



The Corporation of The Town of Cobourg
Strategic Priorities and Policy Standing Committee
Minutes

Thursday, January 18, 2024
9:30 a.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: Ellard Beaven, Fire Chief
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Anne Taylor Scott, Director of Planning and Development
Services
Joanne Taylor, Manager, Finance
Tracey Vaughan, Chief Administrative Officer
Laurie Wills, Director of Public Works

1. Call to Order

Deputy Mayor Nicole Beatty called the Meeting to Order at 10:11 a.m.

2. **Traditional Land Acknowledgement**

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. **Introduction of Addendum Items**

3.1 Attachment to Item 6.1 2024 Operating and Capital Budget Review - Correspondence from Brenda and Robert Picard regarding Reinstating Lifeguards at Cobourg Main Beach

3.2 Item 8.1 Report No. CAO-2024-001 from the Chief Administrative Officer regarding New Staff Positions Priority Listing – 2024 Budget

4. **Confirmation of Agenda**

Moved By Councillor Randy Barber

Seconded By Councillor Aaron Burchat

That the Committee confirm the agenda, as amended.

Carried

5. **Disclosure of Pecuniary (Financial) Interest**

Councillor Aaron Burchat - 2024 Operating and Capital Budget Review regarding the Market Building Cameras, Electronic Entry Control System, Council Chambers Upgrades, CCC Security System, Marina Fence System, and Operating Budget Items that relate to Alliance Security Systems of Northumberland.

During the meeting the following members declared conflicts:

- Councillor Adam Bureau - 2024 Operating and Capital Budget Review regarding the Cobourg Ecology Garden
- Deputy Mayor Nicole Beatty - 2024 Operating and Capital Budget Review regarding the Cobourg Saxons RFC

6. Items Referred from January 9, 2024 Agenda

6.1 2024 Operating and Capital Budget Review

The Committee received comments from a member of the public regarding the 2024 Operating and Capital Budget Review.

7. Items Extracted from January 18, 2024 Consent Agenda

The Committee consented to considering the Items Extracted from the January 18, 2024 Consent Agenda, Report Nos. CAO-2024-001 and COMM-2024-002 next.

7.1 Report No. CAO-2024-001 from the Chief Administrative Officer regarding New Staff Positions Priority Listing – 2024 Budget

Moved By Councillor Miriam Mutton

Seconded By Councillor Aaron Burchat

THAT Council receive this report for information purposes as requested by Strategic Priorities and Policy Standing Committee at the January 9th, 2024, meeting.

Carried

7.2 Report No. COMM-2024-002 from Director, Community Services regarding Community Services User Fee Update

Moved By Councillor Aaron Burchat

Seconded By Councillor Randy Barber

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the user fee schedule presented in Attachment 1; and

FURTHER THAT Council authorize and direct Staff to present at a Regular Council meeting on January 31, 2024 a by-law to amend the Town Fees and Charges By-law to adjust the user fee schedule as shown in Attachment 1.

Amended

Moved By Councillor Miriam Mutton
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

That the word draft be added in the second paragraph as follows:

FURTHER THAT Council approve the **draft** user fee schedule presented in Attachment 1; and

Carried

Moved By Councillor Aaron Burchat
Seconded By Councillor Randy Barber

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve the draft user fee schedule presented in Attachment 1; and

FURTHER THAT Council authorize and direct Staff to present at a Regular Council meeting on January 31, 2024 a by-law to amend the Town Fees and Charges By-law to adjust the user fee schedule as shown in Attachment 1.

Carried

8. Items Referred from January 9, 2024 Agenda Continued

8.1 2024 Operating and Capital Budget Review Continued

The Committee reviewed the 2024 Operating Estimates and extracted items for further consideration.

Council recessed at 12:02 p.m. and reconvened at 12:50 p.m.

Council recessed at 12:28 p.m. and reconvened at 1:39 p.m.

Moved By Councillor Adam Bureau
Seconded By Councillor Aaron Burchat

THAT the Committee approve the inclusion of eighteen (18) Staff Hires from Report No. CAO-2024-001, included within the 2024 Operating Budget.

Amended

Moved By Councillor Brian Darling
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

That the following wording be added:

THAT the Committee remove the Sustainability Coordinator from the list for 2024.

Defeated

Deputy Mayor Nicole Beatty relinquished the position of Chair to Councillor Brian Darling at 1:50 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Miriam Mutton

MOTION TO AMEND

That the following wording be added:

THAT the Committee remove the Council Administrator from the list for 2024.

Recorded vote requested by Deputy Mayor Nicole Beatty

YES (2): Deputy Mayor Nicole Beatty, Councillor Miriam Mutton,

NO (5): Councillor Adam Bureau, Councillor Brian Darling, Councillor Aaron Burchat, Councillor Randy Barber, Mayor Lucas Cleveland

Defeated (2 to 5)

Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 1:56 p.m.

Moved By Councillor Miriam Mutton
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

That the following wording be added:

THAT the Committee reconsider the positions of Council Administrator, Customer Service Representative, and Communications Coordinator Part-Time to be combined into one (1) Full-Time Position.

Amended

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

MOTION TO AMEND

That the wording for the amended motion be revised as indicated below:

THAT the Committee remove the position of Customer Service Representative from the motion.

Carried

Moved By Councillor Miriam Mutton
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

THAT the Committee reconsider the positions of Council Administrator and Communications Coordinator Part-Time to be combined into one (1) Full-Time Position.

Recorded vote requested by Deputy Mayor Nicole Beatty

YES (6): Deputy Mayor Nicole Beatty, Councillor Adam Bureau, Councillor Brian Darling, Councillor Miriam Mutton, Councillor Randy Barber, Mayor Lucas Cleveland,

NO (1): Councillor Aaron Burchat

Carried (6 to 1)

Moved By Councillor Adam Bureau
Seconded By Councillor Aaron Burchat

THAT the Committee approve the inclusion of seventeen (17) Staff Hires, with the Council Administrator and Communication Coordinator Part-Time to be combined into one (1) position, from Report No. CAO-2024-001, included within the 2024 Operating Budget.

Carried

Deputy Mayor Nicole Beatty relinquished the position of Chair to Councillor Brian Darling at 2:17 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Mayor Lucas Cleveland

THAT the Committee add \$1000 to the Conferences and Conventions Budget Line -1000380 - for the Deputy Mayor's allowance, as indicated on the Budget Justification Sheet, resulting in a total of \$23,500.

Withdrawn

Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 2:24 p.m.

Moved By Councillor Randy Barber
Seconded By Councillor Miriam Mutton

THAT the Committee amend the Council Budget line - Payrolls and Salaries to include an increase in Councillor salaries to be moved to minimum wage at \$16.55 from \$14.93 which results in a \$1.62 increase and a salary for Councillors of \$30,121; and

FURTHER THAT the Committee increase the Mayor and Deputy Mayor Salary with the same % increase of the Councillor proposed increase in order to keep the distance of remuneration for the respective roles and responsibilities.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

THAT the Committee remove the Mayor's Levee from the Council Budget in the amount of \$3000 to have the budget line resulting in a total of \$6,500.

Withdrawn

Moved By Mayor Lucas Cleveland
Seconded By Councillor Adam Bureau

THAT the Committee add the \$15,000 contribution request as requested for the Port Hope Walk-In Clinic by the PH District Health Association to assist the funding of the walk-in clinic for the 2024 Budget.

Amended

Deputy Mayor Nicole Beatty relinquished the position of Chair to Councillor Brian Darling at 2:58 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Miriam Mutton

MOTION TO AMEND

That the following wording be added:

FURTHER THAT the Committee direct Staff to take the funding from the Northam Reserve Account.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Adam Bureau

THAT the Committee add the \$15,000 contribution request as requested for the Port Hope Walk-In Clinic by the PH District Health Association to assist the funding of the walk-in clinic for the 2024 Budget; and

FURTHER THAT the Committee direct Staff to take the funding from the Northam Reserve Account.

Carried

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Aaron Burchat

THAT the Committee reduce the Affordable Housing CIP of \$125,000 to \$75,000 in 2024 Budget, resulting in a total of \$50,000.

Carried

Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 3:05 p.m.

Moved By Councillor Miriam Mutton
Seconded By Councillor Aaron Burchat

THAT the Committee direct Staff to investigate returning the Trash to Treasure program for the spring, resulting in a total of \$300.

Carried

Moved By Councillor Brian Darling
Seconded By Mayor Lucas Cleveland

THAT the Committee remove the funding for Centennial Pool Operations in the amount of \$139,529 from the 2024 Budget.

Withdrawn

Moved By Councillor Miriam Mutton
Seconded By Councillor Adam Bureau

THAT the Committee include Lifeguards and Supplies in the amount of \$120,247 in the 2024 Budget, further to investigation conducted by Town Staff with the Family YMCA for the modernized service delivery of Lifeguards for Victoria Beach, Cobourg.

Defeated

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

THAT the Committee direct Staff to look for ways to reduce operating expenses and capital project expenses in privatization or lease of the Marina premises.

Defeated

Moved By Councillor Brian Darling
Seconded By Mayor Lucas Cleveland

That the Committee direct Staff to move the Operating Surplus from Campground Operations into a Campground Reserve each year rather than into the Operating Budget each year, starting in 2025.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

THAT the Committee provide no cash grants and only in-kind grants be provided in the 2024 Budget.

Tabled

Moved By Mayor Lucas Cleveland
Seconded By Councillor Aaron Burchat

MOTION TO TABLE

That the following motion be tabled to postpone the matter for future discussion on the matter:

THAT the Committee provide no cash grants and only in-kind grants be provided in the 2024 Budget.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Adam Bureau

THAT the Committee send back the Library Board Estimates to the Library Board with a 5% increase cap in 2024, from the proposed 7.38% increase, which equates to a \$23,000 reduction.

Defeated

Moved By Mayor Lucas Cleveland
Seconded By Councillor Adam Bureau

THAT the Committee increase the Advertising and Promotions for Printed Materials / Guides Marketing and Promotions line item by \$20,000, resulting in a total of \$75,500.

Carried

Deputy Mayor Nicole Beatty relinquished the position of chair to Councillor Brian Darling at 4:10 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Miriam Mutton

THAT the Committee increase the Downtown Heritage CIP - 7700850- by \$50,000, resulting in a total of \$100,000, with the funds to be taken from the HOLDCO Reserve Account.

Carried

Councillor Brian Darling relinquished the position of chair to Deputy Mayor Nicole Beatty at 4:12 p.m.

Moved By Councillor Miriam Mutton
Seconded By Mayor Lucas Cleveland

THAT the Committee add \$5,000 to the CAPS Reserve Account to be funded by the HOLDCO Reserve Account, resulting in a total of \$5,000.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Miriam Mutton

THAT the Committee refer the Capital Budget back to Staff to be capped at \$1,000,000 until the Capital Debt Strategy is brought back to Council for review and consideration.

Defeated

Deputy Mayor Nicole Beatty declared a conflict of interest with regard to the Cobourg Saxons RFC Request, relinquished the position of Chair to Councillor Brian Darling and left the meeting at 4:22 p.m.

Moved By Mayor Lucas Cleveland
Seconded By Councillor Adam Bureau

THAT the Committee include the Cobourg Saxons RFC request of \$264,000 in the 2024 Budget as covered by Development Charges Funding as a new improvement item and any other additional funding be recovered from grants or club fundraising for the Saxons Clubhouse.

Carried

Following the consideration of the Saxons Request Deputy Mayor Nicole Beatty returned to the meeting and Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 4:28 p.m.

Moved By Councillor Miriam Mutton
Seconded By Councillor Brian Darling

THAT the Committee add \$20,000 to the 2024 Capital Budget for the creation of a Disc Golf Course in the Town of Cobourg.

Amended

Moved By Councillor Brian Darling
Seconded By Mayor Lucas Cleveland

MOTION TO AMEND

That the following wording be added:

FURTHER THAT the Committee request that any additional amount needed shall be fundraised by the Disc Golf Club.

Carried

Moved By Councillor Miriam Mutton
Seconded By Councillor Brian Darling

THAT the Committee add \$20,000 to the 2024 Capital Budget for the creation of a Disc Golf Course in the Town of Cobourg; and

FURTHER THAT the Committee request that any additional amount needed shall be fundraised by the Disc Golf Club.

Carried

Deputy Mayor Nicole Beatty relinquished the position of Chair to Councillor Brian Darling at 4:30 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Mayor Lucas Cleveland

THAT the Committee direct Staff to allocate \$10,000 from the tax levy to fund a basketball court either located at the Courtyard in Victoria Beach or at Donegan Park; and

FURTHER THAT the Committee request that the \$10,000 be funded by community fundraising for a total of \$20,000 to be directed to the project.

Carried

Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 4:42 p.m.

Moved By Mayor Lucas Cleveland
Seconded By Councillor Aaron Burchat

MOTION TO TAKE FROM THE TABLE:

That the following motion be lifted from the table:

THAT the Committee provide no cash grants and only in-kind grants be provided in the 2024 Budget.

Carried

Moved By Mayor Lucas Cleveland
Seconded By Councillor Brian Darling

THAT the Committee provide no cash grants and only in-kind grants be provided in the 2024 Budget.

Amended

Mayor Lucas Cleveland and Councillor Miriam Mutton left the meeting at 4:50 p.m.

Council recessed at 4:50 p.m. and reconvened at 4:56 p.m.

Councillor Adam Bureau declared a conflict with regard to the Cobourg Ecology Garden and did not participate in the deliberations for the following item.

Moved By Councillor Aaron Burchat
Seconded By Councillor Randy Barber

MOTION TO AMEND

That the wording be replaced with the following:

THAT the Committee approve the following Community Grants for 2024:

- Big Brothers Big Sisters of Northumberland - \$5,000
- Cobourg & District Historical Society - \$2,492 (In-kind)
- Cobourg Ecology Garden - \$2,500
- Cobourg Lawn Bowling Club - \$3,800 (In-kind)
- Cobourg Museum Foundation - \$3,000
- Cobourg Museum Foundation - Property Taxes - \$4,000
- Community Care Northumberland - \$2,500

- Green Wood Coalition - \$ 833
- Northumberland Hispanic Cultural Club - \$500 (In-kind)
- Northumberland Oral Health Coalition - \$400
- Victoria Hall Volunteers - \$4,000 (In-kind)
- Victorian Operetta Society - \$3,000 (In-kind)
- Northumberland Fare Share Food Bank - \$5,000

For a total request amount of - \$37,025.

Divided

Moved By Councillor Aaron Burchat
Seconded By Councillor Brian Darling

MOTION TO DIVIDE

That the motion be divided into two parts to consider the following grant request separately:

Cobourg Ecology Garden - \$2500

Carried

Moved By Councillor Aaron Burchat
Seconded By Councillor Randy Barber

MOTION TO AMEND

That the first part of the divided motion's wording be replaced with the following:

THAT the Committee approve the Community Grant for 2024 for the Cobourg Ecology Garden in the amount of \$2,500.

Amended

Moved By Councillor Aaron Burchat
Seconded By Councillor Brian Darling

MOTION TO AMEND

That the second part of the divided motion's wording be replaced with the following:

THAT the Committee approve the following Community Grants for 2024:

- Big Brothers Big Sisters of Northumberland - \$5,000
- Cobourg & District Historical Society - \$2,492 (In-kind)
- Cobourg Lawn Bowling Club - \$3,800 (In-kind)
- Cobourg Museum Foundation - \$3,000
- Cobourg Museum Foundation - Property Taxes - \$4,000
- Community Care Northumberland - \$2,500
- Green Wood Coalition - \$ 833
- Northumberland Hispanic Cultural Club - \$500 (In-kind)
- Northumberland Oral Health Coalition - \$400
- Victoria Hall Volunteers - \$4,000 (In-kind)
- Victorian Operetta Society - \$3,000 (In-kind)
- Northumberland Fare Share Food Bank - \$5,000

For a total request amount of - \$34,525.

Amended

Deputy Mayor Nicole Beatty relinquished the position of Chair to Councillor Brian Darling at 5:10 p.m.

Moved By Deputy Mayor Nicole Beatty
Seconded By Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added to both parts of the divided amending motions:

FURTHER THAT the Committee direct Staff to fund the Community Grants from the Northam Reserve Account.

Carried

Councillor Brian Darling relinquished the position of Chair to Deputy Mayor Nicole Beatty at 5:12 p.m.

Moved By Councillor Aaron Burchat
Seconded By Councillor Brian Darling

THAT the Committee approve the following Community Grants for 2024:

- Big Brothers Big Sisters of Northumberland - \$5,000
- Cobourg & District Historical Society - \$2,492 (In-kind)
- Cobourg Lawn Bowling Club - \$3,800 (In-kind)
- Cobourg Museum Foundation - \$3,000
- Cobourg Museum Foundation - Property Taxes - \$4,000
- Community Care Northumberland - \$2,500
- Green Wood Coalition - \$ 833
- Northumberland Hispanic Cultural Club - \$500 (In-kind)
- Northumberland Oral Health Coalition - \$400
- Victoria Hall Volunteers - \$4,000 (In-kind)
- Victorian Operetta Society - \$3,000 (In-kind)
- Northumberland Fare Share Food Bank - \$5,000

For a total request amount of - \$34,525; and

FURTHER THAT Council direct Staff to fund the Community Grants from the Northam Reserve Account.

Carried

Having declared a conflict of interest, Councillor Adam Bureau did not participate in the deliberations for the following item.

Moved By Councillor Aaron Burchat
Seconded By Councillor Brian Darling

THAT the Committee approve the Community Grant for 2024 for the Cobourg Ecology Garden in the amount of \$2,500; and

FURTHER THAT the Committee direct Staff to fund the Community Grant from the Northam Reserve Account.

Carried

Moved By Councillor Aaron Burchat
Seconded By Councillor Brian Darling

WHEREAS the Strategic Priorities and Policy Standing Committee has considered the 2024 Town of Cobourg Operating and Capital Budget recommendations.

NOW THEREFORE BE IT RESOLVED THAT the Committee recommend that Council approve as amended the Draft 2024 Capital Budget in the amount of \$11,215,488; and

FURTHER THAT the Committee recommend that Council approve as amended the Draft 2024 Operating Budget with the Municipal Levy of \$30,979,692 which represents a 10.04% increase over the 2023 Operating Budget and an 8.19% net increase after allowing for New Assessment Growth of 1.85%; and

FURTHER THAT this recommendation be sent to Regular Council and included in the Items Extracted from the Consent Agenda with any accounting adjustments by the Treasurer as needed from the January 18th Meeting for final approval and consideration at the January 31, 2024 Council Meeting.

Carried

Council recessed at 5:26 p.m. and reconvened at 5:31 p.m.

8.2 2024 Environmental Services Operating and Capital Budget Review

Moved By Councillor Randy Barber

Seconded By Councillor Aaron Burchat

WHEREAS the Strategic Priorities and Policy Standing Committee has considered the 2024 Town of Cobourg Environmental Services Budget recommendations.

NOW THEREFORE BE IT RESOLVED THAT the Committee recommend that Council approve as presented the 2024 Operating Budget for Environmental Services for the Town of Cobourg indicating Total Revenue of \$6,925,390 and Total Expenditures of \$5,126,810 resulting in a Net Operating Surplus of \$568,580 which will be transferred to the Sewer Rates Reserve; and

FURTHER THAT Council approve the 2024 Capital Budget for Environmental Services for the Town of Cobourg in the amount of \$1,230,000; and

FURTHER THAT this recommendation be sent to Regular Council and included in the Items Extracted from the Consent Agenda with any accounting adjustments by the Treasurer as needed from the January 18th Meeting for final approval and consideration at the January 31, 2024 Council Meeting.

Carried

9. January 18, 2024 Consent Agenda

None

10. Notice of Motion

None

11. Departmental Updates/Discussion

None

12. Adjournment

Deputy Mayor Nicole Beatty called for adjournment at the completion of all items on the Council Agenda at 5:33 p.m.