



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

**April 6, 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  
Teresa Behan, Deputy Director Community Services

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**1. CALL TO ORDER**

His Worship Mayor Henderson called the Meeting to Order at 5:33 P.M.

**2. CLOSED SESSION**

Council moved into Closed Session at 5:35 PM

**Resolution 171-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

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 -Citizen Appointment Applications – Transportation Advisory Committee**

Closed Session ended at 5:42 PM

Council moved into Open Session at 6 PM

**3. TRADITIONAL LAND ACKNOWLEDGEMENT**

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 Aaron Burchat - Motion from the Committee of the Whole meeting regarding the Town of Cobourg Corporate Video Surveillance Policy**

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

**6.2 Mayor John Henderson - By-law No.025-2021 being a by-law to amend Zoning By-law Number 085-2003 (Cobourg Creek Lofts, 415 King Street West, Cobourg).**

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

**6.3 Mayor John Henderson - By-law No. 024-2021, being a by-law to authorize the execution of a Development Agreement with Amr Investments Inc. and Glover & Co. Inc., Lakefront Utility Services Inc. and the Town of Cobourg (415 King Street West, Cobourg).**

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

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

**7.1 Adoption of the March 15, 2021 Regular Council Minutes.**

**Resolution 118-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council adopt the minutes of the Regular Council meeting held on March 15, 2021.

**Carried**

**8. PRESENTATIONS**

**8.1 Catherine Barr, Account Manager - Municipal & Stakeholder Relations with Municipal Property Assessment Corporation, regarding MPAC's 2020 Municipal Partnership Report.**

C. Barr provided an overview of the Ontario Assessment role and spoke to property classifications within Cobourg's assessment base. C. Barr noted the last property evaluation was in 2016 and due to the province-wide lockdown, the 2021 property evaluation was postponed.

After a question and answer period, C. Barr was dismissed 6:27 PM.

**9. DELEGATIONS**

**9.1 Anne Newman and Marsha Jones, Transition House, to speak regarding the services during the pandemic and plans for service provision into the new fiscal year**

A. Newman and M. Jones provided an overview of the services provided at the Transition House and spoke to its mission, client profile, pandemic services, funding and strategic direction. The presentation highlighted the creation of a transitional housing program in Port Hope, current challenges faced by clients and the increase in services provided during the pandemic.

After a question and answer period, A. Newman and M. Jones was dismissed at 6:44 PM

**10. DELEGATION ACTIONS**

**Resolution**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Aaron Burchat

THAT Council receive the delegation from Anne Newman of Transition House for information purposes.

**11. REPORTS**

**11.1 General Government Services**

**11.2 Committee of the Whole meeting notes held on March 29, 2021**

**Resolution 119-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT Council receive the notes of the Committee of the Whole meeting held on March 29, 2021 for information purposes.

**Carried**

**11.3 Planning and Development Services**

**11.4 Public Works Services**

**11.5 Parks and Recreation Services**

**11.6 Protection Services**

**11.7 Arts, Culture and Tourism Services**

**12. MOTIONS**

**12.1 General Government Services**

**12.1.1 Motion from the Committee of the Whole meeting regarding the Women in Governance: Leadership and Mentoring Program at the Town of Cobourg**

**Resolution 120-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Accessibility Coordinator, regarding the Women in Governance: Leadership and Mentoring Program at the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED 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**

**12.1.2 Motion from the Committee of the Whole meeting regarding the Inclusive Communities Grant Program Application.**

**Resolution 121-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Accessibility Coordinator regarding the Inclusive Communities Grant Program Application;

NOW THEREFORE BE IT RESOLVED 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**

**12.1.3 Motion from the Committee of the Whole meeting 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.)

**Resolution 122-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered Memo from the Municipal Clerk/Manager, Legislative Services regarding the Town of Cobourg Corporate Video Surveillance Policy;

NOW THEREFORE BE IT RESOLVED 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**

**12.2 Planning and Development Services**

**12.3 Public Works Services**

**12.3.1 Motion to Appoint a Member to the Transportation Advisory Committee**

**Resolution 123-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Adam Bureau

WHEREAS at the Regular Council Meeting on April 6, 2021, Council considered applications from Members of the Public to fill a vacancies on the Town of Cobourg Transportation Advisory Committee;

NOW THEREFORE BE IT RESOLVED THAT Municipal Council appoint the following member to the Transportation Advisory Committee:

1. Mark Mills

**Carried**

**12.3.2 Motion from the Committee of the Whole meeting regarding the Phase 3 Safe Restart Agreement Transit Proposal for the Town of Cobourg Public Transit System**

**Resolution 124-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Director of Public Works, regarding the Phase 3 Safe Restart Agreement Transit Proposal for the Town of Cobourg Public Transit System;

NOW THEREFORE BE IT RESOLVED 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**

**12.3.3 Motion from the Committee of the Whole meeting regarding the International Water Services Flushability Group – Memorandum of Understanding (MOU)**

**Resolution 125-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Emily Chorley

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Environmental Services Technician, regarding the International Water Services Flushability Group – Memorandum of Understanding (MOU);

NOW THEREFORE BE IT RESOLVED 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**

**12.3.4 Motion from the Committee of the Whole meeting regarding the purchase of a new Makeup Air Unit (MUA) for the Chemical Storage Building at the Environmental Services Plant #2**

**Resolution 126-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a 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;

NOW THEREFORE BE IT RESOLVED 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**

**12.4 Parks and Recreation Services**

**12.4.1 Motion from the Committee of the Whole meeting regarding West Headland as a Natural Environment**

**Resolution 127-21**

**Moved by** Councillor Emily Chorley

**Seconded by** Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Secretary, Parks and Recreation Advisory Committee, regarding West Headland as a Natural Environment;



NOW THEREFORE BE IT RESOLVED 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 Parks and Recreation Advisory Committee.

**Resolution 128-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

**MOTION TO AMEND:**

AND FURTHER THAT the area from the west side of the boat launch, westerly to the current fenced compound, then from the southeast corner of the compound south easterly in a line toward the light house be maintained as a manicured lawn area so as to provide safe passage to the water for the Sailing Club, the Dragon Boat and Canoe Club, paddle boarders and any other passive recreational users,

AND FURTHER to provide a clear view of the water from the parking lot for those who choose to park and sit in their vehicle to observe the waterfowl, enjoy a lunch break or coffee or just enjoy the panoramic view,

AND FURTHER that all work be completed with the approval of the Ganaraska Regional Conservation Authority (GRCA).

Recorded Vote – Requested by Councillor Emily Chorley

MEMBER OF COUNCIL	FOR	AGAINST
Councillor Nicole Beatty		X
Councillor Aaron Burchat	X	
Councillor Adam Bureau	X	
Councillor Emily Chorley		X
Councillor Brian Darling	X	
Mayor John Henderson		X
Deputy Mayor Suzanne Séguin		X
TOTAL	3	4

**Defeated**

**Resolution 129-21**

**Moved by** Councillor Emily Chorley

**Seconded by** Deputy Mayor Suzanne Séguin

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Secretary, Parks and Recreation Advisory Committee, regarding West Headland as a Natural Environment;

NOW THEREFORE BE IT RESOLVED 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 Parks and Recreation Advisory Committee.

**Carried**

**12.5 Protection Services**

**12.5.1 Motion from the Committee of the Whole meeting to improve the accessibility review of Patio and Business Extension Applications in the Town of Cobourg**

**Resolution 130-21**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Secretary of the Accessibility Advisory Committee to improve the accessibility review of Patio and Business Extension Applications in the Town of Cobourg

NOW THEREFORE BE IT RESOLVED THAT Council 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**

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

### **12.6.1 Motion from the Committee of the Whole meeting regarding the Sustainability and Climate Change Action Committee 2021 Annual Work Plan and Annual Report**

#### **Resolution 131-21**

**Moved by** Councillor Adam Bureau

**Seconded by** Councillor Brian Darling

WHEREAS at the Committee of the Whole Meeting on March 29, 2021, Council considered a Memo from the Chair of the Sustainability and Climate Change Action Committee, regarding the 2021 Annual Work Plan and Annual Report;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the 2021 Annual Work Plan and Annual Report.

**Carried**

## **13. BYLAWS**

### **13.1 General Government Services**

#### **13.1.1 By-law No.021-2021, being a by-law to Amend By-Law No. 008-2019 to Include the Terms of Reference for the Memorial Arena Terms of Reference Committee of Council**

Deputy Mayor Suzanne Séguin declared a conflict on this item.  
(Test)

#### **Resolution 132-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

THAT Council adopt By-law 021-2021, being a by-law to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Memorial Arena Ad Hoc Committee to assist the Town of Cobourg in reimagining the Memorial Arena, which was decommissioned as an ice rink in 2019.

**Carried**

- 13.1.2 By-law No. 022-2021, being a by-law to authorize the execution of a commercial sale agreement to purchase of approximately three acres of industrial land in the Lucas Point Business & Industrial Park**

**Resolution 132-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

THAT Council adopt By-law 022-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute a Commercial Sale Agreement with Gary Sohal in trust for a corporation to be named for a approximately three (3) acres of industrial land in the Lucas Point Business & Industrial Park on the corner of Dodge and Thompson, Cobourg.

**Carried**

- 13.1.3 By-law No. 023-2021 being a By-Law to authorize the execution of a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Seniors and Accessibility under the Inclusive Community Grant Program.**

**Resolution 133-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Adam Bureau

THAT Council adopt By-law 023-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Seniors and Accessibility for the Inclusive Communities Grant to sustain existing, and create new, Age-Friendly Communities (AFCs) for older adults and people of all abilities.

**Carried**

**13.2 Planning and Development Services**

- 13.2.1 By-law No. 024-2021, being a by-law to authorize the execution of a Development Agreement with Amr Investments Inc. and**

**Glover & Co. Inc., Lakefront Utility Services Inc. and the Town of Cobourg (415 King Street West, Cobourg).**

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.)

**Resolution 134-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law 024-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation an agreement with AMR Investments Inc. and Glover & Co. Inc. and Lakefront Utility Services Inc. for a 26-unit residential re-development project at 415 King Street West, Cobourg.

**Carried**

**13.2.2 By-law No.025-2021 being a by-law to amend Zoning By-law Number 085-2003 (Cobourg Creek Lofts, 415 King Street West, Cobourg).**

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.)

**Resolution 135-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Brian Darling

THAT Council adopt By-law 025-2021, being a by-law to amend Zoning By-law No.085-2003 by changing the zone category of a portion of the lands known as 415 King Street West, Cobourg from “Multiple Residential Type 4 Exception 16 Holding (R4-16[H]) Zone” to “Multiple Residential Type 4 Exception 16 (R4-16) Zone”.

**Carried**

### **13.3 Public Works Services**

- 13.3.1 By-law No. 026-2021, being a by-law to authorize the execution of a three (3) year Small Business Enterprise Agreement with Esri Canada.**

**Resolution 136-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law 026-2021, being a by-law 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**

- 13.3.2 By-law No. 027-2021, being a by-law to authorize execution of an amending agreement with Century Transportation.**

**Resolution 137-21**

**Moved by** Councillor Brian Darling

**Seconded by** Councillor Aaron Burchat

THAT Council adopt By-law 027-2021, being a by-law to 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**

### **13.4 Parks and Recreation Services**

### **13.5 Protection Services**

- 13.5.1 By-law No.028-2021, being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario as represented by the Office of the Ontario Fire Marshal under the Fire Safety Grant Program.**

**Resolution 138-21**

**Moved by** Councillor Aaron Burchat

**Seconded by** Councillor Brian Darling

THAT Council adopt By-law 028-2021, being a by-law to authorize the Mayor and Municipal Clerk to execute on behalf of the Corporation a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Ontario Fire Marshal for the Fire Safety Grant for increased training opportunities and the establishment of a virtual inspection program for the Town of Cobourg.

**Carried**

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

### **13.7 General Government Services**

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

##### **Resolution 139-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Nicole Beatty

THAT leave be granted to introduce bylaw 021-2021 to bylaw 023-2021 and 026-2021 to bylaw 028-2121 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**

##### **Resolution 140-21**

**Moved by** Councillor Nicole Beatty

**Seconded by** Councillor Emily Chorley

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.)

THAT leave be granted to introduce bylaw 024-2021 to bylaw 025-2021 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)**

16. **CORRESPONDENCE**

- 16.1 Correspondence dated March 18, 2021 from the West Northumberland County Curling Club regarding a request to utilize the Jack Heenan Arena for alternative activities during the shoulder season

**Resolution 141-21**

**Moved by** Councillor Emily Chorley

**Seconded by** Councillor Brian Darling

THAT Council authorize the West Northumberland Curling Club to use the Jack Heenan Arena for a corn-hold league during their 2021 off season with written permission provided to the club by Municipal Staff

**Carried**

- 16.2 Correspondence, Ministry of Solicitor General, Emergency Management and Civil Protection Act (EMCPA) Compliance Acknowledgement Letter

**Resolution 142-21**

**Moved by** Councillor Brian Darling

**Seconded by** Deputy Mayor Suzanne Séguin

THAT the correspondence be received for information purposes.

**Carried**

17. **NOTICE OF MOTION**

18. **COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

19. **UNFINISHED BUSINESS**

- 19.1 Unfinished Business Tracking Table

20. **CONFIRMATORY BY-LAW**



**20.1 Bylaw 029-2021, being a bylaw to confirm the proceedings of the Council Meeting of April 6, 2021.**

**Resolution 143-21**

**Moved by** Deputy Mayor Suzanne Séguin

**Seconded by** Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 029-2021 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 April 6, 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 144-21**

**Moved by** Councillor Aaron Burchat

THAT the meeting adjourn (8:28 PM)

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Municipal Clerk B. Larmer

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Mayor J. Henderson