



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

April 19, 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 5:01 P.M.

2. **CLOSED SESSION**

Council moved into Closed Session at 5:02 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:

Carried

- 2.1 Section 239 (2) (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; Solicitor Opinion on the Sale of Municipal Land.**

Closed Session ended at 5:38

Council moved into Open Session at 6:00 PM

3. TRADITIONAL LAND ACKNOWLEDGEMENT

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement.

4. ADDITIONS TO THE AGENDA

- 4.1 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the awarding of the Electronic Document Records Management System Request for Proposal.**
- 4.2 Legal Opinion regarding the regulation of On-Water Activities - West Harbour at the Cobourg Waterfront**
- 4.3 Memo from the Accessibility Coordinator regarding National Accessibility Awareness Week 2021**
- 4.4 Memo from the Deputy Director of Community Services, regarding the award of Installation of a High Efficiency Heating, Cooling and Dehumidifying System Request for Proposal**
- 4.5 Memo from the Manager of Environmental Services, regarding the Scum Trough Sanitary Sewer Line – Water Pollution Control Plant #1**

Councillor Nicole Beatty requested the following:

- Item 10.2 be addressed after 9.1.
- Item 10.3. be addressed after item 9.2.

Moved by Deputy Mayor Suzanne Séguin

THAT the matters be added to the agenda, as amended

Carried

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

There were no Declarations of Pecuniary Interest Declared by Members of Council.

6. **PRESENTATIONS**

7. **DELEGATIONS**

8. **DELEGATION ACTIONS**

9. **GENERAL GOVERNMENT SERVICES**

9.1 **Memo from the Director of Corporate Services/Treasurer regarding the Market Building Roof Replacement**

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes; and

FURTHER THAT Council award the contract for the replacement of the Market Building roof to the low bidder being Urban Roofing & Consulting at a cost of \$124,890.05 including non-refundable HST using the Polymer Shakes product as approved by the Ontario Heritage Trust subject to approval by the Cobourg Heritage Committee plus an additional contingency of \$10,000 to be used to repair any damaged roof sheeting.

Carried

9.2 **Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 212 King Street West - HP-2021-009 Marie Dressler House**

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes for the Heritage Permit Application HP-2021-009, submitted by Ian Davey on behalf of the Town of Cobourg, to permit a roof replacement at 212 King Street West to be modified to incorporate the Davinci polymer “cedar shake” in the colour “Chesapeake” (or equivalent) to closely match the existing polymer roof material.

Carried

9.3 Memo from the Director of Corporate Services/Treasurer regarding the Dressler House Roof Project

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the report from the Treasurer/Director of Corporate Services for information purposes; and

FURTHER THAT Council award the contract for the replacement of the Dressler House roof to the low bidder being Urban Roofing & Consulting at a cost of \$35,388.06 which includes non-refundable HST subject to final approval of materials by the Cobourg Heritage Committee.

Carried

9.4 Memo from the Municipal Clerk/Manager Legislative Services regarding recorded voting at Council Meetings

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 provide direction to the Municipal Clerk on one of the following options below in regards to recording voting during Municipal Council Meetings:

Option 2: Amend the Procedural By-law to allow for recorded votes to be conducted with the Member who requested the recorded vote to be required to vote first, and then subsequently all other members of Council to announce their vote in alphabetical order thereafter;

Amended

MOTION TO AMEND:

Moved by Councillor Brian Darling

Option 5: Amend the Procedural By-law to allow for recorded votes to be conducted with the Member who requested the recorded vote to be

required to vote first and then subsequently to all other Members of Council in a clockwise direction as Council would be seated in Victoria Hall Council Chambers.

Carried

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 provide direction to the Municipal Clerk on one of the following options below in regards to recording voting during Municipal Council Meetings:

Option 5: Amend the Procedural By-law to allow for recorded votes to be conducted with the Member who requested the recorded vote to be required to vote first and then subsequently to all other Members of Council in a clockwise direction as Council would be seated in Victoria Hall Council Chambers.

Carried

9.5 Memo from the Manager, Human Resources, regarding Pay Equity Maintenance CUPE Local #25

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive this report for information purposes; and

FURTHER THAT Council approve \$10,000.00 from the 2021 budget from the finance reserve contingencies on page 42 of the Operating Budget to hire a pay equity specialist to review and align current pay equity plan band widths with existing CUPE pay grids and to validate results of the pay equity maintenance process for implementation as required by legislation.

Carried

9.6 Memo from the Municipal Clerk/Manager of Legislative Services, regarding the awarding of the Electronic Document Records Management System Request for Proposal.

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 award the Request for Proposal Electronic Document Records Management contract to the successful bidder, StoneShare in the amount of \$154,000.00 to be funded from the Legislative Services approved 2021 Operating Budget.

AND FURTHER THAT the funds are taken from the Building Efficiencies Fund in the amount of \$154,000.

Carried

9.7 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 and the provincial guidelines associated with the order. T. Vaughan spoke to the distribution of vaccines noting in hotspot zones persons over 18 years of age are eligible for vaccination as of April 6. T. Vaughan provided an update on the vaccination Clinic at the Cobourg Community Centre, the booking of appointments with HPKR and the closure of municipal buildings. T. Vaughan noted playgrounds are not closed and walking on beach is permissible as long as there is active movement.

Moved by Deputy Mayor Suzanne Séguin

THAT Council receive the April 19, 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 of Planning and Development regarding the Cobourg Municipal Land Inventory for Potential Affordable Housing Sites**

Moved by Councillor Nicole Beatty

FURTHER THAT Council continue with the review of municipally-owned properties for the purpose of potentially disposing of and/or using such lands to facilitate the creation of affordable housing by establishing an internal ad-hoc working group comprised of:

- Coordinator of Planning and Development
- Coordinator of Public Works
- Coordinator of Parks and Recreation
- Member from the Parks and Recreation Advisory Committee
- Member from the Planning and Development Advisory Committee

And further that a member from the Northumberland Affordable Housing Committee, staff from Northumberland County's Housing Services and staff from the Town of Cobourg's Community Services (Parks), Public Works and Planning divisions be invited to attend meetings of the internal ad-hoc working group when required to act as resources; and

FURTHER THAT the recommendations of the internal ad-hoc working group be provided to Staff and brought forward to Council in a Staff Report;

And further that the ad-hoc working group provide a recommended shortlist and implementation plan to Council by September 13, 2021.

Carried

10.2 **Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 121 Bagot Street -HP-2021-007**

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes and grant a Heritage Permit Application HP-2021-007, submitted by Lee and Brad Corlett, for a side and rear addition with mudroom at 121 Bagot Street,

Cobourg, subject to the finalization of details by Heritage and Planning staff.

Carried

10.3 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding 201 Second Street – Market Building HP-2021-010

Moved by Councillor Nicole Beatty

THAT Council receive the memo from the Secretary of the Cobourg Heritage Advisory Committee for information purposes and grant Heritage Permit Application HP-2021-010, submitted by Ian Davey on behalf of Town of Cobourg, to permit a roof replacement at 201 Second Street, Cobourg subject to the finalization of details by Heritage and Planning staff.

Carried

11. PUBLIC WORKS SERVICES

11.1 Memo from the Manager of Environmental Services, regarding the Scum Trough Sanitary Sewer line at Water Pollution Control Plant #1

Moved by Councillor Brian Darling

THAT Council approve the bid submitted by Behan Construction in the amount of \$196,970.67 including non-refundable HST to complete the construction of the Scum Trough sanitary sewer line at Water Pollution Control Plant #1.

Carried

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Deputy Director of Community Services, regarding the High Efficiency Hot Water Tank Replacement at the Cobourg Marina.

Moved by Councillor Emily Chorley

THAT Council award the RFP Contract CO-21-09 to Stadtke Plumbing & Heating Ltd. for a design plan and complete installation of a new high efficiency hot water system, removal and environmentally responsible disposal of the current aged equipment; and

FURTHER THAT Council approve the costs associated with provisional deliverables 1, 2 and 3 in the amount of \$69,633.20 plus HST as approved in the 2021 Capital Budget; and

FURTHER THAT \$12,633.20 plus HST be funded from the Marina Reserve account and \$7,000 be reallocated from the Marina Washer and Dryer replacement Capital Budgeted Item to fund the remaining amount of the project cost of the High Efficiency Hot Water Tank Replacement.

Carried

12.2 Legal Opinion regarding the regulation of On-Water Activities - West Harbour at the Cobourg Waterfront.

Moved by Councillor Emily Chorley

THAT Council receive the Legal Opinion from Aird and Berlis LLP, with respect to the powers and authority of the Town of Cobourg to regulate and control activities in or upon waters within its municipally-owned harbour; and

FURTHER THAT Council refer the opinion to the Parks and Recreation Advisory Committee as a follow-up to the recommendation passed on July 20, 2020 by Council regarding this request for a legal opinion on the municipalities' ability to regulate on-water activities in the Cobourg Harbour.

Carried

13. PROTECTION SERVICES

13.1 Memo from the Accessibility Coordinator regarding National Accessibility Awareness Week 2021

Moved by Councillor Aaron Burchat

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

FURTHER THAT Council proclaim Accessibility Awareness Week from May 31st to June 4th, 2021, and;

FURTHER THAT Council hang the banner created by the Chair of the Accessibility Advisory Committee at Victoria Hall throughout Accessibility Awareness week, and;

FURTHER THAT Council provide a budget of \$2,500 to secure a keynote speaker related to Accessibility to kick off the event, and;

FURTHER THAT Council participate in different events throughout the week, to the best of their availability and schedule.

Amended

MOTION TO AMEND:

Moved by Deputy Mayor Suzanne Séguin

FURTHER THAT Council provide a budget of \$2,500 to secure a keynote speaker related to Accessibility to kick off the event, with these funds allocated from the Legislative Services approved budget under Training/Courses and;

Carried

Moved by Councillor Aaron Burchat

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

FURTHER THAT Council proclaim Accessibility Awareness Week from May 31st to June 4th, 2021, and;

FURTHER THAT Council hang the banner created by the Chair of the Accessibility Advisory Committee at Victoria Hall throughout Accessibility Awareness week, and;

FURTHER THAT Council provide a budget of \$2,500 to secure a keynote speaker related to Accessibility to kick off the event, with these funds

allocated from the Legislative Services approved budget under Training/Courses and;

FURTHER THAT Council participate in different events throughout the week, to the best of their availability and schedule.

Carried

14. ARTS CULTURE AND TOURISM SERVICES

14.1 Memo from the Recording Secretary, Sustainability and Climate Change Action Committee, regarding the revisions to the Terms of Reference

Moved by Councillor Adam Bureau

THAT Council receive the memo from the Secretary of the Sustainability of Climate Change Advisory Committee for information purposes and approve the SCCAC recommendations for the following changes to the Terms of Reference for the SCCAC, namely that:

- Pam Lancaster from the Ganaraska Regional Conservation Authority (GRCA), recommended by the GRCA as their representative, be approved as a member of the SCCAC, in the role of an advisor, with no vote; and that
- A representative from Sustainable Cobourg, recommended by Sustainable Cobourg as their representative, be approved as a member of the SCCAC, with a vote.

Carried

14.2 Memo from the Recording Secretary, Sustainability and Climate Change Action Committee, regarding the Environmental Officer Position

Moved by Councillor Adam Bureau

THAT Council receive the memo from the Secretary of the Sustainability of Climate Change Advisory Committee for information purposes and work

on having the shared Northumberland County Environmental Officer position be continued.

Carried

15. UNFINISHED BUSINESS

15.1 Unfinished Business Tracking Table

16. COMMITTEE OF THE WHOLE OPEN FORUM

No submissions were received by the public

17. ADJOURNMENT

Moved by Councillor Adam Bureau

THAT the meeting be adjourned. (8:26 PM)

Carried