



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

**June 21, 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  
Teresa Behan, Deputy Director of Community Services

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  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Krystal Christopher, Deputy Clerk

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1. **CALL TO ORDER**

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

2. **CLOSED SESSION**

**Moved by** Councillor Aaron Burchat

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 employees - Employee Pulse Survey Results**

Council moved into Closed Session at 5:04 PM

Council took a five (5) minute recess at 5:08 PM due to technical issues

Councillor Darling joined meeting at 5:12 PM

Tracey Vaughan, Chief Administrative Officer, provided information and overview of the report.

Members of Council raised questions regarding the information provided in the report, to which T. Vaughan responded.

Closed Session ended at 5: 40 PM

Council moved Open Session at 6:01 PM

**3. TRADITIONAL LAND ACKNOWLEDGMENT STATEMENT**

His Worship Mayor John Henderson recited the Traditional Land Acknowledgment Statement.

**4. ADDITIONS TO THE AGENDA**

**4.1 Memo from the Director, Public Works, regarding the Unfinished Business item: Wheels Transit Options for Boarding/Disembarking**

**4.2 Memo from the Secretary of the Accessibility Advisory Committee, regarding the endorsement of the Town of Cobourg Accessible Public Transportation WHEELS Policy.**

**4.3 Memo from the Secretary of the Accessibility Advisory Committee, regarding the endorsement of the Town of Cobourg Accessible Public Transit WHEELS Application Form.**

**4.4 Memo from the Secretary of the Equity, Diversity and Inclusion (EDI) Advisory Committee, regarding the EDI Advisory Committee 2021 Work Plan.**

**4.5 Memo from the Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the installation of Electric Vehicle Charging Stations.**

**4.6 Memo from the Secretary of the Equity, Diversity and Inclusion Committee regarding support for Bill C-6 An Act to amend the Criminal Code (Conversion Therapy)**

**Moved by** Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda.

**Carried**

**5. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

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

**6. PRESENTATIONS**

**6.1 Dan Campbell Senior Project Manager, Associate Partner / Infrastructure – Municipal Engineering, CIMA+, on behalf of Lakefront Utilities Services Inc. regarding the Cobourg Drinking Water System Master Plan.**

Dereck Paul, CEO, LUSI, provided an introduction and overview of the drinking water system master plan.

D. Campbell's presentation to Council highlighted the purpose and process of the drinking water system master plan, the existing Cobourg drinking water system and the water demand. D. Campbell provided recommendations for the drinking water master plan and spoke to water treatment, pumping, storage and water distribution.

After a question and answer period, dismissed at 7:03 PM

**6.2 Oscar Poloni, Office Managing Partner, KPMG, regarding the Organizational Review Introductory Presentation to Municipal Council.**

O. Poloni provided an introduction of the Organizational Review. O. Poloni highlighted the scope of work, desired outcomes of the recommended structure and the importance of an organizational structure that aligns with Council's priorities. O. Poloni noted Council will be contacted for a preliminary interview.

After a question and answer period, O. Poloni was dismissed at 7:21 PM

7. **DELEGATIONS**

8. **DELEGATION ACTIONS**

9. **GENERAL GOVERNMENT SERVICES**

9.1 **Memo from the Treasurer / Director of Corporate Services, regarding the Partial Deferral of Development Charges**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council authorize the preparation of By-Laws authorizing the Mayor and Municipal Clerk to enter into agreements with the owners of 1860 Stanton Road, Cobourg and 1963 Workman Road, Cobourg for the deferral of development charges in the amount of \$9,974; and

FURTHER THAT a copy of the agreements be registered on legal title of the properties such that the deferred amount will be collected from the owners of these properties at such time as the municipal services of water, wastewater and stormwater are provided to these properties.

**Carried**

9.2 **Memo from the Accessibility Coordinator regarding the EDI Strategy – Hosting Public Forums and Town Halls**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the facilitation of public forums and town halls to help create the Equity, Diversity, and Inclusion Strategy for the Town of Cobourg, according to Ontario Health Guidelines for COVID-19; and

FURTHER THAT Council members from the Equity, Diversity, and Inclusion Advisory Committee participate as moderators and hosts alongside the Accessibility Coordinator, when available.

**Carried**

**9.3 Memo from the Chief Administrative Officer regarding the Service Delivery Report – Quarterly Review**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Service Delivery Review Report quarterly review from the Chief Administrative Office for information purposes.

**Carried**

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

T. Vaughan provided an update regarding matters pertaining to COVID-19. T. Vaughan spoke to the number of active cases in the region noting the variants of concern. T. Vaughan spoke to the federal government reducing boarder restrictions and beginning July 5th, fully vaccinated travellers are not permitted to quarantine. T. Vaughan spoke to the distribution of vaccines noting youth between 12 to 17 years of age can now book through the provincial system for their first dose; and on June 21 persons who received the Moderna vaccine can now book for their second dose.

T. Vaughan provided an update on the status of municipal buildings noting that a plan is currently under review to reopen by appointment. T. Vaughan provided comments on staff returning to work and in-person Council meetings. T. Vaughan provided an updated on the enforcement on Victoria beach, marina boat lift-in and the return of summer camp programming.

Brent Larmer, Municipal Clerk/Manager Legislative Services, provided comments for the resumption of person meetings in the fall and the potential for a hybrid model.

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the June 21, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

**Carried**

**10. PLANNING AND DEVELOPMENT SERVICES**

**10.1 Memo from the Director, Planning & Development Division, regarding the Affordable & Rental Housing Community Improvement Plan (CIP) Implementation Plan 2021**

**Moved by** Councillor Nicole Beatty

THAT Council receive this Staff Report for information purposes; and,

FURTHER THAT Council approve the Implementation Plan as outlined in the Staff Report and pursuant to the Affordable & Rental Housing Community Improvement Plan (CIP) and direct staff to initiate the CIP Implementation Plan for the 2021 budget year; and,

FURTHER THAT Council approve of the establishment of an internal ad-hoc working group comprised of:

1. Coordinator of Planning & Development Services;
2. One (1) member of the Planning & Development Advisory Committee;
3. One (1) member of the Northumberland Affordable Housing Committee;
4. Director of Corporate Services/Treasurer (or designate);
5. Director of Planning & Development (or designate);
6. Northumberland County Housing Services Manager (or designate)

with other technical staff support being made available to the group as a resource on an as-needed basis (ie. administrative, planning, GIS, etc.).

**Carried**

**10.2 Memo from Planner I – Development, regarding the Site Plan Application Submission – 274 King Street East, Cobourg – Four-plex Residential Development**

**Moved by** Councillor Nicole Beatty

THAT the Staff Report and Site Plan Application Submission be received by Council; and,

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

**Carried**

**10.3 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 174 Bagot Street- HP-2021-016 - Corporate Services-070-21**

**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 Application HP-2021-016, submitted by Erika and Scott Osmond to permit a railing and floor board replacement of a second floor balcony/terrace at 174 Bagot Street, Cobourg, subject to the finalization of details by Heritage and Planning.

**Carried**

**10.4 Memo from Planner I – Development, regarding the Application for Zoning By-law Amendment, Marshall Homes (Cobourg) Ltd. – 160 Densmore Road, Cobourg, (North-east Corner of Densmore Road and Birchwood Trail)**

**Moved by** Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and,  
FURTHER THAT the Zoning By-law Amendment Application be referred to the Planning Department for a report and that the notice requirements of the *Planning Act, R.S.O. 1990, c.P. 13*, as amended, and the Municipality be implemented, including the scheduling of a Public Meeting.

**Carried**

**10.5 Memo from Planner I -Development, regarding a Site Plan Application Submission - 1043 Division Street, Cobourg - Gas Station**

**Moved by** Councillor Nicole Beatty

THAT the Staff Report and application be received by Council; and,

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

**Carried**

**10.6 Memo from the Secretary of the Equity, Diversity and Inclusion Committee regarding support for Bill C-6 An Act to amend the Criminal Code (Conversion Therapy)**

**Moved by** Councillor Nicole Beatty

THAT Council this receive the recommendation from the Equity, Diversity and Inclusion Committee for the 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**

**11. PUBLIC WORKS SERVICES**

**11.1 Memo from the Director, Public Works, regarding the Additional Budget Approval – Massey Creek Flood Reduction Environmental Assessment Amendment**

Council took a five (5) minute recess at 8:11 PM

**Moved by** Councillor Brian Darling

THAT Council approve an additional \$20,000 towards the Engineering Special Project: Massey Creek Flood Reduction Environmental Assessment Amendment; and

FURTHER THAT a total budget of \$25,000 to amend the Massey Creek Flood Reduction Environmental Assessment be funded by the Lucas Point



Reserve as the study is a requirement for the design of a future capital project, being the construction of the flood reduction diversion channel which will open up development lands in the Lucas Point Industrial Park.

**Carried**

**11.2 Memo from the Director, Public Works, regarding the Award of Harden Street Neighbourhood Watermain and Sanitary Sewer Improvements Contract**

**Moved by** Councillor Brian Darling

THAT Council award (LUSI) contract WC2021-18 Harden Street Neighbourhood Watermain and Sanitary Sewer Improvements to Behan Construction Limited for the Town of Cobourg contribution to the project in the amount of \$606,966.91 excluding HST.

**Carried**

**11.3 Memo from the Manager, Environmental Services, regarding the Award of Contract CO-21-07 ENV, Anaerobic Digester Clean Out at Water Pollution Control Plant #1 (WPCP#1).**

**Moved by** Councillor Brian Darling

THAT Council award the Tender Contract CO-21-07 ENV to Terrapure Environmental at a cost of \$65,533.00 including non-refundable HST, for the Digester Cleanout at Water Pollution Control Plant #1.

**Carried**

**11.4 Memo from the Manager, Roads/Sewers, regarding the Replace Combination Snow Plow/Dump Truck – Cab & Chassis Award**

**Moved by** Councillor Brian Darling

THAT Council award the Tender Contract CO-21-14 PWD, for the Cab & Chassis Award to Cornwall Freightliner in the amount of \$113,185.61 including non-refundable HST.

**Carried**

**11.5 Memo from the Director, Public Works, regarding the creation of a Roads Capital Reserve Fund.**

**Moved by** Councillor Brian Darling

THAT Council authorize Municipal Staff to establish a new roads capital reserve account; and,

FURTHER THAT Council commit the reserve funds only to road capital works projects.

**Carried**

**12. PARKS AND RECREATION SERVICES**

**12.1 Memo from the Assistant Manager, Waterfront Operations, regarding the amendment to By-Law No. 022-2016 – Fish Cleaning on Municipally owned Property.**

**Moved by** Councillor Emily Chorley

THAT Council support and endorse the Amendment to By Law No. 022-2016 which would prohibit the cleaning and disposal of waste from preparing fish on Municipal property;

FURTHER THAT the Amendment of By Law No. 022-2016 shall govern Waterfront Grounds and Infrastructure, Municipal Parks, Properties and Bridges.

**Amended**

**Moved by** Councillor Adam Bureau

*MOTION TO AMEND*

THAT the following worded be added:

THAT Council direct Staff to prepare a report to Council to be brought forward at the 2022 budget deliberations on the anticipated costs to incorporate adjustments to the Cobourg Marina Fish Cleaning Station; and

FURTHER THAT the Cobourg marina fish cleaning station be removed at the passing of the by-law for a period of one (1) year and upon final review by Council of the Staff report.

**Amended**

**Moved by** Councillor Emily Chorley

THAT Council support and endorse the Amendment to By Law No. 022-2016 which would prohibit the cleaning and disposal of waste from preparing fish on Municipal property; and

FURTHER THAT the Amendment of By Law No. 022-2016 shall govern Waterfront Grounds and Infrastructure, Municipal Parks, Properties and Bridges; and

FURTHER THAT Council direct Staff to prepare a report to Council to be brought forward at the 2022 budget deliberations on the anticipated costs to incorporate adjustments to the Cobourg Marina Fish Cleaning Station; and

FURTHER THAT the Cobourg marina fish cleaning station be removed at the passing of the by-law for a period of one (1) year and upon final review by Council of the Staff report.

**Amended**

**Moved by** Mayor John Henderson

*MOTION TO AMEND*

THAT the following word be added:

FURTHER THAT the Cobourg marina fish cleaning station be removed at the passing of the by-law for a period of one (1) year from May 31, 2021 and upon final review by Council of the Staff report.

**Carried**

**Moved by** Councillor Emily Chorley

THAT Council support and endorse the Amendment to By Law No. 022-2016 which would prohibit the cleaning and disposal of waste from preparing fish on Municipal property; and

FURTHER THAT the Amendment of By Law No. 022-2016 shall govern Waterfront Grounds and Infrastructure, Municipal Parks, Properties and Bridges; and

FURTHER THAT Council direct Staff to prepare a report to Council to be brought forward at the 2022 budget deliberations on the anticipated costs to incorporate adjustments to the Cobourg Marina Fish Cleaning Station; and

FURTHER THAT the Cobourg marina fish cleaning station be removed at the passing of the by-law for a period of one (1) year from May 31, 2021, and upon final review by Council of the Staff report.

**Carried**

**12.2 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 have not been any closures due to capacity limits. T. Behan provided information regarding the higher than normal E. Coli readings at the beach noting the health region posts tests results online. T. Behan spoke to by-law officers patrolling the beach daily and that there is an average of 300-500 people at the beach per day.

**Moved by** Councillor Emily Chorley

THAT Council receive the June 21, 2021 Victoria Beach Report/Update from the Deputy Director of Community Services for information purposes.

**Amended**

**13. PROTECTION SERVICES**

**13.1 Memo from the Accessibility Coordinator regarding National AccessAbility Awareness Week 2021 Final Overview**

**Moved by** Councillor Aaron Burchat

THAT Council accept and receive the Staff Report from the Accessibility Coordinator for information purposes.

**Carried**

**13.2 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the supply and install of a Winch System for the WHEELS backup bus.**

**Moved by** Councillor Aaron Burchat

THAT Council receive the recommendation from the Accessibility Advisory Committee to approve a budget of \$6,000 for the supply and install of a winch system for the WHEELS back-up bus to be funded by the Phase 3 Safe Restart Program funding, if applicable.

**Carried**

**13.3 Memo from the Secretary of the Accessibility Advisory Committee, regarding the endorsement of the Town of Cobourg Accessible Public Transportation WHEELS Policy.**

**Moved by** Councillor Aaron Burchat

THAT Council receive the recommendation from the Accessibility Advisory Committee for Council to adopt the WHEELS Policy.

**Carried**

**13.4 Memo from the Secretary of the Accessibility Advisory Committee, regarding the endorsement of the Town of Cobourg Accessible Public Transit WHEELS Application Form.**

**Moved by** Councillor Aaron Burchat

THAT Council receive the recommendation from the Accessibility Advisory Committee for Council to adopt the Town of Cobourg WHEELS Application Form.

**Carried**

**13.5 Memo from the Director, Public Works, regarding the Unfinished Business item: Wheels Transit Options for Boarding/Disembarking.**

**Moved by** Councillor Aaron Burchat

THAT Council approve the new Wheels Specialized Transportation Service Policies and Procedures,

AND FURTHER THAT Council direct Staff to purchase a second winch system for the back up Wheels bus in the amount of \$6,000.

**Carried**

**14. ARTS CULTURE AND TOURISM SERVICES**

**14.1 Memo from the Secretary of the Equity, Diversity and Inclusion (EDI) Advisory Committee, regarding the EDI Advisory Committee 2021 Work Plan.**

**Moved by** Councillor Adam Bureau

THAT Council receive the recommendation from the Equity, Diversity, and Inclusion Advisory Committee to approve the committees 2021 Work Plan.

**Carried**

**14.2 Memo from the Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the installation of Electric Vehicle Charging Stations**

**Moved by** Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability and Climate Emergency Advisory Committee regarding the installation of Electric Vehicle Charging Stations

**Amended**

**Moved by** Councillor Adam Bureau

*MOTION TO AMEND*

THAT the following wording be added:

FURTHER THAT the matter be referred to Staff for a report

**Carried**

**Moved by** Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability and Climate Emergency Advisory Committee regarding the installation of Electric Vehicle Charging Stations

FURTHER THAT the matter be referred to Staff for a report

**Carried**

**15. UNFINISHED BUSINESS**

**15.1 Unfinished Business Tracking Table**

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

17. **ADJOURNMENT**

**Moved by** Councillor Adam Bureau

THAT the meeting be adjourned (9:57 PM)

**Carried**