



**The Corporation of The Town of Cobourg**  
**REGULAR COUNCIL MEETING**  
**MINUTES**

**March 15, 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  
Teresa Behan, Deputy Director 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 5:00 PM

2. **CLOSED SESSION**

**Resolution 086-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

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

**Carried**

- 2.1 Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees - Equity, Diversity and Inclusion Committee Applications
- 2.2 239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board - Lucas Point Business & Industrial Park Offer to Purchase.

**Carried**

**3. TRADITIONAL LAND ACKNOWLEDGMENT STATEMENT**

Closed Session ended 5:29 PM

Members of Council moved into Open Session at 6:00 PM

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement.

**4. MOMENT OF REFLECTION**

The Mayor asked that Council and Members of the Public to pause for a Moment of Reflection.

**5. ADDITIONS TO THE AGENDA**

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

- 6.1 Councillor Nicole Beatty - Motion from the Committee of the Whole meeting regarding the Approval to Award Single/Sole Source Design Services for the Mathew Street Engineering Design Services Contract.**

Councillor Nicole Beatty declared a conflict on this item as she resides on Burke Street which is neighboring to Matthew Street.

- 6.2 Mayor John Henderson - Motion from the Committee of the Whole meeting regarding the Notice of Demolition of a Listed Property – 205 Forth Street, Cobourg.**

Mayor John Henderson declared a conflict of interest as he is a neighbor to the subject property

- 6.3 Mayor John Henderson - Letter from Gil Brocanier, Chair of the Northumberland County Housing Corporation, requesting the waiver of Building Permit Fees for the Elgin Street Park Development.**

Mayor John Henderson declared a conflict of interest as he is a member on the Northumberland County Housing Corporation Board.

**7. ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

**7.1 Adoption of the February 22, 2021, Regular Council Minutes.**

**Resolution 087-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council adopt the minutes of the Regular Council meeting held on February 22, 2021

**Carried**

**7.2 Adoption of the February 23, 2021, Special Council Minutes**

Councillor Aaron Burchat noted he was not in attendance at this meeting.

**Resolution 088-21**

**Moved by** Mayor John Henderson

**Seconded by** Councillor Emily Chorley

THAT Council adopt the minutes of the Special Council meeting held on February 23, 2021 be approved as amended.

**Carried**

**7.3 Adoption of the March 1, 2021, Special Council Minutes**

**Resolution 089-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

THAT Council adopt the minutes of the Special Council meeting held on March 1, 2021

**Carried**

**8. PRESENTATIONS**

**9. DELEGATIONS**

**9.1 Virginia Lam, EIE Corporation, regarding the Queensview Garden Development on Division and McGill Street, Cobourg**

Richard Tseng, EIE Corporation, provided an overview of the development at Queensview Garden Development on Division and McGill Street and spoke to the context of the plan. The presentation highlighted a description of subject lands, zoning, plan design and concept.

Members of Council raised questions regarding the proposed development and provided comments. R. Tseng and V. Lam responded to questions arising from the discussion.

## **10. DELEGATION ACTIONS**

### **Resolution 090-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Emily Chorley

THAT the delegation be received for information purposes

**Carried**

## **11. REPORTS**

### **11.1 General Government Services**

#### **11.1.1 Committee of the Whole meeting notes held on March 8, 2021**

##### **Resolution 091-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

THAT Council approve the minutes of the Committee of the Whole meeting held on March 8, 2021 for information purposes.

**Carried**

### **11.2 Planning and Development Services**

### **11.3 Public Works Services**

### **11.4 Parks and Recreation Services**

### **11.5 Protection Services**

### **11.6 Arts, Culture and Tourism Services**

#### **11.6.1 Memo from the Secretary, Cobourg Downtown Business Improvement Area Board of Management regarding a Board Member Resignation.**

**Resolution 092-21**

**Moved by** Councillor Adam Bureau

**Seconded by** Deputy Mayor Suzanne Séguin

THAT Council accept with regret the resignation of J. Dreyer, DBIA Vice-Chair and board member; and

FURTHER THAT a note of appreciation be sent to the member acknowledging their service to the Cobourg Community.

**Carried**

**11.6.2 Memo from the Secretary, Cobourg Downtown Business Improvement Area Board of Management regarding the Appointment of a New Member of the DBIA.**

**Resolution 093-21**

**Moved by** Councillor Adam Bureau

**Seconded by** Deputy Mayor Suzanne Séguin

THAT Council accept the DBIA Board of Management approval for the appointment of D. Vasey – Owner of Taps & Corks as a board member to fill the existing vacancy on the DBIA Board of Management.

**Carried**

**12. MOTIONS**

**12.1 General Government Services**

**12.1.1 Motion to Appoint Members to the Equity, Diversity and Inclusion Committee**

**Resolution 094-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

WHEREAS at the Regular Council Meeting on March 15, 2021, Council considered applications from Members of the Public to fill a vacancies on the Town of Cobourg Equity, Diversity and Inclusion Committee;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council appoint the following member to the Equity, Diversity and Inclusion Advisory Committee:

Equity, Diversity and Inclusion Committee

1. Councillor Nicole Beatty
2. Councillor Adam Bureau
3. Councillor Emily Chorley
4. Beverly Shepherd
5. Kari Walton
6. Heidi Carisse
7. Ashley Bouman
8. Marilou Martin
9. Terry Dillon
10. Anna Albouni
11. Frances Northeast
12. Boutheina Maraoui
13. Shawn Levy

AND FURTHER THAT Council authorize the amendment of the Equity Diversity and Inclusion Terms of Reference to allow for three (3) Members of Council to sit on the Committee and eleven (11) public member appointments, with the eleventh (11th) spot to be open to those persons who identify as First Nations with or without status, Metis, and/or Inuit.

**Carried**

**12.1.2 Motion from Committee of the Whole regarding Collective Bargaining-Cobourg Professional Fire Fighters' Association Local 1732 Amendment to the Negotiating Committee Structure**

**Resolution 095-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a memo from the Manager of Human Resources, regarding Collective Bargaining-Cobourg Professional Fire Fighters' Association Local 1732 Amendment to the Negotiating Committee Structure

NOW THEREFORE BE IT RESOLVED THAT Council authorize the amendment to Policy No. HR-AP-C1 -All Personnel — Compensation & Benefits — Salary Calculation Standards (Appendix "A") 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**

**12.1.3 Motion from the Committee of the Whole meeting regarding the Non-Union Employee Remuneration increase for 2021**

**Resolution 096-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a memo from the Human Resources Manager, regarding the Non-Union Employee Remuneration increase for 2021;

NOW THERE FOR BE IT RESOLVED THAT Council approve a 1.7 % increase for Non-Union employees effective January 1, 2021.

**Carried**

**12.1.4 Motion from the Committee of the Whole regarding appointments to the Town of Cobourg Holdings Inc. Board of Directors.**

**Resolution 097-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

THAT Council approve the extension and appointment of Robert M. Bell's term as a HOLDCO Director for a further three (3) year term ending April 30, 2024; and

FURTHER THAT Council request that the Town of Cobourg Holdings Inc. hold an open recruitment process pursuant to the

Boards procedures for the one (1) member vacancy that will be vacant as of April 30, 2021.

**Carried**

## **12.2 Planning and Development Services**

### **12.2.1 Motion from the Committee of the Whole meeting regarding Heritage Permit Application HP-2021-004, submitted by Ann and James Grozier for the proposed roof replacement at 170 King Street East, Cobourg**

#### **Resolution 098-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Adam Bureau

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a 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

NOW THEREFORE BE IT RESOLVED 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**

### **12.2.2 Motion from the Committee of the Whole meeting regarding the Notice of Demolition of a Listed Property – 205 Forth Street, Cobourg.**

Mayor John Henderson declared a conflict on this item. (Mayor John Henderson declared a conflict of interest as he is a neighbor to the subject property)

#### **Resolution 099-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat



WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a memo from Planner II - Heritage, Planning and Development, regarding the Notice of Demolition of a Listed Property – 205 Forth Street, Cobourg;

NOW THEREFORE BE IT RESOLVED 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 (undesigned) given the extenuating circumstances whereby the building has been substantially altered over time and significantly damaged by fire.

**Carried**

### **12.3 Public Works Services**

#### **12.3.1 Motion from the Committee of the Whole meeting regarding the Award of Various Culvert and Bridge Rehabilitations, Tender No. CO-21-04 PWD**

##### **Resolution 100-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Nicole Beatty

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a memo from the Manager of Engineering and Capital Projects, regarding the Award of Various Culvert and Bridge Rehabilitations, Tender No. CO-21-04 PWD.

NOW THEREFORE BE IT RESOLVED 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**

#### **12.3.2 Motion from the Committee of the Whole meeting regarding the Approval to Award Single/Sole Source Design Services for the Mathew Street Engineering Design Services Contract.**

Councillor Nicole Beatty declared a conflict on this item. (Councillor Nicole Beatty declared a conflict on this item as she resides on Burke Street which is neighboring to Matthew Street.)

**Resolution 101-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on February 16, 2021 Council considered a memo from the Director of Public Works, regarding the Approval to Award Single/Sole Source Design Services for the Mathew Street Engineering Design Services Contract;

NOW THEREFORE BE IT RESOLVED THAT Council approve the extension of the Mathew Street Engineering Design Services Contract with CIMA+ for the design of Burke Street, Blake Street and Victoria Street in the amount of \$75,000 and accordance with the 2021 approved Public Works Capital Budget.

**Carried**

**12.4 Parks and Recreation Services**

**12.4.1 Motion from the Committee of the Whole meeting regarding the High Efficiency Heating, Cooling and Dehumidifying System RFP Award at the Marina Building**

**Resolution 102-21**

**Moved by** Councillor Emily Chorley

**Seconded by** Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a memo from the Deputy Director of Community Services, regarding the High Efficiency Heating, Cooling and Dehumidifying System RFP Award at the Marina Building

NOW THEREFORE BE IT RESOLVED 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**

**12.4.2 Motion from the Committee of the Whole meeting regarding the Award of Contract for Harbour Infrastructure Repairs – Provisional Items**

**Resolution 112-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a 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

NOW THEREFORE BE IT RESOLVED 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:

1. Pedestrian Walkway to Lighthouse - Construction Cost Estimate (\$16,700);
2. Condition Assessment of Remaining Harbour Structures (\$7,000); and
3. 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.

**Amended**

**Resolution 113-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT Council approve the following wording to the last paragraph be inserted:

THAT Council approve the quotation in the amount of 9,500, plus HST;

That the following wording be removed:

‘Direct staff to request a quotation from’

AND FURTHER THAT the total contract amount for the Harbour infrastructure repairs Provisional Items be amended to \$55,200 plus HST.

**Carried**

**Resolution 114-21**

**Moved by** Councillor Emily Chorley

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on March 8, 2021 Council considered a 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

NOW THEREFORE BE IT RESOLVED THAT Council approve the costs associated with the following provisional items as submitted by Shoreplan Engineering in the amount of \$55,200 plus HST, being:

1. Pedestrian Walkway to Lighthouse - Construction Cost Estimate (\$16,700);
2. Condition Assessment of Remaining Harbour Structures (\$7,000); and

3. 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 approve the quotation in the amount of \$9,500, plus HST from Shoreplan Engineering to identify and compare feasible boat-lifting options including high-level cost estimates for Council's consideration.

**Carried**

## **12.5 Protection Services**

## **12.6 Arts, Culture and Tourism Services**

# **13. BYLAWS**

## **13.1 General Government Services**

- 13.1.1 **By-law No. 019-2021, being a by-law to enter into a Commercial Sale of Land Agreement with GVK Chemicals Inc. (Dodge Street, Cobourg).**

### **Resolution 115-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law 019-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a Commercial Sale of Land Agreement with GVK Chemicals Inc. for purchase of approximately two (2) acres of industrial land in the Lucas Point Business & Industrial Park on Dodge Street, Cobourg.

**Carried**

## **13.2 Planning and Development Services**

- 13.3 Public Works Services**
- 13.4 Parks and Recreation Services**
- 13.5 Protection Services**
- 13.6 Arts, Culture and Tourism Services**
- 13.7 General Government Services**

**13.7.1 THAT the following bylaw(s) be passed:**

- 1. By-law No. 019-2021, being a by-law to enter into a Commercial Sale of Land Agreement with GVK Chemicals Inc. (Dodge Street, Cobourg).

**Resolution 105-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

THAT leave be granted to introduce bylaw 019-2021 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

**Carried**

**14. PETITIONS**

**15. COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

- 15.1 Cobourg Public Library Board Minutes - January 20, 2021 and January 26, 2021**
- 15.2 Cobourg Downtown Business Improvement Board of Management Minutes - February 4, 2021**
- 15.3 Transportation Advisory Committee Minutes - January 28, 2021**
- 15.4 Accessibility Advisory Committee Minutes - January 20, 2021 and February 8, 2021**
- 15.5 Cobourg Heritage Advisory Committee Minutes - February 24, 2021**
- 15.6 Sustainability and Climate Change Action Committee Minutes - February 3, 2021**

**Resolution 106-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

THAT Council receive the Advisory Committee and Local Board Minutes for information purposes

**Carried**

**16. CORRESPONDENCE**

**16.1 Letter from Gil Brocanier, Chair of the Northumberland County Housing Corporation, requesting the waiver of Building Permit Fees for the Elgin Street Park Development.**

Mayor John Henderson declared a conflict on this item. (Mayor John Henderson declared a conflict of interest as he is a member on the Northumberland County Housing Corporation Board.)

**Resolution 107-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Adam Bureau

THAT Council receive the request from the Chair of the Northumberland County Housing Corporation for information purposes and refer the request to Staff for a report.

**Carried**

**16.2 Correspondence, Ministry of Transportation. Hon. Caroline Mulroney, regarding, the Safe Restart Agreement (SRA)**

**Resolution 108-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Adam Bureau

THAT Council receive the correspondence from the Ministry of Transportation. Hon. Caroline Mulroney for information purposes

**Carried**

**16.3 Correspondence, Ontario Fire Marshall, regarding the Fire Safety Grant Announcement and Application.**

**Resolution 109-21**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Emily Chorley

THAT Council receive the letter from the Ontario Fire Marshal regarding the Fire Safety Grant for information purposes; and

FURTHER THAT Council support the Fire Chief submitting an application for the Fire Safety Grant on behalf of the Cobourg Fire Department to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic; and

FURTHER THAT the Fire Chief Report back to Council to inform Council on the grant funding received and the projects delivered.

**Carried**

**17. NOTICE OF MOTION**

**17.1 Notice of Motion, Councillor Brian Darling, Coordinator of Public Works, regarding a request to Review and Update the Recorded Vote section of the Town of Cobourg Council Procedural By-law.**

**Resolution 110-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT Council receive the Notice of Motion for information purposes; and

FURTHER THAT the Notice of Motion be referred to the March 29, 2021 Committee of the Whole Meeting for discussion.

**Carried**

**18. COUNCIL/COORDINATOR ANNOUNCEMENTS**

**18.1 Members of Council present verbal reports on matters within their respective areas of responsibility.**

Members of Council present verbal reports on matters within their respective areas of responsibility.



**Resolution 111-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT the Motion from the Committee of the Whole meeting regarding the Award of Contract for Harbour Infrastructure Repairs – Provisional Items, agenda item 12.4.2, be reconsidered

**Carried**

**19. UNFINISHED BUSINESS**

**19.1 Unfinished Business Tracking Table**

**20. CONFIRMATORY BY-LAW**

**20.1 Bylaw 020-2021, being a bylaw to confirm the proceedings of the Council Meeting of March 15, 2021.**

**Resolution 115-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 020-2021 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on March 15, 2021 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

**Carried**

**21. ADJOURNMENT**

**Resolution 116-21**

**Moved by** Councillor Nicole Beatty

THAT the meeting be adjourned. (8:08 PM)

**Carried**

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Municipal Clerk B. Larmer

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Mayor J. Henderson