Vehicles	By-law # 043-2015
Second Hand Goods, Salvage and Old Gold	By-law # 049-2012 (A) # 056-2015
Sewer use	By-law # 022-2008
Signs and Other Advertising Devices	By-law # 08-2009 (A) #033-2014 / # 064-2015
Smoking	By-law # 019-2015
Taxi Cabs	By-law # 014-2014

### I wish to submit a potential By-law Complaint, How do I complain about a By-law infraction?

In order to determine whether a complaint is under the scope of Cobourg By-law Enforcement, please check the Town website at [www.cobourg.ca](http://www.cobourg.ca), or call the Town to inquire if the complaint is legitimate and under the Town's responsibility. Before Cobourg By-law Enforcement can act, you must submit a complaint in writing via a By-Law Enforcement Complaint Form which requires you to provide the following:

- your name, address, and your phone number;
- clearly identify the subject property or location of the complaint by providing the address, or the owner's name, and other identifiable information; and
- detailed account of the by-law infraction or substance of the complaint.

Each Complaint Form must be signed and dated.

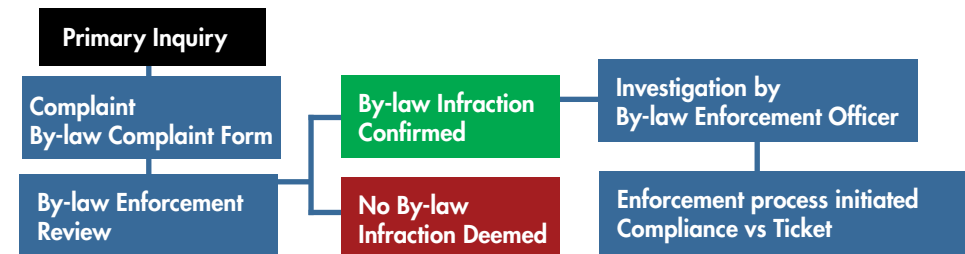
### How do I submit my Complaint Form?

To obtain a fillable By-law Complaint Form go to [www.cobourg.ca](http://www.cobourg.ca) and select the By-law Enforcement webpage; or you may call the Town directly to have the form emailed, mailed, or faxed. The completed form can be submitted by email or in person, or by regular mail. It is important that the Town receives your information to give validity to the complaint and to assist the By-law Enforcement Officer in effectively dealing with the concerns. Anonymous complaints will not be investigated.

### Will I remain anonymous?

When a complaint is submitted to the Town, your personal information is strictly confidential, and is not revealed to the individual, or subject property owner. Under the **Ontario Municipal Freedom of Information Protection of Privacy Act (MFIPPA)** the Town may be asked to release records. If releasable, the Town must remove personal information and all content that would reveal the complainant's identity from the records. Complainants' names or identifying information is not released; however, should a by-law infraction proceed to an Ontario court application, the contents of the file, including your name, may be part of the court process and you may be called to testify.

### What happens after I submit my complaint?



### Do I need to follow up with my complaint?

Please note that investigation contents and process is confidential. The Town will let you know that the investigation process has begun, or that the subject of the complaint is not applicable to a Municipal By-law and direct you to another agency.



### **Building and Planning Department**

55 King Street West, Cobourg ON, K9A 2M2  
905-372-1005

### **Legislative Services Department**

55 King Street West, Cobourg ON, K9A 2M2  
905-372-4301

### **By-law Enforcement Services**

55 King Street West, Cobourg ON, K9A 2M2  
905-372-4301 [bylawenforcement@cobourg.ca](mailto:bylawenforcement@cobourg.ca)

### **Cobourg Fire Department**

111 Elgin Street East, Cobourg ON, K9A 1A1  
905-372-9789

### **Cobourg Police Services**

107 King Street West, Cobourg ON, K9A 2M4  
905-372-6821

### **Emergency Call 911**



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55 King Street East  
Cobourg, On K9A 2M2  
[www.cobourg.ca](http://www.cobourg.ca)  
905 372 4301