



**The Corporation of The Town of Cobourg**  
**REGULAR COUNCIL MEETING**  
**MINUTES**

**November 23, 2020, 6:00 p.m.**  
**Council Chambers, Victoria Hall, Cobourg**

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 6:01 P.M.

**2. MOMENT OF REFLECTION**

The Mayor asked that Council and Members of the Public to pause for a Moment of Reflection.

**3. ADDITIONS TO THE AGENDA**

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

Councillor Aaron Burchat declared a conflict on this item. (Councillor Burchat declared a conflict of interest with Closed Session Item 18.1. due to his employment.)

**4.1 Mayor John Henderson - Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-031, 520 William Street, Cobourg, Building C - Certo Building.**

Mayor Henderson noted that Keith Colterman of Historic Carpentry Inc is currently on a personal contract agreement for the restoration of storm windows his personal residence and will continue into 2021.

**4.2 Councillor Aaron Burchat - DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

Councillor Burchat declared a conflict of interest with Closed Session Item 18.1 due to his employment.

**5. ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

**5.1 Adoption of the November 2, 2020 Regular Council Minutes.**

**Resolution 436-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council adopt the minutes of the Regular Council meeting held on November 2, 2020.

**Carried**

**5.2 Adoption of the Public Planning Meeting Minutes for the proposed Zoning By-law Amendment for the re-development of 265-327 Elgin Street East, Cobourg**

**Resolution 437-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Brian Darling

THAT Council adopt the minutes of the Public Planning Meeting held on November 9, 2020.

**Carried**

6. **PRESENTATIONS**
7. **DELEGATIONS**
8. **DELEGATION ACTIONS**
9. **REPORTS**

**9.1 General Government Services**

- 9.1.1 Committee of the Whole meeting notes held on November 16, 2020 at 1:30 P.M.**

**Resolution 438-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council approve the minutes of the Committee of the Whole meeting notes held on November 16, 2020 at 1:30 P.M.

**Carried**

- 9.1.2 Committee of the Whole meeting notes held on November 16, 2020 at 6:00 P.M.**

**Resolution 439-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

THAT Council approve the minutes of the Committee of the Whole meeting held on November 16, 2020 at 6:00 P.M. for information purposes.

**Carried**

- 9.1.3 Memo from the Accessibility Coordinator, regarding the Town of Cobourg's Multi-Year Accessibility Plan 2020 to 2024.**

**Resolution 440-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council receive the report from the Accessibility Coordinator for information purposes.

**Carried**

**9.2 Planning and Development Services**

**9.3 Public Works Services**

**9.4 Parks and Recreation Services**

**9.5 Protection Services**

**9.6 Arts, Culture and Tourism Services**

**10. MOTIONS**

**10.1 General Government Services**

**10.1.1 Motion from the Committee of the Whole regarding the Town of Cobourg Service Delivery Review for the Town of Cobourg.**

**Resolution 441-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

WHEREAS at the Special Committee of the Whole Meeting held on Monday November 16 2020, Council considered the Town of Cobourg Service Delivery Review as prepared and presented by KPMG;

NOW THEREFORE BE IT RESOLVED THAT Council accept the Town of Cobourg Service Delivery Review attached to this motion as Appendix "A" and direct the Chief Administrative Officer to prepare an implementation report to be presented to Council on January 25, 2020 based on the opportunities as outlined within the Service Delivery Report.

**Carried**

**10.1.2 Motion from the Committee of the Whole regarding the Comprehensive Insurance Program - November 1, 2020 to November 1, 2021.**

**Resolution 442-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020, Council considered a memo from the Treasurer/Director of Corporate Services, regarding the Town of Cobourg Comprehensive Insurance Program;

NOW THEREFORE BE IT RESOLVED THAT Council accept and approve the recommendation of the Town of Cobourg Insurance Broker and renew the comprehensive insurance program with Frank Cowan Company for the November 1, 2020 to November 1, 2021 policy year in the amount of \$669,205 which includes Broker's fee plus all applicable taxes.

**Carried**

**10.1.3 Motion from the Committee of the Whole, regarding the Closed Session Meeting Protocol Guidelines and the Closed Meeting Investigation Policy and Procedures.**

**Resolution 443-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020, Council considered a memo from the Municipal Clerk/Manager of Legislative Services, regarding the Closed Session Meeting Protocol Guidelines and the Closed Meeting Investigation Policy and Procedures for the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Town of Cobourg Municipal Council Closed Session Meeting Protocol and Guidelines attached to the motion as Appendix "A" in order to ensure that Town of Cobourg business is conducted in the most open and transparent manner as possible; and

FURTHER THAT Council approve the Closed Meeting Investigation Policy and Procedures attached to the motion as Appendix "B" which sets out the process and procedure when a request for an investigation is made pursuant to Section 239.1 of the *Municipal Act, 2001* to be performed by the Town of Cobourg appointed Closed Meeting Investigator.

**10.1.4 Motion from the Regular Council, regarding the Town of Cobourg's Multi-Year Accessibility Plan 2020 to 2024.**

**Resolution 444-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on Monday October 26, 2020, Council considered a memo from the Accessibility Coordinator, regarding the Town of Cobourg's Multi-Year Accessibility Plan 2020 to 2024; and

FURTHER THAT at the Regular Council Meeting on Monday November 23, 2020, Council considered an updated memo regarding the Town of Cobourg's Multi-Year Accessibility Plan 2020 to 2024 and the report on the public engagement participation;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Multi-Year Accessibility Plan 2020 to 2024 for the Town of Cobourg attached to this motion as Appendix "A" as required pursuant to Section 4 of Ontario Regulation 191/11 Integrated Accessibility Standards as well as to renew commitment to Persons with Disabilities who live, work, visit, and play in Cobourg; and

FURTHER THAT Council direct Staff to bring forward status reports to Council Meetings on an annual basis presenting an update on the Multi-Year Accessibility Plan 2020 to 2024; and

FURTHER THAT Council direct Staff to bring forward reports to Council Meetings on an "as needed" basis presenting status updates and concerns from the Accessibility Advisory Committee; and

FURTHER THAT Council direct Staff to bring forward accessibility costs on a project by project basis in 2021 for maintenance, upgrades, and new initiatives related to Accessibility as outlined in the Multi-Year Accessibility Plan 2020 to 2024 with initial budget amounts to be presented at the 2021 Budget review process for Council deliberations; and

FURTHER THAT Council direct Staff to bring forward annual budgetary considerations for accessibility related concerns during the 2022 budget consideration period.

**Carried**

**10.1.5 Motion from the Regular Council, regarding the Accessible Customer Service Policy.**

**Resolution 445-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on Monday October 26, 2020, Council considered a memo from the Accessibility Coordinator, regarding the proposed updated Accessible Customer Service Policy for the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve and adopt the Town of Cobourg Accessible Customer Service Policy as attached to the motion as Appendix "A".

**Carried**

**10.1.6 Motion from the Regular Council, regarding the Integrated Accessibility Standards Policy.**

**Resolution 446-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on Monday October 26, 2020, Council considered a memo from the Accessibility Coordinator, regarding the proposed updated Integrated Accessible Standards Policy for the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council approve and adopt the Integrated Accessible Standards Policy for the Town of Cobourg as attached to the motion as Appendix "A".

**Carried**

## **10.2 Planning and Development Services**

### **10.2.1 Motion from the Committee of the Whole, regarding the Town of Cobourg Affordable & Rental Housing Community Improvement Plan (CIP).**

#### **Resolution 447-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020, Council considered a memo from the Director of Planning and Development, regarding the Town of Cobourg Affordable & Rental Housing Community Improvement Plan (CIP);

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Affordable & Rental Housing Community Improvement Plan (CIP), prepared by MacNaughton Hermsen Britton Clarkson (MHBC) Planning Limited in association with SHS Consulting, dated October 2020, which provides incentive options for encouraging the creation of new affordable and rental housing and the implementation of sustainable/urban design, universal design and brownfield re-development measures for all types of new private sector development and re-development proposals in the municipality; and

FURTHER THAT Council prioritize and expedite approvals for development projects that increase the supply of purpose-built rental housing, smaller unit sizes, secondary units, and mixed-ratio builds, and support of transitional housing initiatives as part of the CIP's 2021 intake; and

FURTHER THAT Council direct staff to put together an inventory of potential municipal owned surplus lands, buildings and/or facilities by March 22, 2021 for it to consider as potential support for Section 3.8.8 Donation or Sale of Surplus Lands of the Affordable and Rental Housing Community Improvement Plan; and

FURTHER THAT Council direct staff to work with the Northumberland Affordable Housing Committee and other organizations where applicable to investigate partnership opportunities for implementing programs that are created through the Affordable and Rental Housing Community Improvement Plan.



**Carried**

**10.2.2 Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-031, 520 William Street, Cobourg, Building C - Certo Building.**

Mayor John Henderson declared a conflict on this item. (Mayor Henderson noted that Keith Colterman of Historic Carpentry Inc is currently on a personal contract agreement for the restoration of storm windows his personal residence and will continue into 2021.)

**Resolution 448-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020 Council considered a memo from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 520 William Street, Building “C” (Certo building), Cobourg. (HP-2020-031) (Submitted by Keith Colterman of Historic Carpentry Inc. on behalf of FV Pharma);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-031, to permit the proposed roof replacement, building stabilization and masonry restoration of Building “C” (Certo building) at property known municipally as 520 William Street, Cobourg, subject to the finalization of details by Building and Heritage staff.

**Carried**

**10.3 Public Works Services**

**10.4 Parks and Recreation Services**

**10.4.1 Motion from the Committee of the Whole, regarding the Town of Cobourg Outdoor Rink at Rotary Harbour Waterfront Park.**

**Resolution 449-20**

**Moved by** Councillor Emily Chorley

**Seconded by** Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020 Council considered a memo from the Deputy Director of Community Services, regarding the Town of Cobourg Outdoor Rink at Rotary Harbour Waterfront Park;

NOW THEREFORE BE IT RESOLVED THAT Council authorize municipal staff to open the outdoor rink as soon as weather permits, that signs be posted for social distancing rules and that the transit shelter remain closed for the 2020-2021 season.

**Carried**

## **10.5 Protection Services**

### **10.5.1 Motion from the Committee of the Whole, regarding 2021 Budget Pre-Approval Request - Town of Cobourg Fire Department Renovations.**

Members of Council engaged in a discussion regarding the report and inquired whether further information is available pertaining to the grant funding from the Provincial government.

Mike Vilneff, Fire Chief, and Tracey Vaughan, CAO, responded to questions arising from the report noting the grant funding is available and that the Town should qualify based on the terms of the grant. Mr. Vilneff proposed an alternative option to complete certain parts of the project first in order to reduce the cost.

#### **Resolution 450-20**

**Moved by** Councillor Aaron Burchat

**Seconded by** Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020 Council considered a memo from the Fire Chief, regarding, a 2021 Budget Pre-Approval Request - Town of Cobourg Fire Department Renovations;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request from the Cobourg Fire Chief for 2021 Budget Pre-Approval for the completion of renovations at the Cobourg Fire Station in the amount of \$240,000.

**Amended**

**Resolution 451-20**

**Moved by** Councillor Emily Chorley

**Seconded by** Councillor Aaron Burchat

NOW THEREFORE BE IT RESOLVED THAT Council approve the request from the Cobourg Fire Chief for 2021 Budget Pre-Approval of \$40,000 for the completion of renovations at the Cobourg Fire Station with the following projects:

- New Sleep Quarters Construction \$15,000
- New Altered Office Construction \$5,000
- Gross Decontamination Showers \$15,000

AND FURTHER THAT the remaining projects of the PPE Construction Room and Washroom/Locker Room shall be brought forward to the 2021 Capital Budget Deliberations

**Carried**

**Resolution 452-20**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on Monday November 16, 2020 Council considered a memo from the Fire Chief, regarding, a 2021 Budget Pre-Approval Request - Town of Cobourg Fire Department Renovations;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request from the Cobourg Fire Chief for 2021 Budget Pre-Approval of \$40,000 for the completion of renovations at the Cobourg Fire Station with the following projects:

- New Sleep Quarters Construction \$15,000
- New Altered Office Construction \$5,000
- Gross Decontamination Showers \$15,000

AND FURTHER THAT the remaining projects of the PPE Construction Room and Washroom/Locker Room shall be brought forward to the 2021 Capital Budget Deliberations

Carried

**10.6 Arts, Culture and Tourism Services**

**11. BYLAWS**

**11.1 General Government Services**

**11.1.1 By-law No.072-2020, being a by-law to amend By-Law No. 008-2019 to include the Terms of Reference for the Municipal Corporate Review Protocol Working Group and Town of Cobourg Road Safety Response Team.**

**Resolution 453-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Brian Darling

THAT Council adopt By-law No.072-2020, being a By-law to amend By-Law No. 008-2019 to include the Terms of Reference for the Municipal Corporate Review Protocol Working Group and Town of Cobourg Road Safety Response Team.

Carried

**11.2 Planning and Development Services**

**11.2.1 By-law No.073-2020, being a by-law to designate a Community Improvement Project Area for the Town of Cobourg.**

**Resolution 454-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law No.073-2020, being a By-law to designate a Community Improvement Project Area for the Town of Cobourg.

Carried

**11.2.2 By-law No.074-2020, being a by-law to adopt an Affordable and Rental Housing Community Improvement Plan (CIP) for the Town of Cobourg.**

**Resolution 455-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Emily Chorley

THAT Council adopt By-law No.074-2020, being a By-law to adopt an Affordable and Rental Housing Community Improvement Plan (CIP) for the Town of Cobourg.

**Carried**

**11.3 Public Works Services**

**11.3.1 By-law No.075-2020, being a by-law to establish Town of Cobourg land known municipally as Kerr Street as a Public Highway.**

**Resolution 456-20**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law No.075-2020, being a By-law to establish Town of Cobourg land known municipally as Kerr Street as a Public Highway.

**Carried**

**11.4 Parks and Recreation Services**

**11.5 Protection Services**

**11.6 Arts, Culture and Tourism Services**

**11.7 General Government Services**

**Resolution 457-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

THAT leave be granted to introduce bylaws 072-2020 to 075-2020 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

12. **PETITIONS**

13. **COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

13.1 **Planning and Development Committee Meeting Minutes - June 16, 2020**

14. **CORRESPONDENCE**

14.1 **Correspondence and Resolution from the Ganaraska Region Conservation Authority (GRCA), regarding Bill 229 Schedule 6 - Proposed Amendments to the Conservation Authorities Act. (Public Works Services).**

**Resolution 458-20**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Nicole Beatty

THAT Council receive the correspondence/resolution from the Ganaraska Region Conservation Authority (GRCA), regarding Bill 229 Schedule 6 - Proposed Amendments to the Conservation Authorities Act.

Amended

**Resolution 459-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Brian Darling

THAT Council receive the correspondence/resolution from the Ganaraska Region Conservation Authority (GRCA), regarding Bill 229 Schedule 6 - Proposed Amendments to the Conservation Authorities Act.

AND FURTHER THAT Council send notification of the Town of Cobourg's support – as a member watershed municipality – for the GRCA's resolution to the Honourable Premier Ford, Minister of Finance, Steve Clark, Minister of Municipal Affairs and Housing, Honourable Jeff Yurek, Minister of Environment, Conservation and Parks, and MPP David Piccini to have Schedule 6 moved from Bill 229 to allow for consultation with municipalities who are directly affected by the work of Conservation Authorities

AND FURTHER THAT Council send notification of the Town of Cobourg's support – as a member watershed municipality – for the GRCA's resolution to the Honourable Premier Ford, Minister of Finance, Steve Clark, Minister of Municipal Affairs and Housing, Honourable Jeff Yurek, Minister of Environment, Conservation and Parks, and MPP David Piccini to have Schedule 6 moved from Bill 229 to allow for consultation with municipalities who are directly affected by the work of Conservation Authorities

**15. NOTICE OF MOTION**

**16. COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

**17. UNFINISHED BUSINESS**

**17.1 Municipal Council Unfinished/Outstanding Business Tracking Table**

**18. CLOSED SESSION**

Members for Council moved into Closed Session at 8:03 PM.

**Resolution 460-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council meet in Closed Session in accordance with Section 239 of the Municipal Act S.O. 2001 regarding:

**18.1 s. 239(2)(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them; and**

1. Provincial/Federal Support Initiative - Policetech Accelerator.

**18.2 s. 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees.**

1. Applications for the Sustainability and Climate Change Advisory Committee.
2. Applications for the Planning and Development Advisory Committee; AND
3. Applications for the Cobourg Heritage Advisory Committee

**Carried**

19. **MOTIONS**

19.1 **Planning and Development Services**

19.1.1 **Motion to Appoint Members to the Cobourg Heritage Advisory Committee.**

**Resolution 461-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Regular Council Meeting on November 23, 2020, Council consider applications from Members of the Public to fill various vacancies on Town of Cobourg Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council appoint the following member to the Cobourg Heritage Advisory Committee:

1. Robyn Mumford

**Carried**

19.1.2 **Motion to Appoint Members to the Planning and Development Advisory Committee.**

**Resolution 462-20**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Brian Darling

WHEREAS at the Regular Council Meeting on November 23, 2020, Council consider applications from Members of the Public to fill various vacancies on Town of Cobourg Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council appoint the following members to the Planning and Development Advisory Committee:

1. Frieder Aldinger
2. Marc Vermeire

**Carried**



**19.2 Arts, Culture and Tourism Services**

**19.2.1 Motion to Appoint Members to the Sustainability and Climate Change Advisory Committee.**

**Resolution 463-20**

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Regular Council Meeting on November 23, 2020, Council consider applications from Members of the Public to fill various vacancies on Town of Cobourg Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council appoint the following members to the Sustainability and Climate Change Advisory Committee:

1. Warren McCarthy

**Carried**

**20. CONFIRMATORY BY-LAW**

**20.1 Bylaw 076-2020, being a bylaw to confirm the proceedings of the Council Meeting of Monday November 23, 2020.**

**Resolution 464-20**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

THAT leave be granted to introduce Bylaw 076-2020 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 Monday November 23, 2020 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**

**Resolution 465-20**

**Moved by** Councillor Emily Chorley

THAT the meeting be adjourned. (9:18 PM)

---

Municipal Clerk B. Larmer

---

Mayor J. Henderson