



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

March 29, 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
Teresa Behan, Deputy Director of Community Services
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Krystal Christopher, Deputy Clerk

1. CALL TO ORDER

His Worship Mayor Henderson called the Meeting to Order at 5:04 P.M.

2. CLOSED SESSION

Council moved into Closed Session at 5:05 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 -Town of Cobourg Holdings Inc. Nominating Committee Memo
- 2.2 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose - Victoria Beach Cobourg
- 2.3 Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees - Municipal Employee

Carried

Members moved out of Closed Session at 5:40 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

Member of Council moved into Opened Session at 6:00 PM.

Mayor John Henderson recited the Traditional Land Acknowledgment Statement.

4. ADDITIONS TO THE AGENDA

- 4.1 **Memo from the Deputy Clerk/Records Management Coordinator regarding the Memorial Arena Ad Hoc Committee Terms of Reference**
- 4.2 **Memo from the Accessibility Coordinator Regarding the Inclusive Communities Grant Program Application**
- 4.3 **Memo from the Director of Public Works and the Coordinator, Geographic Information Systems, regarding the GIS Platform, ArcGIS Three (3) Year Agreement.**

Moved by Deputy Mayor Suzanne Séguin

THAT the matters be added to the agenda.

Carried

5. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

- 5.1 **Councillor Aaron Burchat - Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Corporate Video Surveillance Policy**

Councillor Burchat declared a conflict of pecuniary interest due to his employment.

5.2 Mayor John Henderson - Memo from the Director, Planning and Development, regarding the Application for Site Plan Approval – Cobourg Creek Lofts 415 King Street West

Mayor Henderson declared a conflict of pecuniary interest as his residence is within 250 meters of the subject property.

6. PRESENTATIONS

6.1 Jennifer Leno, Environmental Technician, to speak regarding IWSFG, MESUG and the Issue of Flushable Products in Municipal Sewer Systems

J. Leno spoke provided information regarding the impact of flushable products to the sewer system noting the significant costs to clear sewer blockage. J. Leno spoke to the Municipal Enforcement Sewer Use Group, ISO standards for flushable products and a Memorandum of Understanding to support the objectives of the IWSFG in addressing the impacts of flushable products on the Town's wastewater infrastructure.

After a question and answer period, J. Leno was dismissed at 6:17 PM.

7. DELEGATIONS

8. DELEGATION ACTIONS

9. GENERAL GOVERNMENT SERVICES

9.1 Memo from the Treasurer/Director of Corporate Services, regarding the Town of Cobourg Annual Repayment Limit (ARL)

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the memo from the Treasurer/Director of Corporate Services regarding the Annual Repayment Limit for the Town of Cobourg for information purposes.

Carried

9.2 Memo from the Treasurer/Director of Corporate Services, regarding the Cobourg Public Library Memorandum of Understanding (MOU)

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the draft Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Public Library; and

FURTHER THAT the Memorandum of Understanding (MOU) be referred to the April 19, 2021, Committee of the Whole Meeting until there is final approval from the Library Board

Carried

9.3 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Corporate Video Surveillance Policy

Councillor Aaron Burchat declared a conflict on this item. (Councillor Burchat declared a conflict of pecuniary interest due to his employment.)

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive this report from information purposes; and

FURTHER THAT Council approve the Town of Cobourg Corporate Video Surveillance Policy to utilize video surveillance to ensure the security of individuals, town assets and public property.

Carried

9.4 Memo from the Deputy Clerk/Records Management Coordinator regarding the Memorial Arena Ad Hoc Committee Terms of Reference

Moved by Deputy Mayor Suzanne Séguin

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Memorial Arena Ad Hoc Committee, as attached to this Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution no later than May 20, 2022, once final recommendations upon the specified matter have been provided and unless provided otherwise by a resolution of Council

Carried

9.5 Memo from the Accessibility Coordinator, regarding the Town of Cobourg Equity, Diversity, and Inclusion Strategy: Initial Benchmarking Results

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the memo from the Accessibility Coordinator on the Initial Benchmarking through the Equity, Diversity, and Inclusion Strategy for information purposes.

Carried

9.6 Memo from the Accessibility Coordinator, regarding the Women in Governance: Leadership and Mentoring Program at the Town of Cobourg

Jamie Kramer, Accessibility Coordinator provided an overview of the report and spoke to the composition of the program.

Moved by Deputy Mayor Suzanne Séguin

THAT Council approve the creation of the “Women in Governance: Leadership and Mentoring Program” for the Town of Cobourg, as attached to the Staff Report, and;

FURTHER THAT Council participate as both mentors and advisors to the participants through the established programming, and;

FURTHER THAT Council direct Staff to bring a summary report to Council after the completion of the program.

Carried

9.7 Memo from the Accessibility Coordinator Regarding the Inclusive Communities Grant Program Application

Jamie Kramer, Accessibility Coordinator, provided a brief overview of the report noting the purpose of the funding is to assist with accessibility projects in the Town.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the memo for information purposes from the Accessibility Coordinator, and;

FURTHER THAT Council approve the hiring of a temporary part-time Accessibility Assistant, to be fully funded from the Inclusive Community Grant Work Plan Project and for the timelines as set out in the attached work plan; and;

FURTHER THAT Council direct Staff to bring forward reports on the progress, as needed, and;

FURTHER THAT Council consider adding funding in the 2022 budget for Accessibility Projects related to this successful grant application to enhance the work that can be completed as outlined in the ICG Grant Submission.

Carried

9.8 Memo from the Small Business Facilitator, regarding the Audcomp Land Sale at the Lucas Point Industrial Park.

Moved by Deputy Mayor Suzanne Séguin

THAT Council accept the offer to purchase of approximately three (3) acres of industrial land in the Lucas Point Business & Industrial Park on the corner of Dodge and Thompson Street from Gary Sohal in trust for a corporation to be named; and

FURTHER THAT Council authorize the preparation of a by-law to be prepared and presented at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Commercial Sale Agreement with Gary Sohal in trust for a corporation to be named; and

FURTHER THAT Council direct staff to provide correspondence to initiate the right of first refusal process.

Carried

9.9 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 schedule of vaccine dosages and the suspension of the AstraZeneca vaccine in Canada. T. Vaughan provided an update on the vaccination Clinic at the Cobourg Community Centre and the operation of Municipal buildings noting that a moderate reopening of Town Hall is currently being reviewed.

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 29, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Director, Planning and Development, regarding the Application for Site Plan Approval – Cobourg Creek Lofts 415 King Street West

Mayor John Henderson declared a conflict on this item. (Mayor Henderson declared a conflict of pecuniary interest as his residence is within 250 meters of the subject property.)

Glenn McGlashon, Director of Planning and Development provided an overview of the application for site plan approval at Cobourg Creek Lofts and highlighted the plans proposal, architectural, urban and landscape design.

G. McGlashon and Scott Glover, Developer, responded to questions arising from the application.

Moved by Councillor Nicole Beatty

THAT receive the Staff Report for information purposes; and,

THAT Council authorize the preparation of a by-law(s) to be presented at a Regular Council meeting to:

- i. authorize the Mayor and Municipal Clerk to execute a Development Agreement with AMR Investments Inc. & Glover & Co Inc. for the 26-unit residential apartment re-development project located at 415 King Street West, subject to the finalization of details by municipal staff and partner review agencies; and,
- ii. remove the Holding (H) Symbol from the Subject Lands.

Carried

10.2 Memo from Planner I, Planning and Development regarding the Site Plan Approval Application - Temporary Sales Centre Rondeau Lands - North side of Elgin St E and Brook St N

Moved by Councillor Nicole Beatty

THAT Council receive the staff report and application for information purposes; and,

FURTHER THAT the application be referred to the Planning Department for a report.

Carried

Motion to Recess:

Moved by Councillor Brian Darling:

Council took a recess at 7:58 PM

Council returned at 8:05 PM

11. PUBLIC WORKS SERVICES

11.1 Memo from the Director of Public Works regarding an Amending Agreement for the On Demand Transit Pilot Program in the Town of Cobourg.

Moved by Councillor Brian Darling

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 an amending agreement with Century Transportation to proceed with a one (1) year on demand pilot program in the Town of Cobourg at a cost of \$27,300 plus HST.

Carried

11.2 Memo from the Director of Public Works, regarding the Phase 3 Safe Restart Agreement Transit Proposal for the Town of Cobourg Public Transit System.

Moved by Councillor Brian Darling

THAT Council direct Staff to implement an online payment and contactless smart card transit pass system from TransitFare & Systems Ltd. in the amount of \$20,000.00 including HST; and,

FURTHER THAT the maintenance, data and hosting fees in the amount of approximately \$5,000.00 be funded in the 2022 Public Works Transit operating Budget.

Carried

11.3 Memo from the Environmental Services Technician, regarding the International Water Services Flushability Group – Memorandum of Understanding (MOU).

Moved by Councillor Brian Darling

THAT Council support the International Water Services Flushability Group (IWSFG) in their objectives to develop and maintain clear standards that define suitable criteria for products that can be flushed down toilets and

drains, to protect wastewater collection and transfer systems, treatment plants, their workers and the environment; and

FURTHER THAT Council direct the Mayor and Municipal Clerk to execute a Memorandum of Understanding that embodies the Town's support of the IWSFG.

Carried

11.4 Memo from the Manager of Environmental Services, regarding the purchase of a new Makeup Air Unit (MUA) for the Chemical Storage Building at the Environmental Services Plant #2

Moved by Councillor Brian Darling

THAT Council approve the purchase a new Makeup Air Unit (MUA) for the Chemical Storage Building at Plant #2 from *Engineered Air* at a cost of \$61,404.00 which includes parts, labour, non-refundable HST and a 15% contingency fund; and

FURTHER THAT the project be funded from the Environmental Services 2021 Capital Budget.

Carried

11.5 Memo from the Director of Public Works and the Coordinator, Geographic Information Systems, regarding the GIS Platform, ArcGIS Three (3) Year Agreement.

Moved by Councillor Brian Darling

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a three (3) year Small Business Enterprise Agreement with Esri Canada for the Town of Cobourg's GIS platform, ArcGIS.

Carried

11.6 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.

Councillor Darling spoke to the reason for the motion and provided comments regarding alternatives for recorded voting.

Brent Larmer, Municipal Clerk/Manager Legislative Services provided comments on options for recorded voting and spoke to how electronic recorded voting would operate. B. Larmer noted a report will be brought to Council on April 19, 2021

Moved by Councillor Brian Darling

THAT Council direct the Municipal Clerk to review Section 23.4 of the Town of Cobourg Procedural By-Law No.009-2019 regarding the conducting of Recorded Votes in alphabetical order at Council meeting; and

FURTHER THAT Council direct the Municipal Clerk to research alternative ways in which Recorded Votes can be conducted at Council Meetings that does not include the requirement of a recorded vote to be taken alphabetically which is not a requirement of the Municipal Act, 2001, and

FURTHER THAT a staff report be brought back to a future Committee of the Whole Meeting on April 19, 2021 for Council decision on options for Council to conduct Recorded Votes at Council Meetings.

Carried

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Director of Public Works, regarding the Harbour Repairs Schedule Impacts Summary.

Moved by Councillor Emily Chorley

THAT Council receive the report from the Director of Public Works, regarding the Harbour Repairs Schedule Impacts Summary for the Town of Cobourg Waterfront Harbour.

Carried

12.2 Memo from the Secretary, Parks and Recreation Advisory Committee, regarding West Headland as a Natural Environment

Moved by Councillor Emily Chorley

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

AND FURTHER THAT the designation of the West Headland be changed from 'Landmark Park' to 'Nature Park' in the Parks Use By-Law;

AND FURTHER THAT the Town's stewardship of its nature parks be explored through the Committee.

Carried

13. PROTECTION SERVICES

13.1 Memo from the Secretary of the Accessibility Advisory Committee, regarding a motion to improve the accessibility review of Patio and Business Extension Applications in the Town of Cobourg.

Moved by Councillor Aaron Burchat

THAT Council receive the memo from the Secretary of the Accessibility Advisory Committee for information purposes to endorse the Accessibility Coordinator being involved in the process of reviewing the applications for patios and/or business extensions onto the municipal sidewalks or roadways prior to their approvals.

Carried

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Memo from Minnie de Jong, Chair, Sustainability and Climate Change Action Committee, regarding the 2021 Annual Work Plan and Annual Report

Moved by Councillor Adam Bureau

THAT Council receive the Memo from the Chair, Sustainability and Climate Change Action Committee, for information purposes and endorse the 2021 Annual Work Plan and Annual Report

Carried

15. UNFINISHED BUSINESS

15.1 Unfinished Business Tracking Table

16. COMMITTEE OF THE WHOLE OPEN FORUM

16.1 Open Forum - Submissions from Public

No submissions were received from members of the public.

17. ADJOURNMENT

Moved by Councillor Adam Bureau

THAT the meeting adjourn (9:02 PM)

Carried