



## THE CORPORATION OF THE TOWN OF COBOURG

### COMMITTEE OF THE WHOLE MEETING REPORT

January 27, 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  
Dean Hustwick, Deputy Director of Community Services  
Laurie Wills, Director of Public Works  
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. Delegation, Troy Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg;
2. Delegation, Keith Oliver, Cobourg Fitness Park Working Group, regarding the proposed fitness park;
3. Delegation, Lynn Taylor, Gwen Barnes and Miriam Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services; and
4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Court Security and Prisoner Transportation (CSPT) Program Agreement.

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

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

Kelly Martel of MHBC Planning to provide an update to Council on the progress of the development of the Affordable and Rental Housing Community Improvement Plan (CIP) for Cobourg.

K. Martel of MHBC Planning attended the meeting to present an update to Council on the progress of the development of the Affordable and Rental Housing Community Improvement Plan (CIP) for Cobourg. After a question and answer period, K. Martel was excused from the meeting (6:22 P.M.).

**DELEGATIONS**

Troy Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg.

T. Mills, Cobourg Resident, attended the meeting to discuss door-to-door service for accessible transit in the Town of Cobourg. After a question and answer period, T. Mills was excused from the meeting (6:36 P.M.).

Keith Oliver, Cobourg Fitness Park Working Group, regarding the proposed Fitness Park.

K. Oliver, representing the Cobourg Fitness Park Working Group, attended the meeting to discuss information on the proposed Fitness Park. After a question and answer period, K. Oliver was excused from the meeting (6:54 P.M.).

Lynn Taylor, Gwen Barnes and Miriam Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services.

L. Taylor, G. Barnes and M. Mutton, representing the Family Council - Golden Plough Lodge, attended the meeting to discuss stretcher transportation services in the Town of Cobourg. After a question and answer period, L. Taylor, G. Barnes and M. Mutton were excused from the meeting (7:03 P.M.).

**DELEGATION ACTIONS**

Delegation Action, T. Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg.

Moved by Councillor Aaron Burchat, THAT Council receive the delegation from Troy Mills, Cobourg Resident for information purposes.

**Carried**

Delegation Action, K. Oliver, Cobourg Fitness Park Working Group, regarding the proposed Adult Fitness Park in the Town of Cobourg.

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Keith Oliver, regarding the proposed Adult Fitness Park for information purposes; and

FURTHER THAT should the application for a \$25,000 New Horizons Grant be successful, that Council:

- Provide the Fitness Park Working Group with a letter of endorsement to aid their community fundraising efforts; and
- authorize staff to work with the fitness Park Working Group, where appropriate, to submit additional grant applications;

AND FURTHER THAT Council consider funding up to \$25,000 of the project, if needed, in the 2021 Capital Budget.

**Carried**

Delegation Action, L. Taylor, G. Barnes and M. Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services.

Moved by Deputy Mayor Suzanne Séguin, THAT Council direct the Mayor to bring the correspondence forward to the Northumberland County; and direct the Municipal Clerk to forward the delegation to the County Clerk for County Council's information and provide information to the delegates on how to receive delegation status at County Council.

**Carried**

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Treasurer/Interim Chief Administrative Officer, regarding a Memorandum of Understanding between the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the Chief Administrative Officer to execute the Memorandum of Understanding between the Corporation of the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club as attached to this Report.

**Amended**

**Motion to Amend:**

Moved by Councillor Brian Darling, THAT the draft MOU between the Town and the Club be amended as follows:

**ITEM 1. TERM**

The MOU is for an initial period of two years, March 1, 2020 and ending February 28, 2022 with a five year extension if agreed to by both parties.

**ITEM 2. AGREEMENT FOR THE PROVISION OF A CLUB COMPOUND**

2. (b) Rent for the Club will be at the current rate of (\$0.50) fifty cents per square foot plus HST for the term of this MOU. This sentence will replace clause 2. (b) in the draft MOU.

2. (d) Incorporate “at their expense” into the clause in the draft MOU.

3. (g) be removed

**ITEM 3. RESPONSIBILITY OF THE TOWN**

3. (a) At the end of the clause, add: If a resolution cannot be reached Municipal Council will have the final say.

**ITEM 5. RESPONSIBILITIES OF THE CLUB**

5. (a) At the end of the clause in the draft MOU, add: If a resolution cannot be reached Municipal Council will have the final say.

**ITEM 7. ADMINISTRATION OF THIS MOU**

That the signing officer for the Club be the Board Chair/President. (the most senior signing authority with the organization); and

FURTHER: THAT the MOU be sent back to the CAO for wording of the final MOU which will be on the agenda for approval at the February 3, 2020 Council meeting.

**Divided**

**Motion to Divide**

Moved by Councillor Emily Chorley, THAT Council divide the Motion to Amend in eight (8) separate motions to vote on each amendment separately.

**Carried**

Moved by Councillor Brian Darling, THAT the MOU is for an initial period of two (2) years, March 1, 2020 and ending February 28, 2022 with a five (5) year extension if agreed to by both parties.

**Carried**

Moved by Councillor Brian Darling, THAT Section 2. (b), be amended to include Rent for the Club will be at the current rate of (\$0.50) fifty cents per square foot plus HST for the term of this MOU. This sentence will replace clause 2. (b) in the draft MOU.

**Carried**

Moved by Councillor Brian Darling, THAT 2. (d) be amended to incorporate “at their expense” into the clause in the draft MOU.

**Carried**

Moved by Councillor Brian Darling, THAT 2.1 Clause 2 (g) be removed from the MOU completely.

**Defeated**

Moved by Councillor Brian Darling, THAT 3. (a) be amended to include at the end of the clause, add: If a resolution cannot be reached Municipal Council will have the final say.

**Carried**

Moved by Councillor Brian Darling, THAT 5. (a) be amended to include at the end of the clause in the draft MOU, add: If a resolution cannot be reached Municipal Council will have the final say.

**Carried**

Moved by Councillor Brian Darling, THAT the MOU be amended to include the signing officer for the Club be the Board Chair/President. (the most senior signing authority with the organization)

**Carried**

Moved by Councillor Brian Darling, THAT the MOU be sent back to the CAO for wording of the final MOU which will be on the agenda for approval at the February 3, 2020 Council meeting.

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the Chief Administrative Officer to execute the Memorandum of Understanding as amended between the Corporation of the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club.

**Carried**

Memo from the Municipal Clerk Manager of Legislative Services, regarding the Town of Cobourg Taxicab By-law Review and Discussion on Transportation Network Companies - T.N.C.s and the Town of Cobourg Taxicab Public Engagement Report.

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

FURTHER THAT Council authorize Staff to incorporate regulations through by- law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and

FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating By-law'; and

FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg.

**Amended**

**Motion to Amend:**

Moved by Councillor Emily Chorley, THAT the following wording be added to the Recommended Action:

THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.

**Carried**

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

FURTHER THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and

FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating By-law'; and

FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg; and

FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Court Security and Prisoner Transportation (CSPT) Program Agreement.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a bylaw to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented

by the Solicitor General, substantially in the form attached as Appendix "B" to the Staff Report and all ancillary and associated documents, to secure Provincial funding allocation for 2020 under the Court Security and Prisoner Transportation Program (CSPT) administered by the Solicitor General.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from the Director of Planning and Development, regarding the County of Northumberland/Town of Cobourg Affordable Housing Strategies (AHS).

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

FURTHER THAT Council support the County of Northumberland's initiative to develop comprehensive strategies for lower tier municipalities to aid in the creation of new affordable housing units across the County; and

FURTHER THAT Council endorse the framework of recommended Actions and programs as outlined in the Town of Cobourg Affordable Housing Strategy and direct Staff to work collaboratively and in partnership with the County of Northumberland and its member municipalities, other levels of government, and key stakeholders to implement the Strategy to the fullest extent possible; and

FURTHER THAT staff provide Council with an annual report which summarizes the progress of the implementation of the Strategy.

**Carried**

Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: East Village - Phase 5 - Engage Engineering/JMCD Holdings.

Moved by Councillor Nicole Beatty, THAT Council receive and refer the Detailed Plans for Draft Plan of Subdivision Clearance: East Village - Phase 5 to the Planning Department for a Report.

**Carried**

Memo from the Senior Planner - Development, regarding a Severance Agreement for 163 Sydenham Street, Cobourg - Katharine Ann Spavins.

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information; 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 authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Katharine Ann Spavins for the development of a new residential lot on the property known municipally as 163

Sydenham Street, subject to the finalization of details by municipal staff and applicable agencies.

**Carried**

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

Moved by Councillor Nicole Beatty, THAT Council receive the Memo for information purposes.

**Carried**

Notice of Hearings of the Committee of Adjustment and Planning Staff Reports regarding:

File No. A-08-19      415 King Street West, Cobourg (Glover & Co. Inc. & AMR Investments Inc.)

File No. A-09-19      30 James Street West, Cobourg (Catherine Taylor)

Moved by Councillor Nicole Beatty, THAT Council receive the Notices and Reports for information purposes.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding the 2019 Town of Cobourg Heritage Conservation Awards.

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

FURTHER THAT Council formally award the recipients of the 2019 Town of Cobourg Heritage Conservation Awards at the February 18, 2020 Committee of the Whole Meeting.

**Carried**

Motion to Recess

Moved by Councillor Brian Darling, THAT Council take a five (5) minute recess.

**Carried**



**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Director of Public Works, regarding the unfinished business item 'Wheels Transit Options for Boarding/Disembarking'.

Moved by Councillor Brian Darling, THAT Council endorse the following options recommended by Staff for consideration in the 2020 budget deliberations:

- Option 2: Retro Fit Current Vehicle - InQLine Assist Winch; and
- Option 3: Retro Fit Current Vehicle - Grab and Stability Bar.

AND FURTHER THAT Option 1 being to Purchase a New Vehicle to use as main Wheels bus, be referred to the Accessibility Advisory Committee for further consideration upon receiving confirmation of transit funding for rolling stock.

**Amended**

**Motion to Amend**

Moved by Councillor Emily Chorley, THAT the motion be amended to include the following recommended action:

THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and

FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.

**Carried**

Moved by Councillor Brian Darling, THAT Council endorse the following options recommended by Staff for consideration in the 2020 budget deliberations:

- Option 2: Retro Fit Current Vehicle - InQLine Assist Winch; and
- Option 3: Retro Fit Current Vehicle - Grab and Stability Bar.

AND FURTHER THAT Option 1 being to Purchase a New Vehicle to use as main Wheels bus, be referred to the Accessibility Advisory Committee for further consideration upon receiving confirmation of transit funding for rolling stock; and

FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and

FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.

**Carried**

Memo from the Environmental Services Manager, regarding the awarding of Contract for Biosolids Haulage.

Moved by Councillor Brian Darling, THAT Council award the Contract for Biosolids Haulage to Enviroland Services Inc. for the 2020 and 2021 haulage seasons, at the lowest cost at \$11.00 per cubic meter.

**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 Urban Forest Management Plan – Community Stewardship Coordinator Position.

Moved by Councillor Emily Chorley, THAT Council receive the Memo for information purposes.

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding an increase in the 2020 budget for tree planting.

Moved by Councillor Emily Chorley, THAT Council receive the Memo for information purposes.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination.

Moved by Councillor Aaron Burchat, THAT Council receive the Report for information; and

FURTHER THAT Council provide direction to staff to exercise the Town's option to withdraw from the Board and terminate participation in the Joint Animal Control Municipal Service Board (JACMSB) program by providing twenty-four (24) months written notice pursuant to section 30.4 of the Joint Animal Control Municipal Services Board Agreement; and

FURTHER THAT Council direct the Municipal Clerk to send correspondence to the Joint Animal Control Municipal Services Board to inform the Board that the two (2) year notice has been established by the Town of Cobourg to take effect on the final resolution passing date; and

FURTHER THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town’s By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.

**Carried**

**ARTS, CULTURE AND TOURISM SERVICES**

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

Memo from the Secretary of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding the SCCAC's request to support other Advisory Committees in the Town of Cobourg.

Moved by Councillor Adam Bureau, THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and authorize and request other Advisory Committees of the Town of Cobourg to work with the SCCAC to discuss the climate emergency we are facing and to work with the SCCAC to develop guidance on climate crisis measures the respective Advisory Committees would consider when fulfilling their mandate.

**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>
Report on procedural, contractual or budgetary requirements to sustain door-to-door service that includes boarding and disembarking assistance for the accessible transit system.	25-11-19	Public Works	<b>Jan 27, 2020</b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b>Jan 27, 2020</b>
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	<b>Feb 9, 2020</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	<b>Feb 18, 2020</b>
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b>Feb 18, 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>
Staff Report outlining the process and	12-02-19	CAO	<b>Mar 9, 2020</b>

requirements to become a Certified Living Wage Employer.			
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>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	<b>Jun 2020</b>
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**COMMITTEE OF THE WHOLE OPEN FORUM**

**CLOSED SESSION**

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

**s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees:**

1. Personnel Matter

The Committee of the Whole reconvened in Open Session at 9:36 P.M.

**Carried**

**ADJOURNMENT**

Moved by Councillor Adam Bureau, THAT the Meeting be adjourned (9:37 P.M).

**Carried**

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Municipal Clerk