



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

July 19, 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: Ian Davey, Treasurer/Director of Corporate Services
Rob Franklin, Manager of Planning Services
Teresa Behan, Deputy Director of Community Services
Laurie Wills, Director of Public Works
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 3:33 PM

2. CLOSED SESSION

Members of Council moved into Closed Session at 3:34 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:

2.1 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees: Citizen Appointment Applications - Committee of Adjustment and Sustainability and Climate Emergency Advisory Committee

Krystal Christopher, Deputy Clerk/ Records Management Coordinator, provided an overview of the report.

Closed Session ended 3:40 PM

Members of Council moved into Open Session at 4:01 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

Mayor Henderson recited the Traditional Land Acknowledgment Statement.

4. ADDITIONS TO THE AGENDA

There were no additions to the agenda.

5. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

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

6. PRESENTATIONS

6.1 Nick McDonald, Meridian Planning Consultants regarding the Issues and Options Study Rehabilitation Treatment Centres and Crisis Centres Report.

N. McDonald provided an overview of the land use and zoning for rehabilitation and crisis care centres in relation to the Cobourg Zoning By-law Review. N. Macdonald highlighted the purpose of the study, policy framework, current zoning and best practices. N. McDonald concluded with recommendations and considerations to the Cobourg Zoning By-law and spoke to the next steps.

After question and answer period, N. McDonald dismissed at 4:30 PM.

7. DELEGATIONS

7.1 Ted Williams, resident, to speak regard Waterfront Resident Parking Passes

T. Williams provided comments in support of parking passes for residents at the Waterfront and raised concerns with parking metres, parking fines and tickets.

T. Williams was dismissed at 4:38 PM

8. DELEGATION ACTIONS

Moved by Councillor Brian Darling

THAT the delegation be received for information purposes;

AND FUTHER THAT the request be considered in the Staff Report on the Review of Victoria Beach, Item 12.1. on the Agenda.

Carried

9. GENERAL GOVERNMENT SERVICES

9.1 Memo from the Manager of Human Resources regarding the Human Resources Policy Update

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Manager of Human Resources for information purposes; and

FURTHER THAT Council approve the following two (2) Human Resources policies as presented;

1. Town of Cobourg Recruitment Policy;
2. Town of Cobourg Workplace Violence, Harassment and Discrimination Policy;

FURTHER THAT these policies be reviewed again within five (5) years as per the Corporate Policy Review Mandate or as required from time to time by Municipal Council.

Carried

9.2 Memo from the Director of Corporate Services regarding the Development Charges – Background Study

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes, and

FURTHER THAT Council enter into an agreement with Watson & Associates Economists Ltd for the preparation of a Development Charges Background Study to support an updated By-Law to replace existing Development Charges By-Law 087 – 2017 which expires January 4, 2022.

Carried

9.3 Town of Cobourg Covid-19 Update - Verbal - Chief Administrative Officer.

Ian Davey, Director of Corporate Services/Treasurer, provided an updated regarding matters pertaining to COVID-19. I. Davey 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. I. Davey provided information on the status of municipal buildings noting that Victoria Hall is opened from 10 AM to 3 PM, Monday through Friday. I. Davey provided comments on a gradual return to work for staff.

Moved by Deputy Mayor Suzanne Séguin

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

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the comprehensive Zoning By-Law Review

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Recording Secretary, Planning and Development Advisory Committee, for information purposes and endorse the recommendations of the Planning Report

And further that Council direct staff to implement the following:

- i. Prepare a Draft Zoning By-law in line with the recommendations in the planning report prepared by Meridian
- ii. Schedule a Public Meeting for the Draft Zoning By-Law Amendment with the necessary public notices
- iii. Collect feedback from Cobourg residents about the Draft Zoning By-Law through Engage Cobourg for a period of two weeks prior to the scheduled Public Meeting
- iv. Prepare a Final Draft Zoning By-Law to be brought forward to Council for approval by December 6th, 2021

Carried

10.2 Memo from the Manager of Planning regarding 171 Bagot Street, B-03-20 Severance Agreement

Moved by Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Jim Henderson and Cindy Taylor for the proposed severance of a new infill lot on the north side of 171 Bagot Street, Cobourg in accordance with Condition a) of the Ontario Land Tribunal (OLT) Consent decision.

Carried

10.3 Memo from the Manager of Planning regarding the Kerr Street, Severance Agreement (File B-04-21)

Moved by Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Kwendill Holdings Limited for the proposed severance of a new infill lot from the south side of Kerr Street, Cobourg in accordance with Condition a) of the Committee of Adjustment decision.

Carried

10.4 Memo from Planner I – Development regarding the Draft Plan of Subdivision and Site Plan Approval Application – 357-361 Elgin Street West – Multi-Residential Development

Moved by Councillor Nicole Beatty

THAT Council receive the the Staff Report and the Draft Plan of Subdivision and Site Plan Approval Application for information purposes and referred to the Planning Department for a report; and,

FURTHER THAT the notice requirements of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, be implemented, including the scheduling of a Public Meeting.

Carried

10.5 Memo from Planner I – Development regard the Site Plan Application Submission – 1025 Elgin Street West – Commercial Development

Moved by Councillor Nicole Beatty

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

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

Carried

10.6 Memo from Planner I – Development regarding Site Plan Approval Application – 545 King Street East, Cobourg – D.M. Wills Associated/1681941 Ontario Inc.

Moved by Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council authorize the preparation of a By-law to be presented to Council at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 1681941 Ontario Inc. and Lakefront Utility Services Inc. for the proposed development, which consists of three phases;

- Phase 1 - Buildings B and C of 844.5 m² (9,090 square feet) and 222.9 m² (2,400 square feet) in area;
- Phase 2 – Building B2 of 836.1 m² (9,000 square foot) in area;
- Phase 3 – Building A of 3,259.4 m² (35,084 square foot) in area

at the south-east corner of King Street East and Willmott Street, subject to the finalization of details by municipal staff and partner review agencies; and

FURTHER THAT Council authorize the preparation of a By-law to be presented to Council at a Regular Council Meeting to remove the Holding (H) Symbol from the subject Lands.

Carried

10.7 Memo from Planner I – Development regarding the Application for a combined Official Plan and Zoning By-law Amendment and Draft Plan of Subdivision – New Amherst Stage 2, Phase 3 – Residential Development.

Moved by Councillor Nicole Beatty

THAT Council receive the Staff Report and Applications for information purposes and the applications be referred to the Planning Department for a report; and

FURTHER THAT the notice requirements of the *Planning Act, R.S.O. 1990*, as amended, be implemented, including the scheduling of a public meeting.

Carried

10.8 Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the appointment of member, Don Wilcox, to the CIP Ad-Hoc Evaluation Working Group

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Recording Secretary, Planning and Development Advisory Committee, and appoint Don Wilcox as a member to CIP Ad-Hoc Evaluation Working Group.

Carried

10.9 Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the Draft Plan of Subdivision approval to Kwendill Holdings Ltd (Kerr St)

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Recording Secretary, Planning and Development Advisory Committee, to endorse the conclusions of the Planning Report and recommend the By-law attached to the Planning Report as Appendix I, be endorsed by Council which grants Draft Plan of Subdivision approval to Kwendill Holdings Limited for the subdivision of 6.21 hectares of industrial lands into six (6) individual parcels for future

development, subject to the fulfillment of Draft Plan conditions, the execution of a Subdivision Agreement, and Site Plan Approval (SPA) for each parcel.

Carried

10.10 Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the East Pier Revitalization Project Review

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Recording Secretary, Planning and Development Advisory Committee, to consider the recommendations made by the committee when taking into account the final plan for the revitalization of the East Pier.

AND FURTHER THAT Council refer the memo from PDAC to the East Pier Revitalization Project design process, Community Services Division staff, Parks and Recreation Advisory Committee and the consultant team for consideration during the next stage of review and engagement.

Carried

10.11 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding Heritage Permit HP-2021-021, 174 King St, Cobourg.

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes and grant Heritage Permit #HP-2021-021 as submitted by Ann and James Grozier at 174 King St East, Cobourg to permit the demolition of a rear metal garden shed and the construction of a one car garage and rear deck be approved subject to the finalization of details by Planning and Heritage staff.

Carried

10.12 Memo from the Director of Planning and Development regarding the Project Management Services RFP for the Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS), Community Efficiency Financing Feasibility Study (CEFFS) Project

Moved by Councillor Nicole Beatty

THAT Council award RFP Contract CO-21-18 PDD to Colliers Project Leaders for the provision of professional project management services for the Integrated Community Sustainability Plan (ICSP), Green Development Standards (GDS) and Community Efficiency Financing Feasibility Study (CEFFS) study process in the amount of \$87,500.00 + HST;

AND FURTHER THAT Council authorize the Mayor and Municipal Clerk to enter into an Agreement for Professional Services and finalize other applicable documentation with Colliers Project Leaders to administer and manage the ICSP/GDS/CEFFS study process.

Carried

11. PUBLIC WORKS SERVICES

Members of Council took a five (5) minute recess at 5:33 PM

11.1 Memo from the Director of Public Works regarding information on Electric Vehicle Charging Stations

Moved by Councillor Brian Darling

THAT Council receive the report from the Director of Public Works for information purposes and for future reference during the 2022 budget deliberations.

Carried

11.2 Memo from the Manager Environmental Services regarding the Digester Cleanouts – Plant #2

Moved by Councillor Brian Darling

THAT Council approve the revised scope of work for the primary digester cleanout at WPCP #1 to include the cleanout of all five (5) digesters at

WPCP #1 and #2 with an upset limit of \$300,000 to be funded by the approved capital budget allocation for the one primary digester cleanout at WPCP #1.

Carried

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Deputy Director of Community Services regarding the Parks & Recreation Advisory Committee's Review of Victoria Park Beach.

Moved by Councillor Emily Chorley

THAT Council receive the report from the Deputy Director of Community Services on the Review of Victoria Park Beach from the Parks and Recreation Advisory Committee for information purposes; and

FURTHER THAT Council endorse the Parks and Recreation Advisory Committee's recommendations as outlined in the Staff Report; and

FURTHER THAT an internal Working Group be established – including a cross-section of staff with expertise regarding parks, communications, events, parking, legislative services, by-law enforcement, emergency planning/response, economic development and with Council representation – to enhance collaboration in the management of the waterfront, including Victoria Park Beach, the Cobourg Harbour and the West Beach; and

FURTHER THAT this report be shared with the Working Group and all relevant departments to review, implement, and to provide any recommendations to the 2022 budget process.

Carried

12.2 Memo from the Recording Secretary, Parks and Recreation Advisory Committee, regarding the endorsement of the recommendations in the Victoria Beach Review Staff Report

Moved by Councillor Emily Chorley

THAT Council receive the memo from the Parks & Recreation Advisory Committee to endorse the recommendations listed in the Parks and Recreation Staff Report for Council's consideration.

Carried

12.3 Memo from the Deputy Director, Community Services, regarding the amendment to By Law No. 022-2016, a By Law to Regulate, Protect and Govern the Use of Parks

Moved by Councillor Emily Chorley

THAT Council support and endorse the Amendment to By Law No. 022-2016 (40.7) which would extend the existing prohibition of swimming in the Cobourg Harbour to include the west headland beach limits

Carried

12.4 Memo from the Deputy Director of Community Services regarding the Policy on Public Beach Recreational Water Testing (E coli)

Moved by Councillor Emily Chorley

THAT Council receive the Staff Report on Public Beach Recreational Water Testing for information purposes.

Carried

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

Teresa Behan, Deputy Director of Community Services, provided an updated on the status of Victoria Beach. T. Behan spoke to the beach remaining opened during the week noting that there has not been any closures due to capacity limits. T. Behan provided information regarding

the higher than normal E. Coli readings at the beach and online visits to the Cobourg Beach webpage.

Moved by Councillor Emily Chorley

THAT Council receive the July 19, 2021 Victoria Beach Report/Update from the Deputy Director of Community Services for information purposes.

Carried

13. PROTECTION SERVICES

13.1 Memo from the Accessibility Coordinator regarding the Inclusive Communities Grant Project Update

Moved by Councillor Aaron Burchat

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

FURTHER THAT Council direct Staff to bring forward reports on the progress, as needed, and;

FURTHER THAT Council consider adding funding in the 2022 budget for Accessibility Projects related to this successful grant application to enhance the work that can be completed.

Carried

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Notice of Resignation from Warren McCarthy, member of the Sustainability and Climate Emergency Advisory Committee

Moved by Councillor Adam Bureau

THAT Council accept with regret the resignation from Warren McCarthy of the Sustainability and Climate Emergency Advisory Committee and that a note of appreciation be sent to the member acknowledging her service to the community; and

FURTHER THAT the vacant position be advertised and a new member be recruited in accordance with the Town's policies and procedures.

Carried

15. UNFINISHED BUSINESS

15.1 Unfinished Business Tracking Table

16. COMMITTEE OF THE WHOLE OPEN FORUM

No submissions received by the public.

17. ADJOURNMENT

Moved by Councillor Emily Chorley

THAT the meeting be adjourned (6:17 PM)

Carried