



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

**November 15, 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  
Teresa Behan, Deputy Director of Community Services  
Rob Franklin, Acting Director of Planning and Development  
Services  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Krystal Christopher, Deputy Clerk

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1. **CALL TO ORDER**

His Worship Mayor Henderson called the Meeting to Order at 5:01 P.M.

2. **CLOSED SESSION**

Members of 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 (2) of the Municipal Act S.O. 2001 regarding:

**2.1 239 (2)(f) advice that is subject to solicitor client privilege, including communications necessary for that purpose - Litigation Matter**

Jennifer Savini, Municipal Solicitor, Templeman and Dave Hancock, Chief Building Official, provided a verbal update on the subject matter.

Members of Council engaged in a discussion regarding the information provided and raised questions to which J.Savini, D. Hancock, Ian Davey, and Treasurer/Director of Corporate Services, responded

**2.2 239 (2)(f) advice that is subject to solicitor client privilege, including communications necessary for that purpose - Enforcement Matter**

Jennifer Savini, Municipal Solicitor, Templeman and Dave Hancock, Chief Building Official, provided a verbal update on the subject matter.

Members of Council engaged in a discussion regarding the information provided and raised questions. J. Savini, D. Hancock, Rob Franklin, Acting Director of Planning and Development, Ian Davey, and Treasurer/Director of Corporate Services, responded to questions raised by Council.

Closed Session ended at 6:24 PM

Members of Council moved into Open Session at 6:32 PM

**3. TRADITIONAL LAND ACKNOWLEDGEMENT STATEMENT**

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

**4. ADDITIONS TO THE AGENDA**

**4.1 Memo from the Recording Secretary of the Parks and Recreation Advisory Committee regarding the Increase to the Tree Planting Budget**

**4.2 Memo from the Chief of Fire regarding the Cobourg Fire Department 2021 Annual Report.**

**4.3 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the funding for a full time environmental staff person in Cobourg's 2022 Budget**

**4.4 Notice of Resignation from Debbie Verschuren, member of the Cobourg Civic Awards Advisory Committee**

- 4.5 **Keith Oliver, Adult Fitness Park Working Group, to speak regarding the location of the Adult Fitness Park and in support of the Parks and Recreation Advisory Committee motion**
- 4.6 **Memo from the Manager of Human Resources regarding, CUPE Collective Bargaining and Negotiating Committee 2022.**
- 4.7 **Memo from the Manager of Human Resources, regarding the Cobourg Professional Fire Fighters Association (CPFFA) Collective Bargaining 2021 - Adoption of Terms.**
- 4.8 **Motion from the Recording Secretary, Downtown Business Improvement Area Board of Management, regarding the approval of a one-hour grace period of free parking**

**Moved by** Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda.

**Carried**

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

- 5.1 **Councillor Aaron Burchat - Memo from Planner I – Development, regarding the Application for Zoning By-law Amendment, 1005 Elgin Street West, The Fleming Building**

Councillor Aaron Burchat declared a conflict as he resides within 120 metres of the subject property.

## **6. PRESENTATIONS**

- 6.1 **Peter Simcisko, Watson & Associates to present the preliminary results of the Asset Management Plan for Stormwater Assets.**

P. Simcisko provided background information and overview of the Town's asset management plan and funding assessment. The presentation highlighted the asset summary; levels of service; life cycle management strategies; capital expenditure forecast; the storm water program estimated annual cost of service; financial impacts; funding alternatives; and next steps.

After a question and answer period, P. Simcisko was dismissed at 7 PM

## **7. DELEGATIONS**

**7.1 Keith Oliver, Adult Fitness Park Working Group, to speak regarding the location of the Adult Fitness Park and in support of the Parks and Recreation Advisory Committee motion**

K. Oliver provided comments in support of the location of the Adult Fitness Park and spoke to a two phased approach to equipment installation. K. Oliver spoke to the first phase being at the community centre and second phase at Victoria Beach.

K. Oliver was dismissed at 7:07 PM

**8. DELEGATION ACTIONS**

**9. GENERAL GOVERNMENT SERVICES**

**9.1 Memo from the Treasurer / Director of Corporate Services regarding the Art Gallery of Northumberland – Draft MOU and Lease Agreements**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Art Gallery of Northumberland (AGN) Memorandum of Understanding and the Lease Agreement; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute the Memorandum of Understanding and the Victoria Hall Lease Agreements with the Art Gallery of Northumberland as presented.

**Amended**

**Moved by** Councillor Nicole Beatty

*MOTION TO AMEND*

THAT the administrative secretarial support in the MOU, under section 7.1. - Administration, be removed .

**Carried**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Art Gallery of Northumberland (AGN) Memorandum of Understanding and the Lease Agreement; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to execute the Memorandum of Understanding and the Victoria Hall Lease Agreements with the Art Gallery of Northumberland, as amended.

**Carried**

**9.2 Memo from the Treasurer/Director of Corporate Services regarding the Northam Industrial Park – 2021 Third Quarter Financial Report**

**Moved by** Deputy Mayor Suzanne Séguin

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

**Carried**

**9.3 Memo from the Treasurer/Director of Corporate Services regarding the Water and Wastewater Rates – January 1, 2022**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council authorize the preparation of a by-law to be presented at a Regular Council Meeting to increase both the Monthly Base Charge and the Consumptive Rate portions of the Water and Wastewater Rates in accordance with the schedules provided in the 2020 Town of Cobourg Water and Wastewater Rate Study as prepared by Watson & Associates Economists Ltd and adopted by Council Resolution 010 – 21 dated January 11, 2021.

**Carried**

**9.4 Memo from the Treasurer/Director of Corporate Services regarding the Northam Industrial Park - Graphic Packaging Lease Renewal 2021.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council authorize the preparation of By-Law be presented at a Regular Council Meeting to authorize the Mayor and Municipal Treasurer to execute a lease agreement with Graphic Packaging International, LLC (GPI) for 88,245 square feet within Building 1 and 119, 143 square feet within Building 6 of Northam Industrial Park.

**Carried**

**9.5 Notice of Resignation from Debbie Verschuren, member of the Cobourg Civic Awards Advisory Committee**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council accept with regret the resignation from Debbie Verschuren, member of the Cobourg Civic Awards Advisory Committee, and that a note of appreciation be sent to the member acknowledging her service to the Cobourg Community; and

FURTHER THAT the vacant position on the Cobourg Civic Awards Advisory Committee be advertised and a new member be recruited in accordance with the Town's policies and procedures.

**Carried**

**9.6 Memo from the Manager of Human Resources regarding, CUPE Collective Bargaining and Negotiating Committee 2022.**

**Moved by** Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council authorize the amendment to Policy No. HR-AP-C1 All Personnel — Compensation & Benefits — Salary Calculation Standards to update the negotiating committee to consist of the Chief Administrative Officer, Director of Corporate Services, Director of Public Works, Director of Community Services, Manager of Human Resources, and the Human Resources Generalist; and

FURTHER THAT Council authorize the negotiating committee be struck to enter into collective bargaining with the Canadian Union of Public Employees, Local 25.

**Carried**

**9.7 Memo from the Manager of Human Resources, regarding the Cobourg Professional Fire Fighters Association (CPFFA) Collective Bargaining 2021 - Adoption of Terms.**

**Moved by** Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council approve and adopt the terms of the negotiated Collective Bargaining Agreement as amended through negotiations between the Town of Cobourg and the Cobourg Professional Fire Fighters Association (CPFFA) Local 1732, effective January 1, 2021 – December 31, 2024.

**Carried**

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

T. Vaughan provided an update on matters pertaining to COVID-19. T. Vaughan spoke to the number of active cases in the region and the amount of individuals vaccinated. T. Vaughan provided information on the deadline for collecting the vaccination status for Town of Cobourg employees and volunteers and the status of municipal buildings. T. Vaughan spoke to the administration of 3rd doses noting the increase in age eligible population. T. Vaughan provided information on the upcoming outdoor events.

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the November 15, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

**Carried**

**10. PLANNING AND DEVELOPMENT SERVICES**

**10.1 Memo from the Acting Director of Planning & Development regarding the Cobourg Municipal Land Inventory for Potential Affordable Housing Sites – Inventory Short-List and Recommendations from the Municipal Land Inventory Ad-Hoc Working Group**

**Moved by** Councillor Nicole Beatty

THAT Council receive the staff report for information purposes; and,

FURTHER THAT Council direct staff to develop and implement a comprehensive community consultation and engagement plan with respect to the short-listed inventory of municipally-owned properties

identified in the Staff Report for the purpose of potentially disposing of portions of the lands and/or using such lands to facilitate the creation of affordable housing in the community with information to come back to Council the end of April 2022; and,

FURTHER THAT Council direct staff to examine the short-list inventory with respect to high-level opportunities/constraints associated with servicing, infrastructure, and public parkland/facility loss/impact by mid-March 2022.

**Carried**

**10.2 Memo from Planner I – Development, regarding the Application for Zoning By-law Amendment, 1005 Elgin Street West, The Fleming Building**

Councillor Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat declared a conflict as he resides within 120 metres of the subject property. ;)

**Moved by** Councillor Nicole Beatty

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

FURTHER THAT the application be referred to the Planning Department for a report and that the notice of requirements of the *Planning Act, R.S.O., c.P. 13*, as amended, and the Municipality be implemented, including the scheduling of a public meeting.

**Carried**

**10.3 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 259 Division Street, Cobourg. (HP-2021-0034)**

**Moved by** Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes and grant Heritage Permit Application HP-2021-034 submitted by Genedco Property Management on behalf of King William Investment Holdings Inc, to permit various alterations to the existing residential building at 259 Division Street, Cobourg, subject to the finalization of details by Heritage and Planning staff.



**Carried**

**10.4 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 36 King Street West, Cobourg. (HP-2021-033 ).**

**Moved by** Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes and grant Heritage Permit Application HP-2021-033, submitted by Michael Luu, to permit a roof replacement at 36 King Street West, Cobourg, subject to the finalization of details by Heritage and Planning Staff.

**Carried**

**11. PUBLIC WORKS SERVICES**

**11.1 Memo from the Director of Public Works regarding the Stormwater Asset Management Plan for the Town of Cobourg.**

**Moved by** Councillor Brian Darling

THAT Council receive the Staff report and presentation from Watson and Associates for information purposes.

**Carried**

**11.2 Memo from the Director of Public Works regarding the Parking Rate Increase Proposal**

**Moved by** Councillor Brian Darling

THAT Council support the recommendations in the staff report "Parking Rate Increase Proposal"; and,

FURTHER THAT Council direct Staff to refer this Staff report and Council's motion to the Transportation Advisory Committee, DBIA, and Waterfront Working Group for review and comment by November 26, 2021; and,

FURTHER THAT Staff provide a summary of comments from the Transportation Advisory Committee, DBIA, and Waterfront Working Group by December 2nd to be published on the December 6th Committee of the Whole agenda; and,

FURTHER THAT Staff provide a final budget requirement to implement the preferred parking options and rate increases, if any, at the December 6<sup>th</sup> Committee of the Whole meeting.

**Carried**

**11.3 Memo from the Manager, Roads/Sewers, regarding Replacement of an articulating sidewalk machine with attachments**

**Moved by** Councillor Brian Darling

THAT Council approve and award the replacement Articulating Sidewalk Machine with attachments to FST Canada Inc in the amount of \$175,212.12 including non-refundable HST; and

FURTHER THAT this project be funded by the approved 2021 Public Works Capital Budget to be funded from the Vehicle and Equipment Reserve.

**Carried**

**11.4 Memo from the Environmental Technician regarding Baxter's Bakery (Cobourg) Inc. Surcharge Agreement.**

**Moved by** Councillor Brian Darling

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 enter into an Industrial Surcharge Agreement with Baxter's Bakery (Cobourg) Inc. effective December 1, 2021.

**Carried**

**12. PARKS AND RECREATION SERVICES**

**12.1 Memo from the Deputy Director of Community Services regarding 2021 Year To Date Waterfront Operations Summary**

**Moved by** Councillor Emily Chorley

THAT the report be received for information purposes

**Carried**

**12.2 Memo from the Recording Secretary, Parks and Recreation Advisory Committee, regarding the Adult Fitness Park Location**

**Moved by** Councillor Emily Chorley

THAT Council receive the memo from the Parks and Recreation Advisory Committee recommending the Cobourg Community Centre Campus as the preferred location for the Adult Fitness Park for the Town of Cobourg; and

FURTHER THAT Council direct staff to implement the Committees recommendation

**Carried**

**12.3 Memo from the Recording Secretary of the Parks and Recreation Advisory Committee regarding the Increase to the Tree Planting Budget**

**Moved by** Councillor Emily Chorley

THAT Council receive the memo from the Parks and Recreation Advisory Committee recommending that the Town add an additional \$50,000 to the 2022 budget for tree planting and maintenance.

**Carried**

**13. PROTECTION SERVICES**

THAT Council take a five (5) minute recess (8:51 PM)

**13.1 Memo from the Recording Secretary, Accessibility Advisory Committee regarding the appointment of a member to the Memorial Arena Ad Hoc Committee**

**Moved by** Councillor Aaron Burchat

THAT Council receive the memo from the Accessibility Advisory Committee recommending that member, Sue Caron, be appointed to the Memorial Arena Ad Hoc Committee.

**Carried**

**13.2 Memo from the Chief of Fire regarding the Cobourg Fire Department 2021 Annual Report**

**Moved by** Councillor Aaron Burchat

THAT Council receive the report from the Fire Chief on the 2021 Annual Report for information purposes.

**Carried**

**14. ARTS CULTURE AND TOURISM SERVICES**

**14.1 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg’s Equity, Diversity, and Inclusion Strategy 2022 to 2026.**

**Moved by** Councillor Adam Bureau

THAT Council receive the staff report for information purposes, and;

FURTHER THAT Council adopt and endorse the Equity, Diversity, and Inclusion Strategy 2022 to 2026, and;

FURHTER THAT Council direct Staff to send the Equity, Diversity, and Inclusion Strategy 2022 to 2026 to the Canadian Commission of UNESCO to meet our requirement for the Coalition of Inclusive Municipalities’ Action Plan, and;

FURTHER THAT Council direct Staff to bring forward status reports to Council Meetings on an annual basis presenting an update on the Equity, Diversity, and Inclusion Strategy 2022 to 2026, and;

FURTHER THAT Council direct Staff to bring forward reports to Council Meetings on an “as needed” basis presenting status updates, questions, comments, concerns, and celebrations from the Equity, Diversity, and Inclusion Advisory Committee, and;

FURTHER THAT Council direct Staff to bring forward costs associated with the Equity, Diversity, and Inclusion Strategy 2022 to 2026 to the 2022 Budget review process for Council deliberations.

**Carried**

**14.2 Memo from the Secretary of the Equity Diversity and Inclusion Advisory Committee, regarding the EDI Strategy Endorsement.**

**Moved by** Councillor Adam Bureau

THAT Council receive the memo from the secretary of the Equity, Diversity, and Inclusion Committee regarding the endorsement of the Town of Cobourg's Equity, Diversity, and Inclusion Strategy, as presented.

**Carried**

**14.3 Memo from the Municipal Clerk/Manger of Legislative Services regarding the finalized Equity, Diversity, and Inclusion Policy for the Town of Cobourg.**

**Moved by** Councillor Adam Bureau

THAT Council receive the Staff report for information purposes, and;

FURTHER THAT Council adopt the Equity, Diversity, and Inclusion Policy for the Town of Cobourg.

**Carried**

**14.4 Memo from the Secretary of the Equity Diversity and Inclusion Advisory Committee, regarding the EDI Policy Endorsement.**

**Moved by** Councillor Adam Bureau

THAT Council receive the memo from the Secretary of the Equity, Diversity, and Inclusion Committee regarding the endorsement of the Town of Cobourg's Equity, Diversity, and Inclusion Policy, as presented.

**Carried**

**14.5 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee regarding Cobourg's 2022 Budget**

**Moved by** Councillor Adam Bureau

THAT Council receive the memo from the Sustainability and Climate Emergency Advisory Committee regarding the recommendations to Cobourg's 2022 Budget.

**Carried**

**14.6 Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee, regarding the funding for a full time environmental staff person in Cobourg's 2022 Budget**

**Moved by** Councillor Adam Bureau

THAT Council receive the memo from the Sustainability and Climate Emergency Advisory Committee recommending that the new positions as outlined in the 2022 budget, Manager of Long Range Planning and the Manager of Infrastructure Planning, have environmental sustainability emphasized in their roles and responsibilities.

**Carried**

**14.7 Motion from the Recording Secretary, Downtown Business Improvement Area Board of Management, regarding the approval of a one-hour grace period of free parking**

**Moved by** Councillor Adam Bureau

THAT Council receive the memo from the Downtown Business Improvement Area on 1 hour grace period for Parking in the Downtown Core; and,

FURTHER THAT Council direct staff to implement and partner with the DBIA on having a one hour grace period for parking in the downtown area from December 1st to December 31st to help and encourage shopping and dining this holiday season; and,

FURTHER THAT Council approve the one hour grace period for parking in the Downtown for the month of December

**Carried**

**15. UNFINISHED BUSINESS**

**15.1 Unfinished Business Tracking Table**

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

No submissions received by the public.

**17. ADJOURNMENT**

**Moved by** Councillor Adam Bureau

THAT the meeting be adjourned (9:13 PM)

**Carried**

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Municipal Clerk B. Larmer

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Mayor J. Henderson