



THE CORPORATION OF THE TOWN OF COBOURG

COMMITTEE OF THE WHOLE MEETING REPORT

September 23, 2019
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: Stephen Peacock, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
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 (7:00 P.M.).

AGENDA ADDITIONS

1. Shanna Reid and Patrick D'Almada, Lifesaving Society, regarding the Aquatic Safety Audit Report on the Town of Cobourg Harbour;
2. Ken Strauss, Cobourg Tax Payers Association (CTA), regarding the presentation of alternatives to the proposed changes to the terms of the existing promissory note between the Town of Cobourg and Lakefront Utilities Inc. (LUI);
3. Jeremy Fowlie, Cobourg Dragon Boat and Canoe Club, regarding the Aquatic

- Safety Audit Report for the Town of Cobourg Harbour;
4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Sale of Municipal owned property to Habitat for Humanity Northumberland - 600 Daintry Crescent, Cobourg;
 5. Response to a Public Meeting held on September 23, 2019 regarding a proposed Draft Plan of Subdivision for the parcel of land known municipally as 425 and 425A King Street East;
 6. Memo from the Secretary of the Accessibility Advisory Committee, regarding the Sidewalk Priority Plan;
 7. Memo from the Secretary of the Accessibility Advisory Committee, regarding the pedestrian signal upgrade at the Burnham Street, William Street and Elgin Street West intersection; and
 8. Closed Session Item in accordance with Section 239(2)(i) of the *Municipal Act, 2001*.

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

Carried

DISCLOSURE OF PECUNIARY INTEREST

Mayor Henderson declared a Pecuniary Interest on General Government Services Item #1 - regarding the West Northumberland Curling Club (WNCC) Lease Agreement of the Jack Heenan Arena.

Mayor Henderson declared an interest for the following reasons as provided on the Declaration of Pecuniary Interest Form filed with the Municipal Clerk. Mayor Henderson indicated in Open Council that both him and his spouse are members of the West Northumberland Curling Club (WNCC) and pay Membership fees as well as maintenance fees which may be affected by the Town of Cobourg and WNCC Lease Agreement. Mayor Henderson will refrain from voting and participating in the discussion.

PRESENTATIONS

DELEGATIONS

Shanna Reid and Patrick D'Almada, Lifesaving Society, regarding the Aquatic Safety Audit Report on the Town of Cobourg Harbour.

S. Reid and P. D'Almada attended the meeting to discuss the Aquatic Safety Audit Report on the Town of Cobourg Harbour. After a question and answer period, S. Reid and P. D'Almada were excused from the meeting (7:30 P.M.).

Ken Strauss, Cobourg Tax Payers Association (CTA), regarding the presentation of alternatives to the proposed changes to the terms of the existing promissory note between the Town of Cobourg and Lakefront Utilities Inc. (LUI).

K. Strauss attended the meeting to present alternatives to the proposed changes to the terms of the existing promissory note between the Town of Cobourg and Lakefront Utilities Inc. (LUI). After a question and answer period, K. Strauss was excused from the meeting (7:40 P.M.).

Jeremy Fowlie, Cobourg Dragon Boat and Canoe Club, regarding the Aquatic Safety Audit Report for the Town of Cobourg Harbour.

J. Fowlie attended the meeting to discuss the Aquatic Safety Audit Report for the Town of Cobourg Harbour. After a question and answer period, J. Fowlie was excused from the meeting (7:53 P.M.).

DELEGATION ACTIONS

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Séguin - General Government Services Coordinator

Memo from the Interim Chief Administrative Officer/Treasurer, regarding the West Northumberland Curling Club (WNCC) Lease Agreement of the Jack Heenan Arena.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Report from the Interim Chief Administrative Officer/Treasurer 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 lease agreement with the West Northumberland Curling Club for exclusive use of the Heenan Arena.

Carried

Memo from the Interim Chief Administrative Officer/Treasurer, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg.

Moved by X, seconded by Y: THAT Council receive the delegation from Ken Strauss, Cobourg Tax Payers Association (CTA), for information purposes; and

FURTHER THAT as confirmed by Ian Davey, Interim CAO the next application for rate adjustment to the Ontario Energy Board will be in April of 2021 for rates effective January 2022, Council has ample time to review and discuss all options going forward with regard to the Lakefront Utilities Inc. (LUI) promissory note with the Town of Cobourg; and

FURTHER THAT Council extends an invitation to the board members of HOLDCO for a joint meeting to discuss this important issue so that it will benefit the people of Cobourg, the Town of Cobourg and Lakefront Utilities Inc. This public meeting to be held on October 15, 2019 at 5:00pm.

Carried

Memo from the Chief Administrative Officer, regarding the 2019-2022 Municipal Council Strategic Plan Work Plan (Referred from the August 12, 2019 Meeting).

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Report for information purposes; and

FURTHER THAT Council accept the noted Work Plan, as amended as the appropriate tasks required to execute the 2019-2022 Strategic Plan and further that Council forward any of this list of projects requiring funding to the 2020-2022 budget deliberations; and

FURTHER THAT Council direct staff to report back progress of the work plan semi-annually in September and March of each year.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Mandatory Policy on Council and Staff Relations.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Report for information purposes; 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 approve the new Policy entitled "Council and Staff Relations Policy - LEG-ADM23" as amended.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Code of Conduct Policy for Members of Council and Local Boards for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Report for information purposes; 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 approve the "Code of Conduct for Members of Council and Local Boards LEG-ADM24.

Carried

Memo from the Small Business Facilitator, regarding the Cardinal Industrial Solutions Land Sale Lucas Point Business and Industrial Park, Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council authorizes an extension of the original agreement dated March 27, 2019, for an additional 180 days, for the purchase of 2-acres of industrial land and a right of first refusal for an additional 2-acres of land, in the Lucas Point Business & Industrial Park by 2682194 Ontario Inc.

(Cardinal Industrial Solutions) for parcel located at Dodge Street fronting North and East of 180 Willmott Street, Cobourg; 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 an Amending Sale Agreement with 2682194 Ontario Ltd (Cardinal Industrial Solutions) for the purchase of the sale of land in Lucas Point Business Industrial Park (Dodge Street, Cobourg).

Carried

Memo from the Small Business Facilitator, regarding the Loadstar Trailers Inc. Land Sale in Lucas Point Business and Industrial Park, Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council authorize an amending agreement between Loadstar Trailers Inc. for a total of 6.25 acres of light industrial land located in Lucas Point Business & Industrial Park (Dodge Street fronting East, Cobourg); 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 an Amending Sale Agreement with Loadstar Trailers Inc. for the purchase of the sale of land in Lucas Point Business Industrial Park (Dodge Street, Cobourg).

Carried

Memo from the Human Resources Officer, regarding the Long Service Recognition Policy.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council receive the Report for information purposes; and

FURTHER THAT Council approve the recommended changes to Policy #HR-AP-A18 – Long Service Recognition Policy.

Referred

Moved by Mayor John Henderson, Seconded by

Motion to Refer:

THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.

Carried

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Sale of Municipal owned property to Habitat for Humanity Northumberland - 600 Daintry Crescent, Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council approve acceptance of an offer received from Habitat for Humanity Northumberland for the purchase of approximately. 890 sq m (9,583 sq ft) in area, located on the east side of Daintry Crescent know municipally as 600 Daintry Crescent, in the Town of Cobourg. The parcel is located on east side of Daintry Crescent as depicted in the attached aerial map; 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 Purchase and Sale Agreement with Habitat for Humanity Northumberland for the sale of land known municipally as 600 Daintry Crescent, Cobourg.

Carried

MOTION TO RECESS

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council approve a brief five (5) minute recess.

Carried

Mayor Henderson called the meeting to order after a recess at 9:30 P.M.

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Beatty - Planning and Development Services Coordinator

Correspondence from the County of Northumberland and Resolution from the County of Northumberland regarding Recommendations for Provincially Significant Employment Zones (PSEZs) (Referred from the September 9, 2019 Regular Council Meeting).

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the County of Northumberland Staff Report on the recommendations for Provincially Significant Employment Zones (PSEZs) for information purposes.

Carried

Memo from Planner 1 - Heritage, regarding the Downtown Cobourg Vitalization Community Improvement Plan: 2019 Intake.

Moved by Councillor Nicole Beatty, Seconded by THAT Council authorize the disbursement of the following financial incentives under the programs of the Downtown Cobourg Community Improvement Plan (CIP) in the amount of \$110,000 in grants + \$5,000 in loan costs (for loans totaling \$71,942) for a total expenditure of \$115,000:

- 1 King Street East. (TVM Group): \$37,080 Residential Grant and Building Improvement Grant;

- 38 Covert Street (Lee): \$24,000 Residential Grant and Building Improvement Grant. \$25,000 Building Improvement Loan and a \$40,000 Residential Loan;
- 52 King Street West (Kest and York): \$12,340 Façade Improvement Grant and Building Improvement Grant;
- 5 King Street West (Bowman): \$8,655 Façade Improvement Grant and Building Improvement Grant;
- 23-29 King Street West (Copeman-Kessler): \$8,455 Façade Improvement Grant and Building Improvement Grant.
- 2 King Street West (Reidrev/Verdier): \$7,540 Study Grant and Building Improvement Grant;
- 77 Albert Street (Lee): \$6,255 Façade Improvement and Building Improvement Grant;
- 322 George Street (McLachlan): \$2,715 Façade Improvement Grant and \$6,942 Façade Improvement Loan;
- 112 Orange Street (Brown): \$890 Façade Improvement Grant;
- 275 George Street (Panaitescu): \$845 Façade Improvement Grant;
- 80 King Street West (Molen): \$775 Building Improvement Grant; and
- 6 King Street West (Reidrev/Verdier): \$450 Façade Improvement Grant.

Amended

Moved by Deputy Mayor Suzanne Séguin, Seconded by

MOTION TO AMEND:

THAT the following wording be deleted from the motion:

- 322 George Street (McLachlan): \$2,715 Facade Improvement Grant;
- 112 Orange Street (Brown): \$890 Facade Improvement Grant;
- 275 George Street (Panaitescu): \$845 Facade Improvement Grant;
- 80 King Street West (Molen): \$775 Building Improvement Grant; and
- 2 King Street West (Reidrev/Verdier) \$7,540 Study Grant and Building Improvement Grant.

Carried

Moved by Councillor Brian Darling, Seconded by

MOTION TO AMEND:

That the flowing wording be added:

FURTHER THAT 2 King Street West Study Grant to be revised by Staff as part of the CIP recalculation amounts to be brought forward on September 30, 2019.

Carried

Moved by Councillor Nicole Beatty, Seconded by THAT Council authorize the disbursement of the following financial incentives under the programs of the Downtown

Cobourg Community Improvement Plan (CIP) in an amount to be recalculated by Staff and brought back to Council for consideration at the September 30 Regular Council, which includes the amounts for grants, loan costs, loans totaling and total expenditure:

- 1 King Street East. (TVM Group): \$37,080 Residential Grant and Building Improvement Grant;
- 38 Covert Street (Lee): \$24,000 Residential Grant and Building Improvement Grant. \$25,000 Building Improvement Loan and a \$40,000 Residential Loan;
- 52 King Street West (Kest and York): \$12,340 Façade Improvement Grant and Building Improvement Grant;
- 5 King Street West (Bowman): \$8,655 Façade Improvement Grant and Building Improvement Grant;
- 23-29 King Street West (Copeman-Kessler): \$8,455 Façade Improvement Grant and Building Improvement Grant.
- 2 King Street West (Reidrev/Verdier): Study Grant to be revised by Staff as part of the recalculations;
- 77 Albert Street (Lee): \$6,255 Façade Improvement and Building Improvement Grant;
- 322 George Street (McLachlan): \$6,942 Façade Improvement Loan; and
- 6 King Street West (Reidrev/Verdier): \$450 Façade Improvement Grant.

Carried

Motion to Extend the meeting past 10:00 P.M.

Moved by Councillor Aaron Burchat, Seconded by THAT the Committee of the Whole meeting be extended past 10:00 P.M. until its conclusion.

Carried

Memo from the Senior Planner - Development and Notice of Hearing of the Committee of Adjustment for File No. B-16/19, B-17/19 and B-18/19, 717-725 Wilkins Gate, Lots 102-106, Plan 39M-901 (New Amherst Ltd.), and File No. A-06/19, 274 Tracey Road (Joe Militello).

Moved by Councillor Nicole Beatty, Seconded by THAT Council receive the Notice of Hearings of the Committee of Adjustment for information purposes and endorse the comments of the Planning Department.

Carried

Response to a Public Meeting held on September 23, 2019 regarding a proposed Draft Plan of Subdivision for the parcel of land known municipally as 425 and 425A King Street East. (Mason Homes/RFA Planning Consultant Inc.).

Moved by Councillor Nicole Beatty, Seconded by THAT Council endorse the comments of the Planning Department, acknowledge the Motion of support from the Planning and Development Advisory Committee and authorize the preparation of a By-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting regarding the approval of a Draft Plan of Subdivision for the property known

municipally as 425 and 425A King Street East which will create twenty-seven (27) new freehold townhouse lots within five (5) residential blocks on a 1.58 ha (3.90 ac) parcel.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Darling - Public Works Services Coordinator

Memo from the Director of Public Works, regarding the Sidewalk Priority Plan – 2019 Revision.

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

Referred

Moved by Councillor Brian Darling, Seconded by

MOTION TO REFER:

THAT Council the revised 2019 Sidewalk Priority Plan to the October 15, 2019 Committee of the Whole Meeting for consideration by Council.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

Memo from the Deputy Director of Community Services Division, regarding the Aquatic Safety Audit Report for the Town of Cobourg Harbour.

Moved by Councillor Emily Chorley, Seconded by THAT Council refer the lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations.

Amended

Moved by Councillor Brian Darling, Seconded by

MOTION TO AMEND:

THAT the following wording be added:

FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups and

FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.

Carried

Moved by Councillor Emily Chorley, Seconded by THAT Council refer the lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations; and

FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and

FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.

Carried

PROTECTION SERVICES

Chair, Councillor Burchat - Protection Services Coordinator

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

Moved by Councillor Aaron Burchat, Seconded by THAT Council receive the Memo for information purposes.

Carried

Memo from the Secretary of the Accessibility Advisory Committee, regarding the pedestrian signal upgrade at the Burnham Street, William Street and Elgin Street West intersection.

Moved by Councillor Aaron Burchat, Seconded by THAT Council receive the Memo for information purposes.

Carried

ARTS, CULTURE AND TOURISM SERVICES

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

Motion from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding the adoption of a definition on Sustainability.

Moved by Councillor Adam Bureau, Seconded by THAT Council refer the recommended definition of Sustainability to the Sustainability and Climate Change Advisory Committee for further review and consideration.

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.

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
<u>Extension of the RFP for the position of the Municipal Ombudsman.</u>	<u>05-21-19</u>	<u>Legislative Services</u>	<u>Oct 15 2019</u>
<u>Staff Report regarding Adult Fitness Park in Cobourg</u>	<u>06-12-19</u>	<u>Community Services</u>	<u>Oct 15, 2019</u>
<u>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.</u>	<u>06-24-19</u>	<u>Chief Administrative Officer</u>	<u>Nov 4, 2019</u>
<u>Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.</u>	<u>01-28-19</u>	<u>Legislative Department</u>	<u>Nov 25, 2019</u>
<u>MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club</u>	<u>07-22-19</u>	<u>Community Services</u>	<u>Dec 2, 2019</u>
<u>Report reviewing the Town of Cobourg Public Comment and Complaint Policy.</u>	<u>05-13-19</u>	<u>Legislative Department</u>	<u>Nov 4, 2019</u>
<u>Business Plans and project justification for potential Provincial Audit and Accountability Fund projects</u>	<u>07-22-19</u>	<u>Various Departments</u>	<u>2020 Budget</u>
<u>Update the Capital Sidewalk Extension Program Priority Guidelines to reflect actual walking/driving distances for Northwood Drive.</u>	<u>02-25-19</u>	<u>Public Works</u>	<u>Oct, 15, 2019</u>
<u>Staff Report reviewing the impacts of the Traffic Study for Lower Division Street/Esplanade Area.</u>	<u>04-01-19</u>	<u>Public Works</u>	<u>Oct 15, 2019</u>
<u>Staff Report regarding the public engagement and recommended repairs/improvements for the East Pier and Victoria Park Campground</u>	<u>07-02-19</u>	<u>Community Services</u>	<u>Oct 15, 2019</u>
<u>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.</u>	<u>02-19-19</u>	<u>Legislative Department</u>	<u>Nov 25, 2019</u>
<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>	<u>Apr 30, 2020</u>
<u>Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.</u>	<u>11-26-18</u>	<u>Legislative Department</u>	
<u>Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.</u>	<u>04-01-19</u>	<u>Public Works</u>	
<u>Traditional Land Acknowledgment</u>	<u>05-13-19</u>	<u>Legislative Department</u>	

Statement to be read at Council Meeting			
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COMMITTEE OF THE WHOLE OPEN FORUM

CLOSED SESSION

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

- s. 239(2)(i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization:

- 1. Development/Partnership Proposal

Referred

Moved by Deputy Mayor Suzanne Séguin, Seconded by THAT Council refer the Closed Session of Council to the October 15, 2019 Committee of the Whole Council Meeting.

Carried

ADJOURNMENT

Moved by Councillor Brian Darling, Seconded by THAT the Meeting adjourned (11:36 P.M.).

Carried

Municipal Clerk