

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	<p>June 3, 2019 Council Chambers, Victoria Hall, Cobourg</p>

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 6:00 P.M. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

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

Other Staff Present: Jennifer Heslinga, Senior Financial Analyst
(Left the Meeting following Item three (3) under General Government Services)

CALL TO ORDER

Mayor John Henderson called the meeting to order (6:00 P.M.).

AGENDA ADDITIONS

1. Delegation from Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.
2. Memo from the Director of Planning and Development, regarding the review of the Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team.

3. Correspondence from Barry Hugh Gutteridge, Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note between the Lakefront Utilities Inc. (LUI) and the Town of Cobourg.
4. Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda.
5. Memo from the Director of Community Services, regarding the Green Canoe Outfitters (GCO) proposal to operate their 2019 Seasonal Rental Kiosk on Victoria Beach, Cobourg.
6. Memo from the Deputy Director of Community Services, regarding the execution of a Memorandum of Understanding between YMCA Northumberland and the Town of Cobourg for Lifeguard Services at Victoria Beach and Centennial Pool, Cobourg; and
7. Closed Session Item, in accordance with Section 239(2)(b) of the *Municipal Act, 2001*, regarding a personnel matter (contract).

Moved by Deputy Mayor Suzanne Séguin, THAT the matters be added to the Agenda.

Carried

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Kara Euale, Marketing and Events Manager for the Town of Cobourg, regarding the launch of the 2019 Experience Cobourg Guide.

K. Euale attended the meeting to discuss the launch of the 2019 Experience Cobourg Guide. After a question and answer period, K. Euale was excused from the meeting (6:13 P.M.).

DELEGATIONS

Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.

R. Heffernan attended the meeting to discuss the 75th Anniversary of the Landings in Normandy France, June 6, 1944. After a question and answer period, R. Heffernan was excused from the meeting (6:21 P.M.).

DELEGATION ACTIONS

Delegation, Ray Heffernan, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the June 3, 2019 delegation from Ray Hefferman, Cobourg Resident, regarding the 75th Anniversary of the Landings in Normandy France, June 6, 1944 for information purposes; and

FURTHER THAT Council invite Cobourg Citizens to come to the foyer of Victoria Hall and read the names on the framed memorials that include names of people who volunteered from Cobourg to bring awareness of this date and help us to remember how we today have benefited from the price they paid; and

FURTHER THAT as we mark this anniversary, may our present serving members of the Canadian Forces and those you have served since the end of World War II, now that we hold them and their services in the highest esteem.

Carried

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint, dated May 9, 2019.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Municipal Ombudsman report for information purposes.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Modernization Plan for the Corporate Records Program.

Moved by Deputy Mayor Suzanne Séguin, THAT Council approve the utilization of the \$25,000 as approved in the 2019 Clerks Operating Budget for a special project called 'Records and Information Management Program Review and Implementation' to be performed by the Municipal Clerk in collaboration with Bryn Lake Records & Information Management Services in order to assist staff to complete the following steps to be performed in 2019 and 2020:

1. Classification and Retention Schedule – Review, Customization and Update;
2. Policy and Procedure Development; and
3. Staff and Council Training.

Carried

Memo from the Senior Financial Analyst, regarding the Public Sector Accounting Board Handbook (PSAB), Compliance Report pursuant to the Ontario Regulation 284/09.

Moved by Deputy Mayor Suzanne Séguin, THAT Council adopt the compliance report for expenses excluded from the 2019 budget outlined in the report, as a requirement of the Ontario Regulation 284/09, as required under the *Municipal Act, 2001*.

Carried

Mayor John Henderson, regarding the conversion of the Civic Awards Ad Hoc Committee into an Advisory Committee of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council dissolve the current Civic Awards Ad Hoc Committee; and

FURTHER THAT Council create a new Civic Awards Advisory Committee with the appointment of Mayor Henderson, three (3) members of the current Civic Awards Ad Hoc Committee and three (3) Members-at-Large from the community, with staff representation from the Executive Assistant to the Mayor, to create a Civic Awards Advisory Committee that would align with Council's Policies and Procedural By-Law; and

FURTHER THAT Council direct staff to provide a report from General Government Services to Council no later than September 3, 2019 so that the newly formed Civic Awards Advisory Committee can perform their responsibilities and plan for the Civic Awards Ceremony in April 2020.

Carried

Correspondence from Barry Hugh Gutteridge, Chair of the Town of Cobourg Holdings Inc., regarding an amendment to the 2006 Promissory Note between the Lakefront Utilities Inc. (LUI) and the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council refer the correspondence to Municipal Staff for a Report to be brought back to Council by July 2, 2019.

Carried

Notice from the Corporate Secretary, Town of Cobourg Holdings Inc., regarding the Town of Cobourg Holdings Inc. Shareholders Meeting Agenda.

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

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Memo from the Director of Planning and Development, regarding an Application for Final Approval of a Plan of Subdivision and Subdivision Agreement for New Amherst Community - Stage 2, Phases 2A and 2B (New Amherst Ltd.).

Moved by Councillor Nicole Beatty, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Subdivision Agreement with New Amherst Ltd. for the proposed residential subdivision known as New Amherst Community - Stage 2, Phases 2A & 2B, subject to the finalization of all technical details and documentation by municipal staff and applicable agencies.

Carried

Memo from the Director of Planning and Development, regarding the review of Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team.

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information purposes; and,

FURTHER THAT Council endorse the establishment of a Council and Staff Working Group entitled "*Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team*" comprised of representation from Municipal Council (2), municipal Advisory Committees (2), local business organizations (2), and senior municipal staff (3); and,

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 (being a By-law to define the Terms of Reference for internal meeting groups, advisory committees, ad hoc committees, and legislative committees and boards established by and/or involving The Corporation of the Town of Cobourg) which adds the Terms of Reference for the *Downtown Cobourg Vitalization Community Improvement Plan (CIP) Application Evaluation Team*.

Carried

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval for 22-24 University Avenue West, Cobourg - Habitat for Humanity Northumberland.

Moved by Councillor Nicole Beatty, THAT Council receive the Application and refer it to the Planning Department for a Report.

Carried

Memo from the Secretary, Cobourg Heritage Advisory Committee, regarding a Heritage Permit Application 465 George Street, Cobourg. (Bill Verner) (HP-2019-021).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (#HP-2019-021) as submitted by for Keith Colterman on behalf of Bill Verner for a previously-existing upper balcony reconstruction on property located at 465 George Street, Cobourg, subject to finalization of details with Planning and Heritage Staff.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Director of Public Works regarding an amendment to the Existing Small Communities Fund Agreement for Midtown Creek Flood Reduction Project Completion Date.

Moved by Councillor Brian Darling, THAT Council authorize the preparation of a by-law to amend By-law 080-2015 to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute an amending agreement to extend the Midtown Creek Ponding Area project completion date to October 31, 2021, in accordance with the terms of the New Building Canada Fund - Small Communities Fund Agreement.

Carried

Memo from the Director of Public Works, regarding the Tender Award for the Town of Cobourg Public Transit and Wheels Services (CO-19-08 ENG).

Moved by Councillor Brian Darling, THAT Council approve the awarding of the Public Transit and Wheels Service Tender (CO-19-08 ENG), to Century Transportation Ltd. for a total cost of \$1,880,889.00 for a three (3) year term with the option of renewing for two (2) additional one (1) year terms to take effect January 1, 2020.

Carried

Memo from the Director of Public Works, regarding the Tender Award for the 2019 Street Light Maintenance (CO-19-13 DPW).

Moved by Councillor Brian Darling, THAT Council approve the awarding of the 2019 Street Light Maintenance Tender (CO-19-13 DPW), to Otonabee Electrical Services Inc. for a total cost of \$71,600.00, excluding HST, as approved in the 2019 Public Works Operating Budget.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo from the Director of Community Services, regarding the Green Canoe Outfitters (GCO) proposal to operate their 2019 Seasonal Rental Kiosk on Victoria Beach, Cobourg.

Moved by Councillor Emily Chorley, THAT Council receive the memo from the Director of Community Services for information purposes; and

FURTHER THAT the Town of Cobourg respectfully thank Bart Spiewak, Green Canoe Outfitters (GCO), for their proposal to the Town of Cobourg.

Carried

Memo from the Deputy Director of Community Services, regarding the execution of a Memorandum of Understanding between YMCA Northumberland and the Town of Cobourg for Lifeguard Services at Victoria Beach and Centennial Pool, Cobourg.

Moved by Councillor Emily Chorley, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Memorandum of Understanding with the Northumberland YMCA to provide Lifeguard Services at Victoria Beach and Centennial Pool for a contract period of June 1, 2019 to September 30, 2023 with the cost of \$189,300 as approved in the 2019 Operating Budget, with subsequent years to be negotiated within the Town of Cobourg's Annual Budget Process.

Carried

Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the use of audio and visual recordings at Advisory Committee Meetings.

Moved by Councillor Emily Chorley, THAT Council endorse the comments of the Parks and Recreation Advisory and review the procedural by-law that incorporates the audio and visual recordings of all Committees.

Carried

Memo from the Secretary, Parks and Recreation Advisory Committee, regarding the Trash to Treasures Pilot Program.

Moved by Councillor Emily Chorley, THAT Council endorse the comments of the Parks and Recreation Advisory and use up to 20 garbage cans in highly visible areas such as the Marina, Waterfront and Legion Fields for the Trash to Treasure Pilot Program in 2020 and that \$2,000 be added to the 2020 Parks Operating Budget for consideration.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

ARTS, CULTURE AND TOURISM SERVICES

Chair, 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.

- 08-13-18 Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
- 09-24-18 Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
- 09-24-18 Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg

- 11-26-18 Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
- 01-28-19 Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)
- 02-19-19 Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators by November 25, 2019. (Legislative Department)
- 02-25-19 Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive by September 30, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area by October 15, 2019 (Public Works)
- 04-01-19 Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street (Public Works)
- 04-08-19 Correspondence from Dorothy Pearce, regarding a Sign By-law (008-2009) exemption for 805 William Street, Cobourg (Building Department)
- 04-23-19 CAO to develop a Municipal Council a Strategic Plan Action Report that sets out work, costs, timelines and Division/Department resources required for the 2019 – 2022 Council Strategic Plan Implementation by July 22, 2019
- 05-13-19 Report assessing the outcome of the Seasonal Kiosk by Green Canoe Outfitters at Victoria Beach by November 25, 2019 (Community Services)
- 05-13-19 Report reviewing the Town of Cobourg Public Comment and Complaint Policy by September 23, 2019 (Legislative Department)
- 05-13-19 Traditional Land Acknowledgment Statement to be read at Council Meeting (Legislative Department)
- 05-13-19 Staff Report regarding the execution of the Property Standard Order on 411 King Street East, Cobourg by August 12, 2019 (Building Department)
- 05-21-19 Extension of the RFP for the position of the Municipal Ombudsman until July 4, 2019 (Legislative Department)

COMMITTEE OF THE WHOLE OPEN FORUM

CLOSED SESSION

Moved by Deputy Mayor Suzanne Séguin, THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:

- s. 239(2)(b)** Personal matters about an identifiable individual including municipal or local board employees:

1. Personnel Matters (Contract)

The Committee of the Whole reconvened in Open Session at 7:49 P.M.

Carried

ADJOURNMENT

Moved by Councillor Brian Darling, THAT the meeting be adjourned (7:50 P.M.).

Carried