



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

**October 4, 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 4:00 P.M

**2. CLOSED SESSION**

Members of Council moved into Closed Session at 4:02 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:

**Carried**

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

Oscar Poloi, KPMG, provided an overview of the report.

Members of Council raised questions regarding the information provided to which O. Poloni and Tracey Vaughan, CAO, responded.

Members of Council moved into Open Session at 6:03 PM

**3. TRADITIONAL LAND ACKNOWLEDGMENT STATEMENT**

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

**4. ADDITIONS TO THE AGENDA**

- 4.1 Leona Woods, Victoria Hall Volunteers, to speak regarding the opening and maintenance of Victoria Hall and Concert Hall.**
- 4.2 Carla Jones, Cobourg & District Historical Society (CDHS), to speak regarding the Victoria Concert Hall and Cultural Plan**
- 4.3 Jeff Halligan and Joel Varty, VOS Theatre (Victorian Operetta Society), to speak regarding re-opening of Victoria Hall and Concert Hall rentals**
- 4.4 Micol Marotti, Film Access Northumberland, to speak regarding the reopening of Concert Hall for possible rental/use by community groups**
- 4.5 Jack Boyagian, Northumberland Players, to speak regarding the future plans for use of Concert Hall**
- 4.6 Memo from the Chief Administrative Officer, regarding the Town of Cobourg Vaccination Policy Update**
- 4.7 Memo from the Deputy Clerk/Records Management Coordinator, regarding a Request for Proclamation and Flag Raising on November 25, 2021**
- 4.8 Memo from the Manager of Human Resources, regarding the Code of Conduct Policy and the Long Service Recognition Policy.**

**4.9 Memo from the Chief Administrative Officer, regarding the Municipal Modernization Program Intake 3, Town of Cobourg Projects.**

**4.10 Memo from the Deputy Director of Community Services, regarding the award of Contract for the Outdoor Adult Fitness Park**

**Moved by Deputy Mayor Suzanne Séguin**

THAT the matters be added to the Agenda.

**Carried**

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

There were no Declarations of Pecuniary Interest Declared by Members of Council.

**6. PRESENTATIONS**

**6.1 Oscar Poloni, Office Managing Partner, KPMG, regarding 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; staffing; organizational re-alignment; financial impact and the key courses of action.

After a question and answer period, O. Poloni was dismissed at 6:38 PM

**7. DELEGATIONS**

**7.1 Leona Woods, Victoria Hall Volunteers, to speak regarding the opening and maintenance of Victoria Hall and Concert Hall.**

L. Woods provided comments in support of the reopening of Victoria Hall and Concert Hall with safety measures in place and spoke to the usage of the hall for events.

L. Woods was dismissed at 6:38 PM

**7.2 Carla Jones, Cobourg & District Historical Society (CDHS), to speak regarding the Victoria Hall Concert Hall and Cultural Master Plan.**

C. Jones provided comments in support of the reopening of Victoria Hall and spoke to the usage of Concert Hall and the meeting rooms for upcoming events and in-person meetings.

C. Woods was dismissed at 6:46 PM

**7.3 Jeff Halligan and Joel Varty, VOS Theatre (Victorian Operetta Society), to speak regarding re-opening of Victoria Hall and Concert Hall Rentals.**

J. Varty and J. Halligan provided comments in support of the reopening of Victoria Hall and spoke to upcoming theatre productions that require the renting of Concert Hall.

J. Varty and J. Halligan was dismissed at 6:51 PM

**7.4 Micol Marotti, Film Access Northumberland, to speak regarding the reopening of Concert Hall for possible rental/use by community groups**

R. Pigeau provided comments in support of the reopening of Victoria Hall and spoke to using Concert Hall for upcoming events in 2022 such as the Film Festival and Gala Opening..

R. Pigeau was dismissed at 6:55 PM

**7.5 Jack Boyagian, Northumberland Players, to speak regarding the future plans for use of Concert Hall**

J. Boyagian provided comments in support of the reopening of Victoria Hall and renting Concert Hall. J. Boyagian spoke to upcoming and past events for Northumberland Players

J. Boyagian was dismissed at 7:03 PM

**8. DELEGATION ACTIONS**

**Moved by** Councillor Adam Bureau

*MOTION TO AMEND AGENDA*

Moved by: Councillor Adam Bureau

THAT the Agenda be amended to allow Item 14.1. to be dealt with under Item 8 (Delegation Actions)

**Carried**

**8.1 Memo from the Deputy Director of Community Services regarding Cobourg Concert Hall Reopening**

**Moved by** Councillor Adam Bureau

THAT the delegations from Leona Woods, Victoria Hall Volunteers, Carla Jones, Cobourg & District Historical Society (CDHS), Jeff Halligan and Joel Varty, VOS Theatre (Victorian Operetta Society), Micol Marotti, Film Access Northumberland, and Jack Boyagian, Northumberland Players, be received form information purposes; and

THAT Council direct staff to reopen the Concert Hall located in Victoria Hall for Monday, November 1, 2021 to accommodate potential weddings, holiday shows and concerts as the province gathering restrictions are reducing; and

FURTHER THAT the cost to reopen will not exceed \$ 2,500.00 to restock the bar.

**Carried**

**9. GENERAL GOVERNMENT SERVICES**

**9.1 Final Report, submitted by KPMG on the Town of Cobourg Organizational Review.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the Organization Report from KPMG for the Corporation of the Town of Cobourg for information purposes; and

FURTHER THAT Council direct the CAO to prepare a report with recommendations from the Organizational Review Findings to analyze and implement for 2022 and beyond to be brought to Council by October 25, 2021

**Carried**

**9.2 Memo from the Chief Administrative Officer, regarding the Town of Cobourg Vaccination Policy Update**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive this staff report for information purposes; and

FURTHER THAT Council endorse and authorize the development and implementation of a mandatory COVID-19 Vaccination Policy requiring all Town Employees, Volunteers and Consultants to disclose and provide

proof of vaccination status subject to the Human Rights Commission recently passed policy statement and documented medical exemptions; and

FURTHER THAT the COVID-19 Vaccination Policy be brought to Council for adoption at the October 12, 2021 Regular Council Meeting mandating all Town employees, volunteers, consultants comply with the following timelines:

1. Employees must disclose their vaccination status to the Human Resources Department by **October 22, 2021**; and
2. Employees are required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccine series by **November 29, 2021** to ensure the best protection possible.

FURTHER THAT direct Council provide direction to Staff to include a provision within the COVID-19 Vaccination policy to incorporate Members of Council within the Policy; and

FURTHER THAT Members of Council provide proof of vaccination status to the Human Resources Department, to demonstrate leading by example in the establishment of the COVID-19 Vaccination Policy for the Town of Cobourg.

**Carried**

**9.3 Memo from the Deputy Clerk/Records Management Coordinator, regarding a Request for Proclamation and Flag Raising on November 25, 2021**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the report for information purposes; and

FURTHER THAT Council consider the proclamation of November 25th, 2021 as the International Day for the Elimination of Violence Against Women and raising a Wrapped in Courage flag on November 25<sup>th</sup> 2021, to raise awareness and promote gender equality.

**Carried**

**9.4 Memo from the Manager of Human Resources, regarding the Code of Conduct Policy and the Long Service Recognition Policy.**

**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 the Employee Code of Conduct Policy and the Employee and Service Recognition Policy for the Town of Cobourg.

**Carried**

**9.5 Memo from the Chief Administrative Officer, regarding the Municipal Modernization Program Intake 3, Town of Cobourg Projects.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the report for information purposes; and

FURTHER THAT Council endorse the projects that are listed within the Staff Report to be submitted to the Province under the Municipal Modernization Intake Three (3) submission, due to be submitted to the Province on October 15<sup>th</sup> 2021 as follows:

1. Customer Service Strategy and Implementation Plan;
2. E-Permitting;
3. Human Resources Information System (HRIS) System; and
4. Asset Management Plan, Software Procurement, and Implementation

**Carried**

**9.6 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 there are pop-up vaccination clinics throughout the County. T. Vaughan spoke to the Provincial Vaccination Passport, Municipal Building entry protocols, social gathering limits and a mandatory mask mandate on Cobourg Public Transit.

**10. PLANNING AND DEVELOPMENT SERVICES**

**10.1 Memo from the Manager of Planning regarding 105 Havelock Street, B-06-20 Severance Agreement**

**Moved by** Councillor Nicole Beatty

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

FURTHER THAT Council authorize the preparation of a by-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with 2471366 Ontario Inc. for the proposed severance of a new infill lot from 105 Havelock Street in accordance with Condition a) of the Committee of Adjustment Consent decision.

**Carried**

**11. PUBLIC WORKS SERVICES**

**11.1 Memo from the Director of Public Works regarding the Sidewalk Snow Clearing Expansion Options.**

**Moved by** Councillor Brian Darling

THAT Council receive the report from the Director of Public Works for information purposes; and

FURTHER THAT Council continue to maintain existing operations

**Carried**

**11.2 Memo from the Manager of Environmental Services regarding the Gas Detection System at Water Pollution Control Plant #2 (WPCP2).**

**Moved by** Councillor Brian Darling

THAT Council approve the purchase of an MSA Fixed Gas Detection System for Water Pollution Control Plant #2 at a cost of \$42,281.00 including non-refundable taxes; and

FURTHER THAT Council approve up to an additional \$30,000 for the removal of the old gas detection system, and installation of the new system and its integration into the Plant SCADA system.

**Carried**

**11.3 Memo from the Manager, Roads and Sewers, regarding the replacement of the Combination Snowplow/Dump Truck.**

**Moved by** Councillor Brian Darling

THAT Council approve the single bid of \$104,968.69 (price includes non-refundable HST), submitted by Tenco Inc for the the replacement of the Combination Snowplow/Dump Truck as approved in the 2021 Public Works Capital Budget.

**Carried**

**11.4 Memo from the Recording Secretary, Transportation Advisory Committee, regarding the creation of a Zero Emission Vehicle Ad Hoc Committee**

**Moved by** Councillor Brian Darling

THAT Council receive the memo from the Transportation Advisory Committee for information purposes recommending the creation of a Zero Emission Vehicle Ad Hoc Committee to assist with the Town of Cobourg's Zero emission strategy for municipally owned vehicles, consistent with the Climate Change initiatives adopted in Cobourg's Strategic Plan.

**Amended**

**Moved by** Councillor Emily Chorley

*MOTION TO AMEND*

THAT Council receive the memo from the Transportation Advisory Committee and authorize the creation of a Zero Emission Vehicle Sub Committee, with the with the draft Terms of Reference presented to Council by Dec 6, 2021

**Carried**

**Moved by** Councillor Brian Darling

THAT Council receive the memo from the Transportation Advisory Committee and authorize the creation of a Zero Emission Vehicle Sub Committee, with the with the draft Terms of Reference presented to Council by Dec 6, 2021

Carried

12. **PARKS AND RECREATION SERVICES**

**Moved by** Councillor Emily Chorley

THAT Council recess for 10 minutes (8:30 PM)

Carried

12.1 **Memo from the Deputy Director of Community Services regarding the Northumberland Pro Wrestling Memorial Arena Proposal.**

**Moved by** Councillor Emily Chorley

THAT Council receive this report for information purposes; and

FURTHER THAT Council direct Community Services staff to work with Northumberland Pro Wrestling to facilitate their rental requests at the Cobourg Community Centre while awaiting the recommendations of the Ad hoc committee for the reimagining of the Memorial Arena.

Carried

12.2 **Memo from the Deputy Director of Community Services, regarding the award of Contract for the Outdoor Adult Fitness Park.**

**Moved by** Councillor Emily Chorley

THAT Council approve and award the Outdoor Adult Fitness Park Contract to Active Fit Playground Equipment in the amount of \$ 23,828.25 plus non-refundable HST; and

FURTHER THAT the Outdoor Adult Fitness Park be installed at:

Cobourg Community Centre (CCC)

OR

Peter Delanty Park.

Carried

13. **PROTECTION SERVICES**

**13.1 Memo from the Emergency Planner , regarding the Town of Cobourg Flood Response Plan and Flood Preparedness Guide.**

**Moved by** Councillor Aaron Burchat

THAT Council receives the Flood Plan approved by the Community Emergency Management Program Committee on September 23, 2021;

FURTHER THAT Council receive the Flood Preparedness Guide for information purposes and instructs staff to add the Flood Plan Annex 12 to the Towns Emergency Plan; and

FURTHER THAT Council authorize Staff to proceed with public education plans for flooding awareness for residents of the Town of Cobourg.

**Carried**

**14. ARTS CULTURE AND TOURISM SERVICES**

**15. UNFINISHED BUSINESS**

**15.1 Unfinished Business Tracking Table**

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

**17. CLOSED SESSION**

Council moved back into Closed Session at 8:57 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, to continue the discussions regarding:

**Carried**

**17.1 239(2)(b) personal matters about an identifiable individual, including municipal or local board employee -- Town of Cobourg Organizational Review**

No further discussion took place on this item

Council moved back into Open Session at 9 PM

18. **ADJOURNMENT**

**Moved by** Councillor Brian Darling

THAT the meeting be adjourned. (9:01 PM)

**Carried**