



**WESTON  
CONSULTING**

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