



The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
MINUTES

November 1, 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
Laurie Wills, Director of Public Works
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk
Rob Franklin, Acting Director of Planning and Development Services
Teresa Behan, Deputy Director Community Services

1. **CALL TO ORDER**

His Worship Mayor Henderson called the Meeting to Order at 4:59 P.M.

2. **CLOSED SESSION**

Members of Council moved into Closed Session at 5:02 PM

Resolution 442-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

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 - Personnel Matter.**

2.2 **Section 239 (2)(d) Labour relations or employee negotiations - CUPE Collective Bargaining.**

Andrea Short, Manager of Human Resources, provided an overview of the report.

Members of Council raised questions regarding the information provided. A. Short, Tracey Vaughan, CAO, and Ian Davey,

Treasurer/Director of Corporate Services, responded to questioning arising from Council.

2.3 Section 239 (2)(d) Labour relations or employee negotiations - CPFFA Collective Bargaining 2021

Andrea Short, Manager of Human Resources, provided an overview of the report.

Members of Council raised questions regarding the information provided. A. Short, Tracey Vaughan, CAO, and Ian Davey, Treasurer/Director of Corporate Services, responded to questioning arising from Council.

Closed Session ended at 5:57 PM

Members of Council moved into Open Session at 6:02 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

Mayor John 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 October 12, 2021 Regular Council Minutes.

Resolution 443-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Aaron Burchat

THAT Council adopt the minutes of the Regular Council meeting held on October 12, 2021.

Carried

7.2 Adoption of the Public Planning Meeting Minutes - October 18, 2021

Resolution 444-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT Council adopt the the Public Planning Meeting Minutes of the meeting held on October 18, 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 October 25 , 2021

Resolution 445-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Brian Darling

THAT Council receive an approve the minutes of the Committee of the Whole meeting held on October 25, 2021.

Carried

11.1.2 Special Committee of the Whole meeting notes held on October 28, 2021

Resolution 446-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Adam Bureau

THAT Council receive and approved the minutes of the Special Committee of the Whole meeting held on October 28, 2021, for information purposes.

Carried

11.1.3 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2022 Municipal Council Meeting Schedule and Restricted Acts in a Municipal Election Year Report.

Resolution 447-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Aaron Burchat

THAT Council receive the Staff Report on the 2022 Municipal Council Meeting Schedule and Restricted Acts in a Municipal Election Year for information purposes; and

FURTHER THAT the 2022 Committee of the Whole and Regular Council Meeting Schedule (Attachment "A") be adopted.

Carried

11.1.4 Memo from the Municipal Clerk/Manager of Legislative Services regarding the Notice of Use of the Cobourg Community Centre (CCC) for the Purposes of an Emergency Mass Health Protection Clinic

Resolution 448-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

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

FURTHER THAT the Town of Cobourg receive the notification from the Medical Officer of Health of the HKPRDHU, duly authorized by the Board of Health for the required use of the Cobourg Community Centre, for an Emergency Mass Health Protection Clinic Starting on November 5, 2021, to March 31, 2022.

Carried

11.2 Planning and Development Services

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 Comprehensive Insurance Program – November 1, 2021, to November 1, 2022

Resolution 449-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a memo from the Treasurer / Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2021, to November 1, 2022;

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommendation of the Town's insurance broker and award the Comprehensive Insurance program to Marsh Canada Limited for the period from November 1, 2021, to November 1, 2022, in the amount of \$674,065 which includes all applicable taxes.

Carried

12.1.2 Motion from Committee of the Whole regarding Endorsement of the United Nations Declaration on the Rights of Indigenous Peoples at the Town of Cobourg

Resolution 450-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Accessibility Coordinator regarding the Endorsement of the United Nations Declaration on the Rights of Indigenous Peoples at the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the United Nations Declaration on the Rights of Indigenous Peoples as the framework for the Town to use in its on-going process of reconciliation with local First Nations and urban Indigenous peoples in the Town of Cobourg.

Carried

12.1.3 Motion of the Committee of the Whole regarding regarding the Women in Governance: Leadership and Mentoring Program at the Town of Cobourg Wrap-Up

Resolution 451-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Accessibility Coordinator, regarding the Women in Governance: Leadership and Mentoring Program at the Town of Cobourg Wrap-Up;

NOW THEREFORE BE IT RESOLVED THAT Council consider another cohort of the “Women in Governance: Leadership and Mentoring Program” for the Town of Cobourg once the new Accessibility Coordinator has been approved in the 2022 Budget and begins her or his duties

Carried

12.1.4 Motion from the Committee of the Whole regarding encouraging Youths to sit and participate on Advisory Committees in the Town of Cobourg

Resolution 452-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Accessibility Coordinator, regarding encouraging Youths to sit and participate on Advisory Committees in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council reduce the age of participation for all Town of Cobourg’s Advisory Committees of Council to fifteen (15) to coincide with the age listed in the Equity, Diversity, and Inclusion Advisory Committee of Council for the next Council Term; an

FURTHER THAT Council consider incorporating funding for further youth engagement in the 2022 Budget to raise awareness of opportunities for youth to participate.

Carried

12.1.5 Motion from the Committee of the Whole regarding the Town of Cobourg Organizational Review Implementation Plan.

Resolution 453-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on October 28, 2021, Council considered a memo from the Chief Administrative Officer regarding the Town of Cobourg Organizational Review Implementation Plan; and

WHEREAS at the Committee of the Whole Meeting on October 4th, 2021, Council received the draft report on the Organizational Review from KPMG and directed the Chief Administrative Officer to prepare a report with recommendations from the Organizational Review findings to analyze and implement for 2022 and beyond to be brought forward to Council at the October 25th 2021, Committee of the Whole Meeting;

NOW THEREFORE BE IT RESOLVED Council direct the Chief Administrative Officer to pursue the recommendations proposed by staff in Section #1) Staffing Adjustments, with the amended direction to the Chief Administrative Officer; and,

FURTHER THAT Council direct the Chief Administrative Officer to pursue the recommendations proposed by staff in Section #2) Organizational Realignment as presented; and

FURTHER THAT Council direct the Chief Administrative Officer to pursue the recommendations proposed by staff in Section #3) Enhancement to the Town's policy environment to right-size decision making processes, and the Town's operating processes and ways of working; and

FURTHER THAT Council direct staff to bring forward all items related to these Council approved recommendations to the 2022 Municipal budget; and

FURTHER THAT Council direct the CAO to implement the cost reduction and cost savings recommendations, building upon the KPMG Organizational Review Report on Cost Savings Strategies as discussed in Closed Session, to be reflected in the Draft 2022 Budget deliberations to be held in Open Session.

Carried

12.2 Planning and Development Services

12.2.1 Motion from the Committee of the Whole regarding the Habitat for Humanity Northumberland's for the request of the donation of land

Resolution 454-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a delegation by Habitat for Humanity Northumberland's for the request of the donation of land;

NOW THEREFORE BE IT RESOLVED THAT the request be referred to Planning and Development staff for investigation after the Municipal Land Inventory Review report and recommendations have been received by Council; and

FURTHER THAT staff provide a report back to Council on an assessment of the requested lot by December 6, 2021

Carried

12.3 Public Works Services

12.4 Parks and Recreation Services

12.4.1 Motion from the Committee of the Whole regarding the Town of Cobourg Fall 2021 Tree Planting

Resolution 455-21

Moved by Councillor Emily Chorley

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Town Arborist regarding the Town of Cobourg Fall 2021 Tree Planting;

NOW THEREFORE BE IT RESOLVED THAT Council approve the bid and award the contract of \$79,360.00 plus non-refundable HST to Cressman Tree Maintenance & Landscaping Ltd for the 2021 Fall Tree Planting Program.

Carried

12.4.2 Motion from the Committee of the Whole regarding the Cobourg Waterfront Water Quality Staff Update

Resolution 456-21

Moved by Councillor Emily Chorley

Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Deputy Director, Community Services, regarding the Cobourg Waterfront Water Quality Staff Update;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to draft a water quality policy to be presented prior to summer 2022; and

FURTHER THAT Council direct staff to include an accessible dock, E. coli DNA testing and expand yearly dredging to the 2022 budget for deliberations

Carried

12.5 Protection Services

12.5.1 Motion from the Committee of the Whole regarding the LEAD Program from the Abilities Centre

Resolution 457-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a presentation from Pinder DaSilva and Yin Brown, Abilities Centre, regarding the LEAD Program and a memo from the Recording Secretary, Accessibility Advisory Committee, regarding the LEAD Program from the Abilities Centre;

NOW THEREFORE BE IT RESOLVED THAT the Town of Coburg engage with the Abilities Centre to participate in the LEAD Project for Accessibility.

Carried

12.5.2 Motion from the Committee of the Whole regarding the Short-Term Rental Accommodations (STRA) Information Report

Resolution 458-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to report back to Municipal Council with the development of a licensing system to regulate Short-Term Rental Accommodations in the Town of Cobourg to be brought to Council for consideration; and

FURTHER THAT the Town's Zoning By-law be amended with provisions for Short Term Rental Accommodations; and

FURTHER THAT Council direct Staff to engage the community and residents with a Short-Term Accommodation Survey to be posted on the Town's Engage Cobourg Website to receive community engagement and feedback on STRAs; and

FURTHER THAT Council direct Staff to schedule a Public Meeting to receive comments from members of the public and those currently operating Short Term Rental Accommodations to receive comments on the proposed regulations and the Draft By-laws.

Carried

12.5.3 Motion from the Committee of the Whole regarding the Municipal Accommodation Tax

Resolution 459-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to include an analysis of the implementation of a Municipal Accommodation Tax as part of its report and analysis back to Council.

Amended

Resolution 460-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Adam Bureau

MOTION TO AMEND

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to include an analysis of the implementation of a Municipal Accommodation Tax specifically for STRAs as part of its report and analysis back to Council.

Carried

Resolution 461-21

Moved by Councillor Aaron Burchat

Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to include an analysis of the implementation of a Municipal Accommodation Tax specifically for STRAs as part of its report and analysis back to Council.

Carried

12.6 Arts, Culture and Tourism Services

12.6.1 Motion from the Committee of the Whole regarding Sustainable Cobourg's Operational Budget request.

Resolution 462-21

Moved by Councillor Adam Bureau

Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a delegation from Gigi Ludorf-Weaver, President, Sustainable Cobourg regarding Sustainable Cobourg's Operational Budget;

NOW THEREFORE BE IT RESOLVED THAT Council direct the request for partnership funding and Terms of Reference to Planning Staff to be considered as part of the ICSP/GDS exercise

Carried

12.6.2 Motion from the Committee of the Whole regarding the 2021 Cobourg Santa Claus Parade Options in the Town of Cobourg

Resolution 463-21

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Community Events Coordinator, regarding the 2021 Cobourg Santa Claus Parade Options in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to proceed with the traditional Santa Claus Parade event to take place on December 4, 2021 in the evening, subject to the future Provincial Orders to be passed and subject to the finalization of details from Staff.

Amended

Resolution 464-21

Moved by Councillor Nicole Beatty

Seconded by Councillor Adam Bureau

MOTION TO AMEND

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Community Events Coordinator, regarding the 2021 Cobourg Santa Claus Parade Options in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to proceed with the traditional Santa Claus Parade event to take place on December 4, 2021 in the evening at 6pm, subject to the future Provincial Orders to be passed and subject to the finalization of details from Staff.

And further that Council authorize Staff to proceed with plans for Christmas Magic with a date to be determined by Staff and First Night on December 31, 2021, subject to the future Provincial Orders to be passed and subject to the finalization of details from Staff.

Carried

Resolution 465-21

Moved by Councillor Adam Bureau

Seconded by Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Community Events Coordinator, regarding the 2021 Cobourg Santa Claus Parade Options in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to proceed with the traditional Santa Claus Parade event to take place on December 4, 2021 in the evening at 6pm, subject to the future Provincial Orders to be passed and subject to the finalization of details from Staff; and

FURTHER THAT Council authorize Staff to proceed with plans for Christmas Magic with a date to be determined by Staff and First Night on December 31, 2021, subject to the future Provincial Orders to be passed and subject to the finalization of details from Staff.

Carried

13. BYLAWS

13.1 General Government Services

13.2 Planning and Development Services

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

14. PETITIONS

15. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

15.1 Accessibility Advisory Committee Minutes - September 9, 2021

- 15.2 **Parks and Recreation Advisory Committee Minutes - September 7, 2021**
- 15.3 **Ganaraska Region Conservation Authority Minutes - September 16, 2021**
- 15.4 **Downtown Business Improvement Area Board Minutes - September 2, 2021**
- 15.5 **Sustainability and Climate Emergency Advisory Committee Minutes - September 1, 2021**

Resolution 466-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT the Committee/Board Minutes be received for information purposes.

Carried

16. **CORRESPONDENCE**

- 16.1 **Correspondence dated October 17, 2021, from David O'Flynn, resident, regarding the installation of speed bumps on Nickerson Drive.**

Resolution 467-21

Moved by Councillor Brian Darling

Seconded by Councillor Emily Chorley

THAT the correspondence be received for information purposes; and

FURTHER THAT the correspondence be referred to the Road Safety Team for comment

Carried

- 16.2 **Correspondence dated October 21, 2021, from Rick Miller, President, Marie Dressler Foundation, regarding a Request for Proclamation - Marie Dressler Celebration Day on November 9, 2021**

Resolution 468-21

Moved by Deputy Mayor Suzanne Séguin

Seconded by Councillor Nicole Beatty

THAT the correspondence be received for information purposes.

Amended

Resolution 469-21

Moved by Councillor Adam Bureau
Seconded by Councillor Brian Darling

MOTION TO AMEND

That the following be added:

THAT the Town of Cobourg proclaim November 9, 2021, as Marie Dressler Celebration Day

Carried

Resolution 470-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Aaron Burchat

THAT the correspondence from Rick Miller, President, Marie Dressler Foundation, regarding a Request for Proclamation - Marie Dressler Celebration Day on November 9, 2021, be received for information purposes; and

FURTHER THAT the request for a proclamation for Marie Dressler Celebration Day on November 9, 2021, be approved by Council and Proclaimed

Carried

16.3 Correspondence dated October 21, 2021, from Dylan DeMarsh, PARN, regarding the next steps for a public needle disposal bin

Resolution 471-21

Moved by Councillor Aaron Burchat
Seconded by Councillor Adam Bureau

THAT the correspondence be received for information purposes.

Carried

16.4 Correspondence dated October 28, 2021, from Jill Lescard, Royal Canadian Legion Br.133, regarding the Remembrance Day Luncheon

Resolution 472-21

Moved by Councillor Adam Bureau
Seconded by Councillor Aaron Burchat

WHEREAS on November 11 each year on Remembrance Day the Royal Canadian Legion Branch 133 in Cobourg host a luncheon for Legion members following the Cenotaph Service of Remembrance in Victoria Park.

WHEREAS the Royal Canadian Legion Branch 133's new establishment located at 135 Orr Street is not fully open still awaiting their liquor license from the Alcohol and Gaming Commission of Ontario they will be unable to host the luncheon.

WHEREAS the Royal Canadian Legion Branch 133 has requested to host the luncheon in the Concert Hall in Victoria Hall on Thursday, November 11, 2021.

FURTHER THAT the fees for the Concert Hall are as follows:
Rental (Non-Profit Local Group): \$225.00 per day
Concert Hall House Manager: \$27.75 per hour for four (4) hours = \$111
Victoria Hall Security: \$30.94 for four (4) hours
TOTAL fees asking to be waived = \$366.94 plus \$47.70 in HST = \$414.64

NOW THERE FOR IT BE RESOLVED THAT Council waive all fees associated with the rental of the Concert Hall on Thursday, November 11, 2021 in the amount of \$414.64 allowing the Royal Canadian Legion Branch 133 use of the Concert Hall.

Carried

16.5 Correspondence dated October 29, 2021, from CUPE Ontario regarding OMERS investment performance

Resolution 473-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Emily Chorley

THAT the correspondence be received for information purposes

Carried

17. NOTICE OF MOTION

18. COUNCIL/COORDINATOR ANNOUNCEMENTS

18.1 Members of Council present verbal reports on matters within their respective areas of responsibility:

Members of Council present verbal reports on matters within their respective areas of responsibility.

19. UNFINISHED BUSINESS

19.1 Unfinished Business Tracking Sheet

20. CONFIRMATORY BY-LAW

20.1 Bylaw 082-201, being a bylaw to confirm the proceedings of the Council Meeting of November 1, 2021

Resolution 474-21

Moved by Deputy Mayor Suzanne Séguin
Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 082-2021 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 November 1, 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 Adam Bureau

THAT the meeting be adjourned

Carried

Municipal Clerk B. Larmer

Mayor J. Henderson