



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

**November 16, 2020, 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
eSCRIBE Contributor, eSCRIBE

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Teresa Behan, Deputy Director of Community 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 6:02 P.M.

2. ADDITIONS TO THE AGENDA

2.1 Notice of Hearing of the Committee of Adjustment for the severance of a new lot for the lands known as 105 Havelock Street, Cobourg;

2.2 Notice of Hearing of the Committee of Adjustment for the severance of a new lot for the lands known as 163 Ontario Street, Cobourg;

2.3 Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding 520 William Street, Cobourg, Building C (Certo Building).

Councillor Beatty requested item 8.1 be moved to be dealt with as soon as the agenda allows as the planner on the matter has another commitment.

Moved by Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda; and

FURTHER THAT Item 8.1 be moved to be dealt with prior to Government Services

Carried

3. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

3.1 Mayor John Henderson - Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding 520 William Street, Cobourg, Building C (Certo Building)

Mayor Henderson noted that Keith Colterman of Historic Carpentry Inc. is currently on contract regarding his current residence for a storm window replacement. Due to COVID-19, this agreement will continue into Spring 2021.

4. PRESENTATIONS

5. DELEGATIONS

6. DELEGATION ACTIONS

7. GENERAL GOVERNMENT SERVICES

7.1 Memo from the Treasurer/Director of Corporate Services, regarding the Long-Term Debt Summary for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Municipal Treasurer/Director of Corporate Services regarding the summary of the long-term debt of the Corporation for information purposes.

Carried

7.2 Memo from the Treasurer/Director of Corporate Services, regarding the Comprehensive Insurance Program - November 1, 2020 to November 1, 2021

Ian Davey, Treasurer / Director of Corporate Services provided a brief overview of the report and spoke to the policy details of the insurance program. Ryan Lowe, McDougall Insurance, spoke to the comprehensive insurance coverage and noted the change to comprehensive and property coverage in the new policy.

Moved by Deputy Mayor Suzanne Séguin

THAT the corporation accept the recommendation of our insurance broker and renew the comprehensive insurance program with Frank Cowan Company for the November 1, 2020 to November 1, 2021 policy year in the amount of \$669,205 which includes Broker's fee plus all applicable taxes.

Carried

7.3 Memo from the Senior Financial Analyst, regarding Reserve projections for year-ending 2020.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report for information and analysis purposes for the 2021 Budget Deliberations and strategize which projects should continue in accordance with the Town's Strategic Objectives; and
FURTHER THAT Council advise Staff if any amendments should be made for transfers to/from reserves based on amendments to capital and operating projects in 2020.

Carried

7.4 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the proposed Municipal Corporate Policy Review Protocol.

Brent Larmer, Municipal Clerk / Manager Legislative Services, provided an overview of the report and spoke to the purpose of the corporate policy review, the creation of a staff working group, ongoing policy reviews and applying a diversity and inclusion lens to the policy review.

Members of Council raised questions regarding the report to which Mr. Larmer responded

Moved by Deputy Mayor Suzanne Séguin

THAT Municipal Council approve the Corporate Policy Review Protocol process as outlined in the Staff Report; and

FURTHER THAT Council authorize the preparation of a By-law to be presented to Council for adoption at a Regular Council Meeting to amend the By-law No.008-2019, being the Town of Cobourg Terms of Reference By-law, in order to put into place the Town of Cobourg Municipal Corporate Policy Review Protocol and Team.

Carried

7.5 Memo from the Municipal Clerk/Manager of Legislative Services regarding the Town of Cobourg Accountability and Transparency Processes Update and Report submitted to Municipal Council.

Brent Larmer, Municipal Clerk / Manager Legislative Services, provided a brief overview of the report and spoke to the Integrity Commissioner's services and budget for next year.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes.

Carried

7.6 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Closed Session Meeting Protocol Guidelines and the Closed Meeting Investigation Policy and Procedures.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information; and

FURTHER THAT Council approve the Town of Cobourg Municipal Council Closed Session Meeting Protocol and Guidelines in order to ensure that

Town of Cobourg business is conducted in the most open and transparent manner as possible; and

FURTHER THAT Council approve the Closed Meeting Investigation Policy and Procedures which sets out the process and procedure when a request for an investigation is made pursuant to Section 239.1 of the Municipal Act, 2001 to be performed by the Town of Cobourg appointed Closed Meeting Investigator.

Carried

8. PLANNING AND DEVELOPMENT SERVICES

8.1 Memo from the Director of Planning and Development, regarding the Town of Cobourg Affordable & Rental Housing Community Improvement Plan (CIP).

Glenn McGlashon, Director of Planning and Development, provided an overview of the report and spoke to the impacts of the pandemic on the projects timeline, public engagement and incentivizing new affordable housing units.

Dana Anderson, Planner, MHBC, spoke to purpose base rentals, incentive programs, sustainable housing and incorporating tiny home developments into the program.

Members of Council raised questions regarding the report to which G. McGlashon and D. Anderson responded.

Moved by Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT the Affordable & Rental Housing Community Improvement Plan (CIP), prepared by MacNaughton Hermsen Britton Clarkson (MHBC) Planning Limited in association with SHS Consulting, dated October 2020 and attached to the Staff Report as Appendix "I", which provides incentive options for encouraging the creation of new affordable and rental housing and the implementation of sustainable/urban design, universal design and brownfield re-development measures for all types of new private sector development and re-development proposals in the municipality be adopted by Council; and

FURTHER THAT the By-laws attached to the Staff Report as Appendix “III” and Appendix “IV” which designate a Community Improvement Project Area for the entire municipality and adopt the Affordable & Rental Housing Community Improvement Plan (CIP), October 2020, be endorsed and presented to Council for final approval at a Regular Council Meeting.

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

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

Carried

8.2 Memo from the Secretary of the Planning and Development Advisory Committee regarding the Affordable and Rental Housing CIP Final Report and Response to Public Comments.

Moved by Councillor Nicole Beatty

THAT Council receive the recommendation from the Planning and Development Advisory Committee, that Council approve and adopt the Affordable & Rental Housing Community Improvement Plan (CIP), October 2020,

Carried

8.3 Memo from the Secretary of the Cobourg Heritage Advisory Committee, regarding the Notice of Consent and Minor Variance -105 Havelock Street. (Staff Report to Follow).

Moved by Councillor Nicole Beatty

THAT Council endorse the recommendation of the Heritage Advisory Committee regarding the Consent and Minor Variance Application for 105 Havelock Street, with the following recommendation to the Property Owner that:

- i. New development shall conform to the policies of the George Street Heritage Conservation District Plan and Guidelines for Infill Development in Heritage Conservation Districts and be subject to the approval of a Heritage Permit;
- ii. A Certified Heritage Professional (CAHP) or an Architect with significant heritage experience be enlisted for the design of the new dwelling on the severed lot; and
- iii. A Cultural Heritage Impact Assessment (CHIA) be prepared by a CAHP prior to approval of any new development on the severed lot.

Carried

8.4 Notice of Hearing of the Committee of Adjustment for a Consent for Severance – New Lot and a Minor Variance from Comprehensive Zoning By-law No. 85-2003 on lands known municipally as 105 Havelock Street, Cobourg

Moved by Deputy Mayor Suzanne Séguin

THAT the report be received for information purposes.

Carried

8.5 Notice of Hearing of the Committee of Adjustment for the severance of a new lot for the lands known as 163 Ontario Street, Cobourg

Moved by Councillor Nicole Beatty

THAT the report be received for information purposes.

Carried

8.6 Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding 520 William Street, Cobourg, Building C (Certo Building)

Mayor John Henderson declared a conflict on this item. (Mayor Henderson noted that Keith Colterman of Historic Carpentry Inc. is currently on contract regarding his current residence for a storm window replacement. Due to COVID-19, this agreement will continue into Spring 2021.)

Moved by Councillor Nicole Beatty

THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit Application HP-2020-031, submitted by Keith Colterman of Historic Carpentry Inc. on behalf of FV Pharma, for the proposed roof replacement, building stabilization and masonry restoration of Building “C” (Certo building) as specified in the engineered design drawings in *Appendix “A”*, be approved and implemented subject to the finalization of details by Building and Heritage staff.

Carried

9. PUBLIC WORKS SERVICES

9.1 Memo from the Director of Public Works, regarding the Municipal Road Safety Response Team Staff Working Group for responding to technical road safety matters in the Town of Cobourg.

Laurie Wills, Director of Public Works, provided an overview of the report and spoke to the purpose of the working group, complaint tracking and improving efficiencies of current complaint process.

Moved by Councillor Brian Darling

THAT Council authorize the Municipal Clerk to initiate a Staff Committee for Reviewing Technical Traffic Matters (Traffic Review Committee) for the Town of Cobourg; and

FURTHER THAT Council authorize the preparation of a By-law to be presented to Council for adoption at a Regular Council Meeting to amend

the By-law No.008-2019, being the Town of Cobourg Terms of Reference By-law, in order to put into place the Town of Cobourg Road Safety Response Team.

Carried

10. PARKS AND RECREATION SERVICES

10.1 Memo from the Deputy Director of Community Services, regarding the Town of Cobourg Outdoor Rink at Rotary Harbour Waterfront Park.

Moved by Councillor Emily Chorley

THAT Council receive this report for information purposes; and

FURTHER THAT Council provide direction to Staff by approving one of the following recommendations to be implemented for the 2020-2021 Outdoor Rink Season:

Option B: THAT Council authorize municipal staff to open the outdoor rink as soon as weather permits, that signs be posted for social distancing rules and that the transit shelter remain closed for the 2020-2021 season.

Carried

11. PROTECTION SERVICES

11.1 Memo from the Fire Chief, regarding, a 2021 Budget Pre-Approval Request - Town of Cobourg Fire Department Renovation Requests.

Mike Vilneff, Fire Chief provided an overview of the report and spoke to the request for funding to renovate the Cobourg Fire Department. Mr. Vilneff spoke to potential government funding to assist with the project and the need to renovate the Fire Department due to the inability to accommodate female firefighters.

Members of Council engaged in a discussion regarding the report and the funding required to complete the project. Mr. Vilneff, Ian Davey, Treasurer/Director Corporate Services and Tracey Vaughan, CAO, responded to questions arising from the report.

Moved by Councillor Aaron Burchat

THAT Council receive the report from the Cobourg Fire Chief for information purposes; and

FURTHER THAT Council approve the request for the 2021 Budget Pre-Approval for the completion of renovations at the Cobourg Fire Station in the amount of \$240,000.

Amended

Moved by Councillor Emily Chorley

THAT Council authorize the preparation of the Tender documents pending final approval of Council and proceed with the tender call to receive competitive bids under the Town's Purchasing Policy;

AND FURTHER THAT the final bid be brought forward to Council with a staff recommendation for the 2021 budget deliberations.

Defeated

Moved by Councillor Aaron Burchat

THAT Council receive the report from the Cobourg Fire Chief for information purposes; and

FURTHER THAT Council approve the request for the 2021 Budget Pre-Approval for the completion of renovations at the Cobourg Fire Station in the amount of \$240,000.

Carried

12. **ARTS CULTURE AND TOURISM SERVICES**

13. **UNFINISHED BUSINESS**

13.1 **Municipal Council Unfinished/Outstanding Business Tracking Table.**

Brent Larmer, Municipal Clerk/ Manager Legislative Services, provided an update regarding the Transit Accessibility Policy, Land Acknowledgement Statement and the report on a Ridesharing Transit Model.

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

14.1 **Open Forum - Submissions from Public.**

No public submissions were received.

15. **ADJOURNMENT**

Moved by Councillor Brian Darling

THAT the meeting adjourn (8:56 P.M.)

Carried