



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

**September 13, 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

Staff Present: Tracey Vaughan, Chief Administrative Officer  
Ian Davey, Treasurer/Director of Corporate Services  
Teresa Behan, Deputy Director of Community Services  
Terry Hoekstra, Manager of Engineering  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Krystal Christopher, Deputy Clerk  
Kaveen Fernando, Planner I

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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**

Council moved into Closed Session at 5:03 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:

**Carried**

**2.1 239(2)(b) personal matters about an identifiable individual, including municipal or local board employee - Town of Cobourg Organizational Review**

Oscar Poloni, KPMG, provided an overview of the key findings of the Town's Organizational Review.

Members of Council engaged in a discussion regarding the information provided and raised questions. O. Poloni responded to questions arising from the report.

Closed Session ended at 6:31 PM

Members of Council moved into Open Session at 6:35 PM

**3. TRADITIONAL LAND ACKNOWLEDGEMENT**

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

**4. ADDITIONS TO THE AGENDA**

- 4.1 William Glover, Bicycle Action Committee (BAC), to speak regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion**
- 4.2 Memo from the Director of Corporate Services/ Treasurer regarding the Operating Budget Variance Report – Q2 2021**
- 4.3 Memo from the Accessibility Coordinator regarding the The Town of Cobourg's Equity, Diversity, and Inclusion Strategy**
- 4.4 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the Bicycle Action Committee's Proposal for Funding**
- 4.5 Memo from the Recording Secretary, Transportation Advisory Committee, regarding an Anti Idling Bylaw**
- 4.6 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the purchase of a Demo WHEELS Vehicle**

**Moved by** Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda.

**Carried**

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

**5.1 Councillor Nicole Beatty - Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, to provide information on Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis**

Councillor Nicole Beatty advised she is declaring an indirect conflict of pecuniary interest as she serves, as a citizen volunteer, on the Chapter of Think Tiny Homes Northumberland, which is a chapter of Habitat Northumberland.

**6. PRESENTATIONS**

**6.1 Oscar Poloni, Office Managing Partner, KPMG, regarding key findings and outcomes from the Town of Cobourg Organizational Review.**

O. Poloni provided information on the key findings and outcomes of the organizational review. The presentation highlighted the organizational review guiding principles; findings and observations; the dilution of Town's services; and the key courses of action.

O. Poloni was dismissed at 715 PM

**7. DELEGATIONS**

**7.1 Meaghan MacDonald, Executive Director, Habitat for Humanity Northumberland, to provide information on Think Tiny Homes Northumberland and the developing of a micro-village concept to address the affordable housing crisis**

*Councillor Nicole Beatty declared a conflict on this item. (Councillor Nicole Beatty advised she is declaring an indirect conflict of pecuniary interest as she serves, as a citizen volunteer, on the Chapter of Think Tiny Homes Northumberland, which is a chapter of Habitat Northumberland.)*

Shane Watson and M. MacDonald provided information on Tiny Homes as Habitat for Humanity's approach to address affordable housing. The presentation highlighted the vision, objectives, and benefits of Tiny Homes. M. MacDonald spoke to Tiny Homes aligning with the Provincial Policy Statement and Cobourg's Affordable Housing Strategy. S. Watson and M. MacDonald requested from Council that a partnership be established with the town; identify potential sites for Tiny Homes; and

to consider zoning by-law changes to permit Tiny Homes as an affordable housing option.

After a question and answer period, S. Watson and M. MacDonald was dismissed at 7:34 PM.

**7.2 William Glover, Bicycle Action Committee (BAC), to speak regarding BAC's proposal for Cobourg's Cycling Infrastructure Completion**

W. Glover spoke to the role of active transportation in Cobourg, the existing cycling network, and the current infrastructure within the Town. W. Glover provided comments on the gaps in the current cycling network and areas for improvement. The presentation highlighted the prioritized cycling routes and cycling infrastructure.

W. Glover was dismissed at 7:46 PM

**8. DELEGATION ACTIONS**

**Moved by** Councillor Aaron Burchat

THAT council receive the delegation for information purposes; and

FURTHER THAT Council direct staff to identify sites for affordable housing that could include Tiny Homes in the ongoing municipal land inventory review, consider Tiny Homes in Zoning By-law changes to enable Tiny Homes as an affordable housing option, and to consider partnerships where possible with Think Tiny Homes Northumberland

**Carried**

**Moved by** Councillor Brian Darling

THAT the delegation be received for information purposes and be forwarded to staff as a reference document for a updated Transportation Master Plan

**Carried**

**9. GENERAL GOVERNMENT SERVICES**

**9.1 Memo from the Chief Administrative Officer regarding the Service Delivery Review Update – September 2021**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receives the Service Delivery Review Report - Second Quarter update from the Chief Administrative Office for information purposes.

**Carried**

**9.2 Memo from the Treasurer/Director of Corporate Services Northam Industrial Park – Second Quarter Financial Report.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2021 Northam Industrial Park Financial Report for information purposes.

**Carried**

**9.3 Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Property Taxes – First Report for 2021**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the first report for tax adjustments for 2021 and approve the reduction of property taxes in the amount of \$131,649.99 in accordance with the schedule attached to this report and;

FURTHER THAT the reduction be shared as follows:

Town of Cobourg \$73,477.19;

County of Northumberland \$41,963.23;

Education \$14,630.71 and

DBIA \$1,578.86.

**Carried**

**9.4 Return to In-Person Council Meetings through Hybrid Electronic Participation.**

**Moved by** Deputy Mayor Suzanne Séguin

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 by November 30, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, 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.

**Amended**

**Moved by** Councillor Nicole Beatty

*MOTION TO AMEND*

THAT the following be added:

FURTHER THAT Council authorize all Council Advisory Committees to participate in a hybrid meeting format following the same details, options as set for Council

**Defeated**

**Moved by** Councillor Adam Bureau

*MOTION TO AMEND*

THAT the date be changed to the following:

September 20, 2021

**Carried**

**Moved by** Deputy Mayor Suzanne Séguin

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 by September 20, 2021, due concerns about the rising cases of the COVID-19 Delta variant and to give Council time to consider a Vaccination Policy for the Town of Cobourg, 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**

**9.5 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2022 Municipal Election Report and Alternative Voting Method Authorization.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council approve the use of internet/telephone voting as the alternative voting method for the 2022 Municipal Election being held on Monday, October 24, 2022; and,

FURTHER THAT Council directs the Municipal Clerk to prepare a By-law to be brought forward to authorize alternative voting method for the 2022 Municipal Election; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute an agreement with Intelivote Systems Inc. building upon the successful integrated voting solution experience delivered during the 2006, 2010, 2014 and 2018 Municipal Elections to provide internet and telephone electronic voting Service for the 2022 Town of Cobourg Municipal Election at a total estimated cost of \$39,750 based on 15,000 eligible Electors to be funded from the Election Reserve Fund set aside annually for this purpose.

**Carried**

**9.6 Memo from the Deputy Clerk/ Records Management Coordinator regarding the Amendment to the Memorial Arena Ad Hoc Committee Terms of Reference**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to amend the Terms of Reference for the Memorial Arena Ad Hoc Committee, as attached to this Report as Attachment #1

**Carried**



**9.7 Memo from the Accessibility Coordinator regarding the Equity, Diversity and Inclusion Policy for the Town of Cobourg**

**Moved by** Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council provide feedback and suggestions to the Accessibility Coordinator on the content of the Equity, Diversity, and Inclusion Policy before the beginning of October, and;

FURTHER THAT Council direct Staff to bring the current draft of the Equity, Diversity, and Inclusion Policy for the Town of Cobourg to the internal Policy Review Team, and;

FURTHER THAT Council direct Staff to bring the final version of the Equity, Diversity, and Inclusion Policy for the Town of Cobourg to a future Council meeting before the end of 2021.

**Carried**

**9.8 Memo from the Director of Corporate Services/ Treasurer regarding the Operating Budget Variance Report – Q2 2021**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Second Quarter 2021 Operating Budget Variance Report for information purposes.

**Carried**

**9.9 Memo from the Accessibility Coordinator regarding the The Town of Cobourg's Equity, Diversity, and Inclusion Strategy**

**Moved by** Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council provide input into the Equity, Diversity, and Inclusion Strategy to the Accessibility Coordinator over the next three (3) weeks, and;

FURTHER THAT Council direct Staff to engage with the public on the Equity, Diversity, and Inclusion Strategy, and;

FURTHER THAT Council direct Staff to bring a budget to the 2022 Budget deliberations related to the costs associated with the Equity, Diversity, and Inclusion Strategy, and;

FURTHER THAT Council direct Staff to bring the final version of the Equity, Diversity, and Inclusion Strategy for the Town of Cobourg to a future Council meeting before the end of 2021.

**Carried**

**9.10 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 spoke to the Provincial Vaccination Passport and the development of an administrative vaccination policy for the Town.

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the September 13, 2021, COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

**Carried**

**Moved by** Councillor Adam Bureau

*MOTION TO RECESS:*

THAT Council take a recess and return at 9:10 PM. (9:05 PM)

**Carried**

**10. PLANNING AND DEVELOPMENT SERVICES**

**10.1 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding HP-2021-028 - 277 College St**

**Moved by** Councillor Nicole Beatty

THAT Council receive the Memo from the Cobourg Heritage Advisory Committee and endorse the recommendation for Heritage Permit Application HP-2021-028 as submitted by Christopher Wallace on behalf

of Lisa and Gary Ferguson for the demolition of the structures at 277 College be endorsed in principle for both the demolition/removal and re-development, subject to the submission and approval of updated and more detailed architectural building design plans, all to be completed prior to final approval of a Heritage Permit.

**Carried**

**10.2 Motion from the Recording Secretary, Planning and Development Advisory Committee regarding Marshall Homes (Cobourg) Ltd. – 160 Densmore Road**

**Moved by** Councillor Nicole Beatty

THAT Council receive the Memo from the Planning and Development Advisory Committee and be advised that the committee has duly considered the application by Marshall Homes (Cobourg) Ltd. to permit “Stacked Townhouses” as a permitted land use under “Multiple Residential Four, Exception 18” zone on the 2.54 Hectares of vacant land and endorses the conclusions of the Planning Report.

**Carried**

**11. PUBLIC WORKS SERVICES**

**11.1 Memo from the Director of Public Works regarding the Purchase of a Specialized Transit Vehicle and Approval of Participation Fee for Electric Vehicle Feasibility Study**

**Moved by** Councillor Brian Darling

THAT Council approve the purchase of a 2020 ARBOC 8m low floor accessible transit bus from Creative Carriage Ltd. at a total cost of \$152,439.53 including non-refundable HST to be 73.33% (\$111,783.91) funded by the Investing in Canada Infrastructure Program (ICIP): Transit Stream and 26.67% (\$40,655.62) funded from the Town of Cobourg vehicle replacement reserve; and

FURTHER THAT Council approve \$5,500.00 plus HST in the 2022 budget to fund the Town’s participation in the Metrolinx Transit Joint Procurement Initiative Battery Electric Bus (BEB) Road Map Project.

**Carried**

**11.2 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the Bicycle Action Committee's Proposal for Funding**

**Moved by** Councillor Brian Darling

THAT Council receive the Memo from the Transportation Advisory Committee for information purposes recommending to apply for the maximum available funds from the Federal Government Infrastructure Bank Active Transportation Program and use the Bicycle Action Committee's Cycling Infrastructure Completion Proposal be used as input into the next Transportation Master Plan.

**Carried**

**11.3 Memo from the Recording Secretary, Transportation Advisory Committee, regarding an Anti Idling By-law**

**Moved by** Councillor Brian Darling

THAT Council receive the Memo from the Transportation Advisory Committee for information recommending to develop an "Anti-Idling" By-law and a public education program by installing signs in strategic locations throughout the town, informing the public of the by-law and the penalty for violation. In addition, a to the development of a policy/procedure to exempt vehicles owned and operated by the Town in order to further mitigate idling through operator guidelines.

**Amended**

**Moved by** Councillor Emily Chorley

*MOTION TO AMEND*

THAT Council receive the recommendation from the Transportation Advisory Committee for information purposes; and

FURTHER THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022

**Carried**

**Moved by** Councillor Brian Darling

THAT Council receive the recommendation from the Transportation Advisory Committee for information purposes; and

FURTHER THAT Council direct staff to develop an Anti-Idling By-law and education plan with the draft by-law presented to Council by March 1, 2022

**Carried**

**12. PARKS AND RECREATION SERVICES**

**12.1 Memo from the , Deputy Director, Community Services, regarding the Cobourg Community Centre Canteen Reopening**

**Moved by** Councillor Emily Chorley

THAT the report be received for information purposes

**Amended**

**Moved by** Councillor Brian Darling

*MOTION TO AMEND*

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

**Amended**

**Moved by** Councillor Nicole Beatty

*MOTION TO AMEND*

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2,

2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council Meeting

**Carried**

**Moved by** Councillor Emily Chorley

THAT Council direct staff to reopen the Canteen(s) and Vending Machine(s), located at the Cobourg Community Centre for October 2, 2021 to facilitate community user groups as the Cobourg Community Centre reopens for more events and activities; and

FURTHER THAT council permit the spending of \$20,000 for restocking costs and \$13,000 staffing costs with the anticipation that the canteen(s) and vending machine(s) will break even or generate a profit, resulting in a zero cost impact to the tax base.

FURTHER THAT Council direct Staff to bring forward to Council a Cash-flow projection report for Canteen Operations to Council at the September 20, 2021 Regular Council Meeting

**Carried**

## **12.2 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 noting fence has been removed and is open 7 days a week. T. Behan noted beach is no longer being tested for E. Coli.

Brent Larmer, Municipal Clerk/ Manager of Legislative Services, provided information on enforcement at the beach noting there has been 20 Provincial Offences tickets issued since August.

**Moved by** Councillor Emily Chorley

THAT Council receive the September 13, 2021, Victoria Beach Report/Update from the Deputy Director of Community Services for information

**Carried**

**13. PROTECTION SERVICES**

**13.1 Memo from the Municipal Clerk/ Manager of Legislative Services regarding the Municipal Animal Control Service Delivery – Northumberland Humane Society Partnership**

**Moved by** Councillor Aaron Burchat

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services regarding the Town of Cobourg Animal Control Service Delivery for information purposes; and

FURTHER THAT Council proceed and accept the proposal by the Northumberland Humane Society for domestic animal sheltering for a period of five (5) years at a cost of \$36,000 per year with a yearly increase in the cost of living adjustment in December of each year.

**Carried**

**13.2 Memo from the Deputy Fire Chief, regarding the Capital Budget Fire Department Fleet Replacement Report.**

**Moved by** Councillor Aaron Burchat

THAT Council receive the staff report from the Deputy Fire Chief for information purposes.

**Carried**

**13.3 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the purchase of a Demo WHEELS Vehicle**

**Moved by** Councillor Aaron Burchat

THAT Council receive the memo from the Accessibility Advisory Committee for information purposes that recommends and supports the

purchase of a demo model Specialized Transit WHEELS back-up bus to happen immediately.

**Carried**

**14. ARTS CULTURE AND TOURISM SERVICES**

**14.1 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee regarding the Environmental Officer Position and Cobourg's 2022 Budget**

**Moved by** Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability & Climate Emergency Advisory Committee for information purposes; and

FURTHER THAT the matter be referred to the 2022 Budget deliberations to hire a full-time environmental staff person

**Carried**

**14.2 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the Bicycle Action Committee's Cycling Infrastructure Proposal**

**Moved by** Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability & Climate Emergency Advisory Committee for information purposes recommending to implement the request of the Bicycle Action Committee (BAC) and the Sustainability & Climate Emergency Advisory Committee regarding the Cycling Infrastructure Completion Proposal.

**Carried**

**15. UNFINISHED BUSINESS**

**15.1 Unfinished Business Tracking Sheet**

Motion – Flood Reduction and Mitigation Strategy

Tracey Vaughan, CAO, confirmed the initial draft is currently being reviewed and will be going to Council on October 4, 2021



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

There were no submissions received by the public.

17. **ADJOURNMENT**

**Moved by** Councillor Brian Darling

THAT the meeting be adjourned (10:33 PM)

**Carried**