



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

**April 3, 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 Brian Darling
Councillor Randy Barber
Councillor Miriam Mutton

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

1. CALL TO ORDER

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

2. TRADITIONAL LAND ACKNOWLEDGEMENT

His Worship Mayor Cleveland recited the Traditional Land Acknowledgement Statement.

3. CLOSED SESSION

Council moved into Closed Session at 5:02 PM

Moved by Councillor Randy Barber

THAT Council proceed into closed session.

Carried

- 3.1 s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees. - Holdco Appointment Recommendations.
- 3.2 s. 239(2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board.
- 3.3 s. 239(2)(a) the security of the property of the municipality or local board. - Municipal Property

4. **ADDITIONS TO THE AGENDA**

Closed Session ended at 5:55 PM

Council moved into Open Session at 6:15 PM

- 4.1 **Catherine Barr, Account Manager, Municipal Stakeholder Relations MPAC, presenting MPAC 101 – Our role in the Property Tax and Assessment System”**
- 4.2 **Keith Oliver, Cobourg Resident, to speak regarding the crisis' faced by the community.**
- 4.3 **Anita Turek, Cobourg Resident, to speak to concerns regarding the Northumberland Sleeping Cabin Collective Proposal on Furnace Street.**
- 4.4 **Paul Burnham, Cobourg Famer's Market Association, to speak regarding a parking proposal for Cobourg's Farmers Market**

Moved by Councillor Randy Barber

THAT the matters be added to the agenda.

Carried

5. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

5.1 Councillor Aaron Burchat - Memo from the Director, Community Services, regarding the 2022 Capital Project Update: Preliminary Design of the new Pickleball Facility and Replacement Skateboard Facility.

Councillor Aaron Burchat declared a conflict with the Skateboard Park portion of the report as he is the owner of a Skateboard Shop and will not participate or vote in the matter.

6. PRESENTATIONS

6.1 Catherine Barr, Account Manager, Municipal Stakeholder Relations MPAC, presenting MPAC 101 – Our role in the Property Tax and Assessment System”

C. Barr provided an overview of the MPAC and the Property Tax Assessment System.

After a question and answer period, C. Barr was dismissed at 6:51 PM.

7. DELEGATIONS

7.1 Robert Horgan, resident, to speak regarding Procedural By-law Delegation Time Remaining Notification.

R. Horgan provided comments on how to better notify delegates of the time remaining on their delegation. R. Horgan suggested that the delegate be asked prior to beginning their presentation how they would like to be notified.

R. Horgan was dismissed at 8:12 PM

7.2 Alastair McKeating, Northumberland Sleeping Cabin Collective (NSCC), to speak on the Sleeping Cabin project Consultation and Community Engagement.

A. McKeating provided an update on the project and spoke to the community engagement and feedback received by residents. A. McKeating spoke to the Open Houses that were held to address any questions and/or concerns from residents and the survey responses received.

A. McKeating was dismissed at 7:10 PM

7.3 Keith Oliver, Cobourg Resident, to speak regarding the crisis' faced by the community.

K. Oliver spoke to Council regarding the issues within the Community and highlighted pressing problems with homelessness and housing affordability. K. Oliver suggested that any decision that would impact the final use of property be delayed until more detailed plans become available.

K. Oliver was dismissed at 7:16 PM

7.4 Anita Turek, Cobourg Resident, to speak to concerns regarding the Northumberland Sleeping Cabin Collective Proposal on Furnace Street.

A. Turek expressed concerns with the Sleeping Cabin proposal on Furnace Street and spoke to the possible impact to the neighborhood. A. Turek spoke to the current financial instability of this initiative and noted she does not support this project.

A. Turek was dismissed at 7:30 PM

7.5 Paul Burnham, Cobourg Famer's Market Association, to speak regarding a parking proposal for Cobourg's Farmers Market.

Lauren Quinto spoke to the request of the Cobourg's Farmers Market for the use of the parking lot east of the Rotary Park for the Farmers Market, and that enforcement be excluded during those days.

L. Quinto was dismissed at 7:37 PM

8. DELEGATION ACTIONS

Moved by Councillor Aaron Burchat

THAT the delegation from the Cobourg Famer's Market Association be received for information purposes and

FURTHER THAT Staff bring back a report on the Farmers Market Request at the April 11, 2023 Regular Council Meeting.

Carried

8.1 Delegation Action - Robert Horgan, resident, to speak regarding Procedural By-law Delegation Time Remaining Notification

Moved by Deputy Mayor Nicole Beatty

THAT Council receive the delegation from Robert Horgan for information purposes; and

FURTHER THAT Council direct the Municipal Clerk to bring recommendations for a delegation time remaining/warning process that helps inform delegations in an accessible and mindful manner.

Carried

- 8.2 Delegation Action - Alastair McKeating, Northumberland Sleeping Cabin Collective (NSCC), to speak on the Sleeping Cabin project Consultation and Community Engagement and Anita Turek, Cobourg Resident, to speak to concerns regarding the Northumberland Sleeping Cabin Collective Proposal on Furnace Street.**

Moved by Councillor Aaron Burchat

THAT the delegations from Alastair McKeating 5.2 and Anita Turek 5.4 be received for information purposes

Carried

- 8.3 Delegation Action - Keith Oliver, Cobourg Resident, to speak regarding the crisis' faced by the community**

Moved by Councillor Brian Darling

THAT the delegation from Keith Oliver be received for information purposes.

Carried

9. GENERAL GOVERNMENT SERVICES

- 9.1 Memo from the Director of Legislative Services/Municipal Clerk, regarding the Northumberland Sleeping Cabin Collective Sleeping Cabins Proposal – Use of Municipal Land and Licensing Agreement Interim Report.**

Moved by Councillor Miriam Mutton

THAT Council receive this staff report on the proposed Sleeping Cabin Pilot initiative for information purposes; and

FURTHER THAT Council does not permit and authorize the use of municipally owned land to permit the establishment of temporary residential facilities known as the Sleeping Cabin Pilot Initiative for a Six (6) month trial period.

Amended

Moved by Councillor Aaron Burchat

MOTION TO AMEND

The following wording replace the previous wording in full:

THAT Council receive this staff report for information purposes; and

FURTHER THAT Council authorize the use of municipally owned land located at 700 Darcy Street in the area located south of Building 18 and east of Building 19, Cobourg, by Green Wood Coalition, to permit the establishment of multiple temporary residential facilities known as the Sleeping Cabin Pilot Initiative for a Six (6) month trial period; and

FURTHER THAT Council, as the property owner of 700 Darcy Street, permit Green Wood Coalition through their Northumberland Sleeping Cabin Collective Group to proceed through the planning processes with the Town's Planning Department, including providing consent as the owner to apply for a minor variance application and a site plan application for the subject property: and

FURTHER THAT Council authorize the Legislative Services Division to engage the Town's Municipal Solicitor to draft a Licensing Agreement to be presented to Green Wood Coalition to provide for the temporary use of the land for a specific purpose of the operation of a Sleeping Cabin Pilot for Twelve (12) sleeping cabins, a bathroom and kitchen facility including all associated provisions for the use of the land as outlined in said agreement and to be brought back for approval by Council when accepted by the Green Wood Coalition; and

FURTHER THAT Green Wood Coalition through their Northumberland Sleeping Cabin Collective Group provide Staff with a detailed operation plan which provides for a safe and functional facility while ensuring program participants are supported with programming and services with a view towards achieving independence with a relationship with the County of Northumberland Social Services, Haliburton Kawartha Pine Ridge District Health Unit and any other partnering agencies.

Defeated

Moved by Deputy Mayor Nicole Beatty

MOTION TO AMEND

The following wording replace the previous wording in full:

THAT Council receive this staff report on the proposed Sleeping Cabin Pilot initiative for information purposes; and

FURTHER THAT Council direct staff to declare the southwest portion of the parking lot (23.5 m x 44 m) at 206 Furnace Street as surplus land

FURTHER THAT Council direct staff to reach out to Northumberland County to explore their interest in the property and consideration of possible options for how the site could be used to achieve their affordable housing targets, and

FURTHER THAT Council direct staff to proceed with a formal Request for Proposal process for the disposal of the lands for the purpose of affordable housing should Northumberland County not pursue this site, and

FURTHER THAT Council direct staff to conduct public engagement with the surrounding neighbourhood on any options that may materialize.

Divided

Moved by Councillor Miriam Mutton

MOTION TO DIVIDE:

THAT the Motion be divided into two (2) parts:

PART 1:

THAT Council receive this staff report on the proposed Sleeping Cabin Pilot initiative for information purposes; and

FURTHER THAT Council direct staff to reach out to Northumberland County to explore their interest in the property and consideration of

possible options for how the site could be used to achieve their affordable housing targets, and

FURTHER THAT Council direct staff to proceed with a formal Request for Proposal process for the disposal of the lands for the purpose of affordable housing should Northumberland County not pursue this site, and

FURTHER THAT Council direct staff to conduct public engagement with the surrounding neighbourhood on any options that may materialize.

PART 2:

FURTHER THAT Council direct staff to declare the southwest portion of the parking lot (23.5 m x 44 m) at 206 Furnace Street as surplus land

Carried

Moved by Deputy Mayor Nicole Beatty

THAT Council receive this staff report on the proposed Sleeping Cabin Pilot initiative for information purposes; and

FURTHER THAT Council direct staff to reach out to Northumberland County to explore their interest in the property and consideration of possible options for how the site could be used to achieve their affordable housing targets, and

FURTHER THAT Council direct staff to proceed with a formal Request for Proposal process for the disposal of the lands for the purpose of affordable housing should Northumberland County not pursue this site, and

FURTHER THAT Council direct staff to conduct public engagement with the surrounding neighbourhood on any options that may materialize.

Carried

Moved by Councillor Miriam Mutton

FURTHER THAT Council direct staff to declare the southwest portion of the parking lot (23.5 m x 44 m) at 206 Furnace Street as surplus land.

Carried

9.2 Memo from Derek Paul, President and CEO, Lakefront Utilities Inc., regarding , Non-growth Water System Debenture Requirements Request to the Corporation of the Town of Cobourg.

Moved by Councillor Adam Bureau

THAT Council receive the memo and accompanying attachments from President and CEO of Lakefront Utilities Inc for information purposes; and

FURTHER THAT Council approve non-growth borrowing of \$7,365,524 for Waterworks Capital requirements, as outlined in the December 11th, 2020 Water Rate Study and presentation to Council on January 4th, 2021 and instruct staff and LUSI to explore best competitive rates.

Carried

9.3 Memo from the Treasure/Director, Corporate Services, regarding the approval of the 2023 Waterworks Operating and Capital Budget.

Moved by Deputy Mayor Nicole Beatty

THAT Council receive the budget report as approved by the Board of Lakefront Utility Services Inc. and;

FURTHER THAT Council approve the 2023 Operating and Capital Budgets for the Town of Cobourg Waterworks.

Carried

9.4 Memo from the Treasurer/Director of Corporate Services, regarding the Cobourg Public Library – 2023 HVAC Replacement.

Moved by Councillor Randy Barber

THAT Council receive the staff report regarding the award of the contract for the replacement of the final two (2) original rooftop HVAC units a the Cobourg Public Library and;

FURTHER THAT Council award the contract to Carmichael Engineering Ltd to supply and install one new three (3) ton and one (1) new ten (10) ton Carrier rooftop heat and cool package units at the Cobourg Public Library at a cost of \$43,346.76 including non-refundable HST to be funded from the Holdco Reserve account as approved in the 2023 capital budget.

Carried

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

Moved by Councillor Aaron Burchat

WHEREAS the Ontario Small Urban Municipalities (OSUM) 2023 Annual General Meeting and Conference is scheduled for April 26 to 28, 2023 in Paris, Ontario (County of Brant); and

WHEREAS the Call for Nominations for the OSUM Executive Committee is now open with a deadline of April 14, 2023;

NOW THEREFORE BE IT RESOLVED THAT Council for the Town of Cobourg endorses Nicole Beatty as the Deputy Mayor for nomination to the 2023 OSUM Executive Committee.

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Manager, Development Review, regarding 160 Densmore Road – Removal of Holding Application

Moved by Councillor Brian Darling

THAT Council receive the Staff Report 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 Removal of the Holding Symbol for 160 Densmore Road, Cobourg.

Carried

10.2 Memo from the Manager, Development, regarding Orr Street Encroachment Agreements for properties located at 142 and 144 Orr Street Cobourg.

Moved by Deputy Mayor Nicole Beatty

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

FURTHER THAT Council authorize the preparation of a By-law(s) to be presented at a Regular Council meeting to authorize the Mayor and Clerk to execute an Encroachment Agreement with the Property Owners at 142 and 144 Orr Street, Cobourg subject to the finalization of details by municipal staff.

Carried

10.3 Memo from the Director, Planning and Development and the Director, Community Services, regarding 117 Durham St Property – Initial Considerations.

Moved by Councillor Randy Barber

THAT Council receive this report for information purposes,

FURTHER THAT Council direct staff to proceed with a balanced mix of parkland, market and affordable residential units (meeting the Town of Cobourg definition) with direction to staff to commission studies necessary to determine the development limit (funded by proceeds of eventual sale of the land); and to proceed with a formal Request for Proposal process for the disposal of the developable lands, and

FURTHER THAT Council approve the operation of 117 Durham Street as a temporary recreational and athletic facility for the spring and summer 2023 season while long-term plans for the property are determined.

Amended

Moved by Councillor Aaron Burchat

MOTION TO AMEND

The following wording replace the previous wording in full:

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council direct staff to proceed with the preferred land use for the developable portion of 117 Durham Street, Cobourg being A balanced mix of parkland, market and affordable residential units (meeting the Town of Cobourg definition) with direction to staff to commission studies necessary to determine the development limit and create a partnership with the County of Northumberland to create the residential development.

FURTHER THAT Council approve the operation of 117 Durham Street as a temporary recreational and athletic facility for the spring and summer 2023 season while long-term plans for the property are determined.

Defeated

Moved by Councillor Adam Bureau

Motion to amend the amendment (Secondary Amendment):

THAT the amendment be replaced with the following wording:

THAT Council direct Staff to conduct a public engagement on the Engage Cobourg Site on options for the utilization of the 117 Durham Street Lands and its use in the Community.

Defeated

Moved by Mayor Lucas Cleveland

MOTION TO AMEND

The motion be amended to remove the following wording:

(meeting the Town of Cobourg definition)

Carried

Moved by Councillor Miriam Mutton

MOTION TO AMEND

The following wording be added:

FURTHER THAT public engagement occurs early in the process to invite public feedback on the use of the lands.

Carried

Moved by Councillor Randy Barber

THAT Council receive this report for information purposes,

THAT a balanced mix of parkland, market and affordable residential units with direction to staff to commission studies necessary to determine the development limit (funded by proceeds of eventual sale of the land); and

to proceed with a formal Request for Proposal process for the disposal of the developable lands, and

FURTHER THAT public engagement occurs early in the process to invite public feedback on the use of the lands.

FURTHER THAT Council approve the operation of 117 Durham Street as a temporary recreational and athletic facility for the spring and summer 2023 season while long-term plans for the property are determined.

Carried

11. PUBLIC WORKS SERVICES

11.1 Memo from the Director, Public Works, regarding the Battery Electric Bus Feasibility Study and Fleet Transition Plan.

Moved by Councillor Randy Barber

THAT Council authorize the Mayor and Municipal Clerk to enter into an agreement with HDR for Consulting Services to conduct an Electric Bus Feasibility Study and Fleet Transition Plan based on the Scope of Work outlined in Metrolinx RQQ-2021-PROC-562; and

FURTHER THAT Council authorize the Mayor and Municipal Clerk to enter into a contribution agreement with Infrastructure Canada for funding of the Battery Electric Bus Feasibility Study and Fleet Transition Plan in the amount of \$119,715 of which 80% (\$95,772.00) is funded by the Federal Government and 20% (\$23,943.00) is funded by the Town of Cobourg's 2023 Operating budget.

Carried

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Director, Community Services, regarding the 2022 Capital Project Update: Preliminary Design of the new Pickleball Facility and Replacement Skateboard Facility.

Councillor Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat declared a conflict with the Skateboard Park portion of the report as he is the owner of a Skateboard Shop.)

Moved by Councillor Adam Bureau

THAT Council receive the report for information purposes, and

FURTHER THAT Council encourages the community to mobilize their support with the Town and resources towards the two (2) Capital Projects being the new Pickleball Facility and Replacement Skateboard Facility.

Carried

12.2 Memo from the Director, Community Services, regarding the Administrative Policy Update – Special Events Policy.

Moved by Councillor Brian Darling

THAT Council receive the staff report for information purposes, and

FURTHER THAT Council approve the attached Special Events Policy as an administrative update.

Carried

13. PROTECTION SERVICES

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Memo from the Manager, Culture, regarding the 2023 YMCA Northumberland Rainbow Run in the Town of Cobourg.

Moved by Councillor Adam Bureau

THAT Council approve the YMCA Northumberland Rainbow Run to be held on Sunday, June 4, 2023, in downtown Cobourg; and

FURTHER THAT Council direct staff to proceed with the permitting/planning of the event with YMCA Northumberland.

Carried

15. UNFINISHED BUSINESS

16. COMMITTEE OF THE WHOLE OPEN FORUM

16.1 Open Forum

17. ADJOURNMENT

Mayor Lucas Cleveland called for adjournment at 9:53 PM

Municipal Clerk B. Larmer

Mayor J. Henderson