



THE CORPORATION OF THE TOWN OF COBOURG

**REGULAR COUNCIL MEETING
MINUTES**

Monday March 16, 2020

Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening at 3:00 P.M. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

Members present: Deputy Mayor Suzanne Seguin
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Emily Chorley
Councillor Brian Darling

Absent with Regrets: Mayor John Henderson
Councillor Nicole Beatty

Staff present: Ian Davey, Treasurer/Interim Chief Administrative Officer
Glenn McGlashon, Director of Planning and Development
Dean Hustwick, Director of Community Services
Laurie Wills, Director of Public Works
Brent Larmer, Municipal Clerk/Manager of Legislative Services

CALL TO ORDER

The Meeting was called to order by Deputy Mayor Séguin. (3:00 P.M.).

MOMENT OF REFLECTION

ADDITIONS TO THE AGENDA

1. Town of Cobourg COVID-19 Pandemic Response; and
2. Memo from the Municipal Clerk/Manager of Legislative Services regarding Amendment to the Procedural By-law No.009-2019 regarding Electronic Participation at Municipal Council Meetings.

Moved by Councillor Adam Bureau, Seconded by Councillor Emily Chorley

THAT the matters be added to the Agenda.

068-20

Carried

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

No Declarations of Pecuniary Interest were declared by Members of Council.

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the February 24, 2020 Regular Council Meeting Minutes.

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling,

THAT Council adopt the minutes of the Regular Council meeting held on Monday February 24, 2020.

069-20

Carried**PRESENTATIONS****DELEGATIONS****DELEGATION ACTIONS****REPORTS****General Government Services**

Motion to Appoint a Member of Council as Presiding Officer/Chair.

Moved by Councillor Adam Bureau, Seconded by Councillor Emily Chorley,

THAT Councillor Darling assume the Role of Presiding Officer/Chair of the Regular Council Meeting.

070-20

Carried

Committee of the Whole meeting notes held Monday March 9, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the notes of the Committee of the Whole meeting held on March 9, 2020 for information purposes.

071-20

Carried**Councillor Burchat arrived at the Meeting at 3:09 P.M.**

Town of Cobourg COVID-19 Pandemic Response.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the update from the Interim Chief Administrative Officer on the Town of Cobourg's current response on the COVID-19 Pandemic for information; and

FURTHER THAT Council make recommendations if necessary for consideration of the health and safety of Cobourg Residents, Volunteers, Visitors and Staff as a top priority.

072-20

Moved by Councillor Emily Chorley, Seconded by Councillor Aaron Burchat,

MOTION TO AMEND:

AND FURTHER THAT the Town of Cobourg submit a request to the County of Northumberland asking the County to convene a meeting as soon as possible to help facilitate a coordinated response among the Town of Cobourg, County of Northumberland, Cobourg Police and other key stakeholders, and to develop an interim solution to the need for adequate shelter and accommodations for homeless individuals who may need to go into isolation due to the COVID-19 pandemic.

073-20

Carried

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

MOTION TO AMEND:

FURTHER THAT now that Northumberland Hills Hospital has its first confirmed case of COVID-19 and that the Parliament has suspended government and the City of Toronto has suspended Council and Committee Meetings for the current meeting schedule, that Cobourg Municipal Council be proactive and suspend all Council meetings immediately until April 6, 2020 and urge everyone to work from home. This would align with the closure of all Ontario Schools until April 5, 2020 and give families time to self-isolate at home.

074-20

Carried

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the update from the Interim Chief Administrative Officer on the Town of Cobourg's current response on the COVID-19 Pandemic for information; and

FURTHER THAT the Town of Cobourg submit a request to the County of Northumberland asking the County to convene a meeting as soon as possible to help facilitate a coordinated response among the Town of Cobourg, County of Northumberland, Cobourg Police and other key stakeholders, and to develop an interim solution to the need for adequate shelter and accommodations for homeless individuals who may need to go into isolation due to the COVID-19 pandemic; and

FURTHER THAT now that Northumberland Hills Hospital has its first confirmed case of COVID-19 and that the Parliament has suspended government and the City of Toronto has suspended Council and Committee Meetings for the current meeting schedule, that Cobourg Municipal Council be proactive and suspend all Council meetings immediately until April 6, 2020 and urge everyone to work from home. This would align with the closure of all Ontario Schools until April 5, 2020 and give families time to self-isolate at home.

075-20

Carried

Memo from the Municipal Clerk/Manager of Legislative Services Regarding the awarding of the Chief Administrative Officer Executive External Search Firm Request for Proposal.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley,

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes.

076-20

Carried

Memo from the Municipal Clerk/Manager of Legislative Services regarding Amendment to the Procedural By-law No.009-209 regarding Electronic Participation at Municipal Council Meetings.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council at a Regular Council meeting to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council Members at any Emergency or Special Meeting of Council.

077-20

Carried

MOTIONS**General Government Services**

Motion from the Committee of the Whole, regarding the 2019 Final Report on the Cancellation, Reduction or Refund of Taxes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Treasurer/Director of Corporate Services regarding the final report on the Cancellation, Reduction or Refund of Taxes for 2019;

NOW THEREFORE BE IT RESOLVED THAT Council approve the Cancellation, Reduction or Refund of Property Taxes in the amount of \$56,541.82:

Town of Cobourg	-\$ 23,754.54
County of Northumberland	-\$ 13,528.89
Education	-\$ 19,258.39
DBIA	-\$ NIL

078-20

Carried

Motion from the Committee of the Whole regarding the Municipal Modernization Program - Intake One (1) Town of Cobourg Municipal Service Delivery Review Project - Third Party Contractor Approval KPMG.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Municipal Modernization Program - Intake One (1) Town of Cobourg Municipal Service Delivery Review Project - Third Party Contractor Approval KPMG.

NOW THEREFORE BE IT RESOLVED THAT Council support the Provincial investment in municipalities to undertake municipal service delivery expenditures by an independent third-party for the purpose of finding savings and efficiencies; and

FURTHER THAT Council enter into an agreement with KPMG to act as the Town's Third- Party Reviewer to review the Town of Cobourg's municipal service delivery expenditures for the purpose of finding savings and efficiencies as outlined within the Expression of Interest (EIO) submitted to the Provincial Government on December 5, 2019; and

FURTHER THAT Council endorse the provincial funding received as part of the Town's successful application in the amount of \$86,496.00 as part of the Municipal Modernization Program Intake 1 to be administered by KPMG and presented to Council by July/August 2020.

079-20

Carried

Motion from the Committee of the Whole regarding the creation of a Deputy Clerk/Records Management Coordinator Position in the Legislative Services/Municipal Clerks Department.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the creation of a Deputy Clerk/Records Management Coordinator Position in the Legislative Services/Municipal Clerks Department;

NOW THEREFORE BE IT RESOLVED THAT Council approve the creation of a permanent full-time position in the Legislative Services Department being, Deputy Clerk/Records Management Coordinator replacing the current Records and Committee Coordinator Title/Position.

080-20

Carried

Motion from the Committee of the Whole regarding the Certified Living Wage Employer Report for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Interim Human Resources Manager, regarding the Certified Living Wage Employer Report for the Corporation of the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council still has not received any terms of reference for the Ontario Living Wage Network and that Council request more information be provided to Council about this organization and certification process, and any annual fees be referred for discussion in the 2021 Operating Budget.

081-20

Carried

Motion from the Committee of the Whole regarding appointment of members to the Holdco Board.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a report from the Town of Cobourg Holdings Inc. Nominating Committee regarding appointments to the Town of Cobourg Holdings Inc. Board of Directors;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Town of Cobourg Holdings Inc. Nominating Committee and appoint the following to the Town of Cobourg Holdings Inc. Board of Directors:

1. Robert M Bell be appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve an initial one-year term effective May 1, 2020 through April 30th, 2021;
2. John Farrell be re-appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve a further three-year term effective May 1, 2020 through April 30th, 2023; and,
3. Paul House be re-appointed to the Town of Cobourg Holdings Board Inc. of Directors to serve a further two-year term effective May 1st, 2020 through April 30th, 2022.

082-20

Carried

Motion from Regular Council, regarding the award of the Chief Administrative Officer Executive External Search Firm Request for Proposal.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling,

WHEREAS at the Regular Council Meeting on March 16, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services Regarding the awarding of the Chief Administrative Officer Executive External Search Firm Request for Proposal;

NOW THEREFORE BE IT RESOLVED THAT Council award the External Executive Search Firm – Chief Administrative Officer Request for Proposal to Legacy Partners Executive Search Firm in the amount of \$26,500 including all “out of pocket” expenses (exclusive of HST) who scored the highest evaluated points from all other submissions received by the CAO Selection Committee.

083-20

Carried

Public Works Services

Motion from the Committee of the Whole, regarding repairs to the Biosolids Holding Tanks (North and South) located at the Water Pollution Control Plant #1.

Moved by Councillor Aaron Burchat, Seconded by Councillor Adam Bureau,

WHEREAS at the Committee of the Whole Meeting on March 9, 2020, Council considered a the Manager of Environmental Services, regarding repairs to the Biosolids Holding Tanks (North and South) located at the Water Pollution Control Plant 1;

NOW THEREFORE BE IT RESOLVED THAT Council approve the repairs to the Biosolids Holding Tanks at Plant #1 and authorize the work to be completed by Greatario Services at a cost of \$77,056.74 (price includes non-refundable HST) to be funded through the approved \$85,000 in the 2020 Environmental Services Capital Budget.

084-20

Carried

BYLAWS**General Government Services**

By-law 017-2020, being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat,

THAT Council adopt By-law 017-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project.

085-20

Carried

By-law 018-2020, being a By-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat,

THAT Council adopt By-law 018-2020, being a by-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council Members at any Emergency or Special Meeting of Council.

086-20

Carried

Public Works Services

By-law 019-2020, being a by-law a to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure Project.

Moved by Councillor Brian Darling, Seconded by Councillor Emily Chorley,

THAT Council adopt By-law 019-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure for the King Street West, Cobourg Structural Culvert Replacement Project.

087-20

Carried

General Government Services

THAT the following bylaw(s) be passed:

1. Bylaw 017-2020 being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project;
2. Bylaw 018-2020 being a by-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg; and
3. Bylaw 019-2020 being a by-law a to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure Project.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT leave be granted to introduce bylaws 017-2020 to 019-2020 and 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.

088-20

Carried

PETITIONS**COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

1. Transportation Advisory Committee Meeting Minutes - January 2020;
2. Planning and Development Advisory Committee Meeting Minutes - January 2020;
3. Parks and Recreation Advisory Committee Meeting Minutes - February 2020; and
4. Sustainability and Climate Change Advisory Committee Meeting Minutes - February 2020;

CORRESPONDENCE

Correspondence from George Cackette, Cobourg Highland Games, regarding request for a Declaration of Municipal Significance for the 57th Cobourg Highland Games at Victoria Park, Cobourg (Arts, Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat,

THAT Council declare the 'Cobourg Highland Games' Community Event as an event of Municipal Significance within the Town of Cobourg for the use of a refreshment tent in order to obtain a Special Occasions Permit to be issued by the Alcohol and Gaming Commission of Ontario to take place on June 19 and 20, 2020.

089-20

Carried

Correspondence, Lions Club of Cobourg, regarding a request for a Declaration of Municipal Significance for the 2020 Cobourg Waterfront Festival at the Cobourg Waterfront. (Arts, Culture and Tourism Services).

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling.

THAT Council declare the 'Cobourg Waterfront Festival - Lions Club of Cobourg' Community Event as an event of Municipal Significance within the Town of Cobourg for the use of a refreshment tent in order to obtain a Special Occasions Permit to be issued by the Alcohol and Gaming Commission of Ontario to take place June 30 to July 4, 2020.

090-20

Carried

Correspondence regarding a Proclamation Request from the Ganaraska Chordsmen requesting that Council Proclaim April 11th 2020 as Barbershop Quartet Day in the Town of Cobourg. (General Government Services).

Moved by Councillor Brian Darling, Seconded by Councillor Emily Chorley,
THAT Council proclaim April 11, 2020 as Barbershop Quartet Day within the Town of Cobourg in recognition of the National and International Proclamation.

091-20

Carried**NOTICE OF MOTION**

Notice of Motion, Mayor John Henderson, regarding a Cobourg Council 'Liaison' representative to sit on the Transition House Emergency Shelter Board of Directors.

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling,

THAT Council refer the Notice of Motion to the April 6, 2020 Committee of the Whole meeting for consideration by Council.

092-20

Carried

Notice of Motion, Councillor Nicole Beatty, regarding a Motion of Support for Conservation Authorities in Ontario.

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau,

THAT Council refer the Notice of Motion to the April 6, 2020 Committee of the Whole meeting for consideration by Council.

093-20

Carried

COUNCIL/COORDINATOR ANNOUNCEMENTS

Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

UNFINISHED BUSINESS

The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council - Council Procedural By-law No. 009-2019.

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	Feb 18, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	Feb 18, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	March 30, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	June 1, 2020
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	June 22, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A

Moved by Councillor Emily Chorley, Seconded by Councillor Brian Darling,

THAT the Unfinished Business Items Listing to be updated to change the Top four (4) outstanding items deadline date to May 11, 2020.

094-20

Carried

CLOSED SESSION

CLOSED SESSION ACTION ITEM

CONFIRMATORY BY-LAW

Bylaw 020-2020, being a bylaw to confirm the proceedings of the Council Meeting of March 16, 2020.

Moved by Councillor Adam Bureau, Seconded by Councillor Emily Chorley,

THAT leave be granted to introduce Bylaw 020-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on March 16, 2020 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.

095-20

Carried

ADJOURNMENT

Moved by Councillor Aaron Burchat,

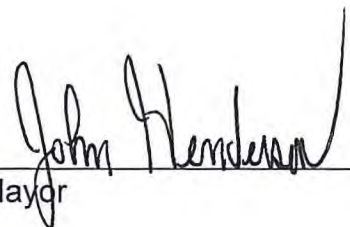
THAT the Regular Council meeting to Adjourn (4:41 P.M.)

096-20

Carried



Municipal Clerk



Mayor