



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