



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

May 10, 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
Laurie Wills, Director of Public Works
Glenn McGlashon, Director of Planning and Development
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 6:01 P.M.

2. **TRADITIONAL LAND ACKNOWLEDGEMENT**

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

3. ADDITIONS TO THE AGENDA

- 3.1 Memo from the Senior Financial Analyst, Corporate Services, Finance Department, regarding the 2020 Remuneration & Expense: Council & Local Boards**
- 3.2 Notice of Resignation from Barry Gutteridge, member of the Committee of Adjustment**
- 3.3 Memo from the Recording Secretary, Planning and Development Advisory Committee regarding the Application for Zoning By-law Amendment - Burnham Street and DePalma Drive - Northumberland Hills Hospital/EcoView Consulting Services Inc.**
- 3.4 Memo from the Manager, Marketing and Events, Community Services, regarding the Summer 2021 Pop-ups at the Harbour and Pop-ups at the Beach**
- 3.5 Memo from the Recording Secretary, Sustainability and Climate Change Advisory Committee, regarding the naming of Linda Gregg as the representative for Sustainable Cobourg on the Sustainability and Climate Change Action Committee**
- 3.6 Memo from the Recording Secretary, Sustainability and Climate Change Advisory Committee, regarding the change of the Committee's name to the Sustainability and Climate Emergency Committee**

Moved by Councillor Adam Bureau

THAT the matters be added to the agenda

Carried

4. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

Mayor John Henderson declared a conflict of pecuniary interest with item 9.1 - Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval – Elgin Park – 265-327 Elgin Street East – Northumberland County Housing Corporation.

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

5. PRESENTATIONS

6. **DELEGATIONS**

6.1 **Jenna Fitzgerald, George and Orange, to speak regarding an exemption to accommodate the proposed temporary patio expansion located at 67 Orange Street, Cobourg.**

J. Fitzgerald presented her request to Council to consider an exemption to the parking provision under the Town's Zoning By-Law and the *Planning Act* to accommodate the proposed temporary patio expansion at her businesses located at 67 Orange Street.

7. **DELEGATION ACTIONS**

Moved by Councillor Nicole Beatty

THAT the Mayor and Municipal Clerk are hereby authorized and directed to prepare and execute a cash-in-lieu of parking agreement between the Town of Cobourg and Jenna Lee Fitzgerald, George and Orange Taproom & Kitchen, together with any and all mortgagees that may be on title at the point of execution of the agreement for the lands described as CON A, PT LT 17, BLK E, SUBD 10, PT LT 21, known municipally as 67 Orange Street, Cobourg.

Carried

8. **GENERAL GOVERNMENT SERVICES**

8.1 **Memo from the Chief Administrative Officer regarding the Organizational Review RFP Award**

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the Organizational Review Report from the Chief Administrative Officer for information purposes; and

FURTHER THAT Council award the Organizational Review Request for Proposal Contract to the successful bidder, KPMG, in the amount of \$85,000.00 plus HST (non-refundable) totaling \$86,496.00 to be funded in the amount of \$60,000 from the approved 2020 Council Operating Budget; and

FURTHER THAT the remaining \$26,496.00 be drawn from the Contingency Reserve Fund to fund the remaining amount of the

Organization Review Contract.

Carried

8.2 Memo from the Chief Administrative Officer, regarding the Mid-Term Strategic Plan Report for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Chief Administrative Officer for information purposes; and

FURTHER THAT Council direct staff to demonstrate the alignment of reports, projects and activities, budget requests and resource deployment to the advancement of the priorities of the Strategic Plan wherever possible.

Carried

8.3 Memo from the Treasurer/Director of Corporate Services regarding the Cobourg Public Library HVAC Unit Contract Award.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Director of Corporate Services regarding the award of the contract for the replacement of two rooftop HVAC units at the Cobourg Public Library for information purposes; and

FURTHER THAT Council award the contract to Carmichael Engineering Ltd to supply and install one (1) new four (4) ton and one (1) new six (6) ton Carrier roof top heat and cool package units at the Cobourg Public Library at a cost of \$18,520 including non-refundable HST to be funded from the Library Building Reserve account.

Carried

8.4 Memo from the Treasurer/Director of Corporate Services, regarding the Victoria Hall – Sewer Line Replacement Project.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Treasurer/Director of Corporate Services regarding the award of the contract for the replacement of the main interior sewer line in the basement of Victoria Hall; and

FURTHER THAT Council award the contract to Doyle Home Services to replace the main interior sewer line in the west basement of Victoria Hall at a cost of \$55,990 including non-refundable HST to be funded from the 2021 capital budget allocation of \$40,000 with additional funds to be drawn from the Holdco Reserve fund in the amount of \$35,000 to cover the estimated total project cost of \$75,000.

Carried

8.5 Town of Cobourg 2020 Waterworks Draft Final Statements year ending of December 31, 2020.

Moved by Deputy Mayor Suzanne Séguin

THAT Council approve the draft audited financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2020.

Carried

8.6 Memo from the Senior Financial Analyst, regarding the 2020 Remuneration & Expense Report: Council & Local Boards.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report for information purposes pursuant to the requirements of Section 284 (1) of the *Municipal Act, 2001*, which requires that Council remuneration and expenses paid to each member of Council including those appointed to a local board be provided to the council of the municipality in the previous year.

Carried

8.7 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 the number of variant cases are of concern. T. Vaughan provided comments on the extension of the provincial Stay-at-Home order noting the province is looking to extend the order until June 2. T. Vaughan spoke to the distribution of vaccines noting areas have moved to 40 and over in non-hot spot communities. T. Vaughan provided an update on the vaccination Clinic at the Cobourg Community Centre and local pharmacies; the closure of municipal buildings; signage; police enforcement; and the Cobourg Beach report. T. Vaughan noted the postponement of the marina boat lift in and the opening of the Farmers Market.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the May 10, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

Carried

9. PLANNING AND DEVELOPMENT SERVICES

9.1 Memo from the Director of Planning and Development, regarding an Application for Site Plan Approval – Elgin Park – 265-327 Elgin Street East – Northumberland County Housing Corporation.

Mayor John Henderson declared a conflict of pecuniary interest with this item.

Glenn McGlashon, Director of Planning and Development provided background information and overview of the application for Site Plan Approval at Elgin Park. G. McGlashon spoke to the location, site design, landscape design, sustainability, financial considerations and review of the studies and reports conducted with the application.

Due to technical difficulties, Council took a recess at 7 PM and returned at 7:10 PM

Moved by Councillor Nicole Beatty

THAT Council receive the staff report for information purposes; and

FURTHER 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 the Northumberland County Housing Corporation for the 40-unit affordable & market residential re-development project located at 265-327 Elgin Street East, subject to the finalization of details by municipal staff and partner review agencies; and,
- ii. remove the Holding (H) Symbol from the Subject Lands; and,

FURTHER THAT Council grant Northumberland County Housing Corporation a 50% reduction in the Demolition/Building Permit fees for the project in the amount of \$52,525.00 to be funded from the 2021 Affordable Housing Assistance budget and a 5-year, interest-free deferral of the balance of the Permit fees.

Carried

9.2 Memo from the Recording Secretary, Planning and Development Advisory Committee regarding the Application for Zoning By-law Amendment - Burnham Street and DePalma Drive - Northumberland Hills Hospital/EcoView Consulting Services Inc.

Moved by Councillor Nicole Beatty

THAT Council be advised that the Planning and Development Advisory Committee (PDAC) has duly considered the application by EcoVue Consulting Services Inc. on behalf of Northumberland Hills Hospital to permit "Medical Clinic Use" as a permitted land use under Business Park Exception 4 (BP-4) Zone and to permit the future development of medical arts and ancillary health uses on the vacant 1.87 ha parcel at the south-west corner of Burnham Street and DePalma Drive.

FURTHER THAT the Planning and Development Advisory Committee endorses the conclusions of the Planning Report.

Carried

9.3 Notice of Resignation from Barry Gutteridge, member of the Committee of Adjustment.

Moved by Councillor Nicole Beatty

THAT Council accept with regret the resignation from Barry Gutteridge of the Committee of Adjustment and that a note of appreciation be sent to the member acknowledging his service to the Cobourg Community; and

FURTHER THAT the vacant position on the Committee of Adjustment be advertised and a new member be recruited in accordance with the Town's policies and procedures.

Carried

10. PUBLIC WORKS SERVICES

11. PARKS AND RECREATION SERVICES

11.1 Memo from the Deputy Director of Community Services regarding the Waterfront Parking Lot Repairs.

Moved by Councillor Emily Chorley

THAT Council receive this report for information purposes; and

FURTHER THAT Council support the repairs to the Waterfront parking lot at a cost of \$22,500 to be funded from the Parking Reserves; and

FURTHER THAT Council support the proposed changes to the traffic flow as detailed on the attached drawing and outlined in the staff report.

Amended

Moved by Councillor Emily Chorley

THAT Council receive this report for information purposes; and

FURTHER THAT Council support the repairs to the Waterfront parking lot at a cost of \$30,000 plus HST to be funded from the Parking Reserves; and

FURTHER THAT Council support the proposed changes to the traffic flow as detailed on the attached drawing and outlined in the staff report.

Carried

11.2 Memo from the Deputy Director of Community Services regarding Recreation Software.

Moved by Councillor Emily Chorley

THAT Council authorize the Town of Cobourg to execute and enter into a three (3) year agreement with Active Network for the Town of Cobourg's recreation software, which includes a three year (3) extension option agreement to be included with the terms of the Agreement; and

FURTHER THAT Council authorize that the amount of \$17,020.38 for the Active Network conversion be funded from the Cobourg Community Centre (CCC) Operating Budget, under Software Maintenance in the amount of \$10,600.00 and office supplies in the amount of \$3,000.00 and from Training and Courses in the amount of \$3,420.38 to fund the total project cost.

Carried

11.3 Memo from the Deputy Director of Community Services, regarding the Cobourg Marina Boat Lift-In.

Moved by Councillor Emily Chorley

THAT Council receive the report from the Deputy Director of Community Services for information purposes.

Carried

12. PROTECTION SERVICES

13. ARTS CULTURE AND TOURISM SERVICES

13.1 Memo from the Deputy Director of Community Services regarding the Summer 2021 Community Events Strategy

Moved by Councillor Adam Bureau

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council direct staff to approve community events permits for the summer of 2021 based on up-to-date provincial guidelines and the following strategy as presented within the Staff Report.

Carried

13.2 Memo from the Manager, Marketing and Events, Community Services, regarding the Summer 2021 Pop-ups at the Harbour and Pop-ups at the Cobourg Beach.

Moved by Councillor Adam Bureau

THAT Council endorse and approve the proposal for the Summer 2021 Pop-ups at the Cobourg Harbour and Pop-ups at the Beach project and allow staff to issue permits for municipal space using the Town of Cobourg Municipal Event Application procedures subject to the current COVID-19 Provincial Emergency Orders at that time.

Carried

13.3 Memo from the Recording Secretary, Sustainability and Climate Change Advisory Committee, regarding the naming of Linda Gregg as the representative for Sustainable Cobourg on the Sustainability and Climate Change Advisory Committee

Moved by Councillor Adam Bureau

THAT Linda Gregg be named as the Sustainable Cobourg representative on the Sustainability and Climate Change Advisory Committee

Carried

13.4 Memo from the Recording Secretary, Sustainability and Climate Change Advisory Committee, regarding the change of the Committee's name to the Sustainability and Climate Emergency Committee

Moved by Councillor Adam Bureau

THAT Council receive the recommendation from the Sustainability and Climate Change Advisory Committee regarding the recommendation to change the Committee's name from the 'Sustainability and Climate Change Advisory Committee' to the 'Sustainability and Climate Emergency Advisory Committee (SCEAC).

Carried

14. UNFINISHED BUSINESS

14.1 Unfinished Business Tracking Table

15. COMMITTEE OF THE WHOLE OPEN FORUM

No submissions were received by the public

16. ADJOURNMENT

Moved by Councillor Adam Bureau

THAT the meeting be adjourned. (7:38 PM)

Carried