

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE MEETING REPORT</b>
	February 18, 2020 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening 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:** Ian Davey, Treasurer/Interim 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

## **CALL TO ORDER**

The Meeting was called to order by Mayor John Henderson (6:00 P.M.).

## **AGENDA ADDITIONS**

1. Memo from the Senior Planner - Development, regarding a Subdivision Agreement - Development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg;
2. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – 1111 Elgin Street West, Cobourg;
3. Memo from the Senior Planner - Development, regarding and Application for Site Plan Approval – 415 King Street West, Cobourg;
4. Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson

Parkway, Cobourg;

5. Memo from the Senior Planner - Development, regarding, Detailed Plans for Draft Plan of Subdivision Clearance: 425 & 425A King Street West, Cobourg;
6. Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg; and
7. Delegation, Ken Strauss, Cobourg Taxpayers Association, regarding additional comments on the LUSI proposal to borrow \$2.3M and response to the January 8, 2020 Letter to Council from LUSI.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT the additional agenda items be added to the Agenda for consideration.

**Carried**

### **DISCLOSURE OF PECUNIARY INTEREST**

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

### **PRESENTATIONS**

Melissa Graham, Small Business Facilitator and TJ Flynn, Investment Attraction Specialist - County of Northumberland/Town of Cobourg, regarding the Economic Development Update.

M. Graham and T. Flynn attended the meeting to present information on the the Town of Cobourg/County of Northumberland Economic Development update to Municipal Council. After a question and answer period, M. Graham and T. Flynn were excused from the meeting (6:48 P.M.).

Presentation of the 2019 Town of Cobourg Heritage Conservation Awards in recognition of their porch restoration projects:

1. 465 George Street;
2. 216 Church Street; and
3. Keith Colterman.

The Property Owners from 465 George Street, 216 Church Street and local contractor K. Colterman were in attendance to receive a presentation from Council on the 2019 Town of Cobourg Heritage Conservation Awards relating to their Porch Restoration Projects. The Mayor and Councillor Beatty, Coordinator of Planning and Development presented the awards to each recipient. After the awards were presented, all parties left the meeting at (6:54 P.M.).

### **DELEGATIONS**

Ken Strauss, Cobourg Taxpayers Association, regarding additional comments on the LUSI proposal to borrow \$2.3M and response to the January 8, 2020 Letter to Council from LUSI.

K. Strauss attended the meeting to discuss additional comments on the LUSI proposal to borrow \$2.3M in response to the January 8, 2020 Letter to Council from LUSI. After a question and answer period, K. Strauss was excused from the meeting (6:56 P.M.).

**DELEGATION ACTIONS**

Delegation Action, K. Strauss, Ken Strauss, (CTA) regarding additional comments on the LUSI proposal to borrow \$2.3M and response to the January 8, 2020 Letter to Council from LUSI.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the delegation from Ken Strauss for information purposes, and

FURTHER THAT Council refer the delegation material and information to the Interim Chief Administrative Officer to be included if necessary in the Staff Report that is coming back to Council on the LUSI request for the Town to borrow 2.3 Million by June 22, 2020.

**Carried**

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Records Management Program and Policy and the Town of Cobourg Corporate Records Retention By-law and Schedules.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Memo from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to approve and establish a Records Retention By-law and associated schedules for the classification, retention and destruction of records for the Town of Cobourg; and

FURTHER THAT Council authorize the Delegation of Authority to the Municipal Clerk for establishing and amending Retention Periods for the records of the Corporation of the Town of Cobourg; and

FURTHER THAT Council endorse and adopt the Town of Cobourg Records Management Program Policy, to establish the framework for the creation, implementation and maintenance of the Town of Cobourg's Record Management

Program to ensure that full and accurate records are created, captured, maintained and disposed of in accordance with legislative and operational requirements.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-001 submitted by James Newsome on behalf of Baxter Properties – 2692591 Ontario Ltd for the proposed, work of Option 1 -cast-in-place concrete “sandstone” facade improvement/reconstruction for the property known municipally as 5 King Street West, Cobourg.

Moved by Councillor Nicole Beatty, Seconded by THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-001 to permit Option 1 -cast-in-place concrete “sandstone” facade improvement/reconstruction for the property known municipally as 5 King Street West, Cobourg, subject to finalization of details with planning staff.

**Carried**

Memo from the Senior Planner - Development, regarding a Subdivision Agreement - Development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg.

Moved by Councillor Nicole Beatty, Seconded by THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Subdivision Agreement with Jana Ewart and Lakefront Utility Services Inc. for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg, subject to the finalization of details by municipal staff and applicable agencies

**Carried**

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – 1111 Elgin Street West, Cobourg - Aly Premji, Trinity Development Group/Northumberland Shopping Centre Inc.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Application for Site Plan Approval for 1111 Elgin Street West, Cobourg, and refer the Application to the Planning Department for a report.

**Carried**

Memo from the Senior Planner - Development, regarding and Application for Site Plan Approval – 415 King Street West, Cobourg, Scott Glover for AMR Investments Inc. & Glover & Co Inc.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Application for Site Plan Approval for 415 King Street West, Cobourg, and refer the Application to the Planning Department for a report.

**Carried**

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval – SE Corner of New Amherst Blvd. & Charles Wilson Parkway, Cobourg, James Fryett Architect Inc. (James Fryett & Shah Amiri) / New Amherst Ltd.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Application for Site Plan Approval for the South East Corner of New Amherst Blvd. & Charles Wilson Parkway, Cobourg, and refer the Application to the Planning Department for a report.

**Carried**

Memo from the Senior Planner - Development, regarding, Detailed Plans for Draft Plan of Subdivision Clearance: 425 & 425A King Street West, Cobourg Mason Homes Limited.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Detailed Plans for Draft Plan of Subdivision Clearance for 425 & 425A King Street West, Cobourg, and refer the Application to the Planning Department for a report.

**Carried**

Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg, D.M. Wills Associates Limited / Leblanc Enterprises.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Detailed Plans for Draft Plan of Subdivision Clearance for Lands Generally North of D'Arcy Street and Nickerson Drive, Cobourg, and refer the Application to the Planning Department for a report.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Director of Public Works regarding the Award of the Kerr Street and Midtown Creek Flood Reduction Pond Tender. (CO-19-28 DPW)

Moved by Councillor Nicole Beatty, Seconded by THAT Council award the Kerr Street and Midtown Creek Flood Reduction Tender to Behan Construction Limited in the amount of \$6,563,720.91 including non-refundable taxes.

**Carried**

Memo from the Director of Public Works, regarding a By-law to authorize the repeal

By-Law 095-2019 regarding the execution of an agreement with BTS Network Inc. to operate extended Accessible Transit Service.

Moved by Councillor Nicole Beatty, Seconded by THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Municipal Clerk to prepare a By-law to repeal By-law 095-2019 being a by-law that authorized the execution an agreement with BTS Network Inc. to operate extended accessible transit service in the Town of Cobourg.

**Carried**

**PARKS AND RECREATION SERVICES**

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

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

**ARTS, CULTURE AND TOURISM SERVICES**

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

Councillor Bureau, Proposed Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Public Library. (Notice of Motion).

Moved by Councillor Adam Bureau, Seconded by WHEREAS a lack of clearly defined roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg negatively affects budget requests, deliberations and approvals for the Cobourg Public Library; and

WHEREAS a Memorandum of Understanding (MOU) would provide clear direction on roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council instruct Staff to draft a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities, and relationship between the Town of Cobourg and the Cobourg Public Library Board; and

FURTHER THAT the Council Coordinator of Arts, Culture and Tourism, Interim CAO, Municipal Clerk and the CAO and Chair of the Cobourg Public Library Board be present during discussions between the Town of Cobourg and the Cobourg Public Library Board when drafting the terms of the MOU; and

FURTHER THAT the MOU be finalized by June 1, 2020, and brought to the Cobourg Public Library Board for approval prior to the MOU being presented to Council for final approval.

**Carried**

Memo from the Secretary of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding a recommendation that the Sustainability Advisory Committee be permitted to review various Special Projects to provide comments and considerations to Municipal Staff for consideration.

Moved by Councillor Adam Bureau, Seconded by THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and provide direction to Staff to allow for the Sustainability and Climate Change Advisory Committee to provide comment on the final draft of the Special Projects listed within SCCAC Motion.

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the motion from the Sustainability and Climate Change Advisory Committee (SCCAC) for information purposes; and

FURTHER THAT Council advise the SCCAC Chair to contact the Director of Planning and Development to be added as a stakeholder for engagement purposes in order to receive future updates, information and documents related to these special projects for review and commentary.

**Defeated**

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the motion from the Sustainability and Climate Change Advisory Committee (SCCAC) for information purposes; and

FURTHER THAT Council request that the Planning Department, as part of the SCCAC's project work plan, circulate relevant background reports, plans and similar documentation pertaining to the following special planning projects to the SCCAC once the documentation is released to Council and the public and, further, that the Planning Department provide a reasonable period of time for the SCCAC to review and comment on the documentation for inclusion by the Planning Department and/or its consultants in their report(s) to Council:

- Tannery District Sustainable Neighbourhood Master Plan;
- Comprehensive Zoning By-law Review;
- Affordable & Rental Housing CIP; and the,
- Integrated Community Sustainability Plan (ICSP) and Green Development Standards (GDS)

**Defeated**

Moved by Councillor Adam Bureau, Seconded by THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and provide direction to Staff to allow for the Sustainability and Climate Change Advisory Committee to provide comment on the final draft of the Special Projects listed within SCCAC Motion.

Defeated

Memo from the Secretary of the Downtown Business Improvement Area Board of Management, regarding the motion passed on January 13, 2020 to Fill a Board of Management Vacancy.

Moved by Councillor Adam Bureau, Seconded by THAT Council endorse the motion from the Downtown Business Improvement Area Board of Management, and confirm the appointment of Erica Cotton as a new Member of the Downtown Business Improvement Area Board of Management (DBIA).

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><u>Unfinished Business Item</u></b>	<b><u>Meeting Date</u></b>	<b><u>Department/Division</u></b>	<b><u>Deadline Date</u></b>
<u>Private Transportation Regulating By-law</u>	<u>01-27-20</u>	<u>Legislative Services</u>	<b><u>Regular Council Meeting</u></b>
<u>Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)</u>	<u>01-28-19</u>	<u>Legislative Department</u>	<b><u>Feb 18, 2020</u></b>
<u>Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).</u>	<u>02-12-19</u>	<u>Multiple Departments/ Organizations</u>	<b><u>Feb 18, 2020</u></b>
<u>Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist</u>	<u>11-04-19</u>	<u>Community Services</u>	<b><u>March 9, 2020</u></b>
<u>Staff Report outlining the process and requirements to become a Certified Living Wage Employer.</u>	<u>12-02-19</u>	<u>CAO</u>	<b><u>Mar 9, 2020</u></b>
<u>Traditional Land Acknowledgment Statement to be read at Council Meeting</u>	<u>05-13-19</u>	<u>Legislative Department</u>	<b><u>March 30, 2020</u></b>
<u>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.</u>	<u>09-23-19</u>	<u>Community Services</u>	<b><u>Mar 2020</u></b>
<u>Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina</u>	<u>09-03-19</u>	<u>Community Services</u>	<b><u>Apr 30, 2020</u></b>
<u>Report and Accessible Transit Service Policy</u>	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<b><u>June 1, 2020</u></b>
<u>Staff Report on Innisfil Ridesharing Transit Model</u>	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<b><u>June 22, 2020</u></b>
<u>Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.</u>	<u>01-06-20</u>	<u>CAO</u>	<b><u>June 22, 2020</u></b>



<u>Revisions to the Long Service Recognition Policy from General Government Services.</u>	<u>09-23-19</u>	<u>Human Resources</u>	<u>N/A</u>
<u>Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)</u>	<u>01-27-20</u>	<u>Legislative Services</u>	<u>2020-2022</u>

**COMMITTEE OF THE WHOLE OPEN FORUM**

**CLOSED SESSION**

**ADJOURNMENT**

Moved by Councillor Adam Bureau, Seconded by THAT the Meeting Adjourn (8:30 P.M)  
**Carried**

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Municipal Clerk