

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE MEETING REPORT</b>
	October 15, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening 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:** Ian Davey, Interim Chief Administrative Officer/Treasurer  
Dean Hustwick, Director of Community Services  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Rob Franklin, Manager of Planning Services  
Terry Hoekstra, Manager of Engineering and Capital Projects

### **CALL TO ORDER**

The Meeting was called to order by Mayor John Henderson (7:20 P.M.).

### **AGENDA ADDITIONS**

1. Delegation from Keith Oliver, Cobourg Resident, regarding an Outdoor Adult Fitness Park at Victoria Beach Waterfront;
2. Memo from the Senior Planner - Development, regarding a Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland.
3. Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square);
4. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the East Pier; and

5. Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the Campground.

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

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

Advisory Committee Presentations, regarding their 2019 Annual Reports and 2020 Work Plans to Council:

- Accessibility Advisory Committee - Susan Caron
- Heritage Advisory Committee - Graham Andrews
- Sustainability and Climate Change Advisory Committee - Minnie de Jong
- Parks and Recreation Advisory Committee - Beth Bellaire
- Transportation Advisory Committee; and
- Planning and Development Advisory Committee.

Representatives from Advisory Committees attended the meeting to provide additional background on their Annual Report and proposed 2020 Work Plans. After question and answer periods, the representatives from the Advisory Committees were excused from the Meeting (7:51 P.M)

**MDB Insight, regarding the Town of Cobourg Cultural Master Plan.**

Lauren Millier attended the meeting on behalf of MDB Insight, to discuss the Town of Cobourg Cultural Master Plan. After a question and answer period, L. Millier was excused from the meeting (8:21 P.M.).

**DELEGATIONS**

**Keith Oliver, Cobourg Resident, regarding an Outdoor Adult Fitness Park at Victoria Beach Waterfront.**

K. Oliver attended the meeting to discuss the Outdoor Adult Fitness Park at Victoria Beach Waterfront. After a question and answer period K. Oliver was excused from the meeting (8:36 P.M.).

**DELEGATION ACTIONS**

**GENERAL GOVERNMENT SERVICES**

*Chair, Deputy Mayor Séguin - General Government Services Coordinator*

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020.

Moved by Deputy Mayor Suzanne Séguin, THAT Council accept the recommendation from the Town's Insurance Broker and renew the Comprehensive Insurance Program with Frank Cowan Company for the October 1, 2019 to October 1, 2020 policy year in the amount of \$568,840 which includes all applicable taxes.

**Carried**

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the tender for the sandstone on pillars and around the front doors of Victoria Hall.

Moved by Deputy Mayor Suzanne Séguin, THAT Council reject all bids and the project be tendered again in early 2020 pending budget approval, as all the bids exceeded the amounts authorized in the 2018 and 2019 capital budget.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Approval to Open additional Bids Received for the Town of Cobourg Municipal Ombudsman Request for Proposal (CO-19-11-LEG)

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize and direct the Municipal Clerk to open and evaluate the two (2) bids received for the Town of Cobourg Municipal Ombudsman Request for Proposal (RFP); and

FURTHER that Council direct Municipal Staff to follow the RFP Evaluation process and prepare a report to Council providing a recommendation to accept or reject the received bids and the recommendation for appointment of the Municipal Ombudsman.

**Carried**

Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Annual Report on Advisory Committees for information;

FURTHER THAT Council approve the proposed 2020 Work Plans from Advisory Committees; and

FURTHER THAT Council direct the Legislative Services Department to bring forward a Report with proposed changes to the Terms of Reference Bylaw to the first Committee of the Whole Meeting in 2020, to reflect any proposed amendments from Advisory Committees in their Annual Reports and Work Plans, as may be amended and approved by Council.

**Amended**

**Motion to Amend:**

Moved by Councillor Emily Chorley, THAT the following wording being added:

FURTHER THAT Council instruct the Accessibility Advisory Committee to incorporate Council's Strategic Plan

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Annual Report on Advisory Committees for information;

FURTHER THAT Council approve the proposed 2020 Work Plans from Advisory Committees; and

FURTHER THAT Council instruct the Accessibility Advisory Committee to incorporate Council's Strategic Plan; and

FURTHER THAT Council direct the Legislative Services Department to bring forward a Report with proposed changes to the Terms of Reference Bylaw to the first Committee of the Whole Meeting in 2020, to reflect any proposed amendments from Advisory Committees in their Annual Reports and Work Plans, as may be amended and approved by Council.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

*Chair, Councillor Beatty - Planning and Development Services Coordinator*

Memo from the Senior Planner - Development, regarding a Severance Agreement at 866 Ontario Street (Anthony John Ritchie and Cathie Annette Ritchie).

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

FURTHER THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Anthony John Ritchie and Cathie Annette Ritchie for the development of a new residential lot on the property known municipally as 866 Ontario Street, subject to the finalization of details by municipal staff and applicable agencies.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-059 submitted by Adrian Pepper for proposed roof work, window alterations, and new two storey rear deck and entry door for property known municipally as 300 George Street.

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2019-059 to permit roof work, window alterations, and new two storey rear deck and entry door for 300 George Street, Cobourg, subject to finalization of details with planning staff.

**Carried**

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

Moved by Councillor Nicole Beatty, THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Development Agreement with Habitat for Humanity of Northumberland and Lakefront Utility Services Inc. for a residential development consisting of a total of four (4) dwelling units at 22-24 University Avenue West, subject to the finalization of details by municipal staff and applicable agencies; and

FURTHER THAT Council grant Habitat For Humanity Northumberland a 50% reduction in applicable Building Permit, Planning Application, and Parkland fees and Development Charges for the subject development in the amount of \$21,555.00, with a pre-commitment of \$21,555.00 being made to the 2020 Municipal Budget.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Secretary of the Transportation Advisory Committee, regarding the Sidewalk Priority Plan.

Moved by Councillor Brian Darling, THAT Council receive the Memo for information purposes.

**Carried**

Memo from the Director of Public Works, regarding the Sidewalk Priority Plan – 2019 Revision (Referred from the September 23, 2019 Committee of the Whole Meeting).

Moved by Councillor Brian Darling, THAT Council approve the revised 2019 Sidewalk Priority Plan as provided in the Report.

**Carried**

**PARKS AND RECREATION SERVICES**

*Chair, Councillor Chorley - Parks and Recreation Services Coordinator*

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the East Pier.

Moved by Councillor Emily Chorley, THAT Council receive the Memo from the Parks and Recreation Advisory Committee for information purposes.

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Waterfront Plan – Design and Engineering Consultation Report for the Campground.

Moved by Councillor Emily Chorley, THAT Council receive the Memo from the Parks and Recreation Advisory Committee for information purposes.

**Carried**

Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for East Pier - Consultation Report.

**Motion to Divide:**

Moved by Councillor Emily Chorley, THAT Council divide the motion in to two (2) parts, dealing with the East Pier and the Campground in separate motions.

**Carried**

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

FURTHER THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
2. Essential East Pier enhancements that include:
  - a. Seating/lookouts;
  - b. Pedestrian walkways;
  - c. Electrical upgrades and pedestrian lighting;
  - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);
  - e. Perimeter railings;
3. Optional East Pier enhancements (to be costed separately) that include:
  - a. Charter boat and deep water docking;
  - b. Food concession;
  - c. Pedestrian access to the lighthouse;

AND FURTHER THAT the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

AND FURTHER THAT the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process.

**Carried**

Motion to Extend the Committee of the Whole Meeting past 10:00 P.M

Moved by Councillor Adam Bureau, THAT Council extend the Committee of the Whole Meeting until 11:00 P.M.

**Carried**

MOTION TO RECESS

Moved by Councillor Emily Chorley, THAT Council recess the Committee of the Whole Meeting for ten (10) Minutes starting at 10:05 P.M.

**Carried**

Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for Campground - Consultation Report.

Moved by Councillor Emily Chorley, THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. Essential Campground improvements:
  - a. Service upgrades (water, sanitary and electrical);
  - b. Service building upgrades and potential new joint service buildings;
  - c. Registration system upgrades;
  - d. Increase rates and revise policies;
  - e. Review/improve the configuration of campground sites;
2. Optional Campground improvements (to be costed separately):
  - a. General landscape improvements;
  - b. Extend/expand the use of the campground (for greater all-season use);
  - c. Provide multi-use trail connection around campground perimeter;

AND FURTHER THAT the \$30,000 allocated to Campground Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings of the Campground improvements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering.

AND FURTHER THAT the estimated construction/implementation costs of essential Campground improvements be reflected through the 2020 Budget.

**Carried**

Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square).

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

FURTHER THAT Council supports the submission by staff of two applications to the Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream, for funding assistance for the following two projects that will need to be completed by March 2028:

- repairs and enhancements to Cobourg's Harbour, including East Pier, for a total project cost of approximately \$10.6 million with the municipal share being approximately \$2.8 million (subject to further review and refinement); and
- development costs for Victoria Square for a total project cost of approximately \$1.65 million with the municipal share being approximately \$0.45 million.

AND FURTHER THAT the estimated costs be submitted through the 2020 Budget process.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

Memo from the Licensing Officer, Legislative Services Department, regarding the Town of Cobourg Dog Tag Licensing Program and DOCUPET Pet Licensing Services.

Moved by Councillor Aaron Burchat, THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement with DOCUPET Pet Licensing Services to assist in the administering the Town of Cobourg Dog Tag Licensing Program, pursuant to the Town of Cobourg Animal Control By-law 021-2014; and

FURTHER THAT Council amend the current fees for the purchase of a Dog Tag to \$20.00 for a spayed/neutered animal and \$35.00 for a natural animal, and eliminate the early bird fee to remain consistent with the member municipalities within the Joint Animal Control Municipal Services Board (JACMSB); and

FURTHER THAT the Town of Cobourg Dog Tag Licensing Program transition from a Calendar Year System to a 365 Day System.

**Carried**



**ARTS, CULTURE AND TOURISM SERVICES**

*Chair, Councillor Bureau - Arts, Culture and Tourism Services Coordinator*

**Memo from the Director of Community Services, regarding the Town of Cobourg Draft Cultural Master Plan.**

Moved by Councillor Adam Bureau, THAT Council adopt the Town of Cobourg Cultural Master Plan and asks municipal staff to evaluate the Plan for implementation and to bring forward to Council for its consideration at the appropriate time any recommendations that require new resources or funding.

**Carried**

**Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding a motion of support for a Natural Heritage Waterfront Park at the Cobourg Harbour.**

Moved by Councillor Adam Bureau, THAT Council receive the Memo for information purposes.

**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. 009-2019.*

<b>Unfinished Business Item</b>	<b>Meeting Date</b>	<b>Department/Division</b>	<b>Deadline Date</b>
Extension of the RFP for the position of the Municipal Ombudsman.	05-21-19	Legislative Services	<b>Oct 15, 2019</b>
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	<b>Oct 15, 2019</b>
Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area. <b>(Originally due October 15, 2019)</b>	04-01-19	Public Works	<b>Extended: Nov 25, 2019</b>
Staff Report regarding the public engagement and recommended repairs/improvements for the East Pier and Victoria Park Campground	07-02-19	Community Services	<b>Oct 15, 2019</b>
Staff Report Sustainability and Climate Change Advisory Committee, regarding a recommendation to support the Banning/Phasing out of Bottled Water in Municipal Facilities and Municipal Events.	06-24-19	Chief Administrative Officer	<b>Nov 4, 2019</b>
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	<b>Nov 4, 2019</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	<b>Nov 25, 2019</b>

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.	02-19-19	Legislative Department	<b>Nov 25, 2019</b>
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	<b>Dec 2, 2019</b>
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	<b>Apr 30, 2020</b>
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	<b>Mar 2020</b>
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**COMMITTEE OF THE WHOLE OPEN FORUM**

**CLOSED SESSION**

**ADJOURNMENT**

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (10:56 P.M).

**Carried**

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Municipal Clerk