



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

**May 31, 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

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**1. CALL TO ORDER**

His Worship Mayor Henderson called the Meeting to Order at 6:04 P.M.

**2. TRADITIONAL LAND ACKNOWLEDGMENT STATEMENT**

His Worship Mayor Henderson recited the Traditional Land Acknowledgment Statement

**3. ADDITIONS TO THE AGENDA**

**3.1 Memo from the Treasurer/Director of Corporate Services regarding the Cobourg Public Library Memorandum of Understanding.**

- 3.2 **Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park – First Quarter 2021 Financial Report.**
- 3.3 **Memo from the Manager, Environmental Services, regarding the Award of the SBR Expansion Contract CO-20-12 at Water Pollution Control Plant #2.**
- 3.4 **Memo from the Treasurer/Director of Corporate Services regarding the Town of Cobourg Operating Budget Variance Report – Q1 2021.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT the matters be added to the Agenda.

**Carried**

#### **4. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

- 4.1 **Councillor Brian Darling - Memo from Planner - I - Development, regarding, Site Plan Approval Submission - 420 Division Street, Cobourg - Residential Treatment Centre (2759655 Ontario Ltd. - Canadian Centre for Additions).**

I am a co-owner of a property within 120 m of the subject property.

- 4.2 **Councillor Emily Chorley - Memo from Planner - I - Development, regarding, Site Plan Approval Submission - 420 Division Street, Cobourg - Residential Treatment Centre (2759655 Ontario Ltd. - Canadian Centre for Addictions).**

I am declaring a potential pecuniary interest on the application for site plan approval for 420 Division Street because my property lies within 120m of the subject property. This declaration is made under Section 5 of the Municipal Conflict of Interest Act, and I will not be participating in any discussion or vote related to this matter.

- 4.3 **Councillor Aaron Burchat - Memo from the Chief Building Official, Building Department, regarding the Request for an Exemption to the Sign By-law – Rotary Club of Cobourg – COVID-19 Vaccination Lawn Signs**

I have an indirect conflict of interest being a member of the Rotary Club of Cobourg.

- 4.4 Councillor Aaron Burchat - Memo from Planner - I - Development, regarding, Site Plan Approval Submission - 420 Division Street, Cobourg - Residential Treatment Centre (2759655 Ontario Ltd. - Canadian Centre for Addictions).**

I have a conflict of interest as my place of employment does work for the Canadian Centre for Addictions.

- 4.5 Deputy Mayor Suzanne Séguin - Memo from the Chief Building Official, Building Department, regarding the Request for an Exemption to the Sign By-law – Rotary Club of Cobourg – COVID-19 Vaccination Lawn Signs**

Deputy Mayor Suzanne Seguin declared a indirect conflict of interest as she is a member of the Rotary Club of Cobourg

- 4.6 Mayor John Henderson - Memo from the Chief Building Official, Building Department, regarding the Request for an Exemption to the Sign By-law – Rotary Club of Cobourg – COVID-19 Vaccination Lawn Signs**

His Worship Mayor Henderson declared a indirect conflict of interest as she is a member of the Rotary Club of Cobourg

**5. PRESENTATIONS**

**6. DELEGATIONS**

- 6.1 Sharon Teves, Cobourg Resident, regarding parking on Henderson Drive, Cobourg.**

S. Teves raised concerns with the parking on Henderson Drive being and spoke to improving safety, congestion and traffic on the street. S. Teves provided comments in support of parking only on one side of the street.

After a question and answer period, S. Teves was dismissed at 6:30 PM

**7. DELEGATION ACTIONS**

**Moved by Councillor Brian Darling**

THAT the parking be remained as is for Henderson Drive

**Amended**

**Moved by** Councillor Aaron Burchat

*MOTION TO AMEND*

THAT Council implement a temporary no parking on the west side of Henderson for the period of one (1) year, from the date of passing.

**Carried**

**Moved by** Councillor Brian Darling

THAT Council implement a temporary no parking on the west side of Henderson for the period of one (1) year, from the date of passing.

**Carried**

**8. GENERAL GOVERNMENT SERVICES**

**8.1 Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda for Tuesday July 13, 2021.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Municipal Council receive the proposed resolutions as presented within the Shareholders Meeting Agenda; and

FURTHER THAT Council authorize the Chief Administrative Officer who is delegated as the Shareholder representative to represent Municipal Council to support the proposed resolutions as presented in the Shareholders Meeting Agenda.

**Carried**

**8.2 Memo from the Treasurer/Director of Corporate Services regarding the Cobourg Public Library Memorandum of Understanding.**

**Moved by** Deputy Mayor Suzanne Séguin

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

FURTHER THAT Council authorize the Chief Administrative Officer to execute the MOU with the Cobourg Public Library.

**Carried**

**8.3 Memo from the Treasurer/Director of Corporate Services, regarding the Northam Industrial Park – First Quarter 2021 Financial Report.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the First Quarter 2021 Northam Industrial Park Financial Report for information purposes.

**Carried**

**8.4 Memo from the Treasurer/Director of Corporate Services regarding the Town of Cobourg Operating Budget Variance Report – Q1 2021.**

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the First Quarter 2021 Operating Budget Variance Report for information purposes.

**Carried**

**8.5 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 spoke to the distribution of vaccines noting the province is allowing vaccinations for 12 years and older. T. Vaughan provided an update on the vaccination Clinic at the Cobourg Community Centre and local pharmacies; the closure of municipal buildings; and the Cobourg Beach. T. Vaughan noted the marina boat lift-in between June 3rd to 6<sup>th</sup>; and a "Talk with the Doc" session on June 1st between 1 to 2pm.

**Moved by** Deputy Mayor Suzanne Séguin

THAT Council receive the May 31, 2021 COVID-19 Verbal Update from the Chief Administrative Officer for information purposes.

**Carried**

**9. PLANNING AND DEVELOPMENT SERVICES**

**9.1 Memo from Planner I- Development, regarding a Site Plan Approval Application - Temporary Sales Centre - Tribute Communities - North Side of Elgin St E and Brook Rd N, Cobourg.**

Glenn McGlashon, Director of Planning and Development provided background information and overview of the application for Site Plan Approval for the Temporary Sales Centre, Tribute Communities. G. McGlashon spoke to the location, architectural, landscape, and accessibility design. G. McGlashon noted that the sales centre will be removed once it is no longer required by the applicants.

**Moved by** Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and,

FURTHER THAT Council authorize the preparation of By-law(s) to be endorsed and presented to Council to:

- i. authorize the Mayor and Municipal Clerk to execute a Development Agreement with Tribute (Cobourg) Limited and Lakefront Utility Services Inc. for the construction of a proposed temporary sales centre located on the north side of Elgin Street East, east of Brook Road North, subject to the finalization of details by municipal staff and external agencies; and,
- ii. remove the Holding (H) Symbol from the subject lands.

**Carried**

**9.2 Memo from the Director of Planning and Development, regarding a Draft Plan Approval Extension (Phase 1) – Villages of Central Park (Cobourg East Community).**

**Moved by** Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and,

FURTHER THAT Council approve the request by The Planning Partnership on behalf of Tribute (Cobourg) Limited for a two (2) year extension to draft plan approval and associated conditions for Phase 1 of the Villages of Central Park subdivision generally located on the north side of Elgin Street East at Brook Road North, Cobourg, with a new expiry date of July 23, 2023.

**Carried**

**9.3 Memo from Planner - I - Development, regarding, Site Plan Approval Submission - 420 Division Street, Cobourg - Residential Treatment Centre (2759655 Ontario Ltd. - Canadian Centre for Addictions).**

Councillor Brian Darling declared a conflict on this item. (I am a co-owner of a property within 120 m of the subject property.)

Councillor Emily Chorley declared a conflict on this item. (I am declaring a potential pecuniary interest on the application for site plan approval for 420 Division Street because my property lies within 120m of the subject property. This declaration is made under Section 5 of the Municipal Conflict of Interest Act, and I will not be participating in any discussion or vote related to this matter.)

Councillor Aaron Burchat declared a conflict on this item. (I have a conflict of interest as my place of employment does work for the Canadian Centre for Addictions.)

Glenn McGlashon, Director of Planning and Development provided background information and overview of the application for Site Plan Approval Submission at 420 Division Street. G. McGlashon spoke to the site plan proposal, security, architectural, landscape, sustainable and accessibility design.

**Moved by** Councillor Nicole Beatty

THAT Council receive the Staff Report for information purposes; and,

FURTHER THAT Council authorize the preparation of By-law(s) to be endorsed and presented to Council to:

- i. authorize the Mayor and Municipal Clerk to execute a Development Agreement with 2759655 Ontario Ltd. for the proposed residential treatment centre located at 420 Division Street, Cobourg, subject to the finalization of details by municipal staff and external agencies, and
- ii. remove the Holding (H) Symbol from the subject lands upon approval of Site Plan Application.

**Carried**

**9.4 Memo from the Director of Planning and Development, regarding the Villages of Central Park (Cobourg East Community) – Tribute (Cobourg) Limited, Authorization of a Site Alteration Agreement.**

**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 to authorize the Mayor and Municipal Clerk to enter into a Site Alteration Agreement with Tribute (Cobourg) Limited to address all relevant municipal and agency requirements associated with the Stage 2 site alteration and earthworks program on the Villages of Central Park development site generally located at Brook Road North and Elgin Street East, Cobourg, subject to the finalization of details by municipal staff and partner review agencies.

**Carried**



**9.5 Memo from the Recording Secretary, Cobourg Heritage Advisory Committee, regarding the Heritage Loan - 216 King Street West**

**Moved by** Councillor Nicole Beatty

THAT Council receive the memo from the Cobourg Heritage Advisory Committee in support of the heritage loan being advanced to the property owner at 216 King Street West, Cobourg.

**Carried**

**9.6 Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the appointment of Frieder Aldinger to the Municipal Land Inventory internal ad-hoc working group**

**Moved by** Councillor Nicole Beatty

THAT member, Frieder Aldinger, be appointed to sit on the Municipal Land Inventory ad-hoc working group.

**Carried**

**10. PUBLIC WORKS SERVICES**

**10.1 Memo from the Manager, Environmental Services, regarding the Award of the SBR Expansion Contract CO-20-12 at Water Pollution Control Plant #2.**

**Moved by** Councillor Brian Darling

THAT Council approve the bid submitted by HIRA General Contractors for the Sequence Batch Reactor (SBR) Expansion Project at Water Pollution Control Plant #2 in the amount of \$6,054,300.00 plus applicable HST to be funded by the approved Environmental Services Capital Budget.

**Carried**

**11. PARKS AND RECREATION SERVICES**

**11.1 Memo from the Deputy Director of Community Services, regarding the Waterfront Operations Rates and Fees Schedule for the 2021 Season.**

**Moved by** Councillor Emily Chorley

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council approve the suggested one (1) year 2021 Rate and User Fee Schedule for the Waterfront Operations Department of the Community Services Division; and,

FURTHER THAT Council authorize the preparation of a By-law to amend By-law No.046-2019 being a By-law to amend By-law No. 088-2017, being a by-law to adopt the Community Services Division Fees and Charges Schedule to amend the fees as proposed in the Staff report related to the Cobourg Waterfront.

**Carried**

**11.2 Memo from the Deputy Director of Community Services, regarding the Waterfront Harbour Safety Manual for the Town of Cobourg.**

**Moved by** Councillor Emily Chorley

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council approve the Cobourg Harbourfront Safety Manual, and the Manual be posted physically on site at the Cobourg Marina, on the Town of Cobourg Web Site and that it be shared with all users at the Cobourg Harbour.

**Carried**

**11.3 Cobourg Victoria Beach Update/Report - Verbal - Deputy Director, Community Services**

Teresa Behan, Deputy Director of Community Services, provided an updated on the status of Victoria Beach. T. Behan spoke to the beach remaining opened during the week and signs being installed. T. Behan noted the beach website is running and that communications will be providing information to the public regarding the beach. T. Behan provided information on enter and exit points on the beach, washroom facilities and noted that no lifeguard will be on duty.

Brent Larmer, Municipal Clerk, provided information on the provincial guidelines to outdoor recreational activities noting certain activities are permitted only if social distancing guidelines are met.

**Moved by** Councillor Emily Chorley

THAT Council receive the May 31, 2021 Victoria Beach Report/Update from the Deputy Director of Community Services for information purposes.

**Carried**

**12. PROTECTION SERVICES**

**12.1 Memo from the Chief Building Official, Building Department, regarding the Request for an Exemption to the Sign By-law – Rotary Club of Cobourg – COVID-19 Vaccination Lawn Signs**

Councillor Aaron Burchat declared a conflict on this item. (I have an indirect conflict of interest being a member of the Rotary Club of Cobourg.)

Deputy Mayor Suzanne Séguin declared a conflict on this item. (Deputy Mayor Suzanne Seguin declared a indirect conflict of interest as she is a member of the Rotary Club of Cobourg)

Mayor John Henderson declared a conflict on this item. (His Worship Mayor Henderson declared a indirect conflict of interest as she is a member of the Rotary Club of Cobourg)

*Councillor Nicole Beatty was absent for this vote.*

**Moved by** Councillor Adam Bureau

THAT Council receive this Report for information purposes; and,

FURTHER THAT Council approve the Rotary Club of Cobourg's request for an exemption to Sign By-law 96-2012 as amended to allow Cobourg residents to place 16" X 24" Rotary Club COVID-19 vaccination lawn signs on their private property to show the community that they have received their vaccination, with an expiry date of October 1, 2021; and,

FURTHER THAT Council's exemption approval is conditional on the Rotary Club of Cobourg ensuring that the lawn signs are removed from private properties in the Town of Cobourg following the aforementioned expiry date.

**Carried**

**13. ARTS CULTURE AND TOURISM SERVICES**

**14. UNFINISHED BUSINESS**

**14.1 Unfinished Business Tracking Table**

**15. COMMITTEE OF THE WHOLE OPEN FORUM**

There were no submissions received by the public.

**16. ADJOURNMENT**

**Moved by** Councillor Adam Bureau

THAT the meeting be adjourned (8:23 PM)

**Carried**