



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

**October 7, 2020, 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  
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

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**1. CALL TO ORDER**

His Worship Mayor Henderson called the Meeting to Order at 6:07 P.M.

Mayor Henderson spoke to the postponement of the Committee of the Whole meeting on October 5, 2020, due to technical difficulties.

Brent Larmer, Municipal Clerk/Manager, Legislative Services, spoke to where on the agenda the meeting ended on Monday, October 5, 2020. Mr. Larmer noted that this evenings meeting will resume at Presentations, which is where the previous meeting left off.

## **2. ADDITIONS TO THE AGENDA**

Chair, Mayor Henderson, requested that the delegation by Tom Shea (item 5.1.) be moved up to proceed prior to presentations.

**Moved by** Deputy Mayor Suzanne Séguin

THAT the delegation from Tom Shea be moved to proceed prior to presentations.

**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.

### **3.2 Councillor Aaron Burchat - 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.**

Councillor Aaron Burchat noted that he is the owner of a business that operates at an adjacent property.

### **3.3 Councillor Aaron Burchat - 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 Aaron Burchat noted that his place of employment does work for 399410 Ontario Ltd., Canadian Centre for Addictions.

## **4. DELEGATIONS**

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

T. Shea spoke to the Town's Climate Change Action plan and the 2030 Climate roles noting that the Town of Cobourg declared a Climate Emergency in November of 2019. Mr. Shea requested that a Member of

Council join the Climate Change Caucus. Mr. Shea introduced Judy O'Leary from the Climate Change Caucus to answer questions arising from Members of Council.

Judy O'Leary provided an overview of the Climate Change Caucus and spoke to the Caucus' goals and objectives.

After a question and answer period. T. Shea and J. O'Leary were dismissed at 6:21 PM

## **5. DELEGATION ACTIONS**

**Moved by** Councillor Adam Bureau

THAT Tom Shea's deputation be received for information purposes.

**Carried**

## **6. PRESENTATIONS**

### **6.1 Community Services Presentations**

Kara Euale, Manager, Marketing & Events, provided an update on the Town's virtual community events this year and spoke to the virtual Canada Day event, virtual sand castle festival, and seasonal photography contest and grant funding received from the Tourism Industry of Ontario. Ms. Euale spoke to the upcoming activities for Remembrance Day and the Winter Campaign for the Holidays. Ms. Euale also provided a budget update for tourism marketing and community events.

Members of Council provided comments in support of the virtual events. After a question and answer period, K. Euale was dismissed at 6:40 PM.

### **6.2 Luis Esteves, Development Manager, SmartCentres, regarding the Application for Site Plan Approval, 66 Strathy Road, Cobourg**

L. Esteves provided an overview of the application for site plan approval at 66 Strathy Road and spoke to the location of the proposed application, application process, usage of space, parking, building structure and landscaping plan.

After L. Esteves presentation, Members of Council agreed to hold discussion on the matter when it is reached on the Agenda (Item 8.2.).

**7. GENERAL GOVERNMENT SERVICES**

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

**Moved by** Deputy Mayor Suzanne Séguin

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

**Carried**

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

**Moved by** Deputy Mayor Suzanne Séguin

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

**Carried**

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

**Moved by** Deputy Mayor Suzanne Séguin

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

**Carried**

**7.4 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.**

**Moved by** Deputy Mayor Suzanne Séguin

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.

**Carried**

**8. PLANNING AND DEVELOPMENT SERVICES**

**8.1 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)**

Glenn McGlashon, Director, Planning and Development Division, provided an overview of the application of site plan approval and spoke to the building structure, sustainability, accessibility design, affordability, location, site and landscape design and public engagement.

Members of Council engaged in a discussion regarding the report and raised questions, to which Mr. McGlashon responded.

**Moved by** Councillor Nicole Beatty

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.

**Carried**

**8.2 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.**

Councillor Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat noted that he is the owner of a business that operates at an adjacent property.)

Glenn McGlashon, Director, Planning and Development Division, provided an overview of the site plan approval application for 66 Strathy Road and spoke to the location of the application, site and landscape design, sustainability, accessibility design, public notification and engagement, financial considerations and the recommendation to council.

Members of Council engaged in a discussion regarding the report and raised questions, to which Mr. McGlashon responded.

**Moved by Councillor Nicole Beatty**

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.

**Carried**

**8.3 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 Aaron Burchat declared a conflict on this item. (Councillor Aaron Burchat noted that his place of employment does work for 399410 Ontario Ltd., Canadian Centre for Addictions.)

**Moved by** Councillor Nicole Beatty

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

**Amended**

**Moved by** Councillor Nicole Beatty

FURTHER THAT Council direct that the applicant host its own open house within 45 days from today, October 7th, 2020 pursuant to the Town's Public Notification, Engagement & Meeting Procedures as approved by Council on December 2, 2019.

**Carried**

**Moved by** Councillor Nicole Beatty

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; and,

FURTHER THAT Council direct that the applicant host its own open house within 45 days from today, October 7th, 2020 pursuant to the Town's Public Notification, Engagement & Meeting Procedures as approved by Council on December 2, 2019.

**Carried**

**8.4 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.)**

**Moved by** Councillor Nicole Beatty

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.

**Carried**

**9. PUBLIC WORKS SERVICES**

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

**Moved by** Councillor Brian Darling

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

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

**Amended**

**Moved by** Councillor Adam Bureau

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

FURTHER THAT council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council.

**Divided**

**Moved by** Councillor Brian Darling

THAT the motion to amend be divided into two parts.

#1- Re-Implement normal operating hours including extended Wheels Service.

# 2 - Further that council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council

**Carried**

**Moved by** Councillor Adam Bureau

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

**Defeated**

**Moved by** Councillor Adam Bureau

Further that council ask the accessibility committee to look into free parking in all accessible parking spaces in the town of Cobourg to see if it feasible to implement and bring a recommendation to council.

**Carried**

**Moved by** Mayor John Henderson

Option #1: Continue with reduced service hours until January 18, 2021 for Conventional Transit and implement normal operating hours for Specialized Wheels Service.

**Carried**

**Moved by** Councillor Brian Darling

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 Continue with reduced service hours until January 18, 2021 for conventional transit and to re-implement normal operational hours for Specialized Wheels Service; and

FURTHER THAT council ask the accessibility committee to look into free parking in all accessible parking spaces in the Town of Cobourg to see if it is feasible to implement and bring a recommendation to council.

**Carried**

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

**Moved by** Councillor Brian Darling

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

**Carried**

**10. PARKS AND RECREATION SERVICES**

**10.1 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.**

**Moved by** Councillor Emily Chorley

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

FURTHER THAT Council authorize the Parks and Recreation Committees request for a Staff Report regarding Special Events at the Cobourg Community Centre to be submitted to the Advisory Committee by April 1, 2021.

**Defeated**

**11. PROTECTION SERVICES**

**12. ARTS CULTURE AND TOURISM SERVICES**

**12.1 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.**

**Moved by** Councillor Adam Bureau

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.

**Amended**

**Moved by** Deputy Mayor Suzanne Séguin

FURTHER THAT the Town Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

**Carried**

**Moved by** Councillor Adam Bureau

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

FURTHER THAT the Town Cobourg recover a \$16,000 financial contribution each year to be paid by the Downtown Business Improvement Area (DBIA) to contribute to the cost of the of the Downtown Seasonal Decorative Lights Contract.

**Carried**

**13. UNFINISHED BUSINESS**

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

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

**15. CLOSED SESSION**

**16. ADJOURNMENT**

**Moved by** Councillor Nicole Beatty

THAT the Meeting Adjourn (9:23 P.M.)

**Carried**

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Municipal Clerk B. Larmer

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Mayor J. Henderson