



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

**March 8, 2021, 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  
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 5:01 P.M.

**2. CLOSED SESSION**

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

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council meet in Closed Session in accordance with Section 239 (2) of the Municipal Act S.O. 2001 regarding:

- 2.1 **Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees- Chief Administrative Officer Review**
- 2.2 **Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees - Civic Awards Finalist Nominations**

**Carried**

Council moved out of Closed Session at 5:17 PM.

Council moved into Open Session at 6:00 PM.

**3. ADDITIONS TO THE AGENDA**

- 3.1 **Memo from the Municipal Clerk/Manager Legislatives regarding the MOU with the Haliburton, Kawartha, Pine Ridge District Health for the use of the Cobourg Community Centre (CCC) for the Purposes of an Emergency Mass Health Protection Clinic (COVID-19).**
- 3.2 **Memo from the Manager of Human Resources, regarding Collective Bargaining-Cobourg Professional Fire Fighters' Association Local 1732 Amendment to the Negotiating Committee Structure**
- 3.3 **Memo from the Human Resources Manager, regarding the Non-Union Employee Remuneration increase for 2021;**
- 3.4 **Memo from the Manager of Engineering and Capital Projects, regarding the Award of Various Culvert and Bridge Rehabilitations, Tender No. CO-21-04 PWD; and**
- 3.5 **Memo from the Deputy Director, Community Services, regarding the CO-21-10 MAR Request for Proposal to Noddle Sheet Metal and Mechanical Ltd., for the installation of a High Efficiency Heating, Cooling and Dehumidifying system**

**Moved by** Deputy Mayor Suzanne Séguin

THAT the matters be added to the agenda.

**Carried**

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

**4.1 Mayor John Henderson - Memo from Planner II - Heritage, Planning and Development, regarding the Notice of Demolition of a Listed Property – 205 Forth Street**

Mayor John Henderson declared a conflict with this matter as his home is across the street from the subject property.

**5. PRESENTATIONS**

**5.1 Terry Gervais, Loomex Group, presenting the Northumberland Fire Service Review Report as prepared under the Municipal Modernization Program Intake #1 on behalf of the Northumberland County Lower-Tier Municipalities.**

T. Gervais provided an overview of the Northumberland Fire Services Review Report and highlighted the reports scope, approach and methodology. T. Gervais noted the purpose of the report was to identify opportunities where Northumberland Fire Services could work together through partnerships. T. Gervais' presentation spoke to stakeholder engagement, social dynamics, recruitment and retention, public education, training, asset and emergency management, staffing, services, response standards and implementation. T. Gervais provided recommendations for service improvements and cost savings for consideration.

After a question and answer period, T. Geravis was dismissed at 7:01 PM

**6. DELEGATIONS**

**7. DELEGATION ACTIONS**

**8. GENERAL GOVERNMENT SERVICES**

**8.1 Memo from the Small Business Facilitator, Economic Development, regarding the Repurchasing Lucas Point Property**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council direct Staff to proceed with the enacting of Schedule “B” of the Agreement of Purchase and Sale being the Business Park Land Sale Covenant to repurchase the 1.5 acre parcel of land from company 2364574 Ontario Inc. (Vancor), which is located on the corner of Dodge and Thompson Street in order to repurchase undeveloped property for future sale opportunities.

**Carried**

**8.2 Memo from the Small Business Facilitator, Economic Development, regarding the Lucas Point Land Sale: GVK Chemicals Inc.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the memo from the Small Business Facilitator for information purposes; and

FURTHER THAT Council accept the offer to purchase of approximately two (2) acres of industrial land in the Lucas Point Business & Industrial Park on Dodge Street from GVK Chemicals Inc; and

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a Commercial Sale of Land with GVK Chemicals Inc. on the south side of Dodge Street, east of Willmott Street, Cobourg.

**Carried**

**8.3 Memo from the Municipal Clerk/Manager of Legislative Services regarding the Memorandum of Understanding with the Haliburton, Kawartha, Pine Ridge District Health Unit for the use of the CCC for the purposes of an Emergency Mass Health Protection Clinic.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive this report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council receive the Memorandum of Understanding attached as Appendix “A” to this Staff Report, for the use of the Cobourg Community Centre for the purposes of Emergency Mass Health Protection Clinic approved by Council on May 22, 2018; and

FURTHER THAT the Town of Cobourg receive the notification from the Medical Officer of Health of the HKPRDHU, duly authorized by the Board of Health for the required use of the Cobourg Community Centre, for an Emergency Mass Health Protection Clinic Starting on the 15<sup>th</sup> day of March 2021.

**Carried**

**8.4 Memo from the Manager of Human Resources, regarding Collective Bargaining-Cobourg Professional Fire Fighters' Association Local 1732 Amendment to the Negotiating Committee Structure.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Manager of Human Resources for information purposes; and

FURTHER THAT Council authorize the amendment to Policy No. HR-AP-C1 =All Personnel — Compensation& Benefits — Salary Calculation Standards to update the negotiating committee to consist of the Chief Administrative Officer, the Director, Corporate Services and the Manager, Human Resources; and

FURTHER THAT Council authorize the negotiating committee be struck to enter into collective bargaining with the Cobourg Professional Fire Fighters' Association Local 1732.

**Carried**

**8.5 Memo from the Human Resources Manager, regarding the Non-Union Employee Remuneration increase for 2021.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the memo from the Manager of Human Resources for information purposes; and

FURTHER THAT Council approve a 1.7 % increase for Non-Union employees effective January 1, 2021.

**Carried**

**8.6 Town of Cobourg Covid-19 Update - Verbal - Chief Administrative Officer.**

T. Vaughan provided an update regarding matters pertaining to COVID-19. T. Vaughan spoke to the number of active cases in the region noting that staff are working with partners and following the provincial guidelines

to develop the response framework. T. Vaughan provided comments on the distribution of vaccine dosages and the operation of Municipal buildings. T. Vaughan noted the Town is in Yellow Zone according to the Provincial Framework and spoke to the restrictions associated with classification.

Members of Council raised questions regarding the information provided to which T. Vaughan responded.

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the March 8, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

**Carried**

## **9. PLANNING AND DEVELOPMENT SERVICES**

### **9.1 Memo from the Secretary of the Cobourg Heritage Advisory Committee, regarding Heritage Permit Application HP-2021-004, submitted by Ann and James Grozier for the proposed roof replacement at 170 King Street East, Cobourg**

**Moved by** Councillor Nicole Beatty

THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit HP-2021-004 to permit a roof replacement for the property known municipally as 170 King Street East, Cobourg, subject to the finalization of details by Heritage and Planning Staff.

**Carried**

### **9.2 Memo from Planner II - Heritage, Planning and Development, regarding the Notice of Demolition of a Listed Property – 205 Forth Street**

Mayor John Henderson declared a conflict on this item. (Mayor John Henderson declared a conflict with this matter as his home is across the street from the subject property.)

**Moved by** Councillor Nicole Beatty

THAT Council receive and endorse the recommendations of the Cobourg Heritage Advisory Committee passed on February 3, 2021 and February 24, 2021 regarding the subject property of 205 Forth Street, Cobourg; and

FURTHER THAT the requirement for a Cultural Heritage Impact Assessment (CHIA) be waived and that the property located at 205 Forth Street be removed from the Town of Cobourg Heritage Register (undesignated) given the extenuating circumstances whereby the building has been substantially altered over time and significantly damaged by fire.

**Carried**

## **10. PUBLIC WORKS SERVICES**

### **10.1 Memo from the Manager of Engineering and Capital Projects, regarding the Award of Various Culvert and Bridge Rehabilitations, Tender No. CO-21-04 PWD.**

**Moved by** Councillor Brian Darling

THAT Council receive the report from the Manager of Engineering and Capital projects regarding the Culvert and Bridge Rehabilitations Tender Results for information purposes; and

FURTHER THAT Council award the Various Culvert and Bridge Rehabilitations, CO-21-04 PWD, tender to A2Z Civil in the amount of \$391,870.00 excluding HST.

**Carried**

## **11. PARKS AND RECREATION SERVICES**

### **11.1 Memo from the Deputy Director of Community Services and the Director of Public Works regarding the Award of Contract for Harbour Infrastructure Repairs. - Provisional Items Discussion Only.**

Motion to Amend:

**Moved by** Councillor Emily Chorley

THAT Council approve the costs associated with the following provisional items as submitted by Shoreplan Engineering in the amount of \$62,200 plus HST, being:

- A. Detailed Design of Reinforced Concrete Boat Lift Platform (\$16,500);
- B. Pedestrian Walkway to Lighthouse - Construction Cost Estimate (\$16,700);
- C. Condition Assessment of Remaining Harbour Structures (\$7,000); and
- D. Monitoring of Existing Infrastructure Prior to Completion of Repairs (\$22,000).

AND FURTHER THAT Council will decide at a later date whether to authorize provisional item B (ii): Detailed Design and Tender Documents for a Pedestrian Walkway to the Lighthouse (\$28,800); this option will be considered upon receipt of B (i): Construction Cost Estimate;

**Amended**

**Moved by** Councillor Emily Chorley

THAT Council approve the costs associated with the following provisional items as submitted by Shoreplan Engineering in the amount of \$45,700 plus HST, being:

- A. Pedestrian Walkway to Lighthouse - Construction Cost Estimate (\$16,700);
- B. Condition Assessment of Remaining Harbour Structures (\$7,000); and
- C. Monitoring of Existing Infrastructure Prior to Completion of Repairs (\$22,000).

AND FURTHER THAT Council will decide at a later date whether to authorize provisional item B (ii): Detailed Design and Tender Documents for a Pedestrian Walkway to the Lighthouse (\$28,800); this option will be considered upon receipt of B (i): Construction Cost Estimate;

AND FURTHER THAT Council direct staff to request a quotation from Shoreplan Engineering to identify and compare feasible boat-lifting options including high-level cost estimates for Council's consideration.



**Carried**

**11.2 Memo from the Deputy Director of Community Services, regarding the High Efficiency Heating, Cooling and Dehumidifying System RFP Award at the Marina Building**

Motion to Amend:

**Moved by** Councillor Emily Chorley

THAT Council receive the memo from the Deputy Director of Community Services regarding the CO-21-10 High Efficiency Heating, Cooling and Dehumidifying System RFP results; and

FURTHER THAT Council award the High Efficiency Heating, Cooling and Dehumidifying System RFP CO-21-10 MAR to Noddle Sheet Metal and Mechanical Ltd. for the installation of a High Efficiency Heating, Cooling and Dehumidifying system including the removal of the existing furnace in an environmentally responsible manner, in the amount of \$79,772.00 plus HST.

**Amended**

**Moved by** Councillor Emily Chorley

THAT Council receive the memo from the Deputy Director of Community Services regarding the CO-21-10 High Efficiency Heating, Cooling and Dehumidifying System RFP results;

AND FURTHER THAT Council award the High Efficiency Heating, Cooling and Dehumidifying System RFP CO-21-10 MAR to Noddle Sheet Metal and Mechanical Ltd. for the installation of a High Efficiency Heating, Cooling and Dehumidifying system including the removal of the existing furnace in an environmentally responsible manner, in the amount of \$79,772.00 plus HST;

AND FURTHER THAT Council authorize the remaining, unbudgeted amount of \$9,772.00 excluding HST to be funded from the Marina Reserve.

**Carried**

**12. PROTECTION SERVICES**

**13. ARTS CULTURE AND TOURISM SERVICES**

**13.1 Memo from the Manager, Marketing and Events, regarding Research Findings - Economic Benefits of Tourism in the Town of Cobourg.**

**Moved by** Councillor Adam Bureau

THAT Council receive the report from the Manager of Marketing and Events for information purposes.

**Carried**

**14. UNFINISHED BUSINESS**

**14.1 Unfinished Business Tracking Table**

Tracey Vaughan, Chief Administrative Officer, provided an update on the flood mitigation and response plan.

Brent Larmer, Municipal Clerk/Manager Legislative Services, provided an update on the items listed on the unfinished business tracking table noting a revised copy has been attached to the agenda to reflect the status of each item.

**Moved by** Councillor Brian Darling

THAT the Unfinished Business Item - Staff report on Innisfil Ridesharing Transit Model, be removed from the Unfinished Business Tracking Table

**Carried**

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

**15.1 Open Forum - Submissions from Public**

No members of the public requested to speak

**16. ADJOURNMENT**

THAT the meeting adjourn (8:41 PM)

**Carried**