

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE</b> <b>MEETING REPORT</b>
	Monday July 20, 2020  Electronic Participation, Zoom Video-Conferencing

The Cobourg Municipal Council's Committee of the Whole met this evening at 2:30 p.m. through Electronic Participation, via Zoom Application Video Conferencing 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 Mayor provided an opening statement and advise the meeting is being lived streamed and audio/video recorded and shall form part of the record which will be retained according to the Town of Cobourg Retention By-law. For more information about the collection, please contact the Municipal Clerk's Office.*

**CALL TO ORDER**

The Mayor called the meeting to order at 2:30 P.M.

**CLOSED SESSION**

Closed Session Item

Moved by Deputy Mayor Suzanne Séguin,

THAT Council meet in Closed Session at 2:30 P.M. prior to the Open Session of Council at 2:00 P.M. in accordance with Section 239 (2) of the *Municipal Act, 2001*, regarding:

- s. 239(2)(f) advice that is subject to Solicitor-Client Privilege, including communications necessary for that purpose.**

**1. Municipal Legal Opinion**

- S.239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board.**

**1. Municipally Owned Land - Municipal Unopened Road Allowance.**

**Carried**

Municipal Council begin the Open Session at 4:21 P.M.

**AGENDA ADDITIONS**

1. Memo from the Municipal Clerk/Manager of Legislative Services regarding the proposed change in Agenda Meeting Software – eSCRIBE Meeting Management Solution for the Town of Cobourg; and
2. Memo from the Director of Public Works, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit.

Moved by Deputy Mayor Suzanne Séguin,

THAT the matters be added to the Agenda.

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

**PRESENTATIONS**

Derek Paul, President and C.E.O, Lakefront Utilities Inc. and Adam Giddings, Director of Regulatory Compliance and Finance, regarding Customer Engagement Overview – Component of Electricity Application.

Derek Paul and Adam Giddings of Lakefront Utilities Inc. (LUSI) were in attendance to present the Customer Engagement Overview – Component of Electricity Application to Municipal Council and the public.

After question and answer period, D. Paul and A.Giddings were excused from the meeting at 4:32 P.M.

**DELEGATIONS**

Rick Miller, Chair, Marie Dressler Foundation, regarding a request to approve the waiver of all fees in connection with the Renovation of the Marie Dressler House.

Rick Miller, Chair, Marie Dressler Foundation attended the meeting via Zoom Video Conference to request Council approve the waiver of fees of the Renovation of the Marie Dressler House and provided an overview of the project and the funding to date.

After a question and answer period, R. Miller, was excused from the meeting (4:43 P.M).

**DELEGATION ACTIONS**

Delegation Action, R. Miller, Chair, Marie Dressler Foundation, request to approve the waiver of all fees in connection with the Renovation of the Marie Dressler House.

Moved by Deputy Mayor Suzanne Séguin,

THAT the Marie Dresser Request on the waiver of Building and Occupancy fees requested be referred to the 2021 Community Grants process for consideration.

**Carried**

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Municipal Clerk/Manager of Legislative Services regarding the proposed change in Agenda Meeting Software – eSCRIBE Meeting Management Solution for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin,

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

FURTHER THAT Council direct and authorize the Mayor and Municipal Clerk to execute an agreement with eSCRIBE Software Limited for the provision of the eSCRIBE Transparency Bundle for the Town of Cobourg Meeting Management Software to be implemented and functional by October 1, 2020 in the amount of \$11,300 including HST as approved in the 2020 Operating Budget for the first year and \$10,300 for the second year and \$10,609 for the third year which includes a 3% adjustment each year; and FURTHER THAT Council authorize an additional amount of \$4,925.00 to be funded from the Provincial Building Efficiencies Funding to be put towards the initialization and

implementation of the eScribe Board Management Module and the eSCRIBE Public Comments and Delegation Request Mgmt Module, in order to better increase Council and Advisory Committee Meeting efficiency and transparency.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from the Municipal Clerk/Manager of Legislative Services, regarding Virtual Statutory Public Meetings under the Planning Act.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive this report for information purposes; and

THAT Council authorize virtual statutory public meetings under the *Planning Act* to be held in order to satisfy the public consultation requirements of the Act, and Council approved Resolution No.478-19 regarding Public Notification, Engagement and Meeting Procedures for Planning Act Applications, to allow land use planning applications to be processed and decisions made; 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 make the necessary amendments to the Town of Cobourg Procedural By-law 009-2020 Section 32.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-014 submitted by Bryan Armstrong on behalf of St. Andrew's Presbyterian Church, to permit a roof replacement for the property known municipally as 200 King Street West, Cobourg.

Moved by Councillor Nicole Beatty,

THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-014 to permit a roof replacement for the property known municipally as 200 King Street West, Cobourg, subject to finalization of details with planning staff.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2020-015 submitted by Fabien Verdier on behalf of Reidrev Management Inc. to permit a roof replacement for the property known municipally as 2 King Street West & 239-243 Division Street, Cobourg.

Moved by Councillor Nicole Beatty,

THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-015 to permit to replace the existing asphalt roof with a metal roof for the property known municipally as 2 King Street West & 239-243 Division Street, Cobourg, subject to finalization of details with planning staff.

**Carried**

Motion from the Secretary of Cobourg Heritage Advisory Committee regarding a motion of support from correspondence received by the Cobourg Heritage Advisory Committee to amend as an additional name to the Municipal Naming Policy.

Moved by Councillor Nicole Beatty,

THAT Council support the recommendation from the Cobourg Heritage Advisory Committee to support the request from a Cobourg Resident to have 'Jack Waghorn' added to the Municipal Naming Policy Naming Registry.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Director of Public Works, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit.

Moved by Councillor Brian Darling,

THAT Council receive the report from the Director of Public Works for information purposes; and

FURTHER THAT the policy be initiated following final approval of Council.

**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 a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Request for Legal Opinion.

Moved by Councillor Emily Chorley,

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes;

AND FURTHER THAT a definitive legal opinion from an independent legal counsel with expertise in riparian rights be obtained regarding the municipality's ability, if any, to regulate on-water activities in the harbour;

AND FURTHER THAT the legal opinion be obtained before any further attempt to regulate on-water activities;

AND FURTHER THAT the 2015 legal opinion on this matter be made available to the public.

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting. - Aquatic Safety Audit Implementation.

Moved by Councillor Emily Chorley,

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes;

AND FURTHER THAT Council instruct staff to implement only select recommendations from the 2019 Aquatic Safety Audit as follows:

Recommendation #1: Install an Automatic External Defibrillator (AED) unit adjacent to the marina office.

Recommendation #2: Ensure all marina staff are standard first aid certified and trained in the use of rescue equipment and extraction techniques.

Recommendation #12: Complete a safety equipment audit; establish lifesaving stations on each marina dock and around the harbour.

Recommendation #13: Clearly identify the egress ladders in the harbour.

Recommendation #15: Conduct stray electrical current testing and document the results.

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding a recommendation surrounding the Aquatic Safety Audit referred to the Committee at the May 11, 2020 Council Meeting - Aquatic Safety Audit – Working Group.

Moved by Councillor Emily Chorley,

THAT Council receive the recommendation from the Parks and Recreation Advisory Committee for information purposes;

AND FURTHER THAT in order to create a consolidated safety procedure and emergency manual, Council instructs staff to strike a joint working group comprised of two staff members and one representative of each user group, including:

- Survivor Thrivers
- Cobourg Yacht Club/Learn to Sail
- Cobourg Dragon Boat & Canoe Club
- Coast Guard
- Green Canoe
- Northumberland YMCA
- Seasonal marina boaters (Boaters Council)
- Anglers/commercial charters
- Cobourg Surf and Paddleboard Club

AND FURTHER THAT the working group be tasked with drafting a safety procedure/emergency manual for submission to Council and the Parks and Recreation Advisory Committee ahead of the 2021 boating season.

**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.*

### **Municipal Council Unfinished/Outstanding Business Tracking Table**

<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>
Private Transportation Regulating By-law	<u>01-27-20</u>	<u>Legislative Services</u>	<b><u>Regular Council Meeting</u></b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b><u>(Originally due November 25, 2019)</u></b>	<u>01-28-19</u>	<u>Legislative Department</u>	<b><u>September 14, 2020</u></b>
Information requested regarding Emergency Shelters Downtown	<u>02-12-19</u>	<u>Multiple Departments/ Organizations</u>	<b><u>September 14, 2020</u></b>

<u>Cobourg (County of Northumberland and CPSB).</u>			
<u>Traditional Land Acknowledgment Statement to be read at Council Meeting</u>	<u>05-13-19</u>	<u>Legislative Department</u>	<b><u>September 14, 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>05-11-20</u>	<u>Community Services</u>	<u>N/A</u>
<u>Report and Accessible Transit Service Policy</u>	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<b><u>September 14, 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>September 14, 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>	<b><u>2020-2022</u></b>
<u>Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.</u>	<u>02-03-20</u>	<u>By-law Enforcement</u>	<u>N/A</u>
<u>Motion – Flood Reduction and Mitigation Strategy</u>	<u>04-27-20</u>	<u>Emergency Management</u>	<b><u>September 14, 2020</u></b>
<u>Diversity, Equity and Inclusion Policy</u>	<u>06-29-20</u>	<u>Legislative Services</u>	<b><u>August 24, 2020</u></b> <b><u>December 7, 2020</u></b>

**COMMITTEE OF THE WHOLE OPEN FORUM****ADJOURNMENT**

Moved by Councillor Brian Darling,

THAT the Meeting Adjourn (5:49 P.M.).

**Carried**

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Municipal Clerk