



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

**October 5, 2020, 6:00 p.m.
Concert Hall, 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
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Dean Hustwick, Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

Chair, Mayor Henderson, called the Meeting to Order at 6:01 PM

2. ADDITIONS TO THE AGENDA

2.1 Memo from the Director of Public Works, regarding Mandatory Face Coverings on Town of Cobourg Transit.

Moved by Deputy Mayor Suzanne Séguin

THAT the matter be added to the Agenda.

Carried

3. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

3.1 Councillor Brian Darling - Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Brian Darling noted that he is the co-owner of a property within 120 metres of notification zone.

4. PRESENTATIONS

4.1 Brent Larmer, Municipal Clerk, Manager of Legislative Services, regarding the introduction of the new Meeting Management System - eSCRIBE.

B. Larmer provided an introduction and overview to the new meeting software and spoke to the transition from iCompass to eSCRIBE, video recording features, agenda formatting and delegation requests. Mr. Larmer noted that the switch over to eSCRIBE will be on October 26.

4.2 Community Services Presentations

Dean Hustwick, Director, Community Services, provided an introduction to explain the purpose of the presentations.

Waterfront Operations Department - 2020 Update

Julie Behan Jones, Assistant Manager, Marina and Waterfront Facilities, provided an update on waterfront operations for this year and spoke to staffing, grant funding, COVID-19 impacts, seasonal fees, dredging operations, the seasonal boater survey and an increase in communications with boaters. Ms. Behan Jones spoke to increased concerns with cross boarder boaters and working with the Canadian Boarder Services Agency. Ms. Behan Jones noted an increase of guest boaters and the dates for the boat lift being October 24th and the campground closure on October 25th.

After a question and answer period, Ms. Behan Jones was dismissed at 6:37 PM.

The committee took a recess at 6:38PM.

The committee resumed at 7:48 PM.

5. **ADJOURNMENT**

Due technical difficulties, Chair, Mayor Henderson requested a motion to adjourn the meeting.

Moved by Deputy Mayor Suzanne Séguin

THAT the Meeting be adjourned to October 7, 2020 at 6:00 PM (7:51 PM)

Carried

6. **DELEGATIONS**

6.1 **Tom Shea, Cobourg resident, to speak regarding the Climate Change Caucus.**

7. **DELEGATION ACTIONS**

8. **GENERAL GOVERNMENT SERVICES**

8.1 **Memo from the Treasurer/Director of Corporate Services, regarding the Town of Cobourg Second Quarter 2020 Operating Budget Variance Report.**

THAT Council receive the Second Quarter 2020 Operating Budget Variance Report for information purposes.

8.2 **Memo from the Treasurer/Director of Corporate Services, regarding the Cancellation, Reduction or Refund of Taxes - First Report of 2020.**

THAT Council receive the first report for Tax Adjustments for 2020; and
FURTHER THAT Council approve the reduction of Property Taxes in the amount of \$1,374,451.75.

Town of Cobourg - \$600,675.47

County of Northumberland - \$341,352.87

Education - \$431,130.99

DBIA - \$1,292.42

8.3 Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park Financial Report - June 30, 2020.

THAT Council receive the Second Quarter 2020 Northam Industrial Park Financial Report for information purposes.

8.4 Memo from the Senior Financial Analyst regarding, the Audit Committee Report on the review of the draft Audited Financial Statements for the fiscal year ending December 31, 2019.

THAT Council receive the report on the draft audited financial statements for the year ended December 31, 2019; and

FURTHER THAT Council approve and adopt the 2019 Consolidated Financial Statements of the Corporation of the Town of Cobourg; and

FURTHER THAT Notice be published in the newspaper and on Municipal Website advising that the Consolidated Financial Statements for the Corporation of the Town of Cobourg for the year ended December 31, 2019 have been posted on the Municipal Website and made available to the public in accordance with Section 295 of the *Municipal Act, 2001*.

9. PLANNING AND DEVELOPMENT SERVICES

9.1 Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval -Development Agreement: Block 94, Lots 88-90 inclusive, Plan 39M-875, Lonsberry Dr.(East Village Subdivision –Phase 4) 1141897 Ontario Ltd.(Stalwood Homes)

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with 1141897 Ontario Ltd. and Lakefront Utility Services Inc. for a residential development consisting of two, 2½ storey 10-plex buildings at Block 94 and Lots 88-90 inclusive, Plan 39M-875, Lonsberry Drive, subject to the finalization of details by municipal staff and applicable agencies; and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to remove the Holding (H) Symbol from the subject development lands.

9.2 Memo from the Director of Planning and Development, regarding an Application Site Plan Approval – Amending Development Agreement, SmartCentres REIT/Calloway REIT (Cobourg) Inc. - 66 Strathy Road, Cobourg.

THAT Council receive the report from the Director of Planning and Development for information purposes; and

FURTHER THAT authorizes the Mayor and Municipal Clerk to execute an amending Development Agreement with Calloway REIT (Cobourg) Inc. and Lakefront Utility Services Inc. for the proposed development of a new 1,139 sq m (12,266 sq ft) building (Building F) along Strathy Road and the reconfiguration of the existing ‘Winners/Dollar Tree’ building (Building G) plus the addition of 1,233 sq m (13,273 sq ft) of new commercial space at 66 Strathy Road, Cobourg, subject to the finalization of details by municipal staff and partner review agencies; and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to remove the Holding (H) Symbol from the subject development lands.

9.3 Memo from the Manager of Planning, regarding a Notice of Complete Application for Zoning Amendment, 420 Division Street (399410 Ontario Ltd., Canadian Centre for Addictions).

Councillor Brian Darling declared a conflict on this item. (Councillor Brian Darling noted that he is the co-owner of a property within 120 metres of notification zone.)

THAT Council receive the complete application for Zoning By-law Amendment, 420 Division Street Cobourg and refer to the Planning Department for a report; and

FURTHER THAT the notice requirements of the Planning Act, R.S.O. 1990, c.P. 13, as amended, be implemented, including the scheduling of a Public Meeting.

9.4 Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-025 as submitted by Gino Di Giovanni (264 Division Street, Cobourg.)

THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-025, to permit a new ground floor double pane glass window with a new 2”x6’ pine mullion (to

permit two pieces of glass) on the existing storefront window and masonry repairs at property known municipally as 264 Division Street, Cobourg, subject to finalization of details with planning staff.

10. PUBLIC WORKS SERVICES

10.1 Memo from the Director of Public Works, regarding Mandatory Face Coverings on Town of Cobourg Transit.

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

FURTHER THAT Council endorse the mandating of face mask/face coverings on Cobourg Public Transit.

10.2 Memo from the Director of Public Works, regarding Municipal Parking and Transit Fare Update in the Town of Cobourg.

THAT Council permit Staff to re-implement the collection of fares for downtown parking and transit when Victoria Hall is open to the public; and

FURTHER THAT Staff ensure that a minimum of two weeks' notice is provided to the public through all available media outlets; and

FURTHER THAT Council direct Staff to implement one of the following options:

Option 1: Continue with reduced service hours until January 18, 2021;

Option 2: Re-Implement normal operating hours including extended Wheels Service.

11. PARKS AND RECREATION SERVICES

11.1 Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation requesting a Staff Report on Events held at the Cobourg Community Centre.

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee; and

FURTHER THAT Council provide direction to Staff on the Committees request for a Staff report regarding Special Events at the Cobourg Community Centre.

12. PROTECTION SERVICES

13. ARTS CULTURE AND TOURISM SERVICES

13.1 Memo from the Manager of Marketing and Events, regarding the request to enter into an agreement for Downtown Seasonal Decorative Lights in the Town of Cobourg.

THAT Council approve the Town of Cobourg entering into a contract with Blachere Illumination for the Downtown Seasonal Decorative Lights for a period of three (3) years commencing October 2020 for the amount of \$29,970.00 per year, excluding HST.

14. UNFINISHED BUSINESS

14.1 Municipal Council Unfinished/Outstanding Business Tracking Table

15. COMMITTEE OF THE WHOLE OPEN FORUM

16. CLOSED SESSION

Municipal Clerk B. Larmer

Mayor J. Henderson