



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

**March 20, 2023, 6:00 p.m.**  
**Council Chambers, Victoria Hall, Cobourg**

Members Present: Mayor Lucas Cleveland  
Deputy Mayor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Miriam Mutton  
Councillor Randy Barber  
Councillor Brian Darling

Staff Present: Tracey Vaughan, Chief Administrative Officer  
Ian Davey, Treasurer/Director of Corporate Services  
Laurie Wills, Director of Public Works  
Brian Geerts, Director of Community Services  
Brent Larmer, Municipal Clerk/Director of Legislative Services  
Krystal Christopher, Deputy Clerk  
Ellard Beaven, Fire Chief

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1. **CALL TO ORDER**

His Worship Mayor Cleveland called the Meeting to Order at 5:03 P.M.

2. **CLOSED SESSION**

Members of Council moved into Closed Session at 5:03 PM.

**Resolution 070-23**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Brian Darling

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

**Carried**

**2.1 239(2)(a) The security of the property of the municipality or local board.**

Closed Ended at 5:51 PM

Members moved into Open Session at 6 PM

**3. TRADITIONAL LAND ACKNOWLEDGMENT**

His Worship Mayor Cleveland recited the Traditional Land Acknowledgement Statement

**4. ADDITIONS TO THE AGENDA**

**4.1 Notice of Motion, Deputy Mayor Nicole Beatty, regarding the 2023 Ontario Small Urban Municipalities (OSUM) Executive Committee Nomination.**

Deputy Mayor Nicole Beatty chaired for this item.

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Miriam Mutton

THAT the matter be added to the Agenda.

**Amended**

MOTION TO AMEND

**Notice of Motion, Mayor Lucas Cleveland, regarding expressed concerns with unsanctioned overdose sites in the community noting the importance of the health and safety of residents.**

**Moved By** Councillor Bureau

**Seconded By** Councillor Mutton

THAT the matter be added to the additions of the agenda section of the agenda and added to the Notice of Motion section of the Agenda.

**Carried**

- 4.1 **Notice of Motion, Deputy Mayor Nicole Beatty, regarding the 2023 Ontario Small Urban Municipalities (OSUM) Executive Committee Nomination.**
- 4.2 **Notice of Motion, Mayor Lucas Cleveland, regarding expressed concerns with unsanctioned overdose sites in the community noting the importance of the health and safety of residents.**

**Resolution 071-23**

Deputy Mayor Nicole Beatty chaired for this item.

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Miriam Mutton

THAT the matters be added to the Agenda.

**Carried**

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

- 5.1 **Councillor Aaron Burchat - Correspondence from Amelia Sheffield Bray, The Mill Resturant and Golf Course, regarding a request for an exemption to the Sign By-law**

Councillor Burchat declared a conflict of interest because he is working with The Mill on a project with one of his companies.

- 5.2 **Councillor Miriam Mutton - By-law No. 028-2023, being a by-law to authorize the Mayor and Municipal Clerk to enter into a Loan Guarantee Agreement supported by a Collateral Mortgage over the land owned by Trinity Housing of Cobourg Phase 2 Inc**

Councillor Miriam Mutton declared a conflict due to client relationship.

**6. CONSENT AGENDA – MINUTES**

- 6.1 **Adoption of the February 27, 2023, Regular Council Minutes.**
- 6.2 **Adoption of the Committee of the Whole minutes held on March 20, 2023**

Councillor Miriam Mutton noted she had declared a conflict of interest on agenda item 9.3. at the March 13, 2023, Committee of the Whole meeting.

**Resolution 072-23**

**Moved by** Councillor Brian Darling  
**Seconded by** Deputy Mayor Nicole Beatty

BE IT RESOLVED THAT the minutes of Cobourg Municipal Council be approved, as amended.

**Carried**

**7. ITEMS EXTRACTED FROM CONSENT AGENDA**

**8. PRESENTATIONS**

**9. DELEGATIONS**

**9.1 Dane Record, Peterborough AIDS Resource Network (PARN), to speak regarding the programs and services provided to the community**

D. Record provided information on PARMN and spoke to the services provided to the community.

After a question and answer period, D. Record was dismissed at 6:22 PM.

**10. DELEGATION ACTIONS**

**10.1 Delegation Action - Dane Record, Peterborough AIDS Resource Network (PARN), to speak regarding the programs and services provided to the community**

**Resolution 073-23**

**Moved by** Deputy Mayor Nicole Beatty  
**Seconded by** Councillor Randy Barber

THAT the delegation be received for information purposes.

**Carried**

**11. CORRESPONDENCE**

**11.1 Correspondence, Chair Cobourg Library Board, regarding Cobourg Public Library Board, Public Sector Salary Disclosure Resolution.**

**11.2 Correspondence from the Minister of Transportation regarding the 2022-23 Gas Tax Program**

- 11.3 Correspondence from Environment and Climate Change Canada regarding the federal Freshwater Action Plan and the Great Lakes-St. Lawrence River Basin
- 11.4 Correspondence from the City of Hamilton regarding support for the Right of Passage Act.
- 11.5 Correspondence from the Municipality of Dutton Dunwich in support of Town Council Resolution regarding Homeless and Unsheltered Persons
- 11.6 Correspondence, Township of Ashfield-Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors.
- 11.7 Correspondence from the Town of Lincoln regarding the Ontario School Board Elections
- 11.8 Correspondence from the Township of East Garafraxa regarding the School Board Elections
- 11.9 Correspondence from the Township of Addington Highlands in support of Town of Cobourg Council Resolution regarding Homeless and Unsheltered Persons
- 11.10 Correspondence from the Western Ontario Wardens' Caucus regarding a Call to Action - Cannabis Act Review
- 11.11 Town of Petrolia resolution - A Call to the Provincial government to End Homelessness in Ontario.
- 11.12 Correspondence from the Town of Essex regarding a motion in respect to Homelessness, Mental Health and Opioid Addiction  
Resolution 074-23

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Aaron Burchat

BE IT RESOLVED THAT Council receive each correspondence collectively as presented for information purposes.

**Carried**

**12. ITEMS EXTRACTED FROM CONSENT AGENDA**

- 12.1 Correspondence from the Victoria Hall Volunteers regarding funds towards the cost of repairing the Bechstein grand piano.

**Resolution 075-23**

**Moved by** Councillor Brian Darling

**Seconded by** Deputy Mayor Nicole Beatty

THAT staff look into the requests contained in the correspondence and amend procedures, if necessary.

**Carried**

**12.2 Correspondence from Christopher Gillis, resident, regarding no parking restrictions in New Amherst Neighbourhood**

**Resolution 076-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Miriam Mutton

THAT all correspondences received regarding parking concerns in New Amherst be forwarded to Public Works prior to March 24<sup>th</sup> and a Staff report with recommendations be brought to the April 24<sup>th</sup> Committee of the Whole meeting.

**Carried**

**12.3 Correspondence from the Town of Callander regarding Bill 3**

**Resolution 077-23**

**Moved by** Councillor Miriam Mutton

**Seconded by** Councillor Adam Bureau

THAT the correspondence be received for information purposes

**Carried**

**12.4 Correspondence from City of Niagara Falls regarding Barriers for Women in Politics**

**12.5 Correspondence from the City of Welland regarding barriers for women in politics**

**12.6 Correspondence, City of Cambridge Resolution - Barriers for Women in Politics**

**Resolution 078-23**

**Moved by** Deputy Mayor Nicole Beatty  
**Seconded by** Councillor Adam Bureau

THAT Council receive the correspondence from the cities of Welland, Niagara Falls, and Cambridge for information purposes; and

FURTHER THAT Council endorse the Town of Grimsby's resolution pertaining to Barriers for Women in Politics; and

FURTHER THAT a copy of Council's support be sent to all Ontario municipalities, the Premier of Ontario, Ministry of Municipal Affairs and Housing, MPP Piccini to express the Town of Cobourg's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

**Carried**

**12.7 Correspondence, Municipality of Trent Lakes, regarding the Oath of Office reference to His Majesty.**

**Resolution 079-23**

**Moved by** Deputy Mayor Nicole Beatty  
**Seconded by** Councillor Aaron Burchat

THAT Council endorse the resolution from the Municipality of Trent Lakes; and

FURTHER THAT Council requests the Ministry of Municipal Affairs and Housing to update the municipal oath of office to recognize and include Aboriginal and treaty rights of First Nations, Inuit, and Metis people; and

FURTHER THAT this resolution be sent to AMO, Premier Doug Ford, MPP Piccini, and Alderville First Nations

**Carried**

**12.8 Correspondence from the Town of Essex regarding the tax classification of Short-Term Rental Units**

**Resolution 080-23**

**Moved by** Councillor Miriam Mutton  
**Seconded by** Deputy Mayor Nicole Beatty

THAT the correspondence be directed to Staff

**Amended**

**Resolution 081-23**

**Moved by** Deputy Mayor Nicole Beatty

**Seconded by** Councillor Miriam Mutton

*MOTION TO AMEND:*

THAT Council endorse the resolution from the Town of Essex; and

FURTHER THAT Council forward a letter to the Ministry of Municipal Affairs and Housing, Ministry of Finance and MPAC

**Carried**

**Resolution 082-23**

**Moved by** Councillor Miriam Mutton

**Seconded by** Deputy Mayor Nicole Beatty

THAT Council endorse the resolution from the Town of Essex; and

FURTHER THAT Council forward a letter to the Ministry of Municipal Affairs and Housing, Ministry of Finance and MPAC

**Carried**

**12.9 Correspondence from Carrie Fitzgerald regarding an Exemption to the Itinerant By-law No. 005-2015**

**Resolution 083-23**

**Moved by** Deputy Mayor Nicole Beatty

**Seconded by** Councillor Brian Darling

THAT Council receive the correspondence from Carrie Fitzgerald for information purposes; and

FURTHER THAT Council approve the request for an exemption to the Itinerant By-law No. 005-2015

**Carried**



**12.10 Correspondence from Richard and Elizabeth McLaughlin regarding a request for Sewer Charge Exemption**

**Resolution 084-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Randy Barber

THAT Council refuse the request pursuant to the current policy.

**Carried**

**12.11 Correspondence from Amelia Sheffield Bray, The Mill Restaurant and Golf Course, regarding a request for an exemption to the Sign By-law**

Councillor Aaron Burchat declared a conflict on this item. (Councillor ; Burchat declared a conflict of interest because he is working with The Mill on a project with one of his companies. ;)

**Resolution 085-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Miriam Mutton

THAT the request be referred to Staff for comments

FURTHER THAT staff report back to Council at the next Committee of the Whole meeting on April 3, 2023

**Amended**

**Resolution 086-23**

**Moved by** Deputy Mayor Nicole Beatty

**Seconded by** Councillor Adam Bureau

*MOTION TO AMEND:*

THAT Council approve the exemption to the Sign By-law only pertaining to the request for the 30 day renewal period at The Mill Restaurant and Golf Course from April 1, 2023 to September 30, 2023

**Carried**

**Resolution 087-23**

**Moved by** Councillor Brian Darling  
**Seconded by** Councillor Miriam Mutton

THAT Council approve the exemption to the Sign By-law only pertaining to the request for the 30 day renewal period at The Mill Restaurant and Golf Course from April 1, 2023 to September 30, 2023

**Carried**

### **13. REPORTS**

Council took a recess and returned at 7:30 PM (7:18 PM)

#### **13.1 General Government Services**

##### **13.1.1 Report from Lakefront Utilities Services Inc. regarding Cobourg Drinking Water System 2022 Annual Report Summary**

###### **Resolution 088-23**

**Moved by** Councillor Aaron Burchat  
**Seconded by** Councillor Brian Darling

THAT Council receive the Cobourg Drinking Water System 2022 Annual Report Summary for information purposes.

**Carried**

##### **13.1.2 Memo from the Director, Corporate Services / Treasurer, regarding the 2023 Annual Repayment Limit**

###### **Resolution 089-23**

**Moved by** Councillor Aaron Burchat  
**Seconded by** Councillor Miriam Mutton

THAT Council receive the staff report and attached correspondence from the Ministry of Municipal Affairs and Housing for information purposes.

**Carried**

##### **13.1.3 Memo from the Director, Corporate Services / Treasurer, regarding the Northam Industrial Park – Building 3 Roof Deck 401**

**Resolution 090-23**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Adam Bureau

THAT Council receive the Staff Report for information purposes and,

FURTHER THAT Council award the contract for the Building 3 Roof Deck 401 Replacement in the Northam Industrial Park to Crawford Roofing Corp. at a cost of \$808,182.00.

**Amended**

**Resolution 091-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

*MOTION TO AMEND*

The following be added:

FURTHER THAT the project be funded from the Northam capital budget

**Carried**

**Resolution 092-23**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Adam Bureau

THAT Council receive the Staff Report for information purposes and,

FURTHER THAT Council award the contract for the Building 3 Roof Deck 401 Replacement in the Northam Industrial Park to Crawford Roofing Corp. at a cost of \$808,182.00.

FURTHER THAT the project be funded from the Northam capital budget.

**Carried**

**13.2 Planning and Development Services**

### **13.3 Public Works Services**

#### **13.3.1 Memo from the Director, Public Works, regarding the awarding of the Stormwater Management Pond Cleanout Contract CO-23-01 ENG.**

##### **Resolution 093-23**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Brian Darling

THAT Council receive the Staff Report for information purposes;  
and

FURTHER THAT Council award contract CO-23-01 ENG to Strong Bros. General Contracting Limited in the amount of \$1,138,963.05 including non-refundable HST to be funded by the 2023 approved Public Works capital budget.

**Carried**

### **13.4 Parks and Recreation Services**

### **13.5 Protection Services**

### **13.6 Arts, Culture and Tourism Services**

## **14. MOTIONS**

### **14.1 General Government Services**

#### **14.1.1 Motion from the Committee of the Whole regarding Economic Development Strategy 2023-2028 – Project Update**

##### **Resolution 094-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Adam Bureau

WHEREAS at the Regular Council meeting on March 13, 2023, Council considered a memo from the Manager of Economic Development, regarding the Economic Development Strategy 2023-2028 – Project Update;

NOW THEREFORE BE IT RESOLVED THAT Council support and endorse project deliverables being a Situational Analysis, a Comparator Analysis and a Literature Review, as attached to the

staff report, which shall provide the foundation for the Town of Cobourg's Economic Development Strategic Plan.

**14.1.2 Motion from the Committee of the Whole regarding the Poet Laureate Appointment Process**

**Resolution 095-23**

**Moved by** Councillor Miriam Mutton

**Seconded by** Councillor Randy Barber

WHEREAS at the Regular Council meeting on March 13, 2023, Council considered a memo from the Deputy Clerk/ Coordinator, Records Management, regarding the Poet Laureate Appointment Process;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to form a Nominating Ad Hoc Committee to assist in the recommendation to Council for a new Poet Laureate for the Town of Cobourg; and

FURTHER THAT Councillor Randy Barber be appointed to the Nominating Advisory Committee.

**Carried**

**14.1.3 Motion to appoint Citizen Members to the DBIA Board of Management**

**Resolution 096-23**

**Moved by** Councillor Adam Bureau

**Seconded by** Deputy Mayor Nicole Beatty

THAT Council appoint Courtney Kerr from Change Makers Refillery to the DBIA Board of Management

**Carried**

**14.2 Planning and Development Services**

**14.3 Public Works Services**

**14.4 Parks and Recreation Services**

**14.4.1 Motion from the Committee of the Whole regarding the Food Truck Services Victoria Park RFP**

**Resolution 097-23**

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Brian Darling

WHEREAS at the Regular Council meeting on March 13, 2023, Council considered a memo from the Manager, Culture, regarding the Food Truck Services Victoria Park RFP;

NOW THEREFORE BE IT RESOLVED THAT Council award Contract RFP CO-23-02 Food Truck Services Victoria Park to the two (2) compliant bids submitted by Toller Pizza and Leguan for a two-year Term at the Victoria Park Beach Waterfront.

**Carried**

**14.4.2 Motion from the Committee of the Whole regarding the the Community Services User Fees Update;**

**Resolution 098-23**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Regular Council meeting on March 13, 2023, Council considered a memo from the Director, Community Services, regarding the Community Services User Fees Update;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2023 selected User Fees for the Victoria Park Campground, Cobourg Marina, and one new Cobourg Community Centre user fee of the Community Services Division, and

FURTHER THAT Council direct staff compare the 2023 Waterfront Fees Schedule against the results of the User Fee Study to ensure the appropriate pricing strategies are in in-line with study principles, meet 2023 revenue goals, and make adjustments as required.

**Carried**

**14.5 Protection Services**

**14.6 Arts, Culture and Tourism Services**

**15. BYLAWS**

- 15.1 By-law No. 027-2023, being a by-law to execute a lease agreement with Just Dance – Port Hope on the second floor of Building 19 at 700 D’Arcy Street, Cobourg**
- 15.2 By-law No. 029-2023, being a by-law to authorize to execute an Agreement with Wybe and Jean Bylsma to prohibit habitable space in the basement and loft space of a proposed coach house at 48 Park Street**
- 15.3 By-law No. 030-2023, being by-law to authorize the Mayor and Municipal Clerk to enter into and execute a Purchase and Sale Agreement with Joe Hopper - LoadStar Trailers for the sale of land at 575 Dodge Street, Cobourg**
- 15.4 By-law No. 031-2023, being by-law to to authorize the Mayor and Municipal Clerk to execute the Transfer Payment Agreement with the Minister of Transportation for Safe Restart Agreement Funding (SRA Phase 4)**
- 15.5 By-law No. 032-2023, being a by-law to establish Terms of Reference for the Town of Cobourg Poet Laureate Nominating Ad Hoc Committee.**
- 15.6 By-law No. 033-2023, being a by-law to remove Holding Tribute Phase 1, Villages of Central Park**

**Resolution 099-23**

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Brian Darling

BE IT RESOLVED THAT leave be granted to introduce by-law No. 027-2023 to 033-2023 and to dispense with the reading of the bylaw 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**

**16. ITEMS EXTRACTED FROM CONSENT AGENDA**

**16.1 By-law No. 028-2023, being a by-law to authorize the Mayor and Municipal Clerk to enter into a Loan Guarantee Agreement supported by a Collateral Mortgage over the land owned by Trinity Housing of Cobourg Phase 2 Inc**

Councillor Miriam Mutton declared a conflict on this item. (Councillor Miriam Mutton declared a conflict due to client relationship.)

**Resolution 100-23**

**Moved by** Deputy Mayor Nicole Beatty  
**Seconded by** Councillor Brian Darling

BE IT RESOLVED THAT leave be granted to introduce by-law No. 028-2023 and to dispense with the reading of the bylaw 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**

**17. PETITIONS**

**18. NOTICE OF MOTION**

**18.1 Notice of Motion, Deputy Mayor Nicole Beatty, regarding the 2023 Ontario Small Urban Municipalities (OSUM) Executive Committee Nomination.**

**Resolution 101-23**

**Moved by** Deputy Mayor Nicole Beatty  
**Seconded by** Councillor Miriam Mutton

THAT Council receive the Notice of Motion for information purposes; and  
FURTHER THAT the Notice of Motion be referred to the April 3, 2023 Committee of the Whole Meeting for discussion.

**Carried**

**18.2 Notice of Motion, Mayor Cleveland**



Mayor Lucas Cleveland provided comments on the reason for the motion and expressed concerns with unsanctioned overdose sites in the community noting the importance of the health and safety of residents.

**Resolution 102-23**

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Brian Darling

THAT Council receive the Notice of Motion for information purposes; and

FURTHER THAT the Notice of Motion be referred to the April 3, 2023 Committee of the Whole Meeting for discussion.

**Rules Suspended**

**Resolution 103-23**

**Moved by** Mayor Lucas Cleveland

**Seconded by** Councillor Miriam Mutton

*MOTION TO SUSPEND RULES OF ORDER*

THAT the Rules of Order be suspended to deal with the current Notice of Motion

**Carried on 2/3 Vote**

**Resolution 104-23**

**Moved by** Mayor Lucas Cleveland

**Seconded by** Councillor Adam Bureau

WHEREAS the Council of the Town of Cobourg and Municipal Staff were unaware of the erection of the Unsanctioned Overdose Prevention Site where individuals are utilizing the use of illicit drug use within the Town of Cobourg; and

WHEREAS the Town of Cobourg does not endorse the operation;

NOW THEREFORE BE IT RESOLVED THAT Council urges that the Organizers wanting to create this space to follow the legal process to operate a supervised consumption site (SCS) as approved and licensed by Health Canada who may grant exemptions for an SCS after satisfactory completion of an application which includes consultation with a broad range of people in the community.

Carried

19. **COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

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

20. **UNFINISHED BUSINESS**

21. **CONFIRMATORY BY-LAW**

**21.1 Bylaw 034-2023, being a bylaw to confirm the proceedings of the Council Meeting of March 23, 2023.**

**Resolution 105-23**

**Moved by** Councillor Adam Bureau

**Seconded by** Deputy Mayor Nicole Beatty

THAT leave be granted to introduce Bylaw 034-2023 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 March 20, 2023, 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

22. **ADJOURNMENT**

Mayor Lucas Cleveland called for adjournment at 8:07 PM

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Municipal Clerk B. Larmer

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Mayor L. Cleveland