


| | |
|---|---|
|  | THE CORPORATION OF THE TOWN OF COBOURG |
| | COMMITTEE OF THE WHOLE MEETING REPORT |
| | Monday May 14, 2018 Council Chambers, Victoria Hall, Cobourg |

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 4:00 p.m. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

Members Present:

- Mayor - Mayor Gil Brocanier
- Deputy Mayor - Deputy Mayor John Henderson
- Councillor - Councillor Brian Darling
- Councillor - Councillor Forrest Rowden
- Councillor - Councillor Debra McCarthy
- Councillor - Councillor Aaron Burchat
- Councillor - Councillor Suzanne Séguin

Staff Present:

- Stephen Peacock, Chief Administrative Officer
- Ian Davey, Treasurer/Director of Corporate Services
- Glenn McGlashon, Director of Planning and Development
- Laurie Wills, Deputy Director of Public Works
- Dean Hustwick, Director of Recreation and Culture
- Brent Larmer, Municipal Clerk

CALL TO ORDER

Mayor Gil Brocanier called the meeting to order.

AGENDA ADDITIONS

Presentation, CAO Town of Cobourg presenting the 2015-2018 Annual Strategic Plan Update, memo from the Treasurer/Director of Corporate Services, regarding the Victoria Hall Clock Tower Clock Mechanism replacement, memo from the Treasurer/Director of Corporate Services, regarding the 2018 Roof Replacement Projects at Building 7 Public Work / Parks Facility and roof replacement of the Henley Arcade. memo from the Emergency Planner, regarding a Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit for Use of the Cobourg Community Centre as an Emergency Mass Health Protection Clinic,

a memo from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 202 Church Street, Cobourg (submitted by Keith Colterman on behalf of Anne Marie Cummings) (HP-2018-010) regarding restoration and reconstruction of a front porch and Paul Pagnuelo, Director Cobourg Taxpayers Association, regarding the Council Remuneration report.

Moved by Deputy Mayor John Henderson: THAT the matters be added to the Committee of the Whole Agenda.

Carried

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Stephen Peacock, Chief Administrative Officer, Town of Cobourg presenting the 2015-2017 Annual Strategic Plan Update.

S. Peacock, CAO presented and explained the 2015-2017 Annual Strategic Plan Update for the Town of Cobourg.

DELEGATIONS

Rob Washburn, presenting the outcomes and successes of the public meeting regarding the state of local news in West Northumberland held in the Concert Hall, Victoria Hall, Cobourg.

R. Washburn attended the meeting to discuss the state of local news in West Northumberland presentation attached as [Appendix "A"](#)

After a question and answer period, R. Washburn was excused from the meeting (4:39 p.m.).

Paul Pagnuelo, Director Cobourg Taxpayers Association, regarding the Council Remuneration report.

P. Pagnuelo attended the meeting to discuss the Council Remuneration report, presentation attached as [Appendix "B"](#).

After a question and answer period, P. Pagnuelo was excused from the meeting (4:56 p.m.).

DELEGATION ACTIONS

Delegation action regarding R. Washburn presentation on the outcomes and successes of the public meeting regarding the state of local news in West Northumberland held in the Concert Hall, Victoria Hall, Cobourg.

Moved by Deputy Mayor John Henderson: THAT Council receive the presentation from R. Washburn for information purposes.

Carried

Delegation Action regarding P. Pagnuelo, Director of the Cobourg Taxpayers Association delegation on the Council Remuneration Report.

Moved by Deputy Mayor John Henderson: THAT Council receive the presentation from P. Pagnuelo, Cobourg Taxpayers Association for information purposes.

Carried

ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

Memo from the Treasurer/Director of Corporate Services, regarding the Victoria Hall Clock Tower Clock Mechanism replacement.

Deputy Mayor Henderson presented and explained the memo from the Treasurer/Director of Corporate Services attached hereto as [Appendix 'C'](#).

Moved by Deputy Mayor John Henderson: THAT Council approve the awarding of the Victoria Hall Clock Tower Clock Mechanism replacement project to 'The Verdin Company' at a cost of approximately \$30,000 based on current exchange rates as approved in the 2018 Capital Budget.

Carried

Memo from the Treasurer/Director of Corporate Services, regarding the 2018 Roof Replacement Projects at Building 7 Public Work / Parks Facility and roof replacement of the Henley Arcade.

Deputy Mayor Henderson presented and explained the memo from the Treasurer/Director of Corporate Services attached hereto as [Appendix 'D'](#).

Moved by Deputy Mayor John Henderson: THAT Council approve the awarding of the Building 7 (roof deck 2002) and the Henley Arcade roof replacement projects to Long Star Roofing Ltd at a total cost for both projects of \$233,749 as approved in the 2018 Capital Budget.

Carried

Memo from the Council Remuneration Ad Hoc Committee regarding a recommendation on the proposed remuneration for members of Municipal Council and members of the Cobourg Police Service Board.

Deputy Mayor Henderson presented and explained the memo from the Council Remuneration Ad Hoc Committee attached hereto as [Appendix 'E'](#).

Moved by Deputy Mayor John Henderson: THAT Council approve the municipal Comparator Group used for the purposes of determining Council Remuneration (contained in this report); and

FURTHER THAT Council approve the Council Remuneration Ad Hoc Committee recommendation to determine the salary for the elected offices of Mayor, Deputy Mayor and Councillor by using the median from the final twenty (20) approved Municipal Comparator Survey results; and

FURTHER THAT the salary for the position of Mayor be set at \$37,940 effective December 3, 2018; and

FURTHER THAT the salary for the position of Deputy Mayor be set at \$22,679 effective December 3, 2018; and

FURTHER THAT the salary for the position of Municipal Councillor be set at \$18,128 effective December 3, 2018; and

FURTHER THAT no changes be made to the current benefits provided to the Mayor and Members of Council; and

FURTHER THAT compensation adjustments for the Mayor, Deputy Mayor and Members of Council continue to be maintained with the annual CPI adjustments as a yearly increase to the Council Remuneration effective July 1st each year as stated in the current provision of the Council Remuneration By-law; and

FURTHER THAT the Ad Hoc Committee recommends not adjusting remuneration to reflect the impact of the removal of the 1/3 Tax Free Allowance by the Government of Canada in this review of Council Remuneration for Cobourg Municipal Council Members; and

FURTHER THAT the Ad Hoc Committee recommends the Council Remuneration By-law No.078-2015 be amended to strike out and remove the portion of Section 4.1 a) 'Reimbursement for the delegate's partner'; and

FURTHER THAT the formula for calculating Police Services Board Remuneration remain unchanged as follows:

1. Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors; (\$18,128 (proposed) x 28.5% = \$5,167)
2. Board Chair: 1.25 times the established rate for Police Services Board Members; and (\$5,167 (proposed) x 1.25 = \$6,459); and

FURTHER THAT pursuant to resolution 031-13 passed on January 28, 2013, as changes to appointments to the Police Services Board membership occur, the offer of providing Town of Cobourg benefits to the new members be discontinued; and

FURTHER THAT the conducting a formal market review for Council every four (4) years and the continued engagement of a Council Remuneration Ad Hoc Committee during the last year of the Council's term of office be maintained.

Moved by Councillor Brian Darling AMENDMENT: THAT Council review Councillor salary if and when the 1/3 Tax free allowance is removed.

Carried

Moved by Councillor Debra McCarthy AMENDMENT: THAT Council in one (1) year (May 2019), consider the April 12, 2018 Ad Hoc Committee Report on Council Remuneration and the May 14, 2018 submission to Council on Council Remuneration by the Cobourg Taxpayers Association.

Carried

Moved by Deputy Mayor John Henderson, Seconded by THAT Council approve the municipal Comparator Group used for the purposes of determining Council Remuneration (contained in this report); and

FURTHER THAT Council approve the Council Remuneration Ad Hoc Committee recommendation to determine the salary for the elected offices of Mayor, Deputy Mayor and Councillor by using the median from the final twenty (20) approved Municipal Comparator Survey results; and

FURTHER THAT the salary for the position of Mayor be set at \$37,940 effective December 3, 2018; and

FURTHER THAT the salary for the position of Deputy Mayor be set at \$22,679 effective December 3, 2018; and

FURTHER THAT the salary for the position of Municipal Councillor be set at \$18,128 effective December 3, 2018; and

FURTHER THAT no changes be made to the current benefits provided to the Mayor and Members of Council; and

FURTHER THAT compensation adjustments for the Mayor, Deputy Mayor and Members of Council continue to be maintained with the annual CPI adjustments as a yearly increase to the Council Remuneration effective July 1st each year as stated in the current provision of the Council Remuneration By-law; and

FURTHER THAT Council review Councillor Salary if and when the 1/3 Tax free allowance is removed; and

FURTHER THAT the Ad Hoc Committee recommends the Council Remuneration By-law No.078-2015 be amended to strike out and remove the portion of Section 4.1 a) 'Reimbursement for the delegate's partner'; and

FURTHER THAT the formula for calculating Police Services Board Remuneration remain unchanged as follows:

1. Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors; ($\$18,128$ (proposed) \times 28.5% = $\$5,167$)
2. Board Chair: 1.25 times the established rate for Police Services Board Members; and ($\$5,167$ (proposed) \times 1.25 = $\$6,459$); and

FURTHER THAT pursuant to resolution 031-13 passed on January 28, 2013, as changes to appointments to the Police Services Board membership occur, the offer of providing Town of Cobourg benefits to the new members be discontinued; and

FURTHER THAT the conducting a formal market review for Council every four (4) years and the continued engagement of a Council Remuneration Ad Hoc Committee during the last year of the Council's term of office be maintained; and

FURTHER THAT Council in one (1) year (May 2019), consider the April 12, 2018 Ad Hoc Committee Report on Council Remuneration and the May 14, 2018 submission to Council on Council Remuneration by the Cobourg Taxpayers Association.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Municipal Banner Display Policy.

Deputy Mayor Henderson presented and explained the memo from the Municipal Clerk/Manager of Legislative Services attached hereto as [Appendix 'F'](#).

Moved by Deputy Mayor John Henderson: THAT Council receive the Staff report, entitled "Town of Cobourg Municipal Banner Policy" LEG-PW1; and

FURTHER THAT Council enact the Municipal Banner Policy to provide a structured and consistent approach for granting eligible organizations requesting to display banners within the Town of Cobourg and to outline the guidelines and requirements for displaying banners on Municipal property.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

Memo from the Cobourg Police Service Board, Memorandum of Understanding between the Town of Cobourg and the Cobourg Police Service Board regarding the Cobourg Police Service Board Business Services Unit (BSU) Non-Taxation Proceeds.

Councillor Debra McCarthy presented and explained the memo from the Cobourg Police Service Board attached hereto as [Appendix 'G'](#).

Moved by Councillor Debra McCarthy: THAT Council approve the Memorandum of Understanding with Cobourg Police Services Board regarding the Boards uses and approaches for future non-taxation proceeds that may be achieved by the Cobourg Police Service Board- Business Services Unit (BSU).

Carried

Memo from the Emergency Planner, regarding a Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit for Use of the Cobourg Community Centre as an Emergency Mass Health Protection Clinic.

Councillor Debra McCarthy presented and explained the memo from the Emergency Planner attached hereto as [Appendix 'H'](#).

Moved by Councillor Debra McCarthy, Seconded by THAT Council approve the Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU) for use of the Cobourg Community Centre (CCC) as an Emergency Mass Health Protection Clinic in the event of a public health emergency; and

FURTHER THAT this Memorandum of Understanding will aid the Town of Cobourg in the Town's Emergency Plan in compliance with the Emergency Management and Civil Protection Act (EMCPA) having a plan in place and recognizing the Health Unit is responsible under the Health and Protection Act (HPPA).

Carried

RECESS

Mayor G. Brocanier called a recess at 5:53 P.M to allow for the Statutory Public Planning Meeting pursuant to the Planning Act to commence at 6:00 P.M. the Committee of the Whole Meeting shall reconvene after the Public Meeting has concluded.

Mayor G. Brocanier reconvened the Committee of the Whole meeting at 6:23 P.M.

Memo from the Secretary of the Accessibility Advisory Committee requesting that Municipal Council proclaim May 27th to June 2, 2018 as National AccessAbility Week in the Town of Cobourg.

Councillor Debra McCarthy presented and explained the memo from the Secretary of the Accessibility Advisory Committee attached hereto as [Appendix 'I'](#).

Moved by Councillor Debra McCarthy: THAT Council proclaim the week of May 27 to June 2, 2018 as National Accessibility Week in the Town of Cobourg.

Carried

Memo from the Secretary of the Accessibility Advisory Committee regarding recognition of Linmac Developments Inc. with regard to accessibility at Victoria Place, 955 Elgin Street West.

Councillor Debra McCarthy presented and explained the memo from the Secretary of the Accessibility Advisory Committee attached hereto as [Appendix 'J'](#).

Moved by Councillor Debra McCarthy: THAT Council endorse the recommendation of the Accessibility Advisory Committee and consider recognizing Linmac Developments Inc. at a Council Meeting during AccessAbility week for their efforts towards accessibility with the Victoria Place development at 955 Elgin Street West, Cobourg.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

Memo from Planner I- Development regarding, Application for Site Plan Approval - Development Agreement: Block 89, Plan 39M-853, Densmore Road RFA Planning Consultant / 2020910 Ontario Ltd. (Leblanc Enterprises).

Councillor Aaron Burchat presented and explained the memo from Planner I - Development attached hereto as [Appendix 'K'](#).

Moved by Councillor Aaron Burchat: THAT the attached by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting which

i) authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 2020910 Ontario Ltd. and Lakefront Utility Services Inc. for a medium density residential development consisting of six, single storey, four-plex buildings for a total of twenty-four dwelling units at Block 89, Plan 39M-853 Densmore Road, subject to the finalization of details by municipal staff and applicable agencies.

Carried

Memo from the Secretary of the Planning and Sustainability Advisory Committee regarding Town of Cobourg Sustainability Resources.

Councillor Aaron Burchat presented and explained the memo from the Secretary of the Planning and Sustainability Committee attached hereto as [Appendix 'L'](#).

Moved by Councillor Aaron Burchat: THAT Council endorse the recommendation of the Planning and Sustainability Advisory Committee and request the Chief Administrative Officer to report back to Council on the extension of Staff resources to insure integrated action on the many sustainability issues presenting challenges for the Town; and

FURTHER THAT Council receive the report in time for consideration during the current Council mandate, including investigating grant applications and any necessary referral to the new Council.

Carried

Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 202 Church Street, Cobourg (submitted by Keith Colterman on behalf of Anne Marie Cummings) (HP-2018-010) regarding restoration and reconstruction of a front porch.

Councillor Aaron Burchat presented and explained the memo from the Secretary, Cobourg Heritage Advisory Committee attached hereto as [Appendix 'M'](#), ['MM'](#).

Moved by Councillor Aaron Burchat: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (#HP-2018-010) as submitted by Keith Colterman on behalf of Anne Marie Cummings for the following scope of work located at 202 Church Street, Cobourg:

- Restoration of a previously-existing porch/verandah which was demolished in the early 1920's;
- Porch/verandah is proposed to be wood (cedar) and metal as was once there;
- To be painted in a cream colour (M40 of the Heritage Colour Palette), metal to be painted black;
- Wood work (ginger breading and decorative brackets) to be all hand carved by a heritage carpenter who studied heritage restoration;
- Roof to be cedar shake with aluminum flashings;
- All materials and features to match as best as possible through photographic evidence.

To be approved subject to the finalization of details by staff.

Carried

Response to a Public Meeting held on May 14th, 2018 regarding a proposed Zoning By-law Amendment Application for the change in lot coverage regulations for specific lands located within Phases 3 and 4 of East Village Subdivision to increase the maximum percentage lot coverage for all buildings and structures on a lot to 55%. (Matter to be considered following the Public Meeting scheduled for 6:00 P.M.)

Moved by Councillor Aaron Burchat: THAT Council endorse the comments of the Planning Department, acknowledge the motion of support from the Planning and Sustainability Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law No.085-2003 for property located for the specific lands within Phases 3 and 4 of East Village Subdivision.

Carried

COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

Letter from the Rotary Club of Cobourg, requesting designation of the Northumberland Ribfest on August 17th, 18th, 19th in Victoria Park as an event of Municipal Significance within the Town of Cobourg.

Councillor Suzanne Séguin presented and explained the letter from the Rotary Club of Cobourg attached hereto as [Appendix 'N'](#).

Moved by Councillor Suzanne Séguin: THAT Council approve the request from the Rotary Club of Cobourg, declare Northumberland Ribfest Event, held in Victoria Park, Cobourg as an event of Municipal Significance in the Town of Cobourg.

Carried

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. 079-2017.

- 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
- 08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
- 10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)
- 01-08-18 Barrier Free Parking Spaces Report (Public Works)

CLOSED SESSION

ADJOURNMENT

Moved by Councillor Brian Darling: THAT the meeting adjourn (7:05 P.M)

Carried

Municipal Clerk