



**The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
AGENDA**

Monday, September 20, 2021, 6:00 p.m.

Electronic Participation

Please be advised that the Regular Council Meeting will begin at 5:00 P.M. for Council to hold a Closed Session prior to the Open Session of Council which will begin at 6:00 P.M.

Notice - This Regular Council Meeting will be held using a hybrid meeting model. Members of Council will have the choice to participate in-person in Council Chambers or to participate via Electronic Participation. All Members of Staff will be participating via electronic attendance and delegations will be heard via electronic participation. Please note that in-person attendance in Council Chambers by members of the public is still not permitted. The public may still view the Council meeting live via the Town of Cobourg live stream. If you have any questions or would like to provide feedback, please email clerk@cobourg.ca.

Pages

1. CALL TO ORDER

2. CLOSED SESSION

Action Recommended:

THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

- 2.1. 239(2)(b) personal matters about an identifiable individual, including municipal or local board employee - Municipal Employee Relations

3. TRADITIONAL LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

4. MOMENT OF REFLECTION

5. ADDITIONS TO THE AGENDA

6. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

7. ADOPTION OF MINUTES OF THE PREVIOUS MEETING

- 7.1. Adoption of the August 30, 2021 Regular Council Minutes. 15

Action Recommended:

THAT Council adopt the minutes of the Regular Council meeting held on August 30, 2021.

- 7.2. Adoption of the September 7, 2021, Public Planning Meeting Minutes 34

Action Recommended:

THAT Council adopt the minutes of the Public Planning meeting held on September 7, 2021.

- 7.3. Adoption of the September 7, 2021, Special Council Minutes 37

Action Recommended:

THAT Council adopt the minutes of the Special Council meeting held on September 7, 2021.

8. PRESENTATIONS

9. DELEGATIONS

- 9.1. Erin Besso, Highland Shores Children's Aid, regarding the Proclamation of October as Dress Purple Month 40

- 9.2. Bobbie Dawson, CEO, United Way Northumberland, to provide an update on the work United Way Northumberland is doing in the community 55

10. DELEGATION ACTIONS

11. REPORTS

- 11.1. General Government Services

- 11.1.1. Committee of the Whole meeting notes held on September 13, 2021 86

Action Recommended:

THAT Council receive and adopt the minutes of the Committee of the Whole meeting held on September 13, 2021 for information purposes.

- 11.1.2. Memo from the Chief Administrative Officer regarding the National Truth & Reconciliation Day, September 30, 2021- Indigenous "Seven Feathers" Crosswalk - Commemorations and Awareness. 103

Action Recommended:

THAT Council receive the National Truth & Reconciliation Day, September 30, 2021 report for information purposes;

and

FURTHER THAT Council support the “Seven Feathers” Walkway to represent the teachings of the Seven Grandfathers to be installed at the intersection of Albert Street and Second Street as a step towards reconciliation in our community and a symbol of the strength and courage of the Residential School survivors and a tribute to those lives lost.

- 11.1.3. Memo from the Municipal Clerk/ Manager, Legislative Services regarding the remaining Municipal Council Meetings and Public Meetings 2021 Schedule. 107

Action Recommended:

THAT Council receive the memo from the Municipal Clerk/Manager of Legislative Services on the 2021 remaining Council Meeting and Public Meeting schedule for information purposes; and

FURTHER THAT a notice to the public be posted on the Town of Cobourg website and available for viewing by members of the Public.

11.2. Planning and Development Services

- 11.2.1. Memo from Planner I - Development, regarding the Site Plan Approval – Receipt of Application – 156 Willmott Street – Industrial Development 112

Action Recommended:

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT the application be referred to the Planning Department for a report.

11.3. Public Works Services

11.4. Parks and Recreation Services

- 11.4.1. Memo from the Treasurer/Director of Corporate Services, regarding the Cobourg Community Centre (CCC) Canteen Cashflow Forecast 117

Action Recommended:

THAT Council receive the cashflow forecast for the Cobourg Community Centre (CCC) Canteen for the period October 1, 2021 through to December 31, 2021 for information purposes.

11.5. Protection Services

11.6. Arts, Culture and Tourism Services

12. MOTIONS

12.1. General Government Services

12.1.1. Motion from the Committee of the Whole regarding the Cancellation, Reduction or Refund of Property Taxes – First Report for 2021

121

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Property Taxes – First Report for 2021;

NOW THEREFORE BE IT RESOLVED THAT Council approve the reduction of property taxes in the amount of \$131,649.99 as follows:

FURTHER THAT the reduction be shared as follows:

- Town of Cobourg \$73,477.19;
- County of Northumberland \$41,963.23;
- Education \$14,630.71 and
- DBIA \$1,578.86.

12.1.2. Motion from the Committee of the Whole regarding the 2022 Municipal Election Report and Alternative Voting Method Authorization

122

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2022 Municipal Election Report and Alternative Voting Method Authorization;

NOW THEREFORE BE IT RESOLVED THAT Council approve the use of internet/telephone voting as the alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022; and,

FURTHER THAT Council directs the Municipal Clerk to prepare a By-law to be brought forward to authorize alternative voting method for the 2022 Municipal Election;

and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute an agreement with Intelivote Systems Inc. building upon the successful integrated voting solution experience delivered during the 2006, 2010, 2014 and 2018 Municipal Elections to provide internet and telephone electronic voting Service for the 2022 Town of Cobourg Municipal Election at a total estimated cost of \$39,750 based on 15,000 eligible Electors to be funded from the Election Reserve Fund set aside annually for this purpose.

- 12.1.3. Motion from the Committee of the Whole regarding regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model

123

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers by September 20, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, in the following new format:

THAT Municipal Council allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the *Municipal Act*, Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is unable to be present in Chambers; and

FURTHER THAT Members of the Public and Delegates/Presenters shall participate electronically through Zoom Video Conference; and

FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the

Municipal Council Term or until Council provides further direction to return to in-person meeting; and

FURTHER THAT Council approve the Hybrid In-Person/Electronic Participation at Council Meetings Policy as presented and attached to the Council Resolution as Attachment "A".

- 12.1.4. Resolution regarding Banking authorization for the Corporation of the Town of Cobourg and the Royal Bank of Canada 129

Action Recommended:

THAT Council approve the Banking Authorization for the Corporation of the Town of Cobourg and the Royal Bank of Canada.

12.2. Planning and Development Services

- 12.2.1. Motion from the Committee of the Whole meeting regarding HP-2021-028 - 277 College St 131

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Cobourg Heritage Advisory Committee, regarding HP-2021-028 - 277 College St, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council endorse Heritage Permit Application HP-2021-028 as submitted by Christopher Wallace on behalf of Lisa and Gary Ferguson for the demolition of the structures at 277 College, Cobourg be endorsed in principle for both the demolition/removal and re-development, subject to the submission and approval of updated and more detailed architectural building design plans, all to be completed prior to final approval of a Heritage Permit.

- 12.2.2. Motion from the Committee of the Whole regarding Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis 132

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a delegation from Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, regarding Think Tiny Homes Northumberland and the developing of a micro-village

concept to address the affordable housing crisis;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to identify sites for affordable housing that could include Tiny Homes in the ongoing municipal land inventory review; and

FURTHER THAT Council consider Tiny Homes in Zoning By-law changes to enable Tiny Homes as an affordable housing option; and

FURTHER THAT Council consider partnerships where possible with Think Tiny Homes Northumberland.

12.3. Public Works Services

- 12.3.1. Motion from the Committee of the Whole regarding an Anti-Idling By-law 133

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Transportation Advisory Committee, regarding an Anti Idling By-law;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022.

- 12.3.2. Motion from the Committee of the Whole regarding the Bicycle Action Committee's proposal for Cobourg's Cycling Infrastructure Completion and Funding 134

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a delegation from William Glover, Bicycle Action Committee (BAC), a Memo from the Transportation Advisory Committee, and a Memo from the Sustainability and Climate Emergency Advisory Committee regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion and funding;

NOW THEREFORE BE IT RESOLVED THAT the information be forwarded to staff as a reference document for a Transportation Master Plan.

- 12.3.3. Motion from the Committee of the Whole regarding the Purchase of a Specialized Transit Vehicle and Approval of Participation Fee for Electric Vehicle Feasibility Study 135

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Director of Public Works regarding the Purchase of a Specialized Transit Vehicle and Approval of Participation Fee for Electric Vehicle Feasibility Study;

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase of a 2020 ARBOC 8m low floor accessible transit bus from Creative Carriage Ltd. at a total cost of \$152,439.53 including non-refundable HST to be 73.33% (\$111,783.91) funded by the Investing in Canada Infrastructure Program (ICIP): Transit Stream and 26.67% (\$40,655.62) funded from the Town of Cobourg vehicle replacement reserve; and

FURTHER THAT Council approve \$5,500.00 plus HST in the 2022 budget to fund the Town's participation in the Metrolinx Transit Joint Procurement Initiative Battery Electric Bus (BEB) Road Map Project.

12.4. Parks and Recreation Services

12.4.1. Motion from the Committee of the Whole regarding the Cobourg Community Centre Canteen Reopening

136

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Deputy Director, Community Services, regarding the Cobourg Community Centre Canteen Reopening;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base; and

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen

Operations to Council at the September 20, 2021 Regular Council Meeting.

12.5. Protection Services

12.6. Arts, Culture and Tourism Services

12.6.1. Motion from the Committee of the Whole regarding an Environmental Officer Position and Cobourg's 2022 Budget

137

Action Recommended:

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from Sustainability and Climate Emergency Advisory Committee regarding the Environmental Officer Position and Cobourg's 2022 Budget;

NOW THEREFORE BE IT RESOLVED THAT the matter be referred to the 2022 Budget deliberations to hire a full-time environmental staff person.

13. BYLAWS

13.1. General Government Services

13.1.1. By-law No.072-2021, being a by-law to Amend By-Law No. 008-2019 to Amend the Terms of Reference for the Memorial Arena Terms of Reference Committee of Council

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Action Recommended:

THAT Council adopt By-law No.072-2021, being a by-law to Amend By-Law No. 008-2019 to Amend the Terms of Reference for the Memorial Arena Terms of Reference Committee of Council.

13.1.2. By-law No.073-2021, being a by-law to amend By-Law No. 009-2019, being a By-Law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.

142

Action Recommended:

THAT Council adopt By-law No.073-2021, being a by-law to amend Town of Cobourg Procedural By-law No.009-2019, to allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the *Municipal Act, 2001* Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is

- unable to be present in Council Chambers.
- 13.1.3. By-law No.074-2021, being a by-law to Authorize the use of Alternative Voting Methods (Internet And Telephone} in the 2022 Town of Cobourg School Board And Municipal Elections. 144
- Action Recommended:
 THAT Council adopt By-law No.074-2021, being a by-law to authorize the use of electronic voting by Internet and Telephone as alternative voting methods in respect of the school board and municipal election to be held in 2022 pursuant to the provisions of the *Municipal Election Act*.
- 13.1.4. By-law No.075-2021, being a by-law to authorize Execution of an Agreement with Intelivote Systems Inc. for Alternative Voting Systems. 145
- Action Recommended:
 THAT Council adopt By-law No.075-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with Intelivote Systems Inc. for the provision of Internet and Telephone Electronic Voting Service for the 2022 Municipal Election.
- 13.2. Planning and Development Services
- 13.2.1. By-law No.076-2021, being a by-law to to Authorize the Execution of a Pre-Servicing Agreement and Development Agreement with 3FiveSix Corp. and the Corporation of the Town of Cobourg and Lakefront Utility Services Inc. (312 Clyde Street, Cobourg). 146
- Action Recommended:
 THAT Council adopt By-law No.076-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a Pre-Servicing Agreement and a Development Agreement with 3FiveSix Corp. and Lakefront Utility Services Inc. for the development of four (4) residential building lots described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.
- 13.2.2. By-law No.077-2021, being a by-law to amend Zoning By-Law No. 085-2003 North-East Corner of Densmore and Birchwood Trail - Marshall Homes (Cobourg) Ltd. (160 Densmore Road), Cobourg). 147

Action Recommended:

THAT Council adopt By-law No.077-2021, being a by-law to amend Zoning By-Law No. 085-2003 to permit “Stacked Townhouses” as a permitted land use under “Multiple Residential Four, Exception 18” zone on the 2.54 Hectares of vacant land.

13.3. Public Works Services

13.4. Parks and Recreation Services

13.5. Protection Services

13.5.1. By-law No.078-2021, being a by-law to Authorize the Execution of an Agreement with the Northumberland Humane Society for the Housing of Domestic Animals and other Municipal Animal Services for the Town of Cobourg.

152

Action Recommended:

THAT Council adopt By-law No.078-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with the Northumberland Humane Society for the Housing of Domestic Animals and other Municipal Animal Services for the Town of Cobourg as set out in the terms and services outlined and agreed upon within the Services Agreement.

13.6. Arts, Culture and Tourism Services

13.7. General Government Services

13.7.1. THAT the following by-law(s) be passed:

1. By-law No.072-2021, being a by-law to Amend By-Law No. 008-2019 to Amend the Terms of Reference for the Memorial Arena Terms of Reference Committee of Council;
2. By-law No.073-2021, being a by-law to amend By-Law No. 009-2019, being a By-Law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg;
3. By-law No.074-2021, being a by-law to Authorize the use of Alternative Voting Methods (Internet And Telephone} in the 2022 Town of Cobourg School Board And Municipal Elections;
4. By-law No.075-2021, being a by-law to authorize

Execution of an Agreement with Intelivote Systems Inc. for Alternative Voting Systems;

5. By-law No.076-2021, being a by-law to to Authorize the Execution of a Pre-Servicing Agreement and Development Agreement with 3FiveSix Corp. and the Corporation of the Town of Cobourg and Lakefront Utility Services Inc. (312 Clyde Street, Cobourg);
6. By-law No.077-2021, being a by-law to amend Zoning By-Law No. 085-2003 North-East Corner of Densmore and Birchwood Trail - Marshall Homes (Cobourg) Ltd. (160 Densmore Road), Cobourg).
7. By-law No.078-2021, being a by-law to Authorize the Execution of an Agreement with the Northumberland Humane Society for the Housing of Domestic Animals and other Municipal Animal Services for the Town of Cobourg.

Action Recommended:

THAT leave be granted to introduce bylaw 072-2021 to 078-2021 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

14. PETITIONS

15. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

15.1.	Equity Diversity and Inclusion Committee Minutes - June 10, 2021 and June 17, 2021	153
15.2.	Sustainability and Climate Emergency Advisory Committee Minutes - July 7, 2021	164
15.3.	Transportation Advisory Committee Minutes - July 22, 2021	168
15.4.	Parks and Recreation Advisory Committee Minutes - August 3, 2021	171
15.5.	Accessibility Advisory Committee Minutes - August 18, 2021	175
15.6.	Downtown Business Improvement Area Board of Management Minutes - August 5, 2021	183

Action Recommended:

THAT the advisory committee/board minutes be received for information purposes.

16. CORRESPONDENCE

- 16.1. Correspondence from Nancy MacDonald, County Clerk, regarding the Notice of Passing of County-Wide Development Charges By-law 190

Action Recommended:

THAT the correspondence be received for information purposes.

- 16.2. Correspondence from Janelle Eisler, Manager of Community Engagement, Cornerstone Family Violence Prevention Centre, regarding a request for proclamation and flag raising on November 25, 2021

Action Recommended:

THAT the correspondence be received for information purposes.

- 16.3. Correspondence from Ted Williams, Cobourg Resident, regarding the Town of Cobourg's Growth. 192

Action Recommended:

THAT the correspondence be received for information purposes.

17. NOTICE OF MOTION

18. COUNCIL/COORDINATOR ANNOUNCEMENTS

- 18.1. Members of Council present verbal reports on matters within their respective areas of responsibility:
- Mayor John Henderson
 - Deputy Mayor Séguin, General Government Services Coordinator
 - Councillor Beatty, Planning and Development Services Coordinator
 - Councillor Darling, Public Works Services Coordinator
 - Councillor Chorley, Parks and Recreation Services Coordinator
 - Councillor Burchat, Protection Services Coordinator
 - Councillor Bureau, Arts, Culture and Tourism Services Coordinator

19. UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave

19.1.	Unfinished Business Tracking Sheet	195
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20. CONFIRMATORY BY-LAW

20.1.	Bylaw 079-2021, being a bylaw to confirm the proceedings of the Council Meeting of September 20, 2021.	202
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Action Recommended:

THAT leave be granted to introduce Bylaw 079-2020 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on September 20, 2021, and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

21. ADJOURNMENT



The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
MINUTES

August 30, 2021, 4:00 p.m.
Electronic Participation

Members Present: Mayor John Henderson
Deputy Mayor Suzanne Séguin
Councillor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Laurie Wills, Director of Public Works
Teresa Behan, Deputy Director Community Services
Rob Franklin, Manager of Planning Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

His Worship Mayor Henderson called the Meeting to Order at 3:01 P.M.

2. CLOSED SESSION

Members of Council moved into Closed Session at 3:02 PM

Resolution 342-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

Carried

2.1 Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose - regarding Vaccination Policy and Health and Safety Standard to be considered.

Tracey Vaughan, Chief Administrative Officer and Andrea Short, Manager, Human Resources provided an overview of the subject matter.

Members of Council engaged in a discussion regarding the matter and raised questions to which A. Short and T. Vaughan responded.

2.2 Section 239 (2)(d) Labour relations or employee negotiations - regarding Fire Fighters Assoc. Collective Bargaining.

Andrea Short, Manager, Human Resources, provided background information and an overview of the report.

Members of Council raised questions regarding the information provided. A. Short, Ian Davey, Director of Corporate Services/Treasurer and Tracey Vaughan Chief Administrative Officer, responded to questions from Council.

2.3 Section 239(2)(l) Information supplied in confidence reasonably expected to prejudice - regarding Town of Cobourg Animal Control Service Delivery

Brent Larmer, Manager of Legislative Services/Municipal Clerk provided background information and an overview of the report.

Members of Council raised questions regarding the subject matter and raised questions to which B. Larmer responded.

Closed Session ended at 4:05 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

Members moved into Open Session at 4 06 PM

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement.

4. MOMENT OF REFLECTION

The Mayor asked that Council and Members of the Public to pause for a Moment of Reflection.

5. ADDITIONS TO THE AGENDA

There were no additions to the Agenda.

6. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

There were no Declarations of Pecuniary Interest Declared by Members of Council.

7. ADOPTION OF MINUTES OF THE PREVIOUS MEETING

7.1 Adoption of the July 26, 2021 Regular Council Minutes.

Resolution 343-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council adopt the minutes of the Regular Council meeting held on July 26, 2021

Carried

7.2 Adoption of the Public Planning Meeting Minutes dated August 9, 2021

Resolution 344-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council adopt the minutes of the Public Planning meeting held on August 9, 2021.

Carried

7.3 Adoption of the August 25, 2021, Special Council Minutes

Resolution 345-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT Council adopt the minutes of the Special Council meeting held on August 25, 2021

Carried

8. **PRESENTATIONS**

9. **DELEGATIONS**

10. **DELEGATION ACTIONS**

11. **REPORTS**

11.1 General Government Services

11.1.1 Committee of the Whole meeting notes held on August 23, 2021

Resolution 346-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT Council receive and approve the minutes of the Committee of the Whole meeting held on August 23, 2021 for information purposes.

Carried

11.2 Planning and Development Services

11.2.1 Memo from Planner I - Development, regarding the Site Plan Approval Application Submission – 675 Brook Road North – Expansion to Industrial Property

Resolution 347-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council receive the Staff Report and Site Plan Approval Application for information purposes; and

FUTHER THAT the application be referred to the Planning Department for a report.

Carried

11.2.2 Memo from Planner I -Development, regarding the Site Plan Approval – Receipt of Application – 560 Thompson Street – Industrial Development

Resolution 348-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council receive the Staff Report and Site Plan Approval Application for information purposes; and

FUTHER THAT the application be referred to the Planning Department for a report.

Carried

11.2.3 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 203 Hibernia Street HP-2021-027

Resolution 349-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council receive the Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, and approve Heritage Permit Application HP-2021-027, submitted by Brian Wall on behalf of Xue Ying Xie – to permit a new secondary entrance and door at 203 Hibernia St., subject to the finalization of details by Heritage and Planning staff.

Carried

11.3 Public Works Services

11.4 Parks and Recreation Services

11.5 Protection Services

11.6 Arts, Culture and Tourism Services

12. MOTIONS

12.1 General Government Services

12.1.1 Motion from the Committee of the Whole regarding the 2022 Operating and Capital Budget – Municipal Levy Target

Resolution 350-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Director of Corporate Services regarding the 2022 Operating and Capital Budget – Municipal Levy Target;

NOW THEREFORE BE IT RESOLVED THAT Council direct Municipal Staff and the Cobourg Police Services Board to target a base levy increase for the 2022 operating budget equal to the twelve (12) month change in the Consumer Price Index which currently is 3.1% as of June 30, 2021 plus an additional 1.55% for Assessment Growth based on the New Assessment Forecast Report as provided by the Municipal Property Assessment Corporation as of June 30, 2021

Carried

12.1.2 Motion from the Committee of the Whole regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model

Resolution 351-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers in the following new format:

That all of Council Members be physically present in Council Chambers for all Municipal Council Meetings including the Municipal Clerk and Deputy Clerk and Chief Administrative Officer in an alternative set-up to adhere to public health protocols and all other Staff, Members of the Public and Delegates/Presenters shall participate electronically through a Zoom Video Conference.

AND FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the Municipal Council Term or until Council provides further direction to return to in-person meeting.

Amended

Resolution 352-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Emily Chorley

MOTION TO AMEND

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers in the following new format:

THAT Municipal Council allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the Municipal Act, Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is unable to be present in Chambers; and

FURTHER THAT Members of the Public and Delegates/Presenters shall participate electronically through Zoom Video Conference; and

FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the Municipal Council Term or until Council provides further direction to return to in-person meeting.

Carried

Resolution 353-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

THAT the final vote to this matter with the included amendment be referred to the September 13, 2021, Committee of Whole meeting

Carried

12.1.3 Motion from the Committee of the Whole regarding the (Re)Naming of the West Headlands/Pier

Resolution 354-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Accessibility Coordinator regarding the (Re)Naming of the West Headlands/Pier;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the colloquial name of “The West Headlands” for the area described as the West Headlands/Pier until the Stewardship Study is completed, and;

FURTHER THAT the renaming of the entire West Headlands, Pier, and Beach area should be referred to the Parks and Recreation Advisory Committee for further consideration at the time of completion of the Stewardship Study keeping in guidance with the

Town of Cobourg's Naming Policy and recommendations from our Indigenous community, and;

FURTHER THAT a full audit of historical names of areas in Cobourg be undertaken to ensure that we are not unintentionally impacting our Indigenous community, and;

FURTHER THAT Council consider adding funding in the 2022 budget for the entirety of the Town of Cobourg staff members, Board and Committee Members, and other volunteers to participate in Indigenous Awareness training.

Carried

12.1.4 Motion from the Committee of the Whole regarding the Chief Administrative Officer Performance Review Policy

Resolution 355-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Chief Administrative Officer Performance Review Policy;

NOW THEREFORE BE IT RESOLVED THAT Council approve the CAO Performance Review Policy; and

FURTHER THAT Council approve the CAO Goal Setting Form, the CAO Performance Evaluation Form, and the CAO Core Elements Rating Tool.

Carried

12.1.5 Motion from the Committee of the Whole regarding the Information Technology (IT) Strategic Plan RFP Award

Resolution 356-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the IT Supervisor regarding the Information Technology (IT) Strategic Plan RFP Award;

NOW THEREFORE BE IT RESOLVED THAT Council award the Request for Proposal (RFP) to Blackline Consulting for the completion of the Town of Cobourg Information Technology Strategic Plan in the amount of \$44,886.34 including non-refundable HST of \$776.34, to be funded from the approved IT Operating Budget; and

FURTHER THAT the full amount of \$44,886.34 be funded from the Information Technology Reserve.

Carried

12.1.6 Motion from the Committee of the Whole, regarding the Town of Cobourg 2020 Consolidated Financial Statements.

Resolution 357-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on Monday August 23, 2021 Council considered a memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the Draft Audited Financial Statements for the fiscal year ending December 31, 2020;

NOW THEREFORE BE IT RESOLVED THAT Council approve and adopt the 2020 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2020 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the *Municipal Act, 2001*.

Carried

12.2 Planning and Development Services

12.2.1 Motion from the Committee of the Whole regarding the Tannery District Sustainable Neighbourhood Master Plan

Resolution 358-21

Moved by Councillor Nicole Beatty

Seconded by Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Recording Secretary, Planning and Development, regarding the Tannery District Sustainable Neighborhood Master Plan;

NOW THEREFORE BE IT RESOLVED THAT Council endorse in principle the Background Report, Master Plan and draft Secondary Plan for the Tannery District Sustainable Neighbourhood Master Plan project area prepared by Fotenn Planning + Design, in association with Urban Equation, Crozier and Altus Group subject to the implementation of a public consultation process and the finalization of relevant details.

Carried

12.2.2 Motion from the Committee of the Whole regarding Heritage Permit Application for 127-129 King St W/209 Hibernia Street, Cobourg. (HP-2021-025)

Resolution 359-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 127-129 King St W/209 Hibernia Street ,HP-2021-025;

NOW THEREFORE BE IT RESOLVED THAT Council endorse *in principle, with respect to demolition only*, the Heritage Permit Application HP-2021-025 as submitted by Jeff Weng on behalf of William Academy to permit the demolition of structures at 127-129 King St. W and 209 Hibernia St; subject to the finalization of details by Planning and Heritage Staff.

Carried

12.2.3 Motion from the Committee of the Whole regarding 586 Osler Court, HP-2021-26

Resolution 360-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 586 Osler Court, HP-2021-26;

NOW THEREFORE BE IT RESOLVED THAT Council grant and approve Heritage Permit #HP-2021-026 as submitted by Anne Marie Cummings at 586 Osler Court to permit the construction of an attached two car garage and various alterations to the main house, and alterations to the accessory carriage-house to convert into a coach house dwelling, be approved subject to the finalization of details by Planning and Heritage staff.

Carried

12.2.4 Motion from the Regular Council Meeting, regarding Heritage Permit Application for 203 Hibernia Street, Cobourg (HP-2021-027).

Resolution 361-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

WHEREAS at the Regular Council Meeting on August 30, 2021, Council considered a Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding Heritage Permit Application for 203 Hibernia Street (HP-2021-027);

NOW THEREFORE BE IT RESOLVED THAT Council grant and approve Heritage Permit #HP-2021-027 as submitted by Brian Wall on behalf of Xue Ying Xie – to permit a new secondary entrance and door at 203 Hibernia St., Cobourg subject to the finalization of details by Heritage and Planning staff.

Carried

12.3 Public Works Services

12.3.1 Motion from the Committee of the Whole regarding the Downtown Streetlight Fixture and Pole Decision.

Resolution 362-21

Moved by Councillor Brian Darling

Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Director of Public Works, regarding the Downtown Streetlight Fixture and Pole decision;

NOW THEREFORE BE IT RESOLVED THAT Council approve Option 1C as the preferred downtown streetlight fixture and pole style; and

FURTHER THAT Council direct Staff to proceed with the replacement of all downtown streetlight fixtures and poles in 2021 at an estimated cost of \$500,000 which is within the 2021 budget to be funded by debentures.

Carried

12.4 Parks and Recreation Services

12.4.1 Motion from the Committee of the Whole regarding the Cobourg Marina Boat Lifting Options Analysis Report

Resolution 363-21

Moved by Councillor Emily Chorley

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Deputy Director, Community Services, regarding the Cobourg Marina Boat Lifting Options Analysis Report;

NOW THEREFORE BE IT RESOLVED THAT Council accept the Shoreplan Engineering Limited Report on Boat Lifting Options for the Cobourg Marina for information purposes; and

FURTHER THAT Council direct Staff to include upgrades to the North and East Seawalls in the harbour design plans to facilitate the safe use of the cranes for boat-lifting.

Carried

12.4.2 Memo from the Committee of the Whole, regarding the Lighthouse walkway and Cost Estimate

Resolution 364-21

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Deputy Director of Community Services regarding the Lighthouse Walkway Options and Cost Estimate;

NOW THEREFORE BE IT RESOLVED THAT Council abandon the walkway to the lighthouse and not go ahead with the lighthouse walkway options and cost estimate.

Carried

12.4.3 Motion from the Committee of the Whole regarding the New Vehicle Replacement for the Parks Department Vehicle Fleet

Resolution 365-21

Moved by Councillor Emily Chorley

Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Manager, Parks Department regarding the New Vehicle Replacement for the Parks Department Vehicle Fleet;

NOW THEREFORE BE IT RESOLVED THAT Council approve the low quote in the amount of \$51,426.00 to Thomas Buick GMC for a 2022 Model 1-Ton Cab and Chassis; and

FURTHER THAT the approved 2021 capital budget for the purchase is \$65,000.00 to be funded from the Vehicle and Equipment Reserve Fund.

Carried

12.5 Protection Services

12.5.1 Motion from the Committee of the Whole regarding regarding the Fire Communications Service Agreement

Resolution 366-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Deputy Fire Chief regarding the Fire Communications Service Agreement;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Mayor and Municipal Clerk to enter into a five (5) year single multi-party agreement with the County of Northumberland and Seven (7) member municipalities for the administration of fire dispatch communications.

Carried

12.6 Arts, Culture and Tourism Services

12.6.1 Motion from the Committee of the Whole regarding the Town of Cobourg EDI Strategy – Update on Hosting Public Forums and Town Halls.

Resolution 367-21

Moved by Councillor Adam Bureau

Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Accessibility Coordinator regarding the Town of Cobourg EDI Strategy – Update on Hosting Public Forums and Town Halls;

NOW THEREFORE BE IT RESOLVED THAT Council receive this report from the Accessibility Coordinator for information purposes, and;

FURTHER THAT Council approve the four (4) goals for the Equity, Diversity, and Inclusion Strategy:

1. Identify and address systemic barriers within the Corporation.
2. Create programs to meet the needs of everyone.
3. Engage our diverse communities in a meaningful way.
4. Attract and leverage a diverse workforce.

Carried

13. BYLAWS

13.1 General Government Services

13.1.1 By-law 067-2021, being a by-law to levy a special charge in respect of the Cobourg Downtown Business Improvement Area and to provide for its collection

Resolution 368-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law 067-2021, being a by-law to levy a special charge in respect of the Cobourg Downtown Business Improvement Area and to provide for its collection.

Carried

13.2 Planning and Development Services

13.2.1 By-law 068-2021, being a by-law to exempt Blocks 30-44 inclusive on Plan 39M-944 (Hayward St. & Joseph Gale Street) in Stage 1 of the East Village Phase 5 subdivision from the Part Lot Control provisions of the Planning Act

Resolution 369-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law 068-2021, being a by-law to exempt Blocks 30-44 inclusive on Plan 39M-944 (Hayward St. & Joseph Gale Street) in Stage 1 of the East Village Phase 5 subdivision from the Part Lot Control provisions of the *Planning Act R.S.O. 1990, c.P. 13, as amended*.

Carried

13.2.2 By-law 069-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 2804830 Ontario Inc. and Lakefront Utility Services Inc. for the proposed development at 1043 Division Street, Cobourg

Resolution 370-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council adopt By-law 069-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 2804830 Ontario Inc. and Lakefront Utility Services Inc. for the proposed development at 1043 Division Street, Cobourg.

Carried

13.2.3 By-law 070-2021, being a by-law to authorize the removal the Holding (H) Symbol from the subject lands at 1043 Division Street, Cobourg

Resolution 371-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council adopt By-law 070-2021, being a by-law to authorize the removal the Holding (H) Symbol from the subject lands at 1043 Division Street, Cobourg.

Carried

13.3 Public Works Services

13.4 Parks and Recreation Services

13.5 Protection Services

13.6 Arts, Culture and Tourism Services

13.7 General Government Services

13.7.1 THAT the following by-law(s) be passed:

Resolution 372-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

THAT leave be granted to introduce bylaw 067-2021 to 070-2021 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

14. PETITIONS

15. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

15.1 Parks and Recreation Advisory Committee Minutes - July 6, 2021

15.2 Accessibility Advisory Committee Minutes - June 16, 2021

15.3 Downtown Business Improvement Area Board Minutes - June 3, 2021 and June 18, 2021

Resolution 373-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT Council receive the Advisory Committee and Local Board Minutes for information purposes.

Carried

16. CORRESPONDENCE

17. NOTICE OF MOTION

18. COUNCIL/COORDINATOR ANNOUNCEMENTS

18.1 Members of Council present verbal reports on matters within their respective areas of responsibility.

19. UNFINISHED BUSINESS

19.1 Unfinished Business Tracking Table

20. CONFIRMATORY BY-LAW

20.1 Bylaw 071-2021, being a bylaw to confirm the proceedings of the Council Meeting of August 30, 2021.

Resolution 374-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 071-2021 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on August 30, 2021, and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

21. ADJOURNMENT

Moved by Councillor Emily Chorley

THAT the meeting be adjourned (6:23 PM)

Carried



The Corporation of The Town of Cobourg
Public Planning Meeting
MINUTES

September 7, 2021, 5:00 p.m.
Electronic Participation

Members Present: Mayor John Henderson
Deputy Mayor Suzanne Séguin
Councillor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer
Rob Franklin, Acting Director of Planning and Development
Kaveen Fernando, Planner I
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

Chair, Councillor Beatty, Coordinator of Planning and Development Services, called the Meeting to Order at 5:02 PM

2. TRADITIONAL LAND ACKNOWLEDGEMENT

Chair, Councillor Beatty, Coordinator of Planning and Development Services, recited the Traditional Land Acknowledgement Statement.

3. INTRODUCTION

Chair, Councillor Beatty, explained the general purpose of the meeting which was to obtain approval for a Draft Plan of Subdivision and Common Element Condominium to introduce 24 townhouse units on properties municipally known as 440 Elgin St West & 448 Elgin Street West. (see Key Map below). The

Subject Lands are designated as “Stable Residential Area” in the Town of Cobourg Official Plan (2017), and zoned “Multiple Residential Four (R4) Zone” in the Comprehensive Zoning By-law No. 85-2003.

4. DECLARATION OF PECUNIARY INTREST

There were no declarations of pecuniary interest by members.

5. NOTIFICATION PROCEDURE

Brent Larmer, Municipal Clerk/ Manager, Legislative Services, advised that the notice for the application was published in the local newspaper, posted on the Municipal Website www.cobourg.ca and circulated to neighboring property owners in accordance with the provisions of the Planning Act. In addition, notice in the form of one (1) Application Notice Sign was installed on both municipal road frontages in accordance with Council's procedures.

6. DRAFT PLAN OF SUBDIVISION AND COMMON ELEMENT CONDOMINIUM TO INTRODUCE 24 TOWNHOUSE UNITS ON PROPERTIES MUNICIPALLY KNOWN AS 440 ELGIN ST WEST & 448 ELGIN STREET WEST

6.1 Shawn Legere, RFA Planning Consultants Inc., to provide background and explanation of the Draft Plan of Subdivision and Common Element Condominium to introduce 24 Townhouse Units municipally known as 440 & 448 Elgin St. W

S. Legere provided an overview of the application for Draft Plan of Subdivision and Common Element Condominium to introduce 24 Townhouse Units municipally known as 440 & 448 Elgin St. W. S. Legere spoke to the site context, work progress, arborist report, environmental noise feasibility study, functional servicing, and storm water management report. The presentation highlighted the transportation impact assessment, zoning, sustainable design, and land use assessment. S. Legere provided comments on the development site as it relates to the provincial policy statement, growth plan and the Town of Cobourg Official Plan.

Members of Council raised questions regarding the retaining wall, snow removal, storage, noise impact study, outdoor space, and affordability. In response, S. Legere provided comments on the distance of the property line, conducting the noise impact study, and the design of the balcony not requiring noise barriers.

6.2 Memo dated June 28, 2021 from Planner I, Development, regarding the Notice of Complete Application for Draft Plan of Subdivision - 440 & 448 Elgin Street West

Rob Franklin, Acting Director of Planning and Development provided an overview of the report and spoke to the access to green land areas from the development site. R. Franklin noted that additional background information associated with the application may be found by accessing the following Planning & Development webpage link:

<https://www.cobourg.ca/en/business-and-development/Planning-Applications.aspx> .

7. PUBLIC SUBMISSIONS

There were no verbal or written submissions received by the public.

8. FURTHER NOTICE

Chair, Councillor Beatty, Coordinator of Planning and Development Services, advised that persons requiring notice of passage of the proposed Zoning By-law Amendment are to advise the Municipal Clerk of their name and address to ensure receipt of notice or email clerk@cobourg.ca.

9. ADJOURNMENT

Moved by Councillor Adam Bureau

THAT the meeting be adjourned (5:48 PM)

Carried



The Corporation of The Town of Cobourg
SPECIAL COUNCIL MEETING
MINUTES

September 7, 2021, 6:00 p.m.
Electronic Participation

Members Present: Mayor John Henderson
Deputy Mayor Suzanne Séguin
Councillor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

Mayor John Henderson called the meeting to order at 6:00 PM

2. TRADITIONAL LAND ACKNOWLEDGEMENT

Mayor John Henderson recited the Traditional Land Acknowledgment Statement

3. DISCLOSURE OF PECUNIARY INTEREST

There were no declarations of pecuniary interest by members.

4. REPORTS

4.1 Planning and Development Services

4.1.1 Dereck Paul, President & CEO, Lakefront Utility Services, regarding the 2021 Green Stream Funding Application Endorsement by Municipal Council

Dan Campbell, Senior Project Manager, CIMA, provided background information and overview of the ICIP Green Stream Intake and the elevated tank replacement at the Cobourg Drinking Water System. The presentation highlighted the rational and scope for the project, costs, outcomes and benefits.

After a question and answer period, D. Campbell was dismissed at 6:25 PM

Moved By Councillor Nicole Beatty

Seconded By Councillor Adam Bureau

WHEREAS at the Regular Council Meeting on July 26th 2021, Council approved Resolution 305-21 accepting the Town of Cobourg Water Master Plan prepared by Lakefront Utility Services Inc. that forecasts future spending over the next 5-15 years, and one such projected include the construction of a new Water Tower to improve and make drinking water more reliable, addresses an urgent public health and safety issue, reduces the probability of system failure, reduces life cycle costs and is a key performance indicator in the Cobourg Asset Management Plan;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2021 Green Stream Funding Application for the Cobourg Zone 1 Elevated Tank Replacement Project to be submitted by Town of Cobourg Waterworks to the Ministry of Infrastructure on or before September 9th, 2021.

Carried

5. **ADJOURNMENT**

Moved By Councillor Brian Darling

THAT the meeting be adjourned (6:28 PM)

Carried

Municipal Clerk B. Larmer

Mayor J. Henderson



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. GENERAL INFORMATION

Name of Delegate(s):

TBD - Erin Besso

Group/Organization/Business Delegation Represents (if applicable):

Highland Shores Children's Aid

2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole ☒ Regular Council ☐ Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

August 30, 2021 or September 20, 2021

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

Highland Shores Children ' s Aid, in partnership with The Children ' s Foundation, will be distributing purple ribbons throughout the communities we serve. We are also asking local police and fire departments to show their support by placing a purple ribbon on their vehicles during the month of October. In addition to wearing a purple ribbon during the month, we are encouraging everyone to wear purple on Wednesday October 27, 2021 for Dress Purple Day.

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

At this time, we are respectfully requesting that Council proclaim October as Dress Purple month at your September meeting. We are also requesting permission for our staff to tie purple ribbons in your downtown area. These will be put up on October 1, 2021 and removed by November 1, 2021. By working together, we can make a difference for vulnerable children and youth.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☒ Yes ☐ No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? ☐ Oral ☒ Written

Do you have any equipment needs? ☒ Yes ☐ No

If selecting yes, please indicate the type of equipment needed for your presentation:

PowerPoint



Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

Please note that information on the first two (2) pages of this form will be printed on a public Agenda.

5. CONTACT INFORMATION

Address (Street, Town/City and Postal Code):

1005 Burnham Street

Phone:

905-372-1821

E-Mail:

erin.besso@highlandshorescas.com

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

If yes, what accommodation(s) do you require?

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.

Erin Besso

2021/07/26

Print Full Name

Signature

Date (YYYY/MM/DD)

Municipal Clerk or Designate

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of By-law 009-2019.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the delegation request.



Serving the Counties of Hastings, Northumberland and Prince Edward
www.highlandshorescas.com

Monday July 26, 2021

Your Worship Mayor John Henderson and members of council,

RE: PROCLAMATION OF OCTOBER AS DRESS PURPLE MONTH

During the month of October, Children's Aid Societies across the province raise awareness about the important role that individuals and communities play in supporting vulnerable children, youth, and families through the provincially recognized Dress Purple Day campaign (formerly known as Child Abuse Prevention Month) which is marked by a purple ribbon.

Preventing child abuse is a responsibility we all share. Children's Aid Societies and Indigenous Child Well Being Societies are community based organizations that provide protection and support services to children and youth up to the age of 18 across Ontario. With the help of community partners, Children's Aid Societies deliver services that support and strengthen the family. In addition to visiting children and families in their home, child welfare workers help families obtain the services they may need, such as parenting or treatment programs for problems such as addictions, mental health, and anger management.

Children's Aid Societies work first and foremost to keep families together and in about 97 percent of CAS investigations, child protection services are provided while the child or youth lives with their family. In the rare instances that Children's Aid Society removes children from their homes, 85% of those children return to their families within 36 months. The importance of keeping children within their extended families, communities and cultures is also incredibly important.

Highland Shores Children's Aid, in partnership with The Children's Foundation, will be distributing purple ribbons throughout the communities we serve. We are also asking local police and fire departments to show their support by placing a purple ribbon on their vehicles during the month of October. In addition to wearing a purple ribbon during the month, we are encouraging everyone to wear purple on Wednesday **October 27, 2021 for Dress Purple Day**.

At this time, we are respectfully requesting that Council proclaim October as Dress Purple month at your September meeting. We are also requesting permission for our staff to tie purple ribbons in your downtown area. These will be put up on October 1, 2021 and removed by November 1, 2021. By working together, we can make a difference for vulnerable children and youth. Please confirm our attached delegation form attached by contacting Erin Besso at (905) 372-1821 extension 1233 or erin.besso@highlandshorescas.com.

Sincerely,

Tami Callahan, M.S.W., R.S.W.
Executive Director

Our Core Values: Above all - Kids Come First

Respect, Advocacy, Collaboration, Compassion, Integrity, Communication



Belleville Office: 363 Dundas Street West, Belleville, ON K8P 1B3 • **Tel:** 613-962-9291 • **Toll-free:** 800-267-0570 • **Fax:** 613-966-3868

Cobourg Office: 1005 Burnham Street, Cobourg, ON K9A 5J6 • **Tel:** 905-372-1821 • **Toll-free:** 800-267-0570 • **Fax:** 905-372-5284

Bancroft Office: 16 Billa St., Suite 104, P.O. Box 837, Bancroft, ON K0L 4S0 • **Tel:** 613-332-2425 • **Toll-free:** 800-267-0570 • **Fax:** 613-332-5686

Picton Office: 16 MacSteven Drive, Picton, ON K0K 2T0 • **Tel:** 613-476-7957 • **Toll-free:** 800-267-0570 • **Fax:** 613-476-2316

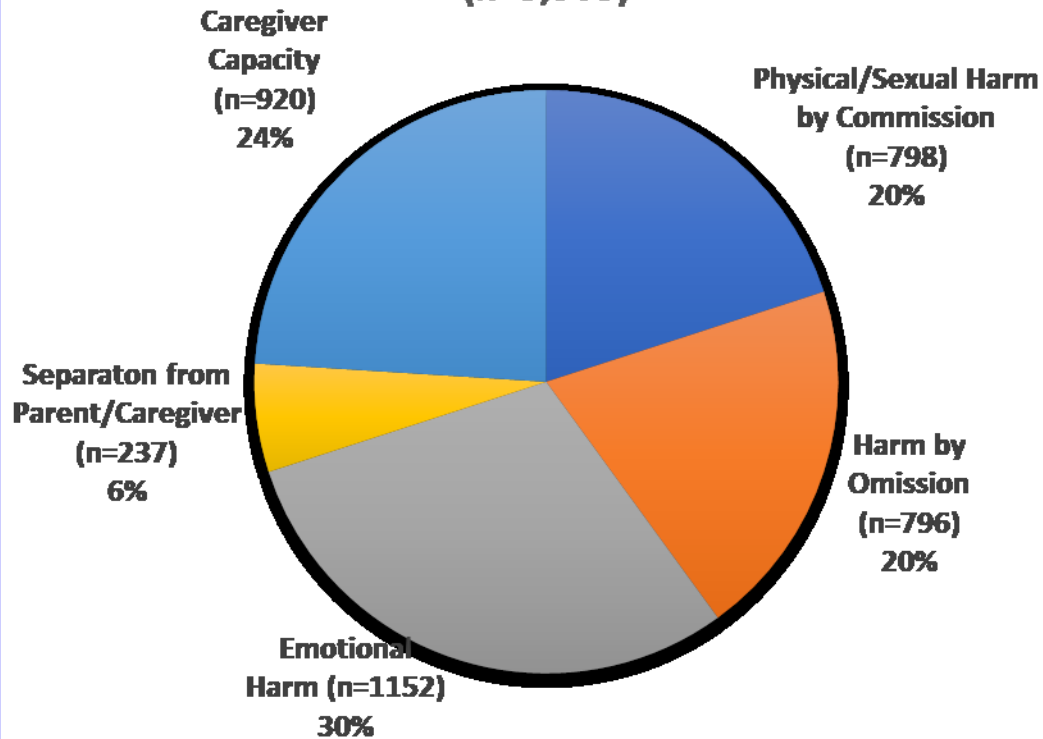
Dress Purple Day Campaign



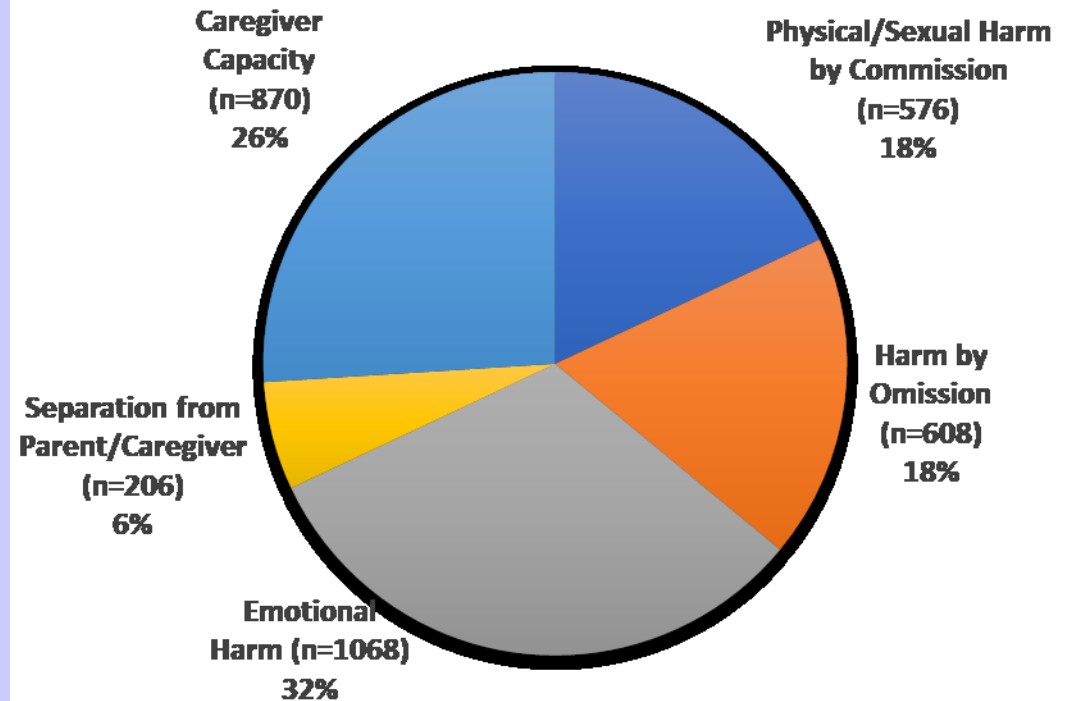
Every October Children's Aid Societies across the province raise awareness about the important role that individuals and communities play in supporting vulnerable children, youth, and families. On Dress Purple Day (previously known as Child Abuse Prevention Month), Children's Aid Societies collaborate with key partners, to speak up for every child and youth's right to safety and well-being in all spaces and to celebrate the community that cares for kids.

There are many reasons that HSCA become involved with families.

All 2019-2020 Child Protection Intakes Documented, by Primary Code Section (n=3,903)



All 2020-2021 Child Protection Intakes Documented, by Primary Code Section (n=3,328)



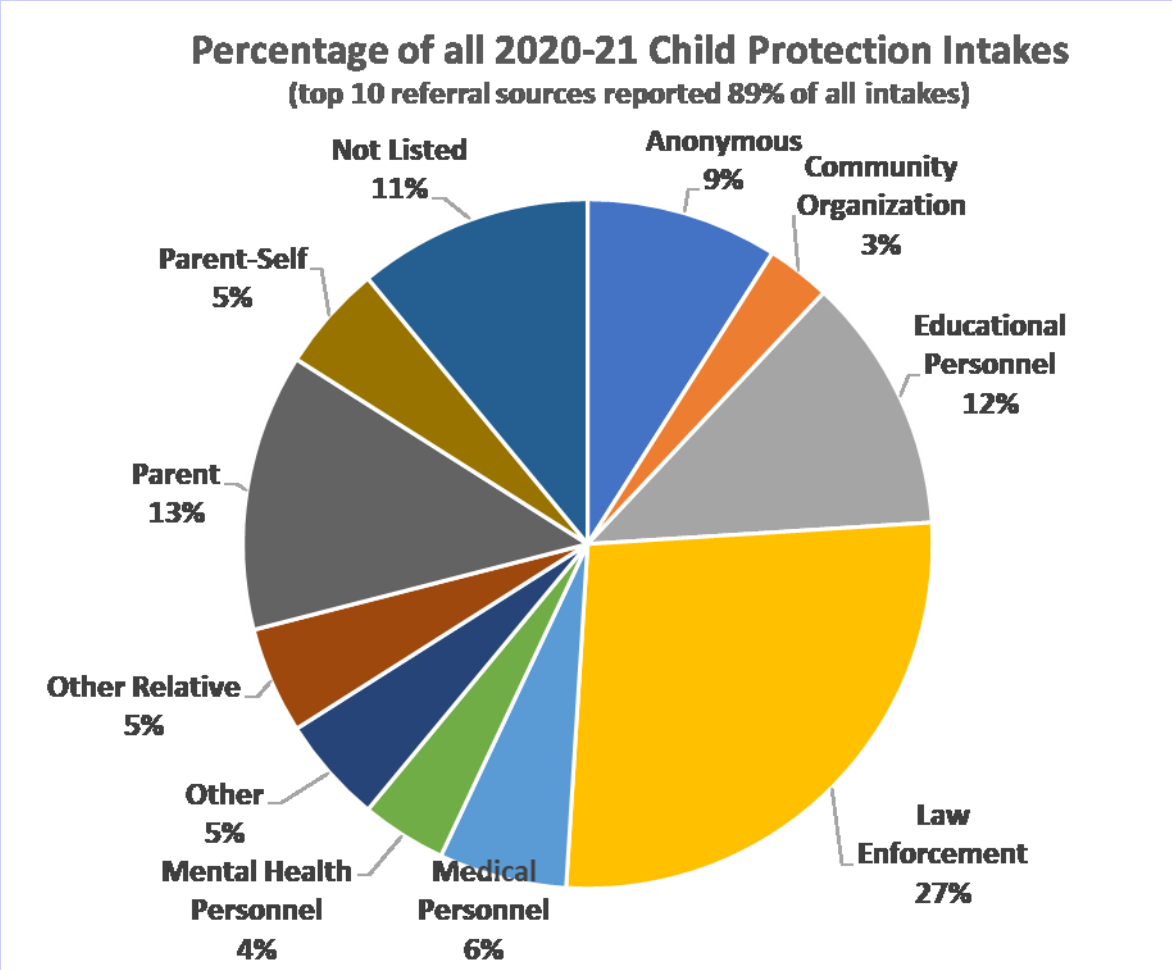
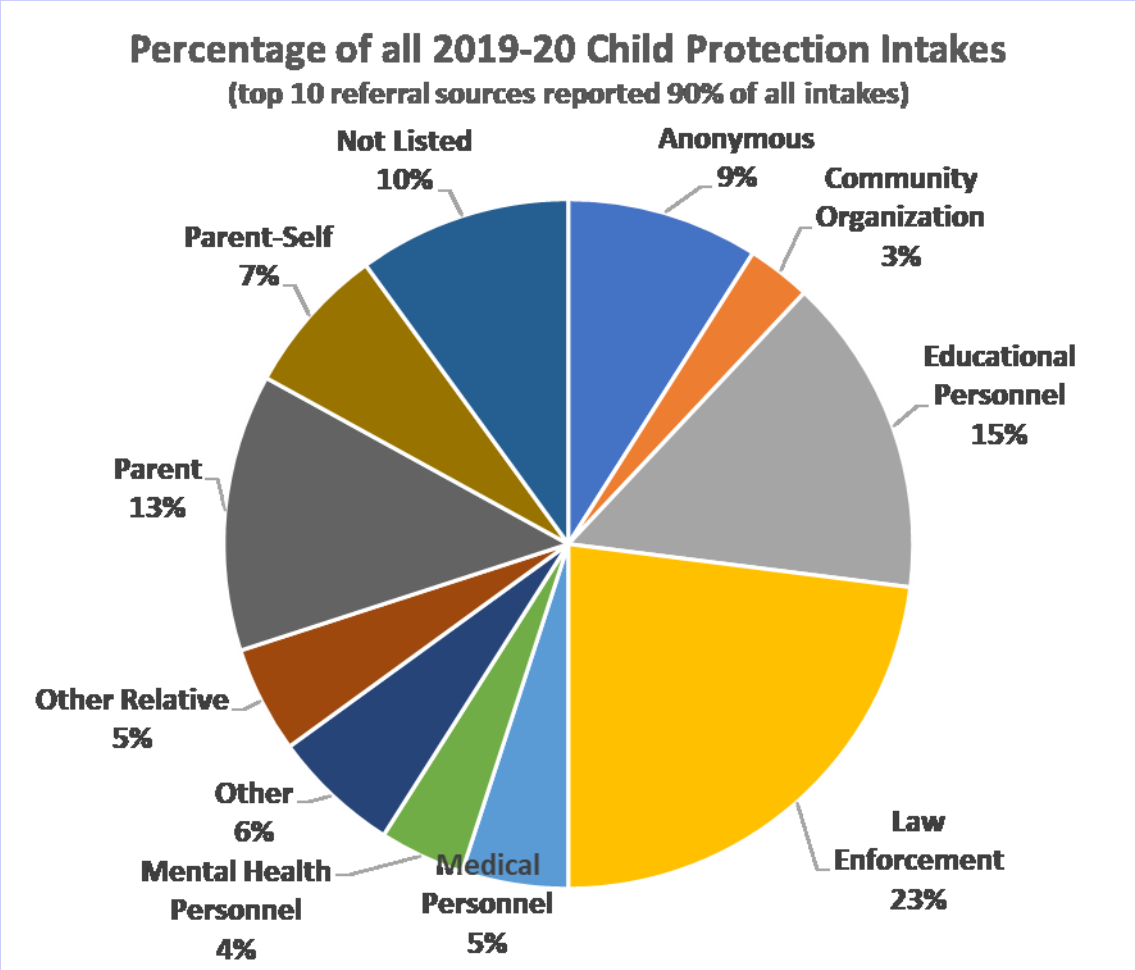
What We Know About Child Protection:

- Nearly 50% of all substantiated investigations of child abuse in Ontario involved exposure to intimate partner violence.
- In 21% of substantiated investigations, neglect was identified as the overriding concern, while physical abuse was the primary form of maltreatment in 19% of the families.
- In 97% of investigations by Children's Aid Societies, children and families are provided with services in their homes. Only 3% of investigations involved moving a child or youth out of their home for their safety and well-being.

The top referrers to Children's Aid Societies in order are:

1. Schools
2. Law enforcement
3. Custodial/noncustodial parent
4. Community, health, or social service professionals

Who is reporting?



Children's Aid Societies investigate referrals from professionals and the public concerned about a caregiver's treatment of a child or youth. These concerns include that a child or youth is experiencing physical, sexual, and emotional abuse, and/or that a child or youth is being neglected. CASs often work with children and youth where neglect is a key factor. Their families may be struggling with chronic challenges such as mental health issues, addiction, domestic violence, or extreme financial stress.

COVID Impact on Service

Major Impacts

- Client's mental health was precarious. We saw more substance abuse and anxiety in kids. Increase in schools calling concerned they have not seen a child in a long time and attendance issues
- Increase in domestic violence, parental mental health concerns and custody/access issues
- With service providers offering services primarily virtually, increased delays and decreased hours – workers were having to spend more time with families due to other services being unavailable or on hold
- Delays in getting required documentations for Home studies and delays in court
- Maintaining appropriate distance in homes, individuals delaying service by reporting they are self-isolating or not wanting to wear PPE

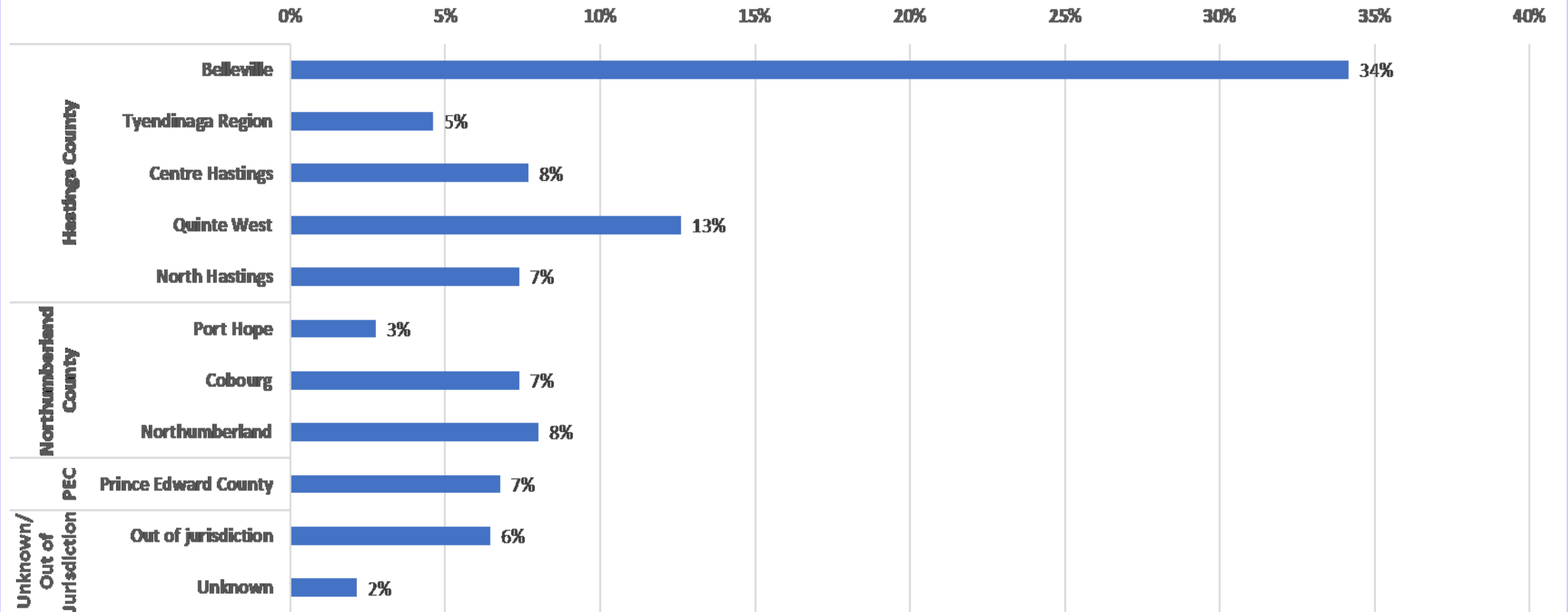
What we learned?

- Doing some work virtually allowed for some processes to move quicker (i.e., mediation), more training opportunities, less time spent in court, meetings could happen quicker and regular contact with co-workers
- Being creative in interventions with families (i.e., Parent Enrichment Program)
- Linking callers with community links as opposed to files opening with HSCA
- Need to spend more time with families helps better understanding an overall picture and clients needs

Geographic Breakdown - Regions

Families Receiving Ongoing Service, Percentage by Region - As of March 31st, 2021

Based on Address of Primary Client as of March 31st, 2021 - Note that this is an approximation based on mailing/residential address only



What YOU Can Do...

Call Highland Shores if you have any concerns that a child or youth may be in need of protection or assistance. Reach out to neighbors and friends to ensure that they are coping or are in need of further support. Your call to HSCA could lead to the help and support for a child, youth and their family.

Show your support by wearing a purple ribbon or purchase a purple item from The Children's Foundation and wear it proudly during the month of October!



You Can Make a Difference!

Join us to help raise awareness by wearing purple
on Dress Purple Day, October 27, 2021.



Purple t-shirts can be purchased from The Children's Foundation,
613-962-9292 or thechildrensfoundation.ca

Order yours today!



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to clerk@cobourg.ca, or by fax to (905) 372-7558.

1. GENERAL INFORMATION

Name of Delegate(s):

Bobbie Dawson, CEO

Group/Organization/Business Delegation Represents (if applicable):

United Way Northumberland

2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole

☒ Regular Council

☐ Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

September 20, 2021 alternative date October 12, 2021

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

We would like to provide an update to Council on the work that United Way Northumberland is doing in the community and speak about several new initiatives that we have been working on such as our Local Love week, workplace campaigns, Period Promise, Northumberland Eats Voucher Program and Living Wage Certification.

Recommendation to Council/Committee/Board:

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

We do have a request of Council to consider supporting our Period Promise Campaign by including free period products in their public spaces. We are also asking the Town of Cobourg to consider a financial donation to our Annual Campaign.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☐ Yes ☒ No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? ☒ Oral ☐ Written

Do you have any equipment needs? ☒ Yes ☐ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Projector and PowerPoint

Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

Please note that information on the first two (2) pages of this form will be printed on a public Agenda.

5. CONTACT INFORMATION

Address (Street, Town/City and Postal Code):

62 Swayne Street, Cobourg

Phone:

9053726955

E-Mail:

dturk@nuw.unitedway.ca

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

If yes, what accommodation(s) do you require?

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.

Bobbie Dawson

Bobbie Dawson

Digitally signed by Bobbie Dawson
Date: 2021.09.08 09:55:55 -04'00'

2021/09/08

Print Full Name

Signature

Date (YYYY/MM/DD)

Municipal Clerk or Designate

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at blarmer@cobourg.ca.

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In addition to the Town of Cobourg Procedural By-law No. 009-2019, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Municipal Council or Committee, as the case may be, may in their discretion, refuse to hear any delegation.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of By-law 009-2019.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken. Wherever possible, Council will assign a deadline with the action to ensure a timely response to the delegation request.



**Building
a stronger
Northumberland
County for more
than 50 years**





WHO WE ARE

BUILDING STRONG
COMMUNITIES FOR 50 YEARS



The largest funder of
social service programs,
we have been working
closely with community
partners to help build a
stronger
Northumberland
County for over 50
years.



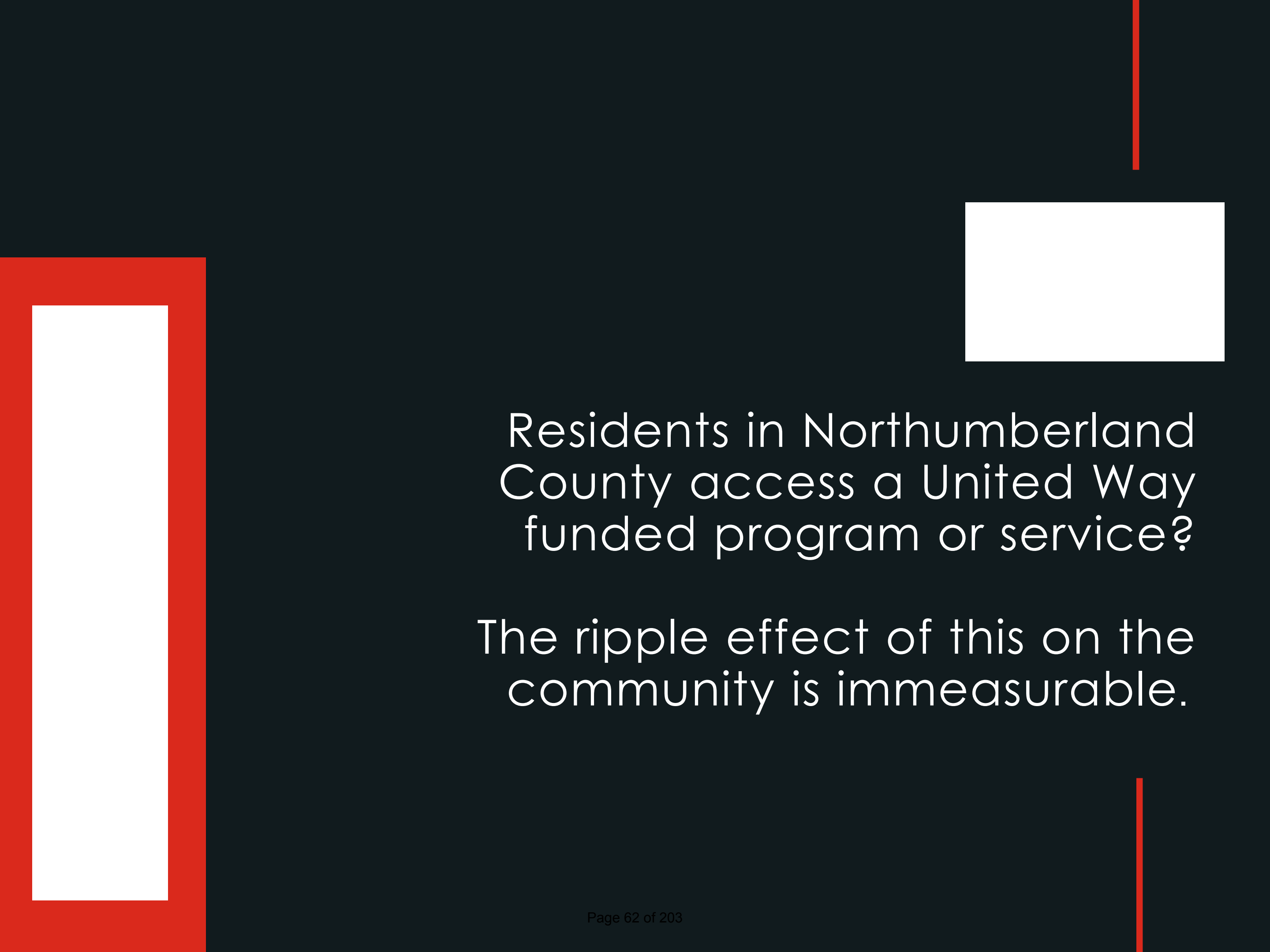
United Way
Northumberland



OUR MISSION

To create a better life for everyone in Northumberland County through leadership and partnerships that mobilize community resources.





Residents in Northumberland
County access a United Way
funded program or service?

The ripple effect of this on the
community is immeasurable.

STEVE'S STORY

**"My family
and I felt like
we lost everything;
we are putting
ourselves
back together
with your
help."**

OUR IMPACT

NORTHUMBERLAND UNITED WAY PROGRAMS

In 2020, we put **\$951,801** into Northumberland County essential programs and services.



\$45,000 AND COUNTING

NORTHUMBERLAND UNITED WAY COVID-19 COMMUNITY RELIEF FUND

Since March 2020, we have invested \$45,000 and counting in local programs and services as emergency funding to meet immediate needs through Northumberland United Way's COVID-19 Community.

This an open fund available to social service organizations in our community in need of extra support outside traditional funding.

30+ organizations

across Northumberland County
have been supported this year

HELPING KIDS BE ALL THAT
THEY CAN BE

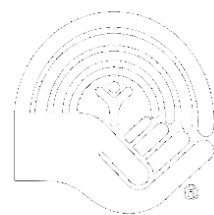
MOVING PEOPLE FROM
POVERTY TO
POSSIBILITY

BUILDING
STRONG
COMMUNITIES

HOW WE HELP



All That Kids Can Be



United Way
Northumberland

SUPPORTING KIDS AS THEY GROW UP



Parenting can be tough. This year, **354 families** joined Rebound's Triple P (Positive Parenting Program) that provides resources and strategies to support your children and teens as they cope with life's ups and downs.



Social distancing has been hard on our kids. This year, **179 children** in our community participated in Big Brothers Big Sisters (BBBS) mentorship programs that provide guidance, friendship, and positive support for kids.



92 children participated in online musical training and outdoor activities to combat social isolation and improve mental health through La Jeunesse and Sounds of the Next Generation (SONG).

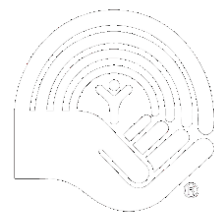


LAURA'S STORY

"During COVID, both my fiancé and I were off work for a few months. We have 3 children and were stressed about back-to-school. The backpack program really helped us get our children started with back to school and it's beyond appreciated."

This year, 1,100 children, like Laura's, received a backpack full of school supplies and a box of masks to ensure a safe return to the classroom.

Building a Strong Community



United Way
Northumberland

SHIRLEY'S STORY

"COVID has been so hard, especially with not having my family close by to help out. Because of my medical problems, I can't keep up with the housework anymore and can't get out to do my grocery shopping. I don't know what I would do without my Home Help worker. I'm grateful for the subsidy; I'm on a fixed income and don't think I could afford the help on my own."

This year, individuals like Shirley received 167 homecare visits.

BUILDING STRONG COMMUNITIES



For those struggling with their mental health, COVID-19 has caused greater challenges. This year, **684 individuals** received counselling support through Northumberland Community Counselling Centre. **Do you need help? Call 2-1-1.**



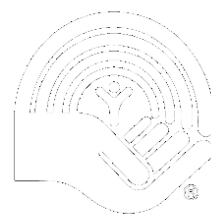
Many of those who live in poverty are struggling with multiple, complex issues. This year, **93 families including, 177 children,** received WrapAround support to access food, housing, employment, and other assistance.



RICHARD'S STORY

"I was consumed by grief after my wife died. I could not see a reason to carry on. My counsellor helped me to see that I could enjoy things again without forgetting her memory."

From Poverty to Possibility



United Way
Northumberland

FROM POVERTY TO POSSIBILITY



The holidays can be hard. This year, **708 households** in Northumberland County received support through The Salvation Army's Christmas hamper program.



395 people were assisted with intensive housing services and **69 others** were supported with Rent-Geared-to-Income applications through The Help Centre.



For those experiencing homelessness, staying safer at home was a challenge. Transition House Emergency Shelter provided **895 nights of shelter to 53 individuals** in our community.

MIKE'S STORY

"I had two months of rent outstanding and needed help for food for my family. I received help to pay my rent and received food vouchers to buy food for my family. I am very grateful."

More than 11,000 vouchers totaling \$70,000 have been distributed through the Northumberland Eats food voucher program, a partnership of Northumberland County and United Way.



OUR PROGRAMS



PERIOD PROMISE



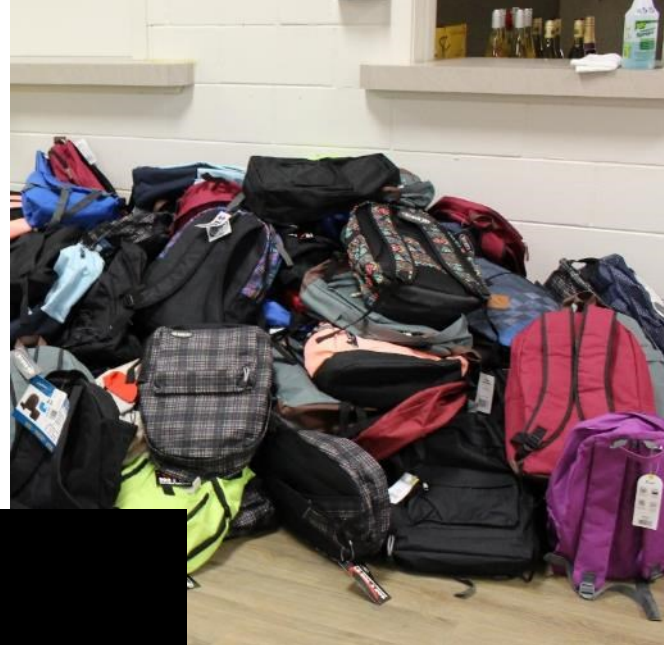
NLAND
EATS



BACKPACKS FOR
KIDS



DAY OF CARING



BACKPACKS FOR KIDS

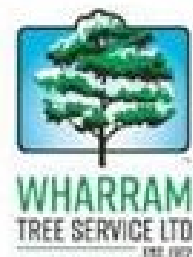
More than 17,000
backpacks distributed
since 2005.

Last year, we also
added hand sanitizer
and masks to
backpacks to ensure
the safety of all
students.



United Way
Northumberland

Day of GARDING



More than 11,000 vouchers totaling \$70,000 has been invested in food vouchers to address food insecurity as a result of the COVID-19 pandemic

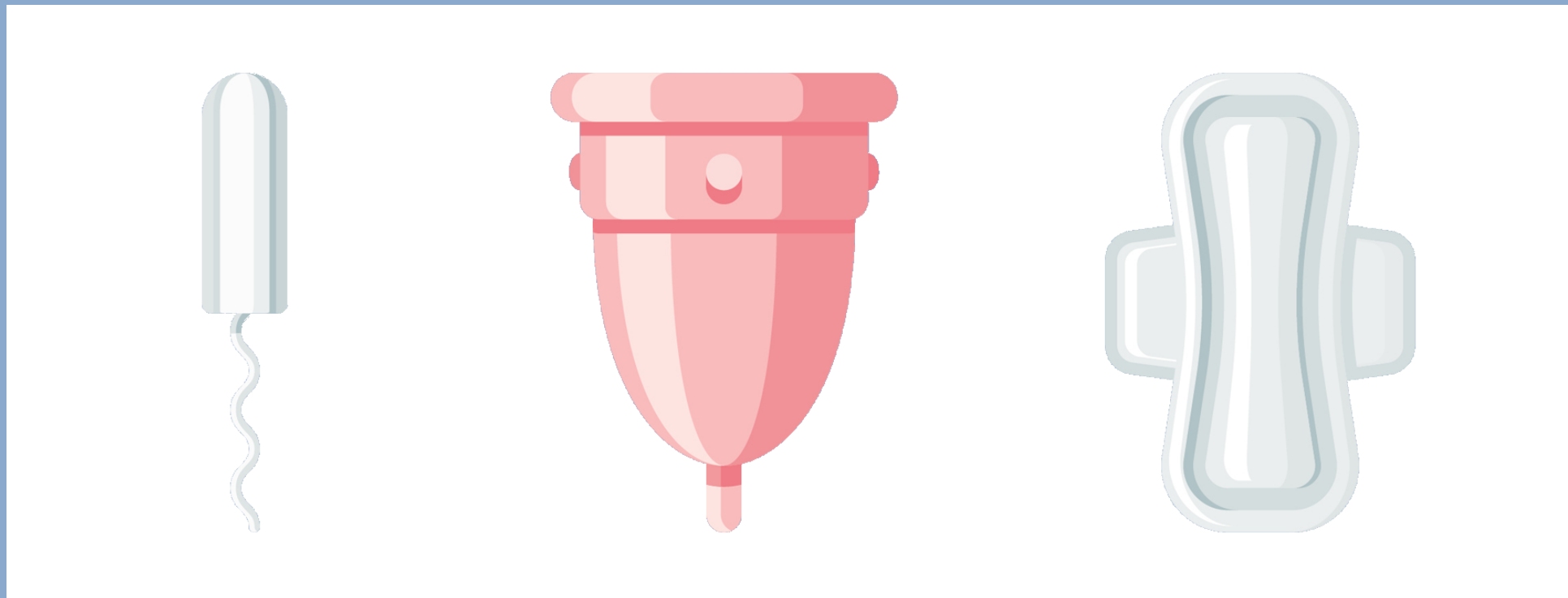


United Way
Northumberland



**Community &
Social Services**

Let's end period poverty. **Period.**



7,000 menstrual hygiene products were distributed to local individuals through Period Promise Northumberland, a partnership of United Way and Thrive Northumberland


Period Promise



**United Way
Northumberland**

THRIVE

Northumberland Coalition to End Violence



During the COVID-19 pandemic,
the 2-1-1 helpline is there for you

Available 24/7 in 150 languages



In this together, apart.

**Dial 2-1-1
or visit 211.ca**



United Way
Northumberland



livingwage.ca

IT'S OUR TIME.

What will you do now?



Learn more

email: bdawson@nuw.unitedway.ca
nuw.org





The Corporation of The Town of Cobourg
COMMITTEE OF THE WHOLE COUNCIL MEETING
MINUTES

September 13, 2021, 6:00 p.m.
Electronic Participation

Members Present: Mayor John Henderson
Deputy Mayor Suzanne Séguin
Councillor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Teresa Behan, Deputy Director of Community Services
Terry Hoekstra, Manager of Engineering
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk
Kaveen Fernando, Planner I

1. CALL TO ORDER

His Worship Mayor Henderson called the Meeting to Order at 5:02 P.M.

2. CLOSED SESSION

Council moved into Closed Session at 5:03 PM

Moved by Deputy Mayor Suzanne Séguin

THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

Carried

2.1 239(2)(b) personal matters about an identifiable individual, including municipal or local board employee - Town of Cobourg Organizational Review

Oscar Poloni, KPMG, provided an overview of the key findings of the Town's Organizational Review.

Members of Council engaged in a discussion regarding the information provided and raised questions. O. Poloni responded to questions arising from the report.

Closed Session ended at 6:31 PM

Members of Council moved into Open Session at 6:35 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

4. ADDITIONS TO THE AGENDA

- 4.1 William Glover, Bicycle Action Committee (BAC), to speak regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion**
- 4.2 Memo from the Director of Corporate Services/ Treasurer regarding the Operating Budget Variance Report – Q2 2021**
- 4.3 Memo from the Accessibility Coordinator regarding the The Town of Cobourg's Equity, Diversity, and Inclusion Strategy**
- 4.4 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the Bicycle Action Committee's Proposal for Funding**
- 4.5 Memo from the Recording Secretary, Transportation Advisory Committee, regarding an Anti Idling Bylaw**
- 4.6 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the purchase of a Demo WHEELS Vehicle**

Moved by Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda.

Carried

5. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

5.1 Councillor Nicole Beatty - Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, to provide information on Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis

Councillor Nicole Beatty advised she is declaring an indirect conflict of pecuniary interest as she serves, as a citizen volunteer, on the Chapter of Think Tiny Homes Northumberland, which is a chapter of Habitat Northumberland.

6. PRESENTATIONS

6.1 Oscar Poloni, Office Managing Partner, KPMG, regarding key findings and outcomes from the Town of Cobourg Organizational Review.

O. Poloni provided information on the key findings and outcomes of the organizational review. The presentation highlighted the organizational review guiding principles; findings and observations; the dilution of Town's services; and the key courses of action.

O. Poloni was dismissed at 715 PM

7. DELEGATIONS

7.1 Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, to provide information on Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis

Councillor Nicole Beatty declared a conflict on this item. (Councillor Nicole Beatty advised she is declaring an indirect conflict of pecuniary interest as she serves, as a citizen volunteer, on the Chapter of Think Tiny Homes Northumberland, which is a chapter of Habitat Northumberland.)

Shane Watson and M. MacDonald provided information on Tiny Homes as Habitat for Humanity's approach to address affordable housing. The presentation highlighted the vision, objectives, and benefits of Tiny Homes. M. MacDonald spoke to Tiny Homes aligning with the Provincial Policy Statement and Cobourg's Affordable Housing Strategy. S. Watson and M. MacDonald requested from Council that a partnership be established with the town; identify potential sites for Tiny Homes; and

to consider zoning by-law changes to permit Tiny Homes as an affordable housing option.

After a question and answer period, S. Watson and M. MacDonald was dismissed at 7:34 PM.

7.2 William Glover, Bicycle Action Committee (BAC), to speak regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion

W. Glover spoke to the role of active transportation in Cobourg, the existing cycling network, and the current infrastructure within the Town. W. Glover provided comments on the gaps in the current cycling network and areas for improvement. The presentation highlighted the prioritized cycling routes and cycling infrastructure.

W. Glover was dismissed at 7:46 PM

8. DELEGATION ACTIONS

Moved by Councillor Aaron Burchat

THAT council receive the delegation for information purposes; and

FURTHER THAT Council direct staff to identify sites for affordable housing that could include Tiny Homes in the ongoing municipal land inventory review, consider Tiny Homes in Zoning By-law changes to enable Tiny Homes as an affordable housing option, and to consider partnerships where possible with Think Tiny Homes Northumberland

Carried

Moved by Councillor Brian Darling

THAT the delegation be received for information purposes and be forwarded to staff as a reference document for a updated Transportation Master Plan

Carried

9. GENERAL GOVERNMENT SERVICES

9.1 Memo from the Chief Administrative Officer regarding the Service Delivery Review Update – September 2021

Moved by Deputy Mayor Suzanne Séguin

THAT Council receives the Service Delivery Review Report - Second Quarter update from the Chief Administrative Office for information purposes.

Carried

9.2 Memo from the Treasurer/Director of Corporate Services Northam Industrial Park – Second Quarter Financial Report.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2021 Northam Industrial Park Financial Report for information purposes.

Carried

9.3 Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Property Taxes – First Report for 2021

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the first report for tax adjustments for 2021 and approve the reduction of property taxes in the amount of \$131,649.99 in accordance with the schedule attached to this report and;

FURTHER THAT the reduction be shared as follows:

Town of Cobourg \$73,477.19;

County of Northumberland \$41,963.23;

Education \$14,630.71 and

DBIA \$1,578.86.

Carried

9.4 Return to In-Person Council Meetings through Hybrid Electronic Participation.

Moved by Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of

Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers by November 30, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, in the following new format:

THAT Municipal Council allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the Municipal Act, Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is unable to be present in Chambers; and

FURTHER THAT Members of the Public and Delegates/Presenters shall participate electronically through Zoom Video Conference; and

FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the Municipal Council Term or until Council provides further direction to return to in-person meeting.

Amended

Moved by Councillor Nicole Beatty

MOTION TO AMEND

THAT the following be added:

FURTHER THAT Council authorize all Council Advisory Committees to participate in a hybrid meeting format following the same details, options as set for Council

Defeated

Moved by Councillor Adam Bureau

MOTION TO AMEND

THAT the date be changed to the following:

September 20, 2021

Carried

Moved by Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers by September 20, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, in the following new format:

THAT Municipal Council allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the Municipal Act, Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is unable to be present in Chambers; and

FURTHER THAT Members of the Public and Delegates/Presenters shall participate electronically through Zoom Video Conference; and

FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the Municipal Council Term or until Council provides further direction to return to in-person meeting.

Carried

9.5 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2022 Municipal Election Report and Alternative Voting Method Authorization.

Moved by Deputy Mayor Suzanne Séguin

THAT Council approve the use of internet/telephone voting as the alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022; and,

FURTHER THAT Council directs the Municipal Clerk to prepare a By-law to be brought forward to authorize alternative voting method for the 2022 Municipal Election; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute an agreement with Intelivote Systems Inc. building upon the successful integrated voting solution experience delivered during the 2006, 2010, 2014 and 2018 Municipal Elections to provide internet and telephone electronic voting Service for the 2022 Town of Cobourg Municipal Election at a total estimated cost of \$39,750 based on 15,000 eligible Electors to be funded from the Election Reserve Fund set aside annually for this purpose.

Carried

9.6 Memo from the Deputy Clerk/ Records Management Coordinator regarding the Amendment to the Memorial Arena Ad Hoc Committee Terms of Reference

Moved by Deputy Mayor Suzanne Séguin

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to amend the Terms of Reference for the Memorial Arena Ad Hoc Committee, as attached to this Report as Attachment #1

Carried

9.7 Memo from the Accessibility Coordinator regarding the Equity, Diversity and Inclusion Policy for the Town of Cobourg

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Accessibility Coordinator for information purposes, and;

FURTHER THAT Council provide feedback and suggestions to the Accessibility Coordinator on the content of the Equity, Diversity, and Inclusion Policy before the beginning of October, and;

FURTHER THAT Council direct Staff to bring the current draft of the Equity, Diversity, and Inclusion Policy for the Town of Cobourg to the internal Policy Review Team, and;

FURTHER THAT Council direct Staff to bring the final version of the Equity, Diversity, and Inclusion Policy for the Town of Cobourg to a future Council meeting before the end of 2021.

Carried

9.8 Memo from the Director of Corporate Services/ Treasurer regarding the Operating Budget Variance Report – Q2 2021

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2021 Operating Budget Variance Report for information purposes.

Carried

9.9 Memo from the Accessibility Coordinator regarding the The Town of Cobourg's Equity, Diversity, and Inclusion Strategy

Moved by Deputy Mayor Suzanne Séguin

THAT Council accept the report from the Accessibility Coordinator for information purposes, and;

FURTHER THAT Council provide input into the Equity, Diversity, and Inclusion Strategy to the Accessibility Coordinator over the next three (3) weeks, and;

FURTHER THAT Council direct Staff to engage with the public on the Equity, Diversity, and Inclusion Strategy, and;

FURTHER THAT Council direct Staff to bring a budget to the 2022 Budget deliberations related to the costs associated with the Equity, Diversity, and Inclusion Strategy, and;

FURTHER THAT Council direct Staff to bring the final version of the Equity, Diversity, and Inclusion Strategy for the Town of Cobourg to a future Council meeting before the end of 2021.

Carried

9.10 Town of Cobourg Covid-19 Update - Verbal - Chief Administrative Officer

T. Vaughan provided an updated regarding matters pertaining to COVID-19. T. Vaughan spoke to the number of active cases in the region, the amount of tests conducted and the distribution of vaccinations noting that walk-ins are welcomed at all clinics. T. Vaughan spoke to the Provincial Vaccination Passport and the development of an administrative vaccination policy for the Town.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the September 13, 2021, COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

Carried

Moved by Councillor Adam Bureau

MOTION TO RECESS:

THAT Council take a recess and return at 9:10 PM. (9:05 PM)

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding HP-2021-028 - 277 College St

Moved by Councillor Nicole Beatty

THAT Council receive the Memo from the Cobourg Heritage Advisory Committee and endorse the recommendation for Heritage Permit Application HP-2021-028 as submitted by Christopher Wallace on behalf

of Lisa and Gary Ferguson for the demolition of the structures at 277 College be endorsed in principle for both the demolition/removal and re-development, subject to the submission and approval of updated and more detailed architectural building design plans, all to be completed prior to final approval of a Heritage Permit.

Carried

10.2 Motion from the Recording Secretary, Planning and Development Advisory Committee regarding Marshall Homes (Cobourg) Ltd. – 160 Densmore Road

Moved by Councillor Nicole Beatty

THAT Council receive the Memo from the Planning and Development Advisory Committee and be advised that the committee has duly considered the application by Marshall Homes (Cobourg) Ltd. to permit “Stacked Townhouses” as a permitted land use under “Multiple Residential Four, Exception 18” zone on the 2.54 Hectares of vacant land and endorses the conclusions of the Planning Report.

Carried

11. PUBLIC WORKS SERVICES

11.1 Memo from the Director of Public Works regarding the Purchase of a Specialized Transit Vehicle and Approval of Participation Fee for Electric Vehicle Feasibility Study

Moved by Councillor Brian Darling

THAT Council approve the purchase of a 2020 ARBOC 8m low floor accessible transit bus from Creative Carriage Ltd. at a total cost of \$152,439.53 including non-refundable HST to be 73.33% (\$111,783.91) funded by the Investing in Canada Infrastructure Program (ICIP): Transit Stream and 26.67% (\$40,655.62) funded from the Town of Cobourg vehicle replacement reserve; and

FURTHER THAT Council approve \$5,500.00 plus HST in the 2022 budget to fund the Town’s participation in the Metrolinx Transit Joint Procurement Initiative Battery Electric Bus (BEB) Road Map Project.

Carried

11.2 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the Bicycle Action Committee's Proposal for Funding

Moved by Councillor Brian Darling

THAT Council receive the Memo from the Transportation Advisory Committee for information purposes recommending to apply for the maximum available funds from the Federal Government Infrastructure Bank Active Transportation Program and use the Bicycle Action Committee's Cycling Infrastructure Completion Proposal be used as input into the next Transportation Master Plan.

Carried

11.3 Memo from the Recording Secretary, Transportation Advisory Committee, regarding an Anti Idling By-law

Moved by Councillor Brian Darling

THAT Council receive the Memo from the Transportation Advisory Committee for information recommending to develop an "Anti-Idling" By-law and a public education program by installing signs in strategic locations throughout the town, informing the public of the by-law and the penalty for violation. In addition, a to the development of a policy/procedure to exempt vehicles owned and operated by the Town in order to further mitigate idling through operator guidelines.

Amended

Moved by Councillor Emily Chorley

MOTION TO AMEND

THAT Council receive the recommendation from the Transportation Advisory Committee for information purposes; and

FURTHER THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022

Carried

Moved by Councillor Brian Darling

THAT Council receive the recommendation from the Transportation Advisory Committee for information purposes; and

FURTHER THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022

Carried

12. PARKS AND RECREATION SERVICES

12.1 Memo from the , Deputy Director, Community Services, regarding the Cobourg Community Centre Canteen Reopening

Moved by Councillor Emily Chorley

THAT the report be received for information purposes

Amended

Moved by Councillor Brian Darling

MOTION TO AMEND

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

Amended

Moved by Councillor Nicole Beatty

MOTION TO AMEND

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2,

2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council Meeting

Carried

Moved by Councillor Emily Chorley

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council Meeting

Carried

12.2 Cobourg Victoria Beach Update/Report - Verbal - Deputy Director, Community Services

Teresa Behan, Deputy Director of Community Services, provided information on the status of Victoria Beach noting fence has been removed and is open 7 days a week. T. Behan noted beach is no longer being tested for E. Coli.

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, provided information on enforcement at the beach noting there has been 20 Provincial Offences tickets issued since August.

Moved by Councillor Emily Chorley

THAT Council receive the September 13, 2021, Victoria Beach Report/Update from the Deputy Director of Community Services for information

Carried

13. PROTECTION SERVICES

13.1 Memo from the Municipal Clerk/ Manager of Legislative Services regarding the Municipal Animal Control Service Delivery – Northumberland Humane Society Partnership

Moved by Councillor Aaron Burchat

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services regarding the Town of Cobourg Animal Control Service Delivery for information purposes; and

FURTHER THAT Council proceed and accept the proposal by the Northumberland Humane Society for domestic animal sheltering for a period of five (5) years at a cost of \$36,000 per year with a yearly increase in the cost of living adjustment in December of each year.

Carried

13.2 Memo from the Deputy Fire Chief, regarding the Capital Budget Fire Department Fleet Replacement Report.

Moved by Councillor Aaron Burchat

THAT Council receive the staff report from the Deputy Fire Chief for information purposes.

Carried

13.3 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the purchase of a Demo WHEELS Vehicle

Moved by Councillor Aaron Burchat

THAT Council receive the memo from the Accessibility Advisory Committee for information purposes that recommends and supports the

purchase of a demo model Specialized Transit WHEELS back-up bus to happen immediately.

Carried

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee regarding the Environmental Officer Position and Cobourg's 2022 Budget

Moved by Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability & Climate Emergency Advisory Committee for information purposes; and

FURTHER THAT the matter be referred to the 2022 Budget deliberations to hire a full-time environmental staff person

Carried

14.2 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the Bicycle Action Committee's Cycling Infrastructure Proposal

Moved by Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability & Climate Emergency Advisory Committee for information purposes recommending to implement the request of the Bicycle Action Committee (BAC) and the Sustainability & Climate Emergency Advisory Committee regarding the Cycling Infrastructure Completion Proposal.

Carried

15. UNFINISHED BUSINESS

15.1 Unfinished Business Tracking Sheet

Motion – Flood Reduction and Mitigation Strategy

Tracey Vaughan, CAO, confirmed the initial draft is currently being reviewed and will be going to Council on October 4, 2021

16. **COMMITTEE OF THE WHOLE OPEN FORUM**

There were no submissions received by the public.

17. **ADJOURNMENT**

Moved by Councillor Brian Darling

THAT the meeting be adjourned (10:33 PM)

Carried

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Tracey Vaughan, Chief Administrative Officer tvaughan@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	September 20, 2021		
Report No.:	CAO-07-21		
Submit comments to Council			

Subject/Title: National Truth & Reconciliation Day, September 30, 2021-
Indigenous "Seven Feathers" Crosswalk

RECOMMENDATION:

THAT Council receive the National Truth & Reconciliation Day, September 30, 2021 report for information purposes; and

FURTHER THAT Council support the "Seven Feathers" Walkway to represent the teachings of the Seven Grandfathers to be installed at the intersection of Albert Street and Second Street as a step towards reconciliation in our community and a symbol of the strength and courage of the Residential School survivors and a tribute to those lives lost.

1. STRATEGIC PLAN

The following actions proposed in this report support the Town of Cobourg's People Pillar to leverage the Equity, Diversity, and Inclusion (EDI) Strategy to promote inclusion in the community.

2. PUBLIC ENGAGEMENT

The actions proposed in the report provide opportunities for residents to demonstrate their support to equity, diversity and inclusion and to build an understanding about the lived experiences of indigenous peoples and communities, and to work together towards reconciliation with Indigenous persons and communities.

3. ORIGIN AND LEGISLATION

The Town of Cobourg is proposing the painting of an Indigenous “Seven Feathers” Crosswalk over the preexisting crosswalk running from Albert Street across from Second Street towards Rotary Harbourfront Park. Located on Albert Street at Second Street, the orange crosswalk, with seven feathers centered across its width, acknowledges the Indigenous children who were taken from their families and forced to attend residential schools. This will also serve as a reminder of the strength and courage of the residential school survivors and a respectful tribute to those lives lost.

The completion goal for the Indigenous “Seven Feathers” Crosswalk would be September 30, 2021 – the first National Day for Truth and Reconciliation. The installation of this crosswalk in Cobourg would be a tangible acknowledgement of the Town’s commitment to work toward fulfilling the calls to action by the Truth and Reconciliation Commission.

The installation and repair of ‘non-permanent street furniture’ would be exempt from requiring a Heritage Permit under the Ontario Heritage Act. The municipality is also able to paint on roads within a heritage district and therefore this project is exempt from requiring a Heritage Permit.

15.3 Exemptions for public realm properties

Alterations that may be carried out without obtaining a heritage permit under Section 42 of the Ontario Heritage Act are:

- d) Installation and/or repair of street furniture: Work undertaken for the installation and/or repair of non-permanent street furniture including but not restricted to seating, planters, tree grates, banners, hanging baskets, garbage receptacles and bike racks in accordance with this Plan.
- g) Trails and bicycle lanes: The addition of bicycle lanes within the existing road right-of-way does not require a heritage permit. The installation of trails on existing public open space.

4. BACKGROUND

For more than 150 years, Indigenous children have been taken from their families and communities to attend federally funded schools. More than 150,000 children attended Indian Residential Schools and many never returned. The explicit intent of these schools was to separate Indigenous children from their families and cultures. The last of the residential schools was closed in 1996. The Royal Commission on Aboriginal Peoples drew attention to the lasting harm that was done by the residential schools. A growing number of Survivors and their descendant came forward to tell their stories and demand action. From this, the Truth and Reconciliation Commission was created which then drafted the Calls to

Action for different levels of government, health care, education, and for all persons to recognize and acknowledge the harm of residential schools.

The Federal holiday, National Day for Truth and Reconciliation is on September 30th providing an opportunity for each Canadian to recognize and commemorate the legacy of residential schools.

At the Town of Cobourg, we have partnered with Alderville First Nations as well as the Peterborough Friendship Centre to incorporate Indigenous ways of knowing and working into the EDI Advisory Committee's Terms of Reference, the Traditional Land Acknowledgement, and the renaming of the West Headlands.

5. ANALYSIS

The new *Indigenous “Seven Feathers” Crosswalk* will highlight the seven virtues or teachings of the grandfathers that have been adopted by many Indigenous communities. Many Indigenous organizations and communities have adopted the seven (7) guiding principles, in one form or another, as a moral steppingstone and cultural foundation. Each community has adapted the teachings to suit their community values. Despite where the teachings may have originated, they share the same concepts of human conduct toward each other, with a focus on moral respect for all living things.

These seven (7) principles are Love, Respect, Courage, Honesty, Humility, Truth and Wisdom.

Staff believe that the installation of this crosswalk will provide an opportunity and reminder for residents and visitors to build their understanding of the history of indigenous people, and communities, and make a personal connection and commitment to reconciliation.

6. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Painting of the cross walk will be completed in-house by Public Works’ staff. The cost for this project is \$1,200 which will be funded from the Mayor’s Public Relations Budget.

7. CONCLUSION

The Indigenous “Seven Feathers” Crosswalk is another step on our Indigenous reconciliation pathway. The Town of Cobourg will continue to listen to and learn from our Indigenous partners, urban Indigenous residents, and all rights holders in our community.

Report Approval Details

Document Title:	National Day for Truth and Reconciliation - September 30, 2021 - Corporate Services-116-21 - Office of the CAO-001-21.docx
Attachments:	
Final Approval Date:	Sep 17, 2021

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Brent Larmer, Municipal Clerk / Manager of Legislative Services - Sep 17, 2021 - 9:15 AM

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Brent Larmer, Municipal Clerk/Manager of Legislative Services blarmer@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	September 20, 2021		
Report No.:	Corporate Services-117-21		
Submit comments to Council			

Subject/Title: Remaining Municipal Council and Public Meetings 2021

RECOMMENDATION:

THAT Council receive the report on the 2021 remaining Council Meeting schedule for information purposes.

1. STRATEGIC PLAN

Not Applicable.

2. PUBLIC ENGAGEMENT

Not Applicable.

3. PURPOSE

The purpose of this report is to inform Municipal Council and members of the public of the remaining Municipal Council Meetings in 2021 including Public Meetings and 2022 Budget Meetings.

4. ORIGIN AND LEGISLATION

Not Applicable

5. BACKGROUND

In October 2021, Municipal Council received a report from the Municipal Clerk, regarding the 2021 Council Meeting Schedule. Since that time there have been

some adjustments to the Council Meeting schedule, including confirmed dates and times for Statutory Public Planning Meetings and the 2022 Budget Meeting Schedule.

6. ANALYSIS

As the Town of Cobourg Municipal Council is approaching the fall and winter seasons of 2021, it is important to provide an update to Council and members of the public with notice of the remaining Council Meetings of 2021. Attached to this report is a detailed list of the remaining Council Meetings of the year. It should be noted that there may be additional meetings scheduled depending on a need pursuant to the Town of Cobourg Procedural By-law.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no financial implications as a result of this Staff report.

8. CONCLUSION

THAT Council receive the report on the 2021 remaining Council Meeting schedule for information purposes.

Report Approval Details

Document Title:	Remaining Municipal Council Meetings 2021 - Corporate Services-117-21.docx
Attachments:	- 2021 Update Memo - BLarmer to Council and Town Staff.docx
Final Approval Date:	Sep 17, 2021

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Sep 17, 2021 - 9:39 AM



M E M O R A N D U M

TO: Members of Council & Municipal Staff

FROM: Brent Larmer, Municipal Clerk/Manager of Legislative Services Department

SUBJECT: 2021 Municipal Council Meeting Schedule Remaining Meetings Update

DATE: September 20, 2021

The following list of Council Meeting dates remaining in the 2021 for Town of Cobourg Municipal Council. All meetings will be held at 6:00 p.m. via a Hybrid Council Meeting format. Public meetings will be scheduled for 5:00 p.m. as required.

All open meetings of Cobourg Municipal Council will be live streamed via the Town of Cobourg eSCRIBE Meeting Page and will be made available on the town's website for viewing through the Municipal Council Term.

2021 Town of Cobourg Meeting Schedule Updated Meeting Dates	
6:00 p.m. – Hybrid Council Meetings	
Council Meetings	
Committee of the Whole	Regular Council
Monday October 4, 2021	Tuesday October 12, 2021
Monday October 25, 2021	Monday November 1, 2021
Monday November 15, 2021	Monday November 22, 2021
Monday December 6, 2021	Monday December 13, 2021
Planning Public Meetings	
Monday, September 27, 2021	Zoning and Official Plan Amendment
Monday, October 18, 2021	Draft Plan of Subdivision
Monday October 18, 2021	Zoning By-law Amendment
Monday November 29, 2021	Tannery District Sustainable Neighbourhood Master Plan



2022 Budget Meetings	
Monday November 8, 2021 @ 5:00 P.M	Public Submissions Meeting & Community Grants Presentations
Tuesday November 9, 2021 @ 1:00 P.M.	Divisional Budget Meetings <ul style="list-style-type: none"> • Planning and Development Services • General Government Services • Economic Development • Venture13 Innovation Centre • Public Library • Art Gallery of Northumberland
Wednesday November 10, 2021 @ 1:00 P.M.	Divisional Budget Meetings <ul style="list-style-type: none"> • Protection Services • Fire Department • Public Works • Environmental Services • Protection Services - Police Services • Community Services
Thursday November 25, 2021 @ 10:00 A.M.	Special Council Budget Session #1
Friday November 26, 2021 @ 10:00 A.M.	Special Council Budget Session #2
Development Charges Public Meeting	
Monday December 6, 2021 @ 5:00 P.M	DC Charges By-law Public Meeting

***Please note additional Council Meetings may be called pursuant to the Town of Cobourg Procedural By-law No.009-2019 as necessary.**

Brent Larmer
Municipal Clerk/Manager of Legislative Services
Legislative Services Department

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Kaveen Fernando Planner I – Development Planning Department kfernando@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	September 20, 2021		
Report No.:	SPA-15-21		
Submit comments to Council			

Subject/Title: **Site Plan Approval – Receipt of Application – 156 Willmott Street – Industrial Development**

RECOMMENDATION:

THAT the staff report and application be received by Council; and,
THAT the application be referred to the Planning Department for a report.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Approval (SPA) applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including but limited to building layout, access, parking, landscaping, servicing and grading.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the subject lands, in an area visible from the public realm, notifying the public of the submitted SPA application to the Municipality. The sign must include information in regard to the proposal, and a contact number for the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign is being prepared and will be erected on-site within 10 business days.

Additionally, the Planning Department provides written notice of complete SPA applications to Council, and all SPA Applications are considered by Council in open session prior to final

approval. Finally, information relating to the SPA application is posted on the municipal website under the Planning Applications page (Planning & Development).

3. PURPOSE

The purpose of this report is to advise Council and the public of the submission of a complete Site Plan Approval (SPA) application, and to recommend that Council receive the formal application and refer it to the Planning Department for a report.

4. ORIGIN AND LEGISLATION

In September 2021, a complete application was received by the Planning Department from Andrew Smith Architecture Inc. on behalf of Brockstreet Brewery In Trust. for a new industrial development at 156 Willmott Street. Upon review of the submission, Planning Staff can confirm it is consistent with the *Planning Act* requirements. Section 41(2)(4) of the *Planning Act* authorizes the municipality to review and ensure appropriate development is approved in compliance with the Town of Cobourg's Official Plan or applicable Secondary Plans, Zoning By-law and applicable guidelines and standards. Pursuant to the provisions of the *Planning Act*, if the Municipality fails to approve the complete application within 30 days after its receipt by Council, the owner may appeal the application to the Ontario Land Tribunal (OLT).

5. BACKGROUND

The proposed industrial development is located in the Town of Cobourg's Lucas Point Industrial Park at 156 Willmott Street. The proposed Ready To Drink (RTD) bottling/distribution plant entails a commercial component on the west side of the development facing Willmott Street being a restaurant/brew pub and a commercial retail use. The subject property is approximately 16,562 m² in area with an average frontage of 113.5 metres and average depth of 146.1 metres. Refer to **Schedule "A" Context Map** attached.

The subject property is designated "Employment Area" as per the Town of Cobourg Official Plan and Zoned "Light Industrial, Exception 1 (LM-1)" in the Town of Cobourg Comprehensive Zoning By-law No. 85-2003.

The proposed industrial development will be built in two phases; first phase of the development entailing the proposed bottling and distribution facility along with the brewpub and the retail component (gift shop), and the proposed uses for the second phase to be determined in the future. The first phase of the development consists of 3,716 m² building for the proposed uses, and total of 89 parking spaces including 6 barrier free parking spaces for both phase 1 and 2.

The following plans and reports were submitted in support of the development:

- I. Architectural Site Plan
- II. Building Elevations
- III. Landscape Plans
- IV. Geotechnical Investigation Report
- V. Grading and Servicing Plans
- VI. Stormwater Management Report
- VII. Urban, Landscape and Sustainability Design Report
- VIII. Photometric Plan

6. ANALYSIS

This memo is for application receipt notification purposes only and there is subsequently no staff analysis at this stage. The application package is being circulated to the Development Review Team (DRT) and applicable Agencies/Committees for review and commentary before being brought back to Council for consideration.

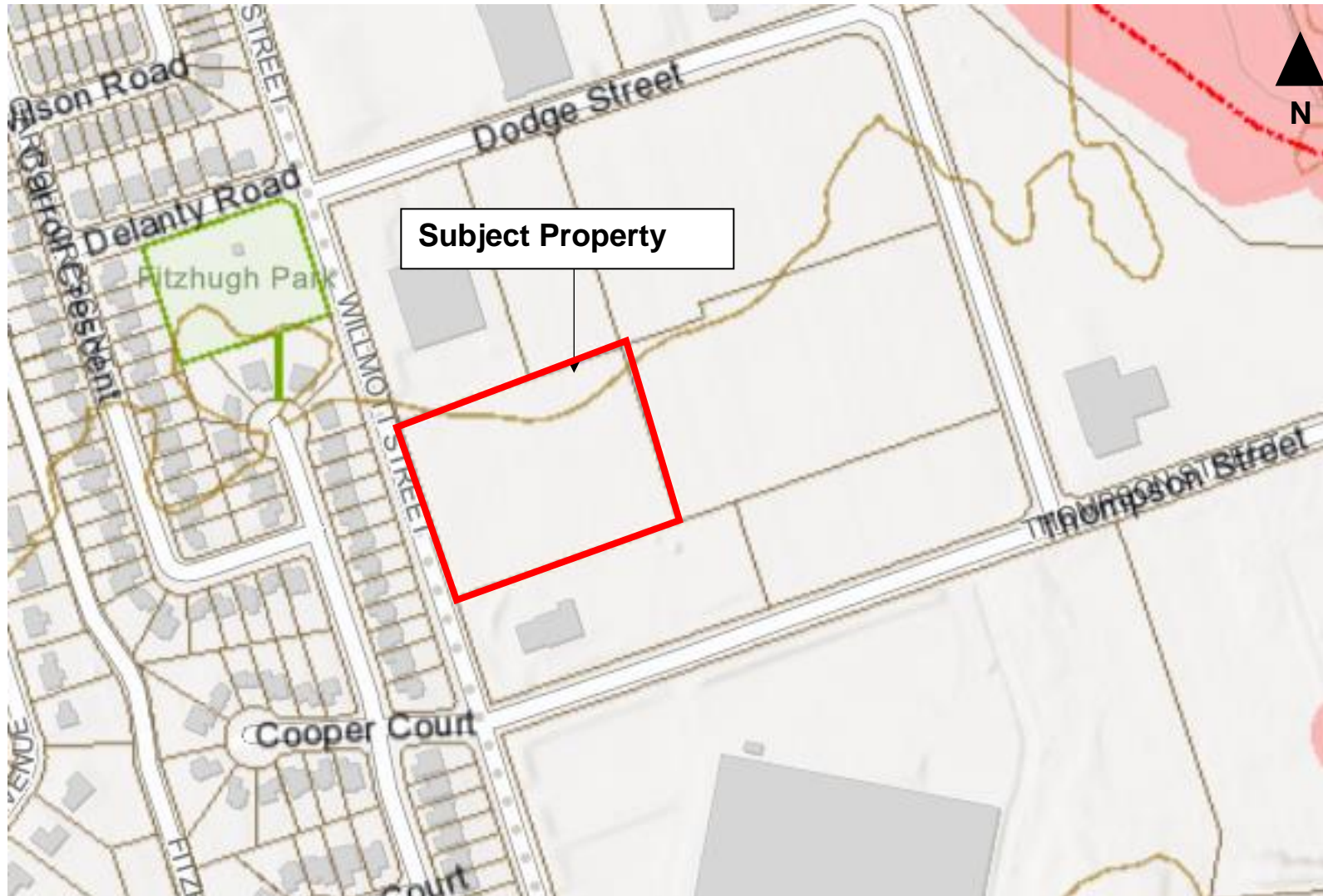
7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There are no anticipated negative financial implications imposed on the Municipality as a result of the application. All Industrial developments are currently exempted from Planning Fees, however the owner has submitted the required deposit of \$2,000.00 for the proposed development.

8. CONCLUSION

The Site Plan Approval application is only being received by Council at this time and a thorough analysis of the proposal will be presented to Council once reviewed by the Development Review Team and applicable Agencies/Committees and prior to final consideration of the development.

Context Map



ZONING & SITE DATA				SITE PLAN LEGEND			
CURRENT ZONING DESIGNATION:	REQUIRED	PROPOSED	COMPLIES	PROPERTY LINE	LINE OF SETBACK	EXISTING SPOT ELEVATION	NEW SPOT ELEVATION
SITE AREA:	LM-1	LM-1	YES				
FOOTPRINT OF BUILDING:	1,400m ² min.	16,560m ²	YES				
BUILDING TWO:		3,716m ²					
TOTAL BUILDING ENVELOPE:		2,214m ²					
TOTAL LOT AREA:		5,377m ²					
% OF SITE COVERED:		40%	36.07%				
TOTAL PAVED AREA:		5,377m ²	YES				
ASPHALT (INCLUDING DRIVEWAYS, DRIVEWAYS AND PARKING AREAS):		34,888m ²					
TOTAL LANDSCAPED AREA:		20%					
% OF LOT AREA:		20%					
LOT DIMENSIONS:		30m					
SETBACK REQUIREMENTS:		15m					
WEST FRONT YARD SETBACK:		15m	YES				
SOUTH SIDE YARD SETBACK:		7.65m	YES				
EAST SIDE YARD SETBACK:		7.65m	YES				
HEIGHT OF BUILDING:		13.000m	YES				
PARKING SPACES PROVIDED:		6	YES				
BARRIER-FREE PARKING SPACES:		6	YES				
TOTAL NO. OF PARKING SPACES:		6	YES				

ZONING & SITE DATA				SITE PLAN LEGEND			
FOOTPRINT OF BUILDING:	1,400m ² min.	16,560m ²	YES	PROPERTY LINE	LINE OF SETBACK	EXISTING SPOT ELEVATION	NEW SPOT ELEVATION
BUILDING TWO:		3,716m ²					
TOTAL BUILDING ENVELOPE:		2,214m ²					
TOTAL LOT AREA:		5,377m ²					
% OF SITE COVERED:		40%	36.07%				
TOTAL PAVED AREA:		5,377m ²	YES				
ASPHALT (INCLUDING DRIVEWAYS, DRIVEWAYS AND PARKING AREAS):		34,888m ²					
TOTAL LANDSCAPED AREA:		20%					
% OF LOT AREA:		20%					
LOT DIMENSIONS:		30m					
SETBACK REQUIREMENTS:		15m					
WEST FRONT YARD SETBACK:		15m	YES				
SOUTH SIDE YARD SETBACK:		7.65m	YES				
EAST SIDE YARD SETBACK:		7.65m	YES				
HEIGHT OF BUILDING:		13.000m	YES				
PARKING SPACES PROVIDED:		6	YES				
BARRIER-FREE PARKING SPACES:		6	YES				
TOTAL NO. OF PARKING SPACES:		6	YES				

ONTARIO BUILDING CODE DATA MATRIX - PART 3 OR 9

PARTS 3 & 9				PART 3 OR 9			
ITEM	DESCRIPTION	GROUP	REFERENCE	GROUP	REFERENCE	GROUP	REFERENCE
1	PROJECT DESCRIPTION:	NEW CONSTRUCTION	1.1.2[A]	1.1.2[A]	1.1.2[A]	1.1.2[A]	1.1.2[A]
2	MAJOR OCCUPANCY:	CHANGE OF USE	3.1.2.1(1)	3.1.2.1(1)	3.1.2.1(1)	3.1.2.1(1)	3.1.2.1(1)
3	BUILDING AREA:	EXISTING	3.1.2.1(2)	3.1.2.1(2)	3.1.2.1(2)	3.1.2.1(2)	3.1.2.1(2)
4	BUILDING ENVELOPE:	EXISTING	3.1.2.1(3)	3.1.2.1(3)	3.1.2.1(3)	3.1.2.1(3)	3.1.2.1(3)
5	GROUND AREA:	EXISTING	3.1.2.1(4)	3.1.2.1(4)	3.1.2.1(4)	3.1.2.1(4)	3.1.2.1(4)
6	NO. OF STOREYS:	1 ABOVE GROUND, 0 BELOW GROUND	3.1.2.1(5)	3.1.2.1(5)	3.1.2.1(5)	3.1.2.1(5)	3.1.2.1(5)
7	NO. OF STREETS, ACCESS ROUTES:	2	3.1.2.1(6)	3.1.2.1(6)	3.1.2.1(6)	3.1.2.1(6)	3.1.2.1(6)
8	BUILDING CLASSIFICATION:	GROUP F-2, MEDIUM HAZARD INDUSTRIAL	3.1.2.1(7)	3.1.2.1(7)	3.1.2.1(7)	3.1.2.1(7)	3.1.2.1(7)
9	SPRINKLER SYSTEM PROPOSED:	EXISTING	3.1.2.1(8)	3.1.2.1(8)	3.1.2.1(8)	3.1.2.1(8)	3.1.2.1(8)
10	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(9)	3.1.2.1(9)	3.1.2.1(9)	3.1.2.1(9)	3.1.2.1(9)
11	STANDPIPE REQUIRED:	YES	3.1.2.1(10)	3.1.2.1(10)	3.1.2.1(10)	3.1.2.1(10)	3.1.2.1(10)
12	WATER SERVICE AVAILABLE:	YES	3.1.2.1(11)	3.1.2.1(11)	3.1.2.1(11)	3.1.2.1(11)	3.1.2.1(11)
13	HIGH BUILDING:	YES	3.1.2.1(12)	3.1.2.1(12)	3.1.2.1(12)	3.1.2.1(12)	3.1.2.1(12)
14	MEZZANINE AREA:	YES	3.1.2.1(13)	3.1.2.1(13)	3.1.2.1(13)	3.1.2.1(13)	3.1.2.1(13)
15	MEZZANINE AREA:	YES	3.1.2.1(14)	3.1.2.1(14)	3.1.2.1(14)	3.1.2.1(14)	3.1.2.1(14)
16	BARRIER-FREE DESIGN:	YES	3.1.2.1(15)	3.1.2.1(15)	3.1.2.1(15)	3.1.2.1(15)	3.1.2.1(15)
17	HAZARDOUS SUBSTANCES:	YES	3.1.2.1(16)	3.1.2.1(16)	3.1.2.1(16)	3.1.2.1(16)	3.1.2.1(16)
18	REQUIRED:	YES	3.1.2.1(17)	3.1.2.1(17)	3.1.2.1(17)	3.1.2.1(17)	3.1.2.1(17)
19	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(18)	3.1.2.1(18)	3.1.2.1(18)	3.1.2.1(18)	3.1.2.1(18)
20	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(19)	3.1.2.1(19)	3.1.2.1(19)	3.1.2.1(19)	3.1.2.1(19)
21	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(20)	3.1.2.1(20)	3.1.2.1(20)	3.1.2.1(20)	3.1.2.1(20)
22	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(21)	3.1.2.1(21)	3.1.2.1(21)	3.1.2.1(21)	3.1.2.1(21)
23	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(22)	3.1.2.1(22)	3.1.2.1(22)	3.1.2.1(22)	3.1.2.1(22)
24	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(23)	3.1.2.1(23)	3.1.2.1(23)	3.1.2.1(23)	3.1.2.1(23)
25	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(24)	3.1.2.1(24)	3.1.2.1(24)	3.1.2.1(24)	3.1.2.1(24)
26	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(25)	3.1.2.1(25)	3.1.2.1(25)	3.1.2.1(25)	3.1.2.1(25)
27	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(26)	3.1.2.1(26)	3.1.2.1(26)	3.1.2.1(26)	3.1.2.1(26)
28	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(27)	3.1.2.1(27)	3.1.2.1(27)	3.1.2.1(27)	3.1.2.1(27)
29	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(28)	3.1.2.1(28)	3.1.2.1(28)	3.1.2.1(28)	3.1.2.1(28)
30	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(29)	3.1.2.1(29)	3.1.2.1(29)	3.1.2.1(29)	3.1.2.1(29)
31	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(30)	3.1.2.1(30)	3.1.2.1(30)	3.1.2.1(30)	3.1.2.1(30)
32	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(31)	3.1.2.1(31)	3.1.2.1(31)	3.1.2.1(31)	3.1.2.1(31)
33	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(32)	3.1.2.1(32)	3.1.2.1(32)	3.1.2.1(32)	3.1.2.1(32)
34	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(33)	3.1.2.1(33)	3.1.2.1(33)	3.1.2.1(33)	3.1.2.1(33)
35	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(34)	3.1.2.1(34)	3.1.2.1(34)	3.1.2.1(34)	3.1.2.1(34)
36	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(35)	3.1.2.1(35)	3.1.2.1(35)	3.1.2.1(35)	3.1.2.1(35)
37	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(36)	3.1.2.1(36)	3.1.2.1(36)	3.1.2.1(36)	3.1.2.1(36)
38	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(37)	3.1.2.1(37)	3.1.2.1(37)	3.1.2.1(37)	3.1.2.1(37)
39	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(38)	3.1.2.1(38)	3.1.2.1(38)	3.1.2.1(38)	3.1.2.1(38)
40	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(39)	3.1.2.1(39)	3.1.2.1(39)	3.1.2.1(39)	3.1.2.1(39)
41	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(40)	3.1.2.1(40)	3.1.2.1(40)	3.1.2.1(40)	3.1.2.1(40)
42	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(41)	3.1.2.1(41)	3.1.2.1(41)	3.1.2.1(41)	3.1.2.1(41)
43	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(42)	3.1.2.1(42)	3.1.2.1(42)	3.1.2.1(42)	3.1.2.1(42)
44	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(43)	3.1.2.1(43)	3.1.2.1(43)	3.1.2.1(43)	3.1.2.1(43)
45	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(44)	3.1.2.1(44)	3.1.2.1(44)	3.1.2.1(44)	3.1.2.1(44)
46	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(45)	3.1.2.1(45)	3.1.2.1(45)	3.1.2.1(45)	3.1.2.1(45)
47	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(46)	3.1.2.1(46)	3.1.2.1(46)	3.1.2.1(46)	3.1.2.1(46)
48	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(47)	3.1.2.1(47)	3.1.2.1(47)	3.1.2.1(47)	3.1.2.1(47)
49	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(48)	3.1.2.1(48)	3.1.2.1(48)	3.1.2.1(48)	3.1.2.1(48)
50	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(49)	3.1.2.1(49)	3.1.2.1(49)	3.1.2.1(49)	3.1.2.1(49)
51	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(50)	3.1.2.1(50)	3.1.2.1(50)	3.1.2.1(50)	3.1.2.1(50)
52	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(51)	3.1.2.1(51)	3.1.2.1(51)	3.1.2.1(51)	3.1.2.1(51)
53	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(52)	3.1.2.1(52)	3.1.2.1(52)	3.1.2.1(52)	3.1.2.1(52)
54	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(53)	3.1.2.1(53)	3.1.2.1(53)	3.1.2.1(53)	3.1.2.1(53)
55	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(54)	3.1.2.1(54)	3.1.2.1(54)	3.1.2.1(54)	3.1.2.1(54)
56	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(55)	3.1.2.1(55)	3.1.2.1(55)	3.1.2.1(55)	3.1.2.1(55)
57	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(56)	3.1.2.1(56)	3.1.2.1(56)	3.1.2.1(56)	3.1.2.1(56)
58	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(57)	3.1.2.1(57)	3.1.2.1(57)	3.1.2.1(57)	3.1.2.1(57)
59	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(58)	3.1.2.1(58)	3.1.2.1(58)	3.1.2.1(58)	3.1.2.1(58)
60	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(59)	3.1.2.1(59)	3.1.2.1(59)	3.1.2.1(59)	3.1.2.1(59)
61	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(60)	3.1.2.1(60)	3.1.2.1(60)	3.1.2.1(60)	3.1.2.1(60)
62	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(61)	3.1.2.1(61)	3.1.2.1(61)	3.1.2.1(61)	3.1.2.1(61)
63	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(62)	3.1.2.1(62)	3.1.2.1(62)	3.1.2.1(62)	3.1.2.1(62)
64	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(63)	3.1.2.1(63)	3.1.2.1(63)	3.1.2.1(63)	3.1.2.1(63)
65	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(64)	3.1.2.1(64)	3.1.2.1(64)	3.1.2.1(64)	3.1.2.1(64)
66	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(65)	3.1.2.1(65)	3.1.2.1(65)	3.1.2.1(65)	3.1.2.1(65)
67	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(66)	3.1.2.1(66)	3.1.2.1(66)	3.1.2.1(66)	3.1.2.1(66)
68	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(67)	3.1.2.1(67)	3.1.2.1(67)	3.1.2.1(67)	3.1.2.1(67)
69	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(68)	3.1.2.1(68)	3.1.2.1(68)	3.1.2.1(68)	3.1.2.1(68)
70	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(69)	3.1.2.1(69)	3.1.2.1(69)	3.1.2.1(69)	3.1.2.1(69)
71	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(70)	3.1.2.1(70)	3.1.2.1(70)	3.1.2.1(70)	3.1.2.1(70)
72	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(71)	3.1.2.1(71)	3.1.2.1(71)	3.1.2.1(71)	3.1.2.1(71)
73	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(72)	3.1.2.1(72)	3.1.2.1(72)	3.1.2.1(72)	3.1.2.1(72)
74	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(73)	3.1.2.1(73)	3.1.2.1(73)	3.1.2.1(73)	3.1.2.1(73)
75	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(74)	3.1.2.1(74)	3.1.2.1(74)	3.1.2.1(74)	3.1.2.1(74)
76	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(75)	3.1.2.1(75)	3.1.2.1(75)	3.1.2.1(75)	3.1.2.1(75)
77	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(76)	3.1.2.1(76)	3.1.2.1(76)	3.1.2.1(76)	3.1.2.1(76)
78	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(77)	3.1.2.1(77)	3.1.2.1(77)	3.1.2.1(77)	3.1.2.1(77)
79	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(78)	3.1.2.1(78)	3.1.2.1(78)	3.1.2.1(78)	3.1.2.1(78)
80	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(79)	3.1.2.1(79)	3.1.2.1(79)	3.1.2.1(79)	3.1.2.1(79)
81	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(80)	3.1.2.1(80)	3.1.2.1(80)	3.1.2.1(80)	3.1.2.1(80)
82	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(81)	3.1.2.1(81)	3.1.2.1(81)	3.1.2.1(81)	3.1.2.1(81)
83	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(82)	3.1.2.1(82)	3.1.2.1(82)	3.1.2.1(82)	3.1.2.1(82)
84	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(83)	3.1.2.1(83)	3.1.2.1(83)	3.1.2.1(83)	3.1.2.1(83)
85	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(84)	3.1.2.1(84)	3.1.2.1(84)	3.1.2.1(84)	3.1.2.1(84)
86	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(85)	3.1.2.1(85)	3.1.2.1(85)	3.1.2.1(85)	3.1.2.1(85)
87	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(86)	3.1.2.1(86)	3.1.2.1(86)	3.1.2.1(86)	3.1.2.1(86)
88	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(87)	3.1.2.1(87)	3.1.2.1(87)	3.1.2.1(87)	3.1.2.1(87)
89	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(88)	3.1.2.1(88)	3.1.2.1(88)	3.1.2.1(88)	3.1.2.1(88)
90	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(89)	3.1.2.1(89)	3.1.2.1(89)	3.1.2.1(89)	3.1.2.1(89)
91	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(90)	3.1.2.1(90)	3.1.2.1(90)	3.1.2.1(90)	3.1.2.1(90)
92	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(91)	3.1.2.1(91)	3.1.2.1(91)	3.1.2.1(91)	3.1.2.1(91)
93	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(92)	3.1.2.1(92)	3.1.2.1(92)	3.1.2.1(92)	3.1.2.1(92)
94	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(93)	3.1.2.1(93)	3.1.2.1(93)	3.1.2.1(93)	3.1.2.1(93)
95	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(94)	3.1.2.1(94)	3.1.2.1(94)	3.1.2.1(94)	3.1.2.1(94)
96	SPRINKLER SYSTEM REQUIRED:	NOT REQUIRED	3.1.2.1(95)	3.1.2.1(95)	3.1.2.1(95)	3.1.2.1(95)	3.1

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Ian D. Davey, Treasurer / Director of Corporate Services ldavey@cobourg.ca	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	September 20, 2021		
Report No.:	Corporate Services-118-21		
Submit comments to Council			

Subject/Title: CCC Canteen Cashflow Forecast

RECOMMENDATION:

THAT Council receive the cashflow forecast for the period October 1, 2021 through December 31, 2021 for information purposes.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

The purpose of this report is to provide background material for Council to inform their decision regarding the re-opening of Cobourg Community Centre Canteen for the months of October through December 2021.

4. ORIGIN AND LEGISLATION

A request was made by Council during the Committee of the Whole meeting of September 13, 2021 as follows:
“That Council direct Staff to bring forward to Council a Cashflow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council meeting.”

5. BACKGROUND

The 2021 Operating Budget for the Town of Cobourg contained many more assumptions than normal as a result of having to prepare an operating budget during a pandemic. This created more uncertainty that would be encountered during a “normal” budget year.

One such assumption was that the food and beverage operations at Legion Fields and the Cobourg Community Centre would not be operational during the whole of the 2021 fiscal year.

With the return to a relatively normal level of activities at the CCC for the remainder of 2021 there has been a request from user groups to reopen the canteen to provide limited food and beverage services for the balance of the year.

6. ANALYSIS

The attached financial forecast has been prepared to demonstrate that based the various assumptions outlined in the report that the operation of the CCC canteen should be able to produce a modest profit.

These assumptions use either a 75% or 85% mark-up on product purchased and either a cost of labour of 35% or 45%.

The net results would indicate a positive cashflow in the range of \$350 to \$4,050 over the course of the three month period.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

There should be no impacts on the 2021 operating budget since the cashflow forecast is suggesting a positive result for the three months.

Staff at the CCC along with assistance from Finance will monitor the operations of the Canteen and Vending over the course of the 3 months to ensure that these targets are being met.

Adjustments to pricing and staffing levels may be made during this period as required to achieve the desired outcome.

8. CONCLUSION

That Council receive this report for information purposes and direct staff at the CCC to proceed with reopening the canteen and vending operations as requested by various User Groups.

Report Approval Details

Document Title:	CCC Canteen Cashflow Projection - Corporate Services-118-21.docx
Attachments:	- doc26077520210917123547.pdf
Final Approval Date:	Sep 17, 2021

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Sep 17, 2021 - 12:54 PM



THE TOWN OF COBOURG

PARKS & RECREATION

CASH FLOW ANALYSIS- CANTEEN & VENDING

	October 2021	November 2021	December 2021	Year end Totals
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Scenario 1: Assuming: Product Markup is 75%, we sell all \$20,000 worth of inventory, staff costs are 35% of revenue.

REVENUE:

CCC- Canteen & Vending Sales	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67	\$ 35,000.00
	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67	\$ 35,000.00

EXPENSES:

CCC- Consumable Supplies	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Canteen Staffing Expense	\$ 4,083.33	\$ 4,083.33	\$ 4,083.33	\$ 12,250.00
	\$ 24,083.33	\$ 4,083.33	\$ 4,083.33	\$ 32,250.00

Cash Flows	-\$ 12,416.67	\$ 7,583.33	\$ 7,583.33	\$ 2,750.00
		-\$ 4,833.33	\$ 2,750.00	

Scenario 2: Assuming: Product Markup is 75%, we sell all \$20,000 worth of inventory, staff costs are 45% of revenue.

REVENUE:

CCC- Canteen & Vending Sales	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67	\$ 35,000.00
	\$ 11,666.67	\$ 11,666.67	\$ 11,666.67	\$ 35,000.00

EXPENSES:

CCC- Consumable Supplies	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Canteen Staffing Expense	\$ 5,250.00	\$ 5,250.00	\$ 5,250.00	\$ 15,750.00
	\$ 25,250.00	\$ 5,250.00	\$ 5,250.00	\$ 35,750.00

Cash Flows	-\$ 13,583.33	\$ 6,416.67	\$ 6,416.67	-\$ 750.00
		-\$ 7,166.67	-\$ 750.00	

Scenario 3: Assuming: Product Markup is 85%, we sell all \$20,000 worth of inventory, staff costs are 35% of revenue.

REVENUE:

CCC- Canteen & Vending Sales	\$ 12,333.33	\$ 12,333.33	\$ 12,333.33	\$ 37,000.00
	\$ 12,333.33	\$ 12,333.33	\$ 12,333.33	\$ 37,000.00

EXPENSES:

CCC- Consumable Supplies	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Canteen Staffing Expense	\$ 4,316.67	\$ 4,316.67	\$ 4,316.67	\$ 12,950.00
	\$ 24,316.67	\$ 4,316.67	\$ 4,316.67	\$ 32,950.00

Cash Flows	-\$ 11,983.33	\$ 8,016.67	\$ 8,016.67	\$ 4,050.00
		-\$ 3,966.67	\$ 4,050.00	

Scenario 4: Assuming: Product Markup is 85%, we sell all \$20,000 worth of inventory, staff costs are 45% of revenue.

REVENUE:

CCC- Canteen & Vending Sales	\$ 12,333.33	\$ 12,333.33	\$ 12,333.33	\$ 37,000.00
	\$ 12,333.33	\$ 12,333.33	\$ 12,333.33	\$ 37,000.00

EXPENSES:

CCC- Consumable Supplies	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00
Canteen Staffing Expense	\$ 5,550.00	\$ 5,550.00	\$ 5,550.00	\$ 16,650.00
	\$ 25,550.00	\$ 5,550.00	\$ 5,550.00	\$ 36,650.00

Cash Flows	-\$ 13,216.67	\$ 6,783.33	\$ 6,783.33	\$ 350.00
		-\$ 6,433.33	\$ 350.00	



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Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Property Taxes – First Report for 2021;

NOW THEREFORE BE IT RESOLVED THAT Council approve the reduction of property taxes in the amount of \$131,649.99 as follows:

FURTHER THAT the reduction be shared as follows:

- Town of Cobourg \$73,477.19;
- County of Northumberland \$41,963.23;
- Education \$14,630.71 and
- DBIA \$1,578.86.



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Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2022 Municipal Election Report and Alternative Voting Method Authorization;

NOW THEREFORE BE IT RESOLVED THAT Council approve the use of internet/telephone voting as the alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022; and,

FURTHER THAT Council directs the Municipal Clerk to prepare a By-law to be brought forward to authorize alternative voting method for the 2022 Municipal Election; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute an agreement with Intelivote Systems Inc. building upon the successful integrated voting solution experience delivered during the 2006, 2010, 2014 and 2018 Municipal Elections to provide internet and telephone electronic voting Service for the 2022 Town of Cobourg Municipal Election at a total estimated cost of \$39,750 based on 15,000 eligible Electors to be funded from the Election Reserve Fund set aside annually for this purpose



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Last Name Printed _____

Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on August 23, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the options to return to in-person Council Meetings through a Hybrid Electronic Participation Model;

NOW THEREFORE BE IT RESOLVED THAT Council Meetings return to an in-person format in Cobourg Municipal Council Chambers by September 20, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, in the following new format:

THAT Municipal Council allow for the continuation of Electronic Participation by Council Members in combination with the resumption of physical attendance of Members in Council Chambers in order to continue to maintain modernization of Council Meetings as permitted in the Municipal Act, Section 238 s. 3.1 and s. 3.3 in order to allow for Council to continue to legally meet if there may be a reason where a Member is unable to be present in Chambers; and

FURTHER THAT Members of the Public and Delegates/Presenters shall participate electronically through Zoom Video Conference; and

FURTHER THAT Council authorize all Council Advisory Committees to participate through electronic participation utilizing Zoom Video Conferencing for the remainder of the Municipal Council Term or until Council provides further direction to return to in-person meeting; and

FURTHER THAT Council approve the Hybrid In-Person/Electronic Participation at Council Meetings Policy as presented and attached to the Council Resolution as Attachment "A"



Corporation of the Town of Cobourg

Policy Title: Electronic Meetings – Municipal Council – During Hybrid In-Person/Electronic Participation at Council Meetings

Division: Municipal Council
Effective Date:
Approval Level: Town Council
Section Number:

Department: Legislative Services
Revision Date:
Policy Number:

Purpose

To set out the guidelines and procedure to be followed to conduct meetings for Council during routine periods where a member of Council or staff or the public (i.e. delegate / presenter) are participating electronically. The authority for conducting electronic meetings can be found in the *Municipal Act* and Town of Cobourg Procedural By-law.

Policy

1. PRIOR TO THE MEETING

Request to Participate Electronically

- 1.1** Members of Council wishing to participate electronically shall notify the Municipal Clerk as soon as possible prior to the meeting, to advise they are intending on participating electronically.
- 1.2** The Municipal Clerk will confirm with the Member that the request has been received.
- 1.3** Members of the public shall view all Council meetings using the Council livestream via the internet.
- 1.4** Delegates or Presenters wishing to participate at a Council meeting will do so electronically and information will be provided at the time they register as a delegation or presenter. See Section 4 for details on logistics for public participation.
- 1.5** Delegations (or public meeting participants) may contact the Municipal Clerk's Department prior to 1:00 PM on the Friday prior to the Council meeting in accordance with the Town's Procedural By-law. The Municipal Clerk will make arrangements to provide videoconference/teleconference information to the delegation to allow them to participate during the meeting.

Corporation of the Town of Cobourg

Policy Title:

- 1.6 Delegates or presenters will be sent a Zoom Meeting invitation to join the electronic meeting by clicking the Join Meeting Now link or dialing the telephone number listed in the invitation.

General

- 1.7 The electronic agenda will be posted on the website as per the standard protocol. Livestreaming will continue and archived videos of meetings will continue to be available on the website. Note, livestreaming has a delay of approximately 45 seconds.
- 1.8 The Municipal Clerk, or designate, will forward an electronic invitation to Members of Council several days prior to the meeting.
- 1.9 Prior to the meeting, the Municipal Clerk shall ensure that any members who are participating electronically will receive an electronic version of any presentations or slide shows such that they may follow along during said presentation

2. LOGISTICS FOR COUNCIL MEMBERS

- 2.1 The Member participating in a meeting by electronic means shall mute their audio when they are not speaking.
- 2.2 The Member will be noted in the minutes as “present via electronic means”.

3. LOGISTICS FOR STAFF

- 3.1 It should be noted that, while there is no requirement under the Procedural Bylaw to require staff to attend, it is the standing practice that Directors, or their delegates, attend. Therefore, staff shall participate electronically, subject to the direction of the CAO.

4. LOGISTICS FOR DELEGATIONS AND PRESENTATIONS

- 4.1 The Mayor, Chair or Presiding Officer shall call upon the delegate or presenter as the item appears in the agenda.

Corporation of the Town of Cobourg

Policy Title:

- 4.2** The Municipal Clerk shall then monitor the Participant List in the electronic meeting system. The Participant List will either indicate the person's name.
- 4.3** The Mayor Chair or Presiding shall then recognize the person and grant them the floor. The Chair shall remind the speaker that they have 10 minutes to address Council.

Questions to Delegate or Presenter

- 4.4** The Mayor, Chair or Presiding Officer will canvass the Members of their desire to ask any questions of the delegate.
- 4.5** The Mayor, Chair or Presiding Officer will ask his/her questions and then thank the delegate.

Leaving the Meeting

- 4.6** At the conclusion of the delegation, the Mayor, Chair or Presiding Officer shall advise the delegate or presenter that they will be removed from the Zoom meeting and that they can watch the remainder of the meeting via livestreaming through the municipal website.
- 4.7** In the case of a loss of connection, or any connection issue which impedes the ability of a Member or delegate to participate in the meeting in real time, a short recess shall be called to provide the Member an opportunity to reconnect

5. DURING THE MEETING - OPENING REMARKS

- 5.1** After the meeting has been called to order, the Chair will make the following remarks to all those that are participating:
- Remind those Members on the Zoom Meeting to have their microphone or devices muted unless they are wishing to speak.
 - Explain that the meeting is taking place through Zoom Meetings and that some people may be participating through video while others may be participating with audio only.

Corporation of the Town of Cobourg

Policy Title:

- Livestreaming is available at <https://www.cobourg.ca/en/council-meetings.aspx#>

- 5.2** The Municipal Clerk, or designate, will “host” the meeting and shall have the ability to mute Members of Council, staff and any other participants who do not have the floor and/or where the background noise is interfering with the meeting. Members and attendees may also be asked to mute their video (where applicable), at some point during the meeting, in order to improve bandwidth.

Seconding a Motion

- 5.3** As per the Procedural By-law, motions shall be provided in writing but shall not be required to be signed.
- 5.4** A member who is participating electronically, who wishes to move or second a motion, will simply raise their hand, or speak up, as the technology allows and the Mayor, Chair or Presiding Officer will ask for them to confirm who they are. For example: Mayor: “Can I have a mover?” Councillor: “I’ll second that Motion.”

Speaking to a Matter

- 5.5** The Mayor, Chair or Presiding Officer will canvass the Members participating in a meeting by electronic means about their intention to speak to a matter on the floor and will notify the Member when it is their turn to speak.
- 5.6** Members who are in attendance electronically shall identify verbally if they wish to speak, for example, “It’s Councillor X – I have a question”. Before calling the vote, the Mayor, Chair or Presiding Officer will cycle back and ask again if anyone has any comments they wish to make (assuming they haven’t spoken yet.).
- 5.7** The standard rules will apply for speaking a second time to a matter.

Voting on a Matter

- 5.8** After putting a motion to a vote, the Member participating in a meeting by electronic means shall identify verbally and with a show of a hand how they wish to vote.
- 5.9** When a vote is called, the Chair will call the vote as per normal procedure and count the showing of hands. If there is difficulty seeing all hands by Members the vote shall be taken as if it were a recorded vote but will not be recorded as such, unless a recorded vote is actually requested. Note, where the motion is simply procedural (eg. Recess, adjourn, adopt the agenda, etc.), the Mayor,

Corporation of the Town of Cobourg

Policy Title:

Chair or Presiding Officer shall simply call “All those in favour say ‘yes’”, and listen for the responses. Then call “All those opposed say ‘no’ and listen for the responses.

Calling a Recorded Vote

- 5.10** Standard process – and in order of standard assigned seating within the Council Chambers, starting with the Member who requested the Recorded Vote as per the Council procedural By-law.

Leaving the Meeting

- 5.11** A Member participating in a meeting by electronic means shall inform the Mayor, Chair or Presiding Officer about their intentions to leave the meeting either on a temporary or permanent basis.
- 5.12** A Member participating in a meeting by electronic means shall be deemed to have left the meeting when they are no longer electronically connected to the meeting and are unable to reconnect. However, in the case of a loss of connection, or any connection issue which impedes the ability of a Member to participate in the meeting in real time, a short recess shall be called to provide the Member an opportunity to reconnect.

Definitions

Electronic Participation – means participation by Videoconference or other electronic means (audio or audio/video).

Administration

The Council shall implement this policy and shall delegate the Municipal Clerk to administer terms of this policy.

Cross Reference

Municipal Council Procedural By-law 009-2019 as amended.



Resolution Regarding Banking

For use by Cities, Towns, Villages, Municipalities, Hospitals, Regional Health Authorities, School Districts, Divisions and Regional Divisions, Self-Governed First Nations, and Treaty Nations

SRF No.: 762365526

Legal Name: THE CORPORATION OF THE TOWN OF COBOURG (the "Customer")

Address: 55 KING ST W COBOURG ON K9A2M2

RESOLVED:

1. THAT ROYAL BANK OF CANADA ("Royal Bank") is appointed banker for the Customer.

2. THAT FOR INSTRUMENTS/AGREEMENTS/CREDITS/ BORROWS: ANY TWO TO SIGN: MAYOR, DEPUTY MAYOR, , TREASURER, CAO

are authorized on behalf of the Customer from time to time:

- (a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
- (b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- (c) to do, or to authorize any person or persons to do, any one or more of the following:
 - (i) to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
 - (ii) to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
 - (iii) to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
 - (iv) to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.

3. That all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.

Please do not write in this area



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4. That Royal Bank be furnished with:

(a) a copy of this Resolution; and

(b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

each certified by the (1) MAYOR

and (2) DEPUTY MAYOR of the Customer; and

(c) in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

CERTIFICATE

We hereby certify that the above is a true copy of a resolution passed at a meeting of the

COUNCIL

(Council, Board or Board of Trustees)

of the

Customer duly convened and regularly held in accordance with the law governing the Customer on

Y Y Y Y M M D D

(SEAL)

(1)

Authorized Person's Signature

Authorized Person's Name: JOHN HENDERSON

Authorized Person's Title: MAYOR

(2)

Authorized Person's Signature

Authorized Person's Name: SUZANNE SEGUIN

Authorized Person's Title: DEPUTY MAYOR

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01-001-380-201906-02-762365526--0202





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Last Name Printed

Seconded By

Last Name Printed

Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Cobourg Heritage Advisory Committee, regarding HP-2021-028 - 277 College St;

NOW THEREFORE BE IT RESOLVED THAT Council endorse Heritage Permit Application HP-2021-028 as submitted by Christopher Wallace on behalf of Lisa and Gary Ferguson for the demolition of the structures at 277 College be endorsed in principle for both the demolition/removal and re-development, subject to the submission and approval of updated and more detailed architectural building design plans, all to be completed prior to final approval of a Heritage Permit



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Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a delegation from Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, regarding Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to identify sites for affordable housing that could include Tiny Homes in the ongoing municipal land inventory review; and

FURTHER THAT Council consider Tiny Homes in Zoning By-law changes to enable Tiny Homes as an affordable housing option; and

FURTHER THAT Council consider partnerships where possible with Think Tiny Homes Northumberland



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Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Transportation Advisory Committee, regarding an Anti Idling By-law;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022



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Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a delegation from William Glover, Bicycle Action Committee (BAC), a Memo from the Transportation Advisory Committee and a Memo from the Sustainability and Climate Emergency Advisory Committee regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion and funding;

NOW THEREFORE BE IT RESOLVED THAT the information be forwarded to staff as a reference document for a Transportation Master Plan



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Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Director of Public Works regarding the Purchase of a Specialized Transit Vehicle and Approval of Participation Fee for Electric Vehicle Feasibility Study;

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase of a 2020 ARBOC 8m low floor accessible transit bus from Creative Carriage Ltd. at a total cost of \$152,439.53 including non-refundable HST to be 73.33% (\$111,783.91) funded by the Investing in Canada Infrastructure Program (ICIP): Transit Stream and 26.67% (\$40,655.62) funded from the Town of Cobourg vehicle replacement reserve; and

FURTHER THAT Council approve \$5,500.00 plus HST in the 2022 budget to fund the Town's participation in the Metrolinx Transit Joint Procurement Initiative Battery Electric Bus (BEB) Road Map Project



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Resolution No.:

Seconded By _____

Last Name Printed _____

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from the Deputy Director, Community Services, regarding the Cobourg Community Centre Canteen Reopening;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council Meeting



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Resolution No.:

Council Date:

September 20, 2021

WHEREAS at the Committee of the Whole Meeting on September 13, 2021, Council considered a memo from Sustainability and Climate Emergency Advisory Committee regarding the Environmental Officer Position and Cobourg's 2022 Budget;

NOW THEREFORE BE IT RESOLVED THAT the matter be referred to the 2022 Budget deliberations to hire a full-time environmental staff person

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>072-2021</u></div>
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A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO AMEND THE TERMS OF REFERENCE FOR THE MEMORIAL ARENA AD HOC COMMITTEE OF COUNCIL

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to amend the Memorial Arena Ad Hoc Committee at the Committee of the Whole Meeting held on September 13, 2021;

AND WHEREAS By-law No. 009-2019, being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the ‘Procedural By-law’, establishes the rules and procedures under which Council and Committees of Council are to function;

AND WHEREAS the Advisory Committees of Municipal Council Policies and Procedures approved by Council on February 26, 2018, provides in Section 2 that the Policy shall apply to Ad Hoc Committees;

AND WHEREAS Ad Hoc Committees provide advice to the Cobourg Municipal Council on all matters relating to their respective committee and are comprised of both members of Council and members of the general public;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the Terms of Reference By-law (008-2019) be amended to amend Schedules ‘E’ – 2’ to Section 6 of the by-law which amends the Terms of Reference for the Memorial Arena Ad Hoc Committee
- 2. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 20th day of September, 2021.

MAYOR

MUNICIPAL CLERK

AD HOC COMMITTEES



Memorial Arena – Ad Hoc Committee Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of the Town of Cobourg has deemed it advisable to establish an Ad Hoc Committee to consider the future of the decommissioned Memorial Arena.

In accordance with the Town’s Procedural By-law, the AdHoc Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Ad-Hoc Advisory Committee is to assist the Town of Cobourg in reimagining the Memorial Arena, which was decommissioned as an ice rink in 2019.

The Committee will provide Council with a shortlist of three to six options for the Memorial Arena that:

- meet the needs of the community,
- are financially and technically viable, and
- align with the Town of Cobourg’s Strategic Plan.

To fulfill this mandate, the Ad-Hoc Committee will:

- Identify and consider the needs of the community;
- Consider the Memorial Arena Property Condition Assessment conducted by Pinchin Ltd in 2018;
- Review and tour the Memorial Arena building and site;
- Consider the site in relation to the present and potential use of the adjacent Jack Heenan Arena, other area development plans, and the Town’s Zoning By-law and Official Plan;
- Consider successful examples of arena repurposing from other municipalities;
- Consider the Town of Cobourg’s commitment to sustainability;
- Encourage and receive public submissions of ideas and suggestions for the site;
- Consider a range of opportunities which may include, but are not limited to:
 - Alternative recreational or cultural uses;
 - Community partnership opportunities;
 - The disposal or development of the site;

- Consider the financial feasibility of each option with input from the Town's Finance Department;
- Document the potential advantages and disadvantages of each shortlisted option;
- Consider other matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Ad-Hoc Advisory Committee is comprised of:

- Coordinator of Parks and Recreation Services (Chair)
 - Coordinator of Planning and Development
 - Coordinator of Public Works
 - Member from the Accessibility Committee
 - Member from the Planning Advisory Committee
 - Member from the Parks and Recreation Committee
 - A minimum of one (1) and a maximum of two (2) citizen appointments
- An ability to represent a broad range of perspectives that reflect the diversity of the community;
 - An ability to set-aside personal interests for the benefit of the entire community;
 - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
 - Good knowledge and understanding of local and municipal assets and issues; and
 - Good knowledge of the community and its social and economic drivers.
 - Additionally, experience in the fields of architecture, engineering, recreation, culture, housing, facilities/asset/financial management or the environment would be an asset to the Committee.

Each voting member of the Ad-Hoc Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The Committee members must work together to fulfill the mandate of this Ad-Hoc Committee.

Members of the Memorial Arena Ad Hoc Committee shall be appointed for the duration required to make a recommendation to Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Ad-Hoc Committee will provide advice and recommendations to the Municipal Council of the Town of Cobourg.

All Committee minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

All meetings must be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Lead Department

The Community Services Division will act as the lead Division for the Committee. Staff from other departments or divisions may attend meetings as required to provide expertise or report on various matters.


Secretarial Support

The Community Services Division will provide secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of agendas and minutes.

Advisory Staff

Municipal staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Ad-Hoc Committee may request the advice or participation of nonvoting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate such requests in consultation with the Committee Chair and Director/Deputy Director of Community Services.

 <p>COBOURG</p>	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>073-2021</u></p>
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A BY-LAW TO AMEND BY-LAW NO. 009-2019, BEING A BY-LAW TO ESTABLISH THE RULES OF ORDER AND PROCEDURES FOR MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS WHEREAS parliamentary procedures are rooted in principles designed to ensure the fair and efficient disposition of business before a deliberative body;

AND WHEREAS Section 238(2) of the *Municipal Act, 2001*, provides that every Municipality shall pass a procedural by-law to govern the calling, place and proceedings of meetings;

AND WHEREAS Council and its Committees shall also follow the regulations as set out within the Municipal Conflict of Interest Act, and the parliamentary authority of Robert’s Rules of Order;

AND WHEREAS the Council of the Corporation of the Town of Cobourg deems it expedient to provide for updates to the way in which its meetings are conducted and governed;

AND WHEREAS Section 238 of the *Municipal Act, 2001*, states as follows:

Electronic participation

(3.1) The applicable procedure by-law may provide that a member of council, of a local board or of a committee of either of them, can participate electronically in a meeting to the extent and in the manner set out in the by-law. 2020, c. 18, Sched. 12, s. 1 (1).

Same

(3.3) The applicable procedure by-law may provide that,

(a) a member of a council, of a local board or of a committee of either of them who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and

(b) a member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is open or closed to the public. 2020, c. 18, Sched. 12, s. 1 (3)

AND WHEREAS Council amended Procedural By-law No.009-2020 on March 23, 2020 to permit electronic participation in meetings by its members during a declared state of emergency;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** Procedural By-law No.009-2019 Section 5.1.1 be amended as a subsection within the Procedural By-law with the following wording regarding Electronic Participation at Meetings pursuant to Section 238 of the *Municipal Act, 2001*:

5.20 Electronic Participation – During Routine Period


- 5.20.1 “Electronic Participation”** shall mean that a Member may participate the Council or Committee meeting, remoting by electronic means. The electronic means must enable the Member to hear and to be heard by the other meeting participants. Acceptable formats may include teleconference, videoconference or webinar, or other interactive communications.
- 5.20.2 “Present”** shall means that a Member may attend a meeting either in person or by electronic participation.
- 5.20.2** Any Member shall be permitted to participate in a meeting via electronic participation.
- 5.20.3** Notice to participate electronically shall managed through the Municipal Clerk and notice provided to the Mayor and/or Presiding Officer.
- 5.20.4** A Member who participates in a meeting through electronic means is deemed to be present at the meeting, and in accordance with the *Municipal Act, 2001, as amended*, shall be counted in determining whether or not a quorum of members is present at any point in time.
- 5.20.5** The Member shall have the same rights and responsibilities as if they were in physical attendance, including the right to vote, unless otherwise prohibited by law or in other subsections of this by-law.
- 5.20.6** The protocol for participating electronically during routine periods shall be set out by the Municipal Clerk and may be amended from time to time.

- 2. THAT** By-law No.049-2020 be repealed.
- 3. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 30th day of August, 2021.

MAYOR

MUNICIPAL CLERK

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>073-2021</u></p>
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A BY-LAW TO AUTHORIZE THE USE OF ALTERNATIVE VOTING METHODS (INTERNET AND TELEPHONE} IN THE 2022 TOWN OF COBOURG SCHOOL BOARD AND MUNICIPAL ELECTIONS.

WHEREAS pursuant to section 42 of the Municipal Elections Act, S.O. 1996 provides that a municipal council may pass by-laws authorizing the use of voting and vote-counting equipment and electors to use an alternative voting method that does not require electors to attend at a voting place to vote; and

WHEREAS Council deems it expedient and necessary to employ Internet and Telephone Voting for the 2022 School Board and Municipal Election;


NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the use of electronic voting by Internet and Telephone as alternative voting methods is hereby authorized in respect of the school board and municipal election to be held in 2022 pursuant to the provisions of the *Municipal Election Act*.
2. THAT the Municipal Clerk/Returning Officer shall establish procedures and required forms for the alternative voting methods and electronic vote counting equipment in accordance with Section 3 of the *Municipal Elections Act*.
3. THAT the counting of ballots by electronic methods, in keeping with the voting method, is hereby authorized.
4. THAT the Municipal Clerk/Returning Officer is authorized to enter into agreements with selected vendors necessary for the election.
5. THAT this by-law shall take effect upon the date of passing.

By-law read and passed in Open Council this 20th day of September 2021.

MAYOR

MUNICIPAL CLERK

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>075-2021</u></div>
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A BY-LAW AUTHORIZE EXECUTION OF AN AGREEMENT WITH INTELIVOTE SYSTEMS INC. FOR ALTERNATIVE VOTING SYSTEMS.

WHEREAS the Municipal Elections Act, 1996, Section 42 (1)(b) provides in part that the Council of a local municipality may pass by-laws authorizing electors to use an alternative voting method that does not require electors to attend at a voting place in order to vote; and

WHEREAS on the 3rd day of April, 2006 the Municipal Council of the Corporation of the Town of Cobourg enacted By-law No. 27-2006 being a by-law to authorize the use of telephone and internet voting at municipal elections as the first election to introduce Alternative Voting Methods; and

WHEREAS building on the successful integrated voting solution Intelivote Systems Inc. and the Corporation of the Town of Cobourg delivered during the 2006 and 2010, 2014 and 2018 municipal elections;


NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with Intelivote Systems Inc. for provision of Internet and Telephone Electronic Voting Service for the 2022 Municipal Election.

By-law read and passed in Open Council this 20th day of September 2021.

MAYOR

MUNICIPAL CLERK

 COBOURG	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>076-2021</u></p>
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A BY-LAW TO AUTHORIZE THE EXECUTION OF A PRE-SERVICING AGREEMENT AND DEVELOPMENT AGREEMENT WITH 3FIVESIX CORP. AND THE CORPORATION OF THE TOWN OF COBOURG AND LAKEFRONT UTILITY SERVICES INC. (312 CLYDE STREET).

WHEREAS Section 53(12) of the Planning Act, R. S. O. 1990, c. P. 13, as amended, provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a consent;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Pre-Servicing Agreement and a Development Agreement with 3FiveSix Corp. and Lakefront Utility Services Inc. for the development of four (4) residential building lots described as Lots 16, 17, 18 & 19, Block X, Caddy Plan, known municipally as 312 Clyde Street, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 20th day of September 2021.

MAYOR

MUNICIPAL CLERK

A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 NORTH-EAST CORNER OF DENSMORE AND BIRCHWOOD TRAIL (160 DENSMORE ROAD), COBOURG).

WHEREAS the Council of the Corporation of the Town of Cobourg deems it advisable to amend By-Law Number 120-2005 as amended; and

WHEREAS the owner of the land described in this By-law has requested to amend the existing By-law No. 120-2005 to remove “Apartment Dwellings” as permitted use and to introduce “Stacked Townhouses” as a new permitted use among other technical matters; and

WHEREAS the Council of the Corporation of the Town of Cobourg convened a Public Meeting on August 09, 2021 to consider submissions regarding the proposed amendment in accordance with the provisions of the Planning Act, R.S.O. 1990, c.P. 13, as amended with no negative public comments received; and

WHEREAS the Council of the Corporation of the Town of Cobourg considered the staff report on the proposed amendment on September 13th, 2021;

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. That By-law No. 85-2003, Section 10.2.18 is hereby deleted and replaced with the following:

10.2.18 Residential 4 Exception 18 (R4-18) Zone – North-East Corner of Densmore Road and Birchwood Trail

10.2.18.1 Defined Area

R4-18 as shown on Schedule A, Map 13 to this By-law and attached Schedule B.

10.2.18.2 Permitted Uses an Permitted Accessory Uses

The uses permitted Under Section 10.1.1 and accessory uses

10.2.18.3 Permitted Building and Structures

The Building and Structure permitted shall be limited to:

- i) townhouse dwellings;
- ii) multiple dwellings including stacked townhouse dwellings;

10.2.18.4 Regulations for Permitted Uses in R4-18 Zone

The regulations of Section 10.1 shall apply to the uses permitted in R4-18 zone with the exception of the following:

Lot Area

- i) one unit of townhouse dwelling: 190.0 sq. m;
- ii) stacked townhouse dwelling: 0.8 ha.

Lot Frontage

- i) one unit of townhouse dwelling: 7.0 m;
- ii) stacked townhouse dwelling: 60.0 m.

Lot Coverage

- i) one unit of townhouse dwelling: 60% max;
- ii) stacked townhouse dwelling: 40% max.

Density – Stacked Townhouse Dwellings

- i) 84 dwelling units maximum

Front Yard (abutting Densmore Road)

- i) townhouse dwelling fronting a public street: 4.0 m min.
- ii) stacked townhouse dwelling fronting a public street: 3.0 m min.

Front yard (abutting Private Right-of-Way)

- i) townhouse dwelling fronting a private right-of-way: 6.0 m where a sidewalk abuts the block
- ii) townhouse dwelling fronting a private right-of-way: 4.13 m where no sidewalk abuts the block

Rear Yard

Rear Yard (Block 2 – Building 7) 5.89 m minimum to private lands

Interior Side Yard

townhouse dwelling: no interior side yard shall be required between the common vertical

wall dividing one dwelling unit from another. The side yard on the other side of the unit shall be 1.5 m minimum for a townhouse unit.

- i) stacked townhouse dwelling: 2.5 m minimum

The following exception shall apply to townhouse dwelling units between Block 1 and Block 5:

distance between townhouse dwelling units (Blocks 1 & 5): 4.34 m minimum

Exterior Side Yard

The minimum exterior side yard setback of a townhouse dwelling or a stacked townhouse dwelling to a right-of-way shall be 2.0 m

The minimum exterior side yard setback of a townhouse dwelling to a public road shall be 3.75 m

Landscaped Open Space

- townhouse dwelling: 10% minimum and any areas not occupied by building, structures and driveways
- stacked townhouse dwelling including Block 8: 20% minimum

Building Height

- townhouse dwelling: 3 storeys minimum
- stacked townhouse dwelling: 3 storeys minimum

Parking

The regulations of Section 6 shall apply, with the exception of the following:

Parking Requirement

- townhouse dwelling: 2.0 spaces per dwelling unit
- stacked townhouse dwelling: 1.25 spaces per dwelling unit

General

The side yard setback of a driveway for a townhouse dwelling shall be 0.0 m minimum.

Permitted Encroachments in Yards

Notwithstanding Section 5.13.1 of By-law No. 85-2003, window wells and covered porches are permitted to encroach into the front yard a maximum of 1.0 m

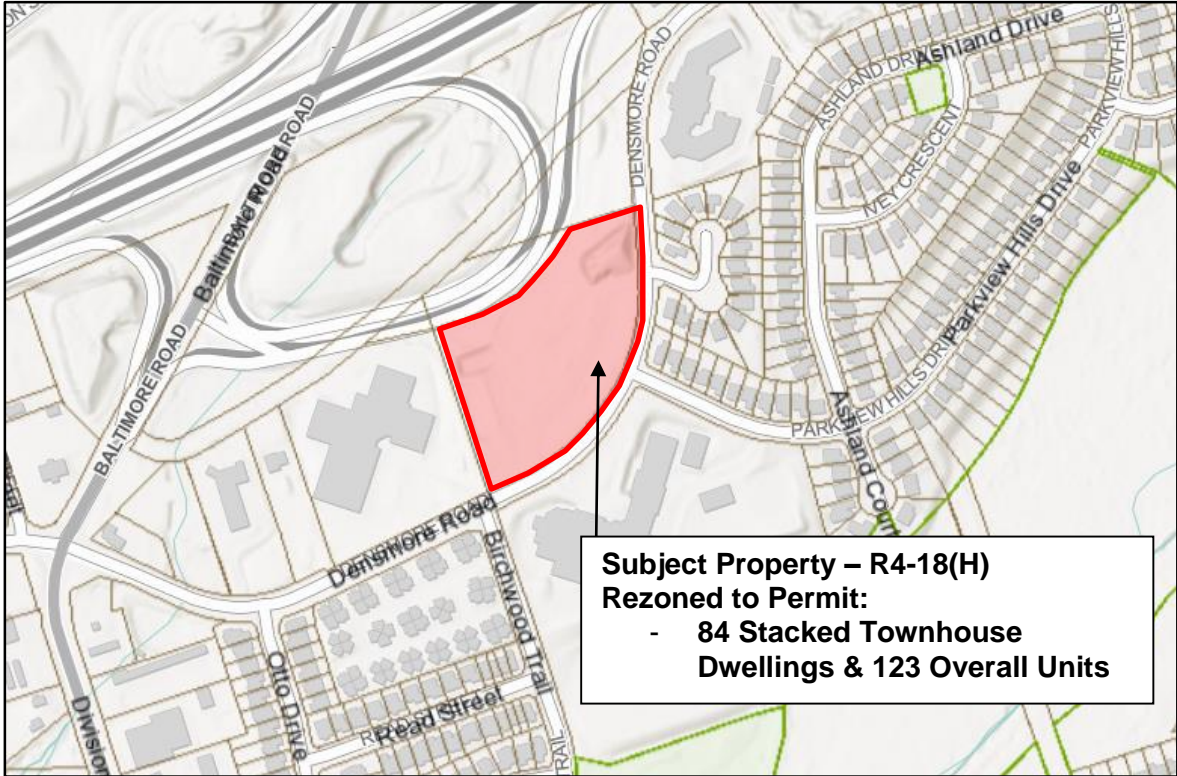
2. That Schedule “A” Map 13, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the provisions of the previously approved By-law 120-2005 to permit “84 Stacked Townhouse Dwellings” and other changes to the Zoning By-law provisions as illustrated on Schedule “B” attached hereto. The Removal of the holding (H) Symbols is subject to fulfillment of conditions of Draft Approval of the Plan of Subdivision and the execution of a subdivision/Development Agreement with the Municipality pursuant to Sections 41 and 51 of the Planning Act R.S.O. 1990, c.P. 13, as amended.
3. Schedule “B” attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.
4. THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.


READ a first, second and third time and finally passed in Open Council
this 20th day of September, 2021.

MAYOR

MUNICIPAL CLERK

SCHEDULE “B”



	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>078-2021</u></p>

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH THE NORTHUMBERLAND HUMAN SOCIETY FOR THE HOUSING OF DOMESTIC ANIMALS AND OTHER MUNICIPAL ANIMAL SERVICES FOR THE TOWN OF COBOURG.

WHEREAS pursuant to Section 9 of the *Municipal Act, 2001 S.O. 2001*, Chapter 25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

NOW THEREFORE the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an agreement with the Northumberland Humane Society for the Housing of Domestic Animals and other Municipal Animal Services for the Town of Cobourg as set out in the terms and services outlined and agreed upon within the Services Agreement.
2. THAT this By-law come into effect on the date of passing and be in effect for a period of five (5) years.

By-law read and passed in Open Council this 20th day of September, 2021.

MAYOR

MUNICIPAL CLERK



**The Corporation of The Town of Cobourg
Equity, Diversity and Inclusion Committee
MINUTES**

**June 10, 2021, 6:00 p.m.
Electronic Participation**

Members Present: Kari Walton
Frances Northeast
Beverley Shepherd
Anna Albouni
Marilou Martin
Ashley Bouman
Heidi Carisse
Shawn Levy
Boutheina Maraoui
Councillor Adam Bureau

Members Absent: Terry Dillon
Jeff Sheils

Staff Present: Jamie Kramer, Accessibility Coordinator
Krystal Christopher, Deputy Clerk
Emilio Ojedae, Northumberland County

Staff Absent: Brent Larmer, Municipal Clerk / Manager of Legislative Services

1. CALL TO ORDER

Chair Kari Walton called the Meeting to Order at 6:01 P.M.

Frances Northeast joined the meeting at 6:02 pm.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

3. APPROVAL/ADDITIONS TO THE AGENDA

Moved by Shawn Levy

THAT the Agenda dated June 10, 2021 be approved as amended.

Carried

4. DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest Declared by Committee Members.

5. ADOPTION OF MINUTES

- Add Councillor Beatty, Councillor Chorley, Chief Van de Graaf, and Roger Ramiksson
- Moved by Councillor Chorley, seconded by Heidi Carisse

Emilio Ojedae, Northumberland County joined the meeting at 6:04 pm.

THAT the minutes dated May 13, 2021 be adopted as amended.

Carried

6. DELEGATIONS/PRESENTATIONS

6.1 Krystal Christopher, Deputy Clerk/Coordinator, Records Management, presenting on eSCRIBE Board Manager.

- K. Christopher provided an overview of eSCRIBE's Board Manager.
- Each member of the Equity, Diversity, and Inclusion Committee can provide a biography and photograph to be visible on the Town's website.

7. COMMUNICATIONS/CORRESPONDENCE

8. REPORTS

8.1 Jamie Kramer, Accessibility Coordinator, on an update for the EDI Strategy - Verbal Update

J. Kramer provided an overview of the EDI Strategy including:

- Presented during Closed Session on the results of the Leadership Interviews, which was Stage 2 in the process of creating the EDI Strategy. Provided leadership with direction on next steps and will be going over training options with them in the near future.

- Staff will be receiving an internal survey in the coming weeks to talk about their experiences with EDI and belonging. Many of these questions mirror what was asked of leaders to compare between the two and see if there are any gaps.
- Been creating a needs analysis of training for everyone involved and will be slowly rolling out training on an ongoing basis, including Allyship training which will take place at the next meeting for them as well.
- The Women in Governance Program, which is under the scope and umbrella of the EDI Strategy, launched on Tuesday with the first speaker today. We are hosting many more in the upcoming weeks, so you can register in advance online and J. Kramer can send an email if that helps as well.
- Taking a Council Report on the 21st of June about public town halls and forums for the EDI Strategy in July.

J. Kramer provided an overview of the accessibility updates as well which include:

National Accessibility Awareness Week Results

- Over the eleven (11) events, we had over 150 unique participant sign-ups for the week.
- There was a lot of positive feedback from people about Sue Caron's, the Chair of the Accessibility Advisory Committee's, poem and visuals. Many people thought that not only did it highlight the struggles of everyone during COVID-19, but it shone a light on issues that some people may not think about – including feeling alone or isolated. Similar feedback was sent about the video that Sue prepared around accessible built environment and living spaces.
- Many people came to multiple events, with most people attending at least 3.
- The events with the highest level of participation were:
 - The Keynote Address on Monday, May 31st with Benoit Huot (76 unique sign-ups), and;
 - The Closing Event on Friday, June 4th with Minister Qualtrough (68 unique sign-ups).

- The documentary movie sessions had the next highest amount of participants with an average of twelve (12) participants per session watching the full movie.
- On average, there were twenty-five (25) unique sign-ups per event and approximately ten (10) to fifteen (15) participants in each event.
- The events that took place on Thursday seemed to have more participants than the others, with the exception of the keynote and closing events.
- The events with the highest participation were also the ones that were advertised on social media so there appears to be a correlation between the two.
- In the future, we hope to be able to do an "in-person" event next year using the resources from Sue and continuing this type of programming throughout the year where possible to bring more awareness to accessibility needs and issues.

Inclusive Communities Grant

- As part of the Inclusive Communities Grant, the Town hired a part-time Assistant through Community Living's EARN program that will be working with Jamie until the end of December.
- The EngageCobourg survey and forum for the Grant should go live this week and Staff are working to send out mailers to a variety of people to get participation rates up for the Inclusive Communities Grant.
 - Initial information for the Grant and the survey is already up on our website (www.cobourg.ca/accessibility) to provide some information.
 - There will also be some targeted social media posts - one tailored to people living with disabilities and one for people who are not to showcase the importance of having their say in this topic.
 - Once this survey is live, J. Kramer will share with the Accessibility Advisory Committee to participate and pass along to their networks.
- Staff is working on creating an audit checklist for assessing Town-owned and operated buildings/facilities and J. Kramer is waiting for the Rick Hansen Professional Designation to become available through George Brown to then see about using that as our standard for

buildings (<https://www.rickhansen.com/become-accessible/professional-training>).

- In addition, the Town of Cobourg is launching a few new projects that we're working on launching too including:
 - Working with John Draper and the Together We Rock! Team on getting training for both our senior management team and our Council in July and August (<https://www.togetherwerock.com/>);
 - Working with Distinctability to provide training for all staff, committee, and council members on Autism Inclusion in the Workplace (<https://distinctability.ca/>);
 - Working with LanguageLine Video Remote Interpreting Services to get instant ASL (and other language) translations at customer facing departments – we're hoping to pilot this during Council and Committee meetings as well (<https://www.language-line.com/interpreting/on-demand/video-remote>).
 - Installing automatic door openers that can be used with apps (to limit contact and touch) with Key2Access (<https://key2access.com/>). This should be ready for the Fall when we can hopefully have in person Council meetings. and;
 - Working with Silver Cross to get ramps for some of our buildings that have a "one step" to make it easier for people with disabilities to access the heritage buildings.

Ashley Bouman joined the meeting at 6:09 pm.

9. NEW BUSINESS

9.1 Jamie Kramer, Accessibility Coordinator, regarding the draft for the Town of Cobourg's Equity, Diversity, and Inclusion Policy.

- J. Kramer outlines the EDI Policy and states that it will be sent to the Committee after to go through to determine any suggestions and updates to the Policy.
- A. Bouman highlights that there should be the removal of the driver's license from job postings.
 - J. Kramer states that this is on the radar for discussion and will make sure to include this as part of the policy moving forward.

9.2 Members at Large regarding options for renaming the West Headlands/Pier.

- Councillor Beatty discussed the historical context for the renaming of the West Headlands/Pier and how this was first brought up and is now being discussed again.
- Councillor Chorley discussed the Parks and Recreation Advisory Committee's involvement in the renaming process. There has been a desire at the Committee to have the entire area a rebranded name and area.

9.3 Members at Large discussing taking a summer break.

Moved by Marilou Martin

THAT the Equity, Diversity, and Inclusion Advisory Committee takes a break for the month of July and August.

Carried

10. UNFINISHED BUSINESS

10.1 Discussion by Members at Large on the 2021 Work Plan.

- Councillor Chorley could we soften the wording to "EDI Advisory Committee will consider advocacy movements as they are introduced to society."
 - Update to incorporate an Action and Resource around bringing it forward from the Committee to Council and/or Internal Staff to act around.
 - T. Dillon: Just want to make sure we are able to make timely statements and provide information to Council on topics.

Moved by Shawn Levy

THAT all new action items are added into the Work Plan as amended.

Carried

11. ADJOURNMENT

MOVED BY Nicole.

THAT the EDI Committee call a special meeting for June 17th at 6:00 p.m. EST.

Carried

THAT the meeting be adjourned at 7:21 p.m.

Carried

Municipal Clerk B. Larmer

Mayor J. Henderson



The Corporation of The Town of Cobourg
Equity, Diversity and Inclusion Committee
MINUTES

June 17, 2021, 6:00 p.m.
Electronic Participation

Members Present: Frances Northeast
Beverley Shepherd
Anna Albouni
Terry Dillon
Marilou Martin
Ashley Bouman
Heidi Carisse
Shawn Levy
Boutheina Maraoui
Roger Ramkissoon, Chief Financial Officer, Cobourg Police Services

Members Absent: Councillor Adam Bureau

Staff Present: Jamie Kramer, Accessibility Coordinator
Brent Larmer, Municipal Clerk / Manager of Legislative Services
Emilio Ojedae, Northumberland County
Nicole Beatty

Staff Absent: Krystal Christopher, Deputy Clerk
Ashley Purdy
Emily Chorley

1. CALL TO ORDER

Vice-Chair Marilou Martin called the Meeting to Order at 6:04 P.M.

Shawn Levy joined the meeting at 6:00 pm.

Beverley Shepherd joined the meeting at 6:00 pm.

Heidi Carisse joined the meeting at 6:00 pm.

Roger Ramkissoo, Chief Financial Officer, Cobourg Police Services joined the meeting at 6:00 pm.

Nicole Beatty joined the meeting at 6:01 pm.

Boutheina Maraoui joined the meeting at 6:02 pm.

Anna Albouni joined the meeting at 6:03 pm.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

3. APPROVAL/ADDITIONS TO THE AGENDA

Moved by Beverley Shepherd

THAT the Agenda dated June 17, 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

- Deferred to the next Regular Meeting

6. DELEGATIONS/PRESENTATIONS

7. COMMUNICATIONS/CORRESPONDENCE

8. REPORTS

9. NEW BUSINESS

9.1 Members at Large discussing Government Bill C-6 (House of Commons Second Reading).

- B. Shepherd: I do not agree when an MP who is supposed to represent all the people passing something that does not represent my voice.
- T. Dillon: Essentially, as members of the Church are saying that they are not professionals so they should not fall under the ban because to them they are providing counselling, not conversion therapy.
- E. Ojeda: It is a loop hole they are trying to use and go through.

- S. Levy: I believe they are just renaming something so they can continue to do what they are doing.
- T. Dillon: We make our position known and make a statement.
- Councillor Beatty put forward a motion to send a letter of support on behalf of Council.
- Councillor Beatty: Appreciate that as a Committee we can support the Bill in place and make it known that we are in support of this.
- T. Dillon: Think that we should make the distinction that we support it as put forward without the loop hole.
- T. Dillon put forward a motion to amend to include a distinction of how Bill C-6 has been presented without any amendments. This was seconded by Heidi Carisse.
- This motion for amendment was approved.

Ashley Bouman joined the meeting at 6:29 pm.

THAT the Equity Diversity and Inclusion Advisory Committee recommend Council write a letter of support to Justin Trudeau, Prime Minister of Canada and David Lametti the Minister of Justice and Attorney General and the Federal Government on behalf of Municipal Council in support of Bill C-6, being an act to amend the Criminal Code of Canada (Conversion Therapy); and

FURTHER THAT this motion and the letter of support be sent to all municipalities in the County of Northumberland, Phillip Lawrence Member of Federal Parliament for Northumberland—Peterborough South and David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South, and all other municipalities in Ontario.

Amended

Moved by Terry Dillon

THAT the Motion on the table be amended to:

THAT the Equity Diversity and Inclusion Advisory Committee recommend Council write a letter of support to Justin Trudeau, Prime Minister of Canada and David Lametti the Minister of Justice and Attorney General and the Federal Government on behalf of Municipal Council in support of

Bill C-6, being an act to amend the Criminal Code of Canada (Conversion Therapy) as it has been presented without any amendments; and

FURTHER THAT this motion and the letter of support be sent to all municipalities in the County of Northumberland, Phillip Lawrence Member of Federal Parliament for Northumberland—Peterborough South and David Piccini, Member of Provincial Parliament for Northumberland-Peterborough South, and all other municipalities in Ontario.

Carried

10. UNFINISHED BUSINESS

11. ADJOURNMENT

The meeting was adjourned at 6:29 p.m.

THAT the meeting be adjourned.

Carried



**The Corporation of The Town of Cobourg
Sustainability and Climate Change Advisory Committee**

MINUTES

**July 7, 2021, 2:00 p.m.
Electronic Participation**

Members Present: Minnie de Jong, Chair
Anthony Pitts, Vice-Chair
Councillor Adam Bureau
John Vickers
Therese Hutchinson

Members Absent: Marius Marsh

Staff Present: Judy Smith, Environmental Officer, County of Northumberland
Linda Gregg, Sustainable Cobourg Representative
Pam Lancaster, Ganaraska Region Conservation Authority
Representative
Krystal Christopher, Deputy Clerk
Brent Larmer, Municipal Clerk / Manager of Legislative Services

1. CALL TO ORDER

Chair, Minnie de Jong, called the Meeting to Order at 2:01 P.M.

Therese Hutchinson was introduced as the new member to the committee.

2. TRADITIONAL LAND ACKNOWLEDGMENT STATEMENT

Chair, Minnie de Jong, recited the Traditional Land Acknowledgment Statement.

3. APPROVAL/ADDITIONS TO THE AGENDA

Moved by John Vickers

THAT the Agenda dated July 7, 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 Anthony Pitts, Vice-Chair

THAT the minutes dated June 2, 2021, be adopted as presented.

Carried

6. DELEGATIONS/PRESENTATIONS

7. COMMUNICATIONS/CORRESPONDENCE

8. REPORTS

9. NEW BUSINESS

9.1 Installation of EV Charging Stations

Chair, Minnie de Jong, provided an update on the draft EV Charging unit motion that was sent to Laurie Wills, Director of Transportation, to review before it was sent to the Committee of the Whole meeting on June 21. Councillor Adam Bureau provided an overview of Council's decision noting there was a number of questions L. Wills could not answer. Councillor Adam Bureau spoke to Council's suggestion to have L. Wills attend a committee meeting; and that Staff was directed to provide a report to a future Council meeting regarding the matter.

Members agreed to add this matter to the list of topics to discuss with Derick Paul of Lakefront Utilities instead of inviting L. Wills to attend committee meeting as suggested by Council.

9.2 Articles on Canada is Warming – the Climate Emergency in Canada

Chair, Minnie de Jong, provided a brief overview of the articles. Members expressed interest in having discussions with Members of Council regarding their concerns and the need to act faster to complete initiatives to address the climate emergency.

9.3 Inviting Derek Paul to Upcoming SCEAC Meeting

Members of the Committee discussed the draft invitation to Derick Paul that was prepared by Member, Marius Marsh. Members provided suggestions to add to the invitation. Members agreed to invite Derick Paul to the September committee meeting.

9.4 Carbon Footprint Calculator

Linda Gregg, Sustainable Cobourg representative, provided information and overview of carbon footprint calculators of interest for the committee to consider. L. Gregg spoke to the list of calculators provided to the committee for review as well as the features and criteria of each calculator. Based on the information provided, L. Gregg suggested the use of the calculator from *Global Footprint Network* to post on the Town of Cobourg website for residents to use.

Members agreed that a delegation be made to Council to present the use of the Carbon Footprint Calculator and to request that Staff to work with the committee on a communication plan. L. Gregg agreed to create a draft presentation for review at the next committee meeting.

9.5 The Role of the SCEAC in the Development of the ICSP/GDS

Chair, Minnie de Jong, noted she is still awaiting a response.

9.6 Follow Up on Four Highest Ranked SCEAC Work Plan Objectives

Members agreed there was no need for follow up at future meetings.

9.7 Update on Special Projects of Interest to the SCEAC

There was no update available to provide to members.

10. UNFINISHED BUSINESS

11. ADJOURNMENT

Moved by Anthony Pitts, Vice-Chair

THAT the meeting be adjourned (3:58 PM)

Carried

12. NEXT MEETING

Wednesday, August 4, 2021 - Electronic Participation



The Corporation of The Town of Cobourg
Transportation Advisory Committee
MINUTES

July 22, 2021, 9:00 a.m.
Electronic Participation

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

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

Absent Jerry Ford, Accessibility Committee Liaison

1. CALL TO ORDER

Chair called the Meeting to Order at 9:02 A.M.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

3. APPROVAL/ADDITIONS TO THE AGENDA

Moved by Harry Meester

THAT the Agenda dated July, 22, 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 William Glover

THAT the minutes dated June, 24, 2021 be adopted as amended. Add to the discussion on paid parking east of Victoria park from Church St to Donegan Park and discussion regarding resident parking pass (\$15 per month) for residents that wish to park on the street.

Carried

6. DELEGATIONS/PRESENTATIONS

None.

7. COMMUNICATIONS/CORRESPONDENCE

None.

8. REPORTS

8.1 Public Works Update - Terry Hoekstra

No new update. A brief discussion on the Kerr St extension from Division to Ontario St; Terry to follow-up with CN Rail as an agreement between CN and the Town will be required. This budget item will be moved over to 2022 budget deliberations.

8.2 Transit and Parking - Renee Champagne

Renee reported on demand rides completed for Conventional as well as Wheels service. Ridership is increasing as well as a driver rating of 4.76 of 5 has been received overall. Working on transit contactless payments/smart cards, hardware has been installed on all buses. 2 30' buses are currently out of service for transmission replacements as well as driver seat replacements.

Parking: Renee reported that 7 Pay & Display machines were installed yesterday in the downtown core, meeting with Public Works crews to discuss signage placement. Communications to start once signs are in place.

8.3 Coordinator Report - Councillor Darling

Councillor Darling reporting on construction projects which are progressing well. 2022 budget review starting in September. Discussion regarding the DBIA Pedestrian Walkway event as it relates to road closures on King as well as current road closures on Albert St. Councillor

Darling also conveyed that Glenn McGlason, Director of Planning and Development has announced retirement; his shoes will be hard to fill.

9. NEW BUSINESS

No new business to report.

10. UNFINISHED BUSINESS

10.1 Work Plan Update

The Committee reviewed the current work plan and updated dates for completion; an updated spreadsheet will be available at the next meeting.

10.2 Bike Rack Locations - Survey to Chamber of Commerce

Bill reported that follow-up has been made with the Chamber of Commerce regarding a membership survey. Bill reported that emails have been sent to the Communications Department to utilize Engage Cobourg platform, no response to date. Discussion regarding the possible use of the GIS Department to create a Survey 123, which tracks responses from survey inputs. Councillor Darling will touch base with the GIS Department and report back at the next meeting.

11. ADJOURNMENT

Meeting adjourned at 11:05 a.m.

Municipal Clerk B. Larmer

Mayor J. Henderson



**The Corporation of The Town of Cobourg
Parks and Recreation Advisory Committee
MINUTES**

**August 3, 2021, 1:00 p.m.
Electronic Participation**

Members Present: Beth Bellaire, Chair
Trish Whitney
Dora Body
Miriam Mutton
James McGrath

Members Absent: Emily Chorley
Richard Pope

Staff Present: Jodi Ware-Simpson
Teresa Behan, Deputy Director, Community Services

1. CALL TO ORDER

The meeting was called to order at 1:03pm.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

The Chair, Beth Bellaire, recited the Traditional Land Acknowledgement.

3. APPROVAL/ADDITIONS TO THE AGENDA

Moved by Member Body THAT the Agenda dated August 3, 2021 be approved as amended.

Carried

4. DECLARATIONS OF INTEREST BY MEMBERS

There were no declarations of interest declared by the members.

5. ADOPTION OF MINUTES

Moved by Member McGrath THAT the minutes dated July 6, 2021 be accepted as presented.

Carried

6. DELEGATIONS/PRESENTATIONS

6.1 Bicycle Action Committee

Bill Glover, member of the Bicycle Action Committee, reviewed the presentation from the Committee. The Chair advised if members have any comments or suggestion to contact Bill Glover.

Member Mutton asked if the BAC is aware of any rules for an off road cycling system?

Member Body moved THAT the Parks and Recreation Advisory Committee (PRAC) approve, in principal, the proposal presented by the Bicycle Action Committee at the August 3, 2021 PRAC meeting, to have a Bicycle Action Plan included in the Transportation Master Plan.

Carried

6.2 Naming of the West Headlands Options and Information - Jamie Kramer, Coordinator, Accessibility

Jamie Kramer, Accessibility Coordinator, reviewed information that she will be including in a staff report to Council in August. The Committee asked if there are any updates regarding the Stewardship Plan. Jamie will look into the timing of the plan.

It was agreed by the Committee to wait until the Stewardship Plan is complete for renaming and use the colloquial name of West Headland until we can discuss it further. Jamie will include this in her report.

7. COMMUNICATIONS/CORRESPONDENCE

No communications or correspondence.

8. REPORTS

8.1 Paths, Sidewalks and Trails in Cobourg (Teresa Behan)

The Parks Department looks after the sidewalks east of Division and Public Works looks after the sidewalks West of Division. Staff is currently meeting to discuss. Public Works is currently working on a pilot program for sidewalk clearing in the winter.

8.2 Ad Hoc Working Group - Potential Affordable Housing Sites (Member Mutton)

A second round of discussion on the short listed potential sites resulted in a list of nine potential sites for the next discussion. The next meeting will be held on August 17. At that time the MLI Ad-Hoc Internal Working Group will hear from representatives of the Northumberland Affordable Housing Committee and staff from the Northumberland County's Housing Services.

9. NEW BUSINESS

9.1 Ecology Garden 25th Anniversary

Member Body advised that the 25th anniversary celebrations went over very well. There were approximately 90 people in attendance plus 30 additional on the boardwalk. John Draper's blog has excellent coverage of the event.

9.2 Recognition of Poet Eric Winters

Member Mutton shared a request from a citizen regarding a poem that Eric Winter wrote about the Cobourg Harbour. They asked if Mr. Winters and the poem could be recognized in the form of a plaque. It was suggested that they should make a presentation to Council so it could be included in the budget.

ACTION: The Chair will follow up with Jennifer Raggars.

10. UNFINISHED BUSINESS

10.1 Adult Fitness Park

No updates

10.2 Brookside

The Chair, Councillor Chorley and Member McGrath met with Mayor Henderson. The Mayor advised that he is talking regularly with MPP Piccini and he reassured that the Committee's concerns are being considered. Member McGrath would like to see Mayor Henderson bring this item to Council so we can broaden the discussion.

11. COUNCIL MOTIONS

Update: The motion was brought to Council and approved on July 26. An amendment was made that, if needed, the group also include Economic Development and the DBIA. The first meeting will be held next week.

12. **ADJOURNMENT**

The meeting was adjourned at 2:29pm.

13. **NEXT MEETING**



The Corporation of The Town of Cobourg

Accessibility Advisory Committee

MINUTES

August 18, 2021, 10:00 a.m.

Electronic Participation

Members Present: Susan Caron
Elizabeth Sheffield
Aaron Burchat
Kathryn Richards
Troy Mills
Dan Wilson

Members Absent: Jerry Ford

Staff Present: Laurie Wills, Director of Public Works
Jamie Kramer

Staff Absent: Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher

1. CALL TO ORDER

Chair Sue Caron called the Meeting to Order at 10:00 A.M.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

3. APPROVAL/ADDITIONS TO THE AGENDA

Susan Caron joined the meeting at 9:48 am.

Aaron Burchat joined the meeting at 9:51 am.

Elizabeth Sheffield joined the meeting at 9:55 am.

Kathryn Richards joined the meeting at 9:57 am.

Laurie Wills, Director of Public Works joined the meeting at 9:58 am.

Dan Wilson joined the meeting at 9:58 am.

Moved by Kathryn Richards

THAT the inclusion of Purchasing a WHEELS Bus by Laurie Wills, Director of Public Works, be added to the agenda.

Carried

Moved by Elizabeth Sheffield

THAT the Agenda dated August 18, 2021 be amended.

Carried

4. DECLARATIONS OF INTEREST BY MEMBERS

There were no Declarations of Interest Declared by Committee Members.

5. ADOPTION OF MINUTES

Moved by Kathryn Richards

THAT the minutes dated June 16, 2021 be adopted as presented.

Carried

6. DELEGATIONS/PRESENTATIONS

6.1 Bill Glover, Bicycle Action Committee of Sustainable Cobourg, to speak regarding cycling infrastructure in Cobourg

Bill Glover from the Bicycle Action Committee of Sustainable Cobourg presented on the proposed cycling infrastructure:

- Cycling infrastructure was already part of the Transportation Master Plan but the Bicycle Action Committee would like to prioritize this in the revitalization of the Transportation Master Plan that is to be developed next year.
- On Page 3 of the Proposal, there is information about the current infrastructure and how they are rate dunder the current system for comfort and safety.

- The Proposal includes a prioritization of an East-West route from Kerr Street across Town connecting with Highway 2 as well as North-South route that would connect some of the rural areas to the downtown.

E. Sheffield asked if people who use wheelchairs could also use the path.

- B. Glover: Yes, that is one of the reasons that there is such a heavy support of it. There would be multi-use paths and/or the inclusion of speed limits depending on the definition of bicycle.
- E. Sheffield: Would the definition of bicycle to include motorized vehicles impact people with motorized mobility devices?
- B. Glover: We are still working on this but it would depend on the design and if it was near a sidewalk.

L. Wills noted that the Transportation Master Plan will be revisited next year depending on the budget; however, through the organizational review, there appears to be a gap in active transportation at the Town of Cobourg.

Moved by Aaron Burchat

THAT the information be received for information purposes to discuss at a future meeting.

Carried

7. COMMUNICATIONS/CORRESPONDENCE

7.1 Accessibility for Ontarians with Disabilities Act Toolbox - June 2021

J. Kramer noted that there was a survey for people to suggest updates to K-12 curriculum to incorporate more persons with disabilities but this has closed. J. Kramer highlighted that these suggestions should be sent to her for compilation and sending to the Ontario Government.

8. REPORTS

8.1 Jamie Kramer, Accessibility Coordinator, regarding the Inclusive Communities Grant Program.

Jamie Kramer, Accessibility Coordinator, highlighted the projects that have been completed through the first round of funding for the Inclusive Communities Grant Program.

- The hiring of a part-time Accessibility Assistant through the Community Living E.A.R.N. program;
- Implementing LanguageLine Video Remote Interpreting Services for immediate American Sign Language interpretation, which will be beneficial as we begin to open to the public during Step 2 and Step 3 of the reopening plan in Ontario;
- Purchase and install ten (10) Smart Door Activators through Keys2Access, which will be installed at the end of July to allow ease of access to Town-owned and operated facilities, especially during COVID-19 protocols;
- Purchase of two (2) foldable and movable ramps for Victoria Hall through Silver Cross;
- Training courses on Neurodiversity and Inclusion in the workplace for all Council, Staff, volunteers, Board, and Committee members through DistinctAbility;
- Training courses on Building Accessible Communities with the Together We Rock! Organization, and;
- Launching and advertising the survey and forum for the Inclusive Communities Grant on EngageCobourg via Facebook, Newspaper Inserts, and Utility Bill Inserts.

Councillor Aaron Burchat asked about accessibility on the beach.

- J. Kramer noted that there is funds earmarked through the grant for more accessibility on the beach, including the potential to purchase more beach mats.
- E. Sheffield asked about the potential to notify residents about the use of the beach mat and a new configuration for next year's beach mats.
- S. Caron and Councillor Burchat highlighted that if someone with a disability entered from one of the various access points that are not the main entrance, they would have a difficult time maneuvering through the beach.
- E. Sheffield noted that it might be beneficial to extend the mat and have some "offshoots" for people to have a "pad" to sit on with their group.

- D. Wilson mentioned the possibility of purchasing wheelchairs made for the beach to allow people to go to different areas using these rather than their own wheelchairs.
- J. Kramer noted that she will bring these ideas and costing back to the Committee as well as Council after the full audit has been done in the coming weeks.

8.2 Members at Large, with guidance from Shannon Murphy, Emergency Planner, regarding Town of Cobourg Emergency Planning.

Shannon Murphy, Emergency Planner, discussed the current protocols in place to assist the Town and persons with disabilities during an emergency situation:

- The Town of Cobourg works with the County and surrounding municipalities on evacuations to make sure taht all evacuation centres are in compliance, up to date, and have the capacity should they need it.
- These centres' capacity diminishes if there are people with disabilities that have medical equipment and/or support workers with them.
- The current centre in Cobourg is well equipped for heat and cold emergencies and could use some updates for other types, including train derailments or gas leaks.

Susan Caron noted that Jerry Ford's concern with emergency planning is regarding transportation.

- S. Murphy noted that all of the Town of Cobourg's buses are accessible; however, there is no database or system in place that would let Staff know about priority addresses or addresses that would require more accommodations.

.

Laurie Wills, Director of Public Works, discussed that there is a need for a new WHEELS bus to back-up the current bus.

- In the future, there is a hope to purchase a hybrid or electric vehicle but there is an immediate need to purchase a new vehicle now.

- This would be a demo vehicle that is on the smaller end, rather than a large bus so that it could easily be integrated into the On Demand Transit system after the pilot.
- This would be funded through the vehicle reserve which would be able to purchase this and another vehicle in the future.

Sue Caron asked if there would be the possibility of installing the winch on this bus.

- L. Wills: Yes, the intention would be to install it on this, which would be a vehicle we own, instead of on Century's bus and then having to remove it and reinstall it.

Moved by Troy Mills

THAT the Accessibility Advisory Committee supports the purchase of a demo model WHEELS back-up bus to happen immediately.

Carried

9. NEW BUSINESS

9.1 Review of the Site Plan for 1025 Elgin Street West - Commercial Development

Kaveen Fernando, Planner I, outlined the site plan for 1025 Elgin Street West.

- There are five (5) units available for food and other types of retail as a mixed business unit.
- Some notes that have already been sent back to the developer include changing the degree of the sloped area, changing the stairs to a sloped ramp for accessibility, installing a speed bump and stop sign to assist with crossing, and updating the parking spots to be compliant.

9.2 Review of the Site Plan for 357-361 Elgin Street West - Residential Development

Kaveen Fernando, Planner I, outlined the site plan for 357-361 Elgin Street West.

Sue Caron and Troy Mills asked about barrier-free units and if there will be any designated low-income and/or affordable housing or rental options.

- K. Fernando stated that this is still unknown as the plans are in early development still and must go through more steps.

10. UNFINISHED BUSINESS

10.1 Review of Accessibility Audit Checklist to be used for the Town of Cobourg.

Jamie Kramer, Accessibility Coordinator, explained the checklist and how it was created, including using the Integrated Standards, best practices, and other municipalities' Facility Accessible Design Standards.

- D. Wilson asked if as part of the audit, J. Kramer could include when the proposal was brought to the Accessibility Advisory Committee for the ones that would be required.

Moved by Kathryn Richards

THAT the Accessibility Audit Checklist be used to assess the current state of accessibility in the Town of Cobourg and updates be brought to the Accessibility Advisory Committee for consideration.

Carried

10.2 Members at Large regarding the letters to businesses.

J. Kramer outlined that the letters to businesses have been updated based on feedback over the last few months and are ready to be sent on a release schedule to businesses in the area.

Moved by Kathryn Richards

THAT the letters about requirements under the Accessibility for Ontarians with Disabilities Act, 2005 be sent to appropriate businesses in the Town of Cobourg.

Carried

10.3 Members at Large regarding the award for Accessible Customer Service 2021.

- K. Richards asked that the award be addressed from the Town of Cobourg's Accessibility Advisory Committee.
- S. Caron asked if we could have an in-person awarding keeping in line with COVID-19 guidelines.

- J. Kramer will send the plaque design and potential dates to the Accessibility Advisory Committee to decide upon a date and send the invitation to Chesler Shoes and the press.

11. ADJOURNMENT

The meeting was adjourned at 11:57 a.m.

Municipal Clerk B. Larmer

Mayor J. Henderson

Downtown Business Improvement Area Board of Management

MINUTES



August 5, 2021, 8:30 a.m.
Electronic Participation

Members Present: Adam Bureau
Suzanne Séguin
Erika Cotton
Lou Trozzolo
Jenna Fitzgerald
Joan Greaves
Allyson McLean

Members Absent: Amanda Da Silva
Julie Powell
Paul VandeGraaf
Kevin Ward
Dave Vasey

Staff Present: Amy Seymour, Small Business Facilitator
Staff Absent: Melissa Graham

1. **CALL TO ORDER**

Chair E. Cotton called the Meeting to Order at 8:30 A.M.

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

Chair E. Cotton recited the Traditional Land Acknowledgement.

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

DBIA - 060 - 2021

Moved by Suzanne Séguin

Seconded by Lou Trozzolo

THAT the Agenda dated August 5th, 2021 be approved as presented/amended.

Carried

4. **DECLARATIONS OF INTEREST BY MEMBERS**

There were no Declarations of Interest Declared by Committee Members.

5. **ADOPTION OF MINUTES**

5.1 **Regular Board Meeting Minutes June 3rd, 2021**

DBIA - 061 - 2021

Moved by Lou Trozzolo

Seconded by Adam Bureau

THAT the DBIA Board of Management approve the minutes dated June 3rd, 2021 as presented.

Carried

5.2 **Special Meeting #1 Minutes - June 18th, 2021**

DBIA - 062 - 2021

Moved by Suzanne Séguin

Seconded by Lou Trozzolo

THAT the DBIA Board of Management approve the Special Meeting #1 Minutes dated June 18th, 2021 as presented.

Carried

5.3 **Special Meeting #2 Minutes - June 18th, 2021**

DBIA - 063 - 2021

Moved by Lou Trozzolo

Seconded by Joan Greaves

THAT the DBIA Board of Management approve the Special Meeting #2 Minutes dated June 18th, 2021 as presented.

Carried

6. **DELEGATIONS/PRESENTATIONS**

7. **COMMUNICATIONS/CORRESPONDENCE**

8. LIAISON REPORTS

8.1 Northumberland Central Chamber of Commerce – K. Ward

8.2 Cobourg Police Services – Chief P. VandeGraaf

9. Closed Session

DBIA - 064 - 2021

Moved by Lou Trozzolo

Seconded by Suzanne Séguin

THAT the DBIA Board of Management meet in closed session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

s.239 (2) (b): Personal matters about an identifiable individual including municipal or local board employees.

Carried

10. REPORTS

10.1 Sustainability Report - (E. Cotton, A. Da Silva, L. Trozzolo)

A verbal update was provided by Chair E. Cotton regarding the monthly sustainability report.

Key highlights include:

- The OBIAA 2021 Member Salary Survey as a point of reference for salary, hours, duties required and how other DBIAs are paying their staff

DBIA - 065 - 2021

Moved by Adam Bureau

Seconded by Lou Trozzolo

THAT the DBIA Board of Management accept the sustainability report as presented for information purposes.

Carried

10.2 Marketing and Communications - D. Vasey

A verbal update was provided by A. McLean in lieu of D. Vasey regarding the monthly marketing report.

Key highlights include:

- The DBIA Marketing Report from July 2021
- 'Hero Videos' have been booked and will begin recording next week
- Developing a structured marketing plan to be presented at the DBIA's September meeting
- Radio ads through 89.7 FM to promote the Pedestrian Friendly Walkway events, Paddle to the 'C' and encouraging visitors to Cobourg's downtown core
- A. McLean hoping to schedule an on-air radio interview prior to the next Pedestrian Friendly Walkway event and in promotion of the Paddle to the 'C' upcoming auction
- Clarification that Software 32 will be used to support the Paddle to the 'C' auction

DBIA - 066 - 2021

Moved by Jenna Fitzgerald

Seconded by Lou Trozzolo

THAT the DBIA Board of Management accept the marketing meeting notes as presented for information purposes.

Carried

10.3 Activations and Events - J. Greaves

A verbal update was provided by A. McLean in lieu of J. Greaves regarding activations and events.

Key highlights include:

- The discussion of bringing a temporary or permanent mural to Cobourg in collaboration with the DBIA and Experience Cobourg; potentially funded through grants
- The mural also offers a potential to work with local artists and the Art Gallery of Northumberland

- Four candidates will be hired through Bentley Staffing to support the teardown of the Pedestrian Friendly Walkway
- Hosting an outdoor sandcastle/master sculptor with live musicians that complies with COVID-19 guidelines as outlined by the local health unit
- Paddle to the 'C' auction for paddleboards to commence on the final day of the Pedestrian Friendly Walkway
- Paddleboards will be displayed under a tent with public access and auctioned off starting at \$25.00

DBIA - 067- 2021

Moved by Suzanne Séguin

Seconded by Jenna Fitzgerald

THAT the DBIA Board of Management accept the events meeting notes as presented for information purposes.

Carried

10.4 Membership and Partnerships - J. Fitzgerald

A verbal update was provided by J. Fitzgerald regarding memberships and partnerships.

Key highlights include:

- Three DBIA grand openings occurred at Prep Food Co., The Peace Pipe and The Grubby Barber Shop on Thursday, July 29th
- Three additional grand openings for The Kingsmen-Barbers on King, Mercury Chocolates & Gelateria and Zel Beauty are scheduled for Thursday, August 5th
- A. McLean completed press releases for the grand openings prior to July 29th and August 5th

DBIA - 068- 2021

Moved by Lou Trozzolo

Seconded by Adam Bureau

THAT the DBIA Board of Management accept the membership meeting notes as presented for information purposes.

Carried

10.5 Beautification and Maintenance - J. Powell

10.6 Interim Coordinator Report - A. McLean

A verbal update was provided by A. McLean regarding the monthly interim coordinator report.

Key highlights include:

- The Board of Management recognized that the DBIA had passed a motion prior to participate and support the Santa Claus parade at the Town's request of \$3,000. No motion was required.
- Additional grand openings will be scheduled for the end of August and September to celebrate new businesses in Cobourg's downtown core
- The Paddle to the 'C' boards are still on display and will be auctioned online as of August 20th
- Buskers and musicians are being considered for the final Pedestrian Friendly Walkway
- Printed ads in Northumberland News are currently in circulation to encourage visitors to the downtown core
- A. McLean updated the DBIA website to better assist visitors
- Instagram and social media ads were successful in promoting the Pedestrian Friendly Walkway
- Additional initiatives and campaigns have successfully grown the DBIA's social media presence

DBIA - 069- 2021

Moved by Jenna Fitzgerald

Seconded by Lou Trozzolo

THAT the DBIA Board of Management accept the Interim Coordinator Report as presented for information purposes.

FURTHER THAT the DBIA Board of Management approve the Town of Cobourg's request of \$3000 for the costs of supporting the Santa Claus Parade in Downtown Cobourg.

Carried

11. COUNCIL REPORTS

11.1 Deputy Mayor S. Séguin

Deputy Mayor Séguin expressed appreciation for the DBIA with respect to the Pedestrian Friendly Walkway, grand openings and other community engagement opportunities amidst the ongoing COVID-19 pandemic.

Deputy Mayor Séguin sought clarification regarding the Cobourg Santa Claus parade. Councillor A. Bureau confirmed budget availability, including the support of local businesses and other community organizations.

11.2 Councillor A. Bureau

Councillor A. Bureau thanked the DBIA for facilitating a survey regarding Victoria Beach and its impact on local businesses. Councillor A. Bureau sought clarification regarding the survey with respect to determining what industries responded and how.

A. McLean confirmed that the survey was designed to be 'anonymous' and 'generalized' for participants. In future, A. McLean agreed to include optional questions to make the survey less ambiguous and provide a clearer insight into responses. These questions will not be mandatory and can be completed at the comfort of each participant.

12. NEW BUSINESS

13. UNFINISHED BUSINESS

14. ADJOURNMENT

Chair E. Cotton adjourned the meeting at 9:28 A.M.



Recording Secretary A. Seymour



Chair E. Cotton



Date: September 2, 2021

To: Member Municipalities (Lower-Tier):

- Township of Alnwick/Haldimand, Clerk
- Municipality of Brighton, Clerk
- ✓ ▪ Town of Cobourg, Clerk
- Township of Cramahe, Clerk
- Township of Hamilton, Clerk
- Municipality of Port Hope, Clerk
- Municipality of Trent Hills, Clerk

School Boards:

- Kawartha Pine Ridge District School Board, Secretary to the Board
- Peterborough Victoria Northumberland and Clarington Catholic District School Board, Secretary to the Board
- Conseil scolaire Viamonde, Secretary to the Board
- Conseil scolaire catholique MonAvenir, Secretary to the Board

From: Nancy MacDonald
Manager Legislative Services / Clerk
Northumberland County

Re: **Notice of Passing of County-Wide Development Charges By-law**

Attached is a copy of the Notice of Passing of a County-Wide Development Charges By-law. Please share with your Councils / School Boards, and all relevant staff.

Sincerely,

A handwritten signature in blue ink that reads "Nancy MacDonald".

Nancy MacDonald
Manager, Legislative Services / Clerk
macdonaldn@northumberland.ca
905-372-3329, x 2238

attach.

c.c. Glenn Dees, Director of Finance/Treasurer
Maddison Ellis, Deputy Clerk

**555 Courthouse Road, Cobourg, Ontario K9A 5J6
phone 905-372-3329 • fax 905-372-1696**



COUNTY OF NORTHUMBERLAND

NOTICE OF PASSING OF COUNTY-WIDE DEVELOPMENT CHARGES BY-LAW

TAKE NOTICE that the Council of the municipality of the County of Northumberland passed By-law No 25-2021 to amend municipal-wide development charges By-law No. 2020-36 on the 25th day of August, 2021 under section 2 (1) of the Development Charges Act, 1997, S.O., 1997 c. 27, as amended; and

AND TAKE NOTICE that any person or organization may appeal to the Ontario Land Tribunal under section 14 of the Act, in respect of the development charges by-law, by filing with the Clerk of the municipality of the County of Northumberland on or before the 4th day of October, 2021 a notice of appeal setting out the objection to the by-law and the reasons supporting the objection.

The schedule of development charges imposed by the by-law, which came into effect on August 25, 2021, is as follows:

SCHEDULE A By-Law No. 25-2021

Service/Class	RESIDENTIAL					NON-RESIDENTIAL (per sq.ft. of Gross Floor Area)
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Special Care/Special Dwelling Units	
Municipal Wide Services/Classes:						
Roads and Related	2,100	1,394	1,061	1,640	892	1.16
Growth-Related Studies	45	30	23	35	19	0.03
Homes for Aged	309	205	156	241	131	0.17
Provincial Offences Act	-	-	-	-	-	-
Paramedic Services	95	63	48	74	40	0.05
Community Housing	632	419	319	494	269	-
Waste Diversion Services - Facilities	37	25	19	29	16	0.02
Total Municipal Wide Services	3,218	2,136	1,626	2,513	1,387	1.43
Area-Specific Services/Classes						
Excluding Port Hope Rural Ward II						
Waste Diversion Services - Curbside Collection	70	46	35	55	30	0.04
Growth-Related Studies	1	1	1	1	-	-
Total Area-Specific Services	71	47	36	56	30	0.04
Grand Total - Port Hope Rural Ward II	3,218	2,136	1,626	2,513	1,387	1.43
Grand Total - Outside of Port Hope Rural Ward II	3,289	2,183	1,662	2,569	1,397	1.47

No key map has been provided as the by-law applies to all lands located within the County of Northumberland.

A copy of the complete by-law is available for examination at the County of Northumberland office, 555 Courthouse Road, Cobourg, Ontario K9A 5J6 during regular business hours (weekdays from 8:30 AM to 4:30 PM) excluding statutory holidays.

DATED at the Northumberland County offices, 555 Courthouse Road, Cobourg, Ontario, this 2nd day of September, 2021.

Nancy MacDonald, Clerk, Northumberland County
905-372-3329 ext. 2238

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macdonaldn@northumberland.ca

Cobourg Growth

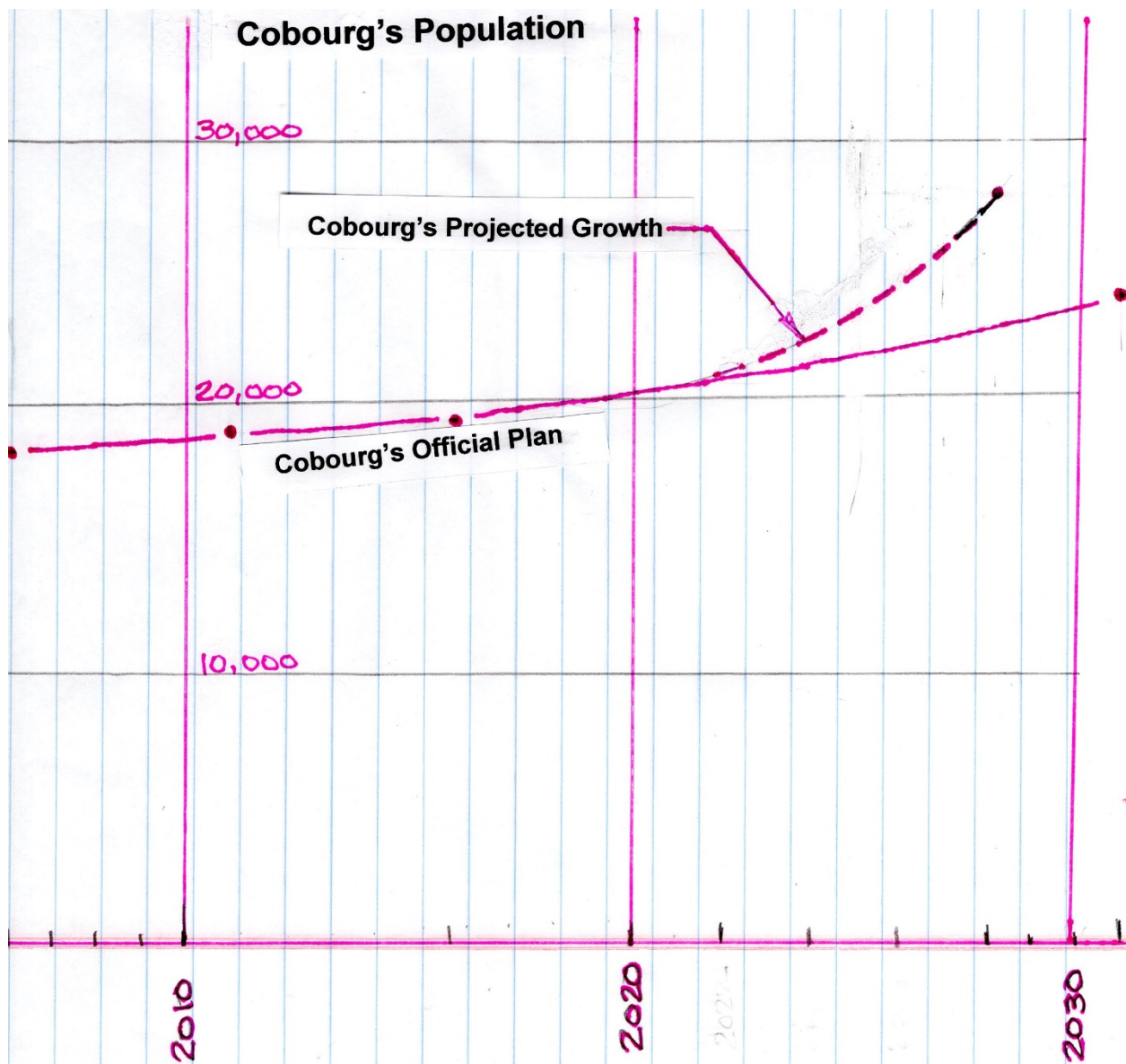
Sept 10, 2021

The purpose of this paper is to create awareness about Cobourg's possible future growth.

The chart below is a list of the current development projects coming to Cobourg.

Sept 2,2021			
	Cobourg Development	New	Coming
NAME	ADDRESS	UNITS	UNITS
Cobourg Creek Lofts	415 King West	26	
University Terrace	96 University West	10	
Balder Corp.	University & William	71	
Agust Court	295 Densmore	24	
Afford H. Solutions	82 Monroe	36	
Elgin Park	Elgin & Darcy	22	
Beackwalk Flats	179 - 185 Division	21	
Joshani Homes	296 George	20	
Rondeau - Villages	Elgin & Brook RD	180	1600
Nickerson Wooda	Darcy North end	24	
Kingswood	425 King St East	27	
East Village Phase 4	Brook Rd N	32	
East Village Phase 5	King St & Maplewood	100	234
Cedar Shores	King St West & Mahar St	15	
New Amherst	Phase 2 John Fairhurst & Kerr St	296	406
West Park	Phase 5	72	
Joshani Homes	377 William	14	
Densmore Meadows	Densmore	110	
	Clyde & Ewart	4	
	TOTAL UNITS	1104	2240
	Number of residents (2.2 per family)	2428	4928
	Total number of residents 7356		

Assuming this chart above is reasonably accurate, I have taken the liberty of plotting an estimated population growth over the next 6 ½ years. There is an alarming divergence between the solid line, our Official Plan and the dashed line, real building. (Cobourg – 2016 census – 19,031)



The Graph Discussion

Our Town's Official Plan indicates a population of 23,975 by 2031

This graph predicts a population of 27,931 by as early as 2028

This graph, created today, assumes no new development over the next 5 years, otherwise these number would increase even more.

No one knows the rate of build, with Covid 19 and a materials and labour shortage, we can only estimate. However, with home prices doubling over the past 5 years, this is a strong motivation for developers to build faster.

Our Town's Official Plan is updated every 5 years. The Plan is required by the province but it is very prudent for a community to plan its future.

*The meaning of the word **Plan** is "a detailed proposal for achieving something" OR "a decision about what one is going to do"*

Do we have any intention of following our Official Plan?

The Growth Discussion

Should we determine our growth rate or just "let it happen"? Should we, as residents, have a say on how Cobourg develops? Is it inevitable or do we want some control over our growth?

Cobourg's recent, 5-year average, growth rate has been approximately 1% per year, very close to the provinces and close to the GTA's growth rate.

The graph shows our growth rate could climb to an alarming 10%

What is happening in communities with extreme growth rates, like Milton with 6.1 % per year and Stouffville with 4.4 % per year? Should we look at these communities?

Respectfully submitted,

Ted Williams

Cobourg

905 375-9194



Unfinished Business Listing Council Motions/Staff Direction

Draft
 On Track
 Behind
 Overdue
 Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
Meeting 2019-01-28	Council Meeting Link		
<p>Motion - Social Planning and/or Community Development Advisory Committee.</p> <p>Department/Division Responsible:</p> <p>Legislative Services/ Planning & Development</p>	<p>Minutes:</p> <p>FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.</p> <p><i>Staff are currently working through several agreements and information with the County of Northumberland on two (2) Affordable Housing projects. These are the first projects, along with the Affordable Housing CIP directly related to this topic. Since the motion was passed, information is being gathered to best respond to the direction of Council in collaboration with the Social Housing authority being the Upper-Tier Level of Government.</i></p> <p><i>Staff will be inquiring to work with Northumberland Affordable Housing Committee to have a Municipal Council representative to sit on the Committee as a liaison similar to the Transition House Resolution in 2020.</i></p>	N/A	50%
Meeting 2019-09-23	Council Meeting Link		
<p>Motion - Long Service Recognition Policy</p> <p>Department/Division Responsible:</p> <p>Human Resources</p>	<p>Minutes:</p> <p>THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.</p> <p><i>This policy is currently on the Municipal Corporate Policy Review Team Agenda for consideration and amendments. A draft has been developed and the Working Group is reviewing the final version.</i></p>	N/A	80%



Unfinished Business Listing Council Motions/Staff Direction

Meeting 2019-12-02	Council Meeting Link	March 2021	50%
<p>Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).</p> <p>Department/Division Responsible:</p> <p>Multiple Departments/ Organizations</p>	<p>Minutes:</p> <p>THAT Council discuss the delegation with Northumberland County; and</p> <p>FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and</p> <p>FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and</p> <p>FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low barrier housing in the Cobourg area; and</p> <p>FURTHER THAT Council request that all information is returned to Council by February 18, 2020</p> <p><i>The Town of Cobourg received a report from the Police Services Board Secretary in March 2020. This report was tracked down, and unfortunately was missed as a result of the Pandemic and some Staff changes. The correspondence will be added to the March 15, 2021, Regular Council Meeting under correspondence.</i></p>		
Meeting 2020-11-19	Council Meeting Link	September 2021	
<p>Motion – Affordable Housing CIP</p> <p>Department/Division Responsible:</p> <p>Planning and Development Services</p>	<p>Minutes</p> <p>FURTHER THAT Council prioritize and expedite approvals for development projects that increase the supply of purpose-built rental housing, smaller unit sizes, secondary units, and mixed-ratio builds, and support of transitional housing initiatives as part of the CIP's 2021 intake; and</p>		



Unfinished Business Listing Council Motions/Staff Direction

FURTHER THAT Council direct staff to put together an inventory of potential municipal-owned surplus lands, buildings and/or facilities by March 22, 2021 for it to consider as potential support for Section 3.8.8 Donation or Sale of Surplus Lands of the Affordable and Rental Housing Community Improvement Plan; and

FURTHER THAT Council direct staff to work with the Northumberland Affordable Housing Committee and other organizations where applicable to investigate partnership opportunities for implementing programs that are created through the Affordable and Rental Housing Community Improvement Plan.

Staff reported back to Council on April 19, 2021. An internal ad-hoc working group is created review of municipally owned properties for the purpose of potentially disposing of and/or using such lands to facilitate the creation of affordable housing. The ad-hoc working group will provide a recommended shortlist and implementation plan to Council by September 13, 2021



Unfinished Business Listing Council Motions/Staff Direction

Meeting 2020-01-06	Council Meeting Link		
<p>Motion - Private Transportation Regulating By-law</p> <p>Department/Division Responsible:</p> <p>Legislative Services</p>	<p>Minutes: THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and</p> <p>FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating Bylaw'; and</p> <p>FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;</p> <p><i>Municipal Staff have been working towards the creation of the modernized Private Transportation By-law since the passing of the resolution, in conjunction with the Taxicab Businesses. The intent of this By-law is to provide better protection of our Taxicab Businesses in the wake of the Private Transportation Companies, being Uber and Lyft operating in the Town of Cobourg.</i></p> <p><i>This By-law has been placed on hold during the COVID-19 Pandemic. The Town would like to consult with Taxicab Companies and the public and our Taxi Industry, but the industry has been hit with large obstacles since the pandemic has begun. There was an amendment in 2020 that allowed the Taxi Fares to be modernized with a running time which has resulted in a benefit to the companies until the larger review can be conducted. Staff is hoping to have this By-law completed in 2021.</i></p> <p><i>Since the passing of the Council resolution and prior to the Global Pandemic, there were three taxi companies that approached the Town to provide 24-hour Accessible Taxis. Since the pandemic took hold, the Town has not heard from these companies since the first contact was made last year. Staff is working with the Accessible Advisory Committee and the Accessible Coordinator to look into innovative solutions for the interest of private transportation companies to come back to the Town to help our accessible community to have more active transportation modes.</i></p>	Regular Council Meeting	



Unfinished Business Listing Council Motions/Staff Direction

Meeting 2020-01-06	Council Meeting Link		
<p>Motion - Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination.</p> <p>Department/Division Responsible: Legislative Services</p>	<p>Minutes:</p> <p>THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.</p> <p><i>Staff is currently working on the report as a result of the Two (2) year Notice to Withdraw that was given by Municipal Council in early 2020. At the end of the year if the Town remains with its decision to withdraw, this will be the end of the Agreement with the Joint Board. This decision to withdraw was supported by the Town's Service Delivery Review as an area for improvement and rethinking. The report is on track to be presented to Council at the end of Summer 2021 or earlier. This will allow for Council to have all information prior to Budget deliberations.</i></p> <p><i>A report from the Municipal Clerk will be going to the September 13, 2021, Committee of the Whole meeting regarding the Municipal Animal Control Service Delivery with Northumbelrand County Humane Society. This will address Animal Control Enforcement for residents within the Town of Cobourg.</i></p>	September 2021	
Meeting 2020-01-06	Council Meeting Link		
<p>Motion – Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.</p> <p>Department/Division Responsible: Legislative Services</p>	<p>Minutes:</p> <p>Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg.</p> <p>THAT Council refer the delegation to Staff for a report back to Council or the feasibility of the suggestions provided in the delegation.</p> <p><i>Staff have spoken with the resident regarding the parking rules in the Town of Cobourg under the Provincial Offences Act Part II, also the Parking Ticket Review Policy was sent for future reference. Staff will provide Council with a report in April 2021, if still considered a priority.</i></p>	April 2021	




Unfinished Business Listing Council Motions/Staff Direction

Meeting 2020-04-27	Council Meeting Link		
<p>Motion – Flood Reduction and Mitigation Strategy</p> <p>Department/Division Responsible:</p> <p>Chief Administrative Officer/ Treasurer</p>	<p>Minutes:</p> <p>WHEREAS at the Committee of the Whole Meeting on April 20, 2020, Council considered a Notice of Motion from Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan for the Town of Cobourg; and</p> <p>THEREFORE IT BE RESOLVED THAT the Town of Cobourg Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.</p> <p><i>This report is currently underway. Tracey Vaughan, CAO, confirmed the initial draft is currently being reviewed and will be going to Council in October 2021.</i></p>	October 2021	
Meeting 2021-06-21	Committee of the Whole Meeting		
Public Works	<p>THAT Council receive the recommendation from the Sustainability and Climate Emergency Advisory Committee regarding the installation of Electric Vehicle Charging Stations</p> <p>FURTHER THAT the matter be referred to Staff for a report</p> <p><i>The Town entered into an MOU for the installation of 8 EV Chargers September 2019. The Director of Public Works will provide a report to Council regarding the feasibility and public interest for the installation of chargers.</i></p> <p><i>Report was brought to the Committee of the Whole meeting on July 19, 2021, by the Director of Public Works providing further information. The matter will be considered during the 2022 budget deliberations.</i></p>	Fall/Winter 2021	



Unfinished Business Listing Council Motions/Staff Direction

Meeting 2021-09-14	Committee of the Whole Meeting		
Legislative Services	<p>THAT Council receive the recommendation from the Transportation Advisory Committee for information purposes; and</p> <p>FURTHER THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022</p>	March 2022	
Meeting 2021-06-28	Regular Council Meeting		
Legislative Services	<p>THAT Council receive the correspondence from Anne-Marie Jackson for information purposes; and</p> <p>FURTHER THAT Council refer the matter of AirBnB regulations and enforcement to Planning staff to consider as part of the Comprehensive Zoning By-Law Review process; and</p> <p>FURTHER THAT Council receive a Staff Report on AirBnB's and the potential of the creation of a licensing By-law for the regulation of Air BnB's in the Town of Cobourg at the November 15 Committee of the Whole Meeting.</p>	November 2021	

 <p>COBOURG</p>	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>079-2021</u></p>
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A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON SEPTEMBER 20, 2021.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides Municipal power, including the Municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on September 20, 2021, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
- 2. THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on September 20, 2021;
- 3. THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
- 4. THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;

5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its September 20, 2021, Regular Council proceedings.
6. **THAT** the Mayor and Municipal Clerk, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
7. **THAT** this by-law shall come into full force on the day it is passed.

Read and finally passed in Open Council on this 20th day of September 2021.

MAYOR

MUNICIPAL CLERK