



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

August 23, 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
Glenn McGlashon, Director of Planning and Development
Teresa Behan, Deputy Director of Community Services
Terry Hoekstra, Manager of Engineering
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

Council moved into Closed Session at 3:02 PM

Moved by Deputy Mayor Suzanne Séguin

THAT Council meet in Closed Session in accordance with Section 239 (2) (f) 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 - To discuss recommendations that are subject to solicitor-client privilege in regards to on-going litigation.**

Jennifer Savini, Municipal Solicitor, provided information to Council regarding the subject matter.

Members of Council engaged in a discussion and raised questions regarding the information provided. Dave Hancock, Chief Building Official, and J. Savini responded to questions arising from the report.

Closed Session ended at 3:58 PM

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

3. TRADITIONAL LAND ACKNOWLEDGEMENT

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

4. ADDITIONS TO THE AGENDA

- 4.1 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Chief Administrative Officer Performance Review Policy;**
- 4.2 Memo from the Manager of Human Resources regarding the National Day for Truth and Reconciliation;**
- 4.3 Memo from the IT Supervisor regarding the Information Technology (IT) Strategic Plan RFP Award**
- 4.4 Memo from the Deputy Fire Chief regarding the Fire Communications Service Agreement.**

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 Matt Reid, Principal, Planning & Policy, of Fotenn Planning + Design, regarding the Tannery District Master Plan/Secondary Plan.

M. Reid provided information regarding the Tannery District Master Plan/Secondary Plan and spoke to the project objective and process; Master Plan vision; priority directions; and implementation. M. Reid highlighted the steps within the implementation plan and the phases within the site plan implementation

M. Reid was dismissed at 4:28 PM

7. DELEGATIONS

7.1 Ted Williams, Cobourg Taxpayers Association, regarding the Shoreplan Engineering recommendations on boat handling at the Cobourg Marina.

T. Williams spoke to Council regarding a proposal for a travelift at the Cobourg Marina and provided information on the benefits, asset management, safety, liability, storage and profitability of a travelift.

T. Williams was dismissed at 4:37 PM

8. DELEGATION ACTIONS

Moved by Councillor Emily Chorley

THAT the delegation made by Ted Williams be received for information purposes;

FURTHER THAT the matter be considered under item 12.1 of the August 23, 2021, Committee of the Whole Agenda

Carried

9. GENERAL GOVERNMENT SERVICES

9.1 Memo from the Director of Corporate Services regarding the 2022 Operating and Capital Budget – Municipal Levy Target

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive this report for information purposes and provide direction to staff 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.

Amended

Moved by Deputy Mayor Suzanne Séguin

MOTION TO AMEND:

THAT Council receive this report for information purposes and provide direction to staff to target a base levy increase for the 2022 operating budget equal to the 12-month change in the Consumer Price Index which currently is 3.1% as of June 30, 2021 less 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 for a target levy increase of 1.55%.

This motion was Withdrawn by Deputy Mayor Suzanne Seguin

Withdrawn

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive this report for information purposes and provide direction to staff and to 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

9.2 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.

Moved by Councillor Brian Darling

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

FURTHER THAT Council consider returning to in-person Council Meetings in Cobourg Municipal Council Chambers in one of the following new formats:

1. 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.

OR

2. That Members of Council may participate in person in Council Chambers and allowing some Council members to participate by Zoom Video Conferencing, and all other Staff, Members of the Public and Delegates/Presenters shall participate electronically.

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 meetings.

Amended

Moved by Councillor Brian Darling

MOTION TO AMEND:

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

FURTHER THAT Council consider returning to in-person Council Meetings in Cobourg Municipal Council Chambers in one of the following new formats:

1. 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 meetings.

Carried

Moved by Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council consider returning to in-person Council Meetings 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 meetings.

Carried

9.3 Memo from the Senior Financial Analyst, regarding a report from the Audit Committee – 2020 Financial Statements

Jennifer Heslinga, Senior Financial Analyst, and Lori Huber, KPMG LLP, Town of Cobourg Municipal Auditor, provided a detailed overview of the draft audited report.

Moved by Deputy Mayor Suzanne Séguin

THAT the draft audited financial statements for the year ended December 31, 2020 be presented to the Committee of the Whole meeting of August 23, 2021, and that a motion to approve the 2020 Consolidated Financial Statements of the Corporation of the Town of Cobourg be adopted and approved at the regular council meeting on August 30, 2021; and

FURTHER THAT a notice be published on the 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 to the municipal website in accordance with Section 295 of the *Municipal Act, 2001*.

Carried

9.4 Memo from the Accessibility Coordinator regarding the (Re)Naming of the West Headlands/Pier.

Moved by Deputy Mayor Suzanne Séguin

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

FURTHER 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

9.5 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Chief Administrative Officer Performance Review Policy

Moved by Deputy Mayor Suzanne Séguin

THAT Council approves the CAO Performance Review Policy, attached to this Staff Report; and

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

Carried

9.6 Memo from the Manager of Human Resources regarding the National Day for Truth and Reconciliation.

Moved by Deputy Mayor Suzanne Séguin

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

Carried

9.7 Memo from the IT Supervisor regarding the Information Technology (IT) Strategic Plan RFP Award

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive this report from the IT Supervisor for information purposes; and

FURTHER 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

9.8 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 noted the mass vaccination clinics will be closing in September and an alternative approach to vaccinations will be implemented. T. Vaughan provided information on the status of municipal buildings noting that Victoria Hall is opened and that ice rentals, walking track and summer kids programs are available at the Community Centre by registration.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the August 23, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

Carried

Moved by Councillor Nicole Beatty

MOTION TO RECESS:

THAT Council recess and return at 6:40 PM. (6:25 PM)

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Director, Planning & Development, regarding Application for Part Lot Control Exemption – East Village Phase 5 Stage 1 – Stalwood Homes (File: Z-09-21PLC)

Moved by Councillor Nicole Beatty

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

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting for final approval which exempts 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

10.2 Memo from the Manager of Planning, regarding 163 Ontario Street, B-05-20 Severance Agreement

Moved by Councillor Emily Chorley

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

FURTHER THAT 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 Anne Marie Cummings for the proposed severance of a new infill lot on the north side of Clyde Street from 163 Ontario Street in accordance with Condition a) of the Committee of Adjustment Consent decision.

Amended

Moved by Councillor Emily Chorley

MOTION TO AMEND

THAT the following be added:

FURTHER THAT a Special Council meeting be scheduled on August 25, 2021, with time permissible to the convivence of Municipal Council and Staff

Carried

Moved by Councillor Nicole Beatty

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

FURTHER THAT 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 Anne Marie Cummings for the proposed severance of a new infill lot on the north side of Clyde Street from 163 Ontario Street in accordance with Condition a) of the Committee of Adjustment Consent decision; and

FURTHER THAT a Special Council meeting be scheduled on August 25, 2021, with time permissible to the convivence of Municipal Council and Staff

Carried

10.3 Memo from Planner I - Development, regarding a Site Plan Approval Application – 1043 Division Street, Cobourg – Zoltan Engineering/2804830 Ontario Inc.

Moved by Councillor Nicole Beatty

THAT Council receive this 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 Development Agreement with 2804830 Ontario Inc. and Lakefront Utility Services Inc. for the proposed development of a 210 sq m gas bar/convenience store and take-out restaurant at 1043 Division Street, Cobourg, 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 at a Regular Council meeting to authorize the removal the Holding (H) Symbol from the Subject Lands.

Carried

10.4 Memo from the Recording Secretary, Planning and Development, regarding the Tannery District Sustainable Neighbourhood Master Plan

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Planning and Development Advisory Committee, for information purposes;

FURTHER 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

10.5 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 127-129 King St W/209 Hibernia Street ,HP-2021-025

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Cobourg Heritage Advisory Committee for information purposes; and

FURTHER 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

10.6 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 586 Osler Court, HP-2021-26

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Cobourg Heritage Advisory Committee for information purposes; and

FURTHER 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

11. PUBLIC WORKS SERVICES

11.1 Memo from the Director of Public Works regarding the Downtown Streetlight Fixture and Pole Decision

Moved by Councillor Brian Darling

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

11.2 Memo from the Manager of Roads/Sewers regarding the Replace Combination Snow Plow/Dump Truck

Moved by Councillor Brian Darling

THAT Council direct Staff to open and evaluate the single bid received for a dump box with attachments; and

FURTHER THAT Council direct Staff to prepare a report to Council providing a recommendation to accept or reject the single received bid.

Carried

11.3 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the appointment of Randall Ross to the Victoria Park Beach Internal Working Group

THAT Council receive the memo from the Transportation Advisory Committee for information purposes, recommending the appointment of Randall Ross, a member of the Transportation Advisory Committee, to the Victoria Park Beach Internal Working Group.

Motion was Withdrawn by Councillor Brian Darling

Withdrawn

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Deputy Director, Community Services, regarding the Cobourg Marina Boat Lifting Options Analysis Report

Moved by Councillor Emily Chorley

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

12.2 Memo from the Deputy Director of Community Services regarding the Lighthouse Walkway Options and Cost Estimate

Moved by Councillor Emily Chorley

THAT Council refer item 12.2. to the August 30, 2021 Regular Council meeting

Amended

Moved by Councillor Brian Darling

MOTION TO AMEND:

THAT the walkway to the lighthouse be abandoned; and

FURTHER THAT Council not go ahead with the lighthouse walkway options and cost estimate

Carried

Moved by Councillor Emily Chorley

THAT the walkway to the lighthouse be abandoned; and

FURTHER THAT Council not go ahead with the lighthouse walkway options and cost estimate

Carried

12.3 Memo from the Manager, Parks Department regarding the New Vehicle Replacement for the Parks Department Vehicle Fleet.

Moved by Councillor Emily Chorley

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

12.4 Memo from the Recording Secretary of the Parks and Recreation Advisory Committee regarding the approval of the Bicycle Action Committee Proposal, in principle

Moved by Councillor Emily Chorley

THAT Council receive the memo from the Parks and Recreation Advisory Committee to approve, in principle, 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

12.5 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. T. Behan spoke to the updating of the beach website to add popular questions asked by the public and beach rules. T. Behan noted the beach has been busy since the full reopening and spoke to where residents can report non-compliance and the addition of washroom and directional signage at the beach.

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, spoke to the increased enforcement at the beach noting 72 Provincial Offences tickets have been issued within 19 days. B. Larmer spoke to the increase in parking infractions and the number of parking tickets issued.

Moved by Councillor Emily Chorley

THAT Council receive the August 23, 2021 Victoria Beach Report/Update from the Deputy Director of Community Services for information purposes.

Carried

13. PROTECTION SERVICES

13.1 Memo from the Deputy Fire Chief regarding the Fire Communications Service Agreement

Moved by Councillor Aaron Burchat

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

FURTHER 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

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Memo from the Community Events Coordinator, Community Services, regarding Film Access Northumberland: Eye2Eye Film Festival

Moved by Councillor Adam Bureau

THAT Council approve Film Access Northumberland's Eye to Eye Film Festival on Sunday, August 29, 2021 to be held at the bandshell in Victoria Park, Cobourg; and

FURTHER THAT Council refer the decision to the Special Council meeting on August 25, 2021

Carried

14.2 Memo from the Accessibility Coordinator regarding the Town of Cobourg EDI Strategy – Update on Hosting Public Forums and Town Halls.

Moved by Councillor Adam Bureau

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

15. UNFINISHED BUSINESS

15.1 Unfinished Business Tracking Table

16. COMMITTEE OF THE WHOLE OPEN FORUM

No public submissions were received.

17. **ADJOURNMENT**

Moved by Councillor Adam Bureau

THAT the meeting be adjourned (8:20 PM)

Carried