



THE CORPORATION OF THE TOWN OF COBOURG

**DRAFT REGULAR COUNCIL
MEETING MINUTES**

Monday, January 13, 2020
Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held 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, Treasurer/ Interim Chief Administrative Officer
Glenn McGlashon, Director of Planning and Development
Laurie Wills, Director of Public Works
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Kara Euale, Manager, Marketing and Events

CALL TO ORDER

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

ADDITIONS TO THE AGENDA

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

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

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the December 2, 2019 Regular Council Meeting Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt the Minutes of the Regular Council meeting held on December 2, 2019.

001-20

Carried

PRESENTATIONS

DELEGATIONS

Rick Miller, Marie Dressler Foundation, regarding an update on the status of the design for the 'Revitalization of Marie Dressler House'.

R. Miller attended the meeting on behalf of the Marie Dressler Foundation, to present an update on the status of the design for the 'Revitalization of Marie Dressler House'. After a question and answer period, R. Miller was excused from the Meeting (6:16 P.M.).

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DELEGATION ACTIONS**REPORTS****General Government Services**

Committee of the Whole meeting notes held on Monday January 6, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council receive the notes of the Committee of the Whole meeting held on Monday January 6, 2020 for information purposes.

002-20

Carried

MOTIONS**General Government Services**

[Motion from the Committee of the Whole, regarding the Recruitment of the Town of Cobourg Chief Administrative Officer \(CAO\).](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Human Resources Manager, regarding the presentation of options to Municipal Council for the Recruitment of the Town of Cobourg Chief Administrative Officer (CAO);

NOW THEREFORE BE IT RESOLVED THAT Council select Option #1 noted in the Report, directing Human Resources staff to administer the selection of an executive search firm by RFP for the recruitment of the CAO; and

FURTHER THAT Council appoint a CAO Hiring Committee comprised of the Mayor, Deputy Mayor and a Councillor, being Councillor Emily Chorley; to assist with the CAO recruitment process, including working with the recruitment firm to develop a job posting, determine interview questions and short-list candidates for interviewing by all members of Council.

FURTHER THAT the estimated allocation of \$25,000 - \$30,000 plus additional costs, be pre-approved in the 2020 budget under General Government CAO Recruitment.

003-20

Carried

[Motion from the Committee of the Whole, regarding the Pay Equity Compensation Review update for Management and Non-Management positions.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Manager of Human Resources, regarding the Pay Equity/Job Evaluation Compensation Review update for Management, Non-Management and Non-Union positions; and

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to move forward with the recommended Option #3 noted in the Report to place all adjusted positions in their new pay band at the nearest rate above what the current incumbent is currently receiving and place all other positions at the nearest rate in their approved salary band above what the current incumbent is currently receiving, which would cost \$45,127.09 for salaries and a \$6,626.58 increase to OMERS contributions for a total of \$51,753.67 in the 2020 budget year; and

FURTHER THAT Council direct Staff to move forward with an implementation date of January 1, 2020 for the increase to Management, Non-Management and Non-Union base salaries for the Town of Cobourg as identified in the Staff Report; and

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FURTHER THAT Council refer the Non-Union-Compensation – Salary Structure Policy (HR-NU-C1) to General Government for review as part of the 2020 Organizational Review.

004-20

Amended

Motion to Amend:

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT the motion be amended to substitute the following wording: THAT Council direct Staff to move forward with the recommended Option #1 noted in the Report to place all adjusted positions at their new approved pay band and at the current step the incumbent in that position is at. This option would cost \$140,573.27 for salaries and a \$19,680.26 increase to OMERS contributions. Total \$160,253.53 in the 2020 budget year.

005-20

Carried

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley: WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered Memo from the Manager of Human Resources, regarding the Pay Equity/Job Evaluation Compensation Review update for Management, Non-Management and Non-Union positions; and

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to move forward with the recommended Option #1 noted in the Report to place all adjusted positions at their new approved pay band and at the current step the incumbent in that position is at. This option would cost \$140,573.27 for salaries and a \$19,680.26 increase to OMERS contributions. Total \$160,253.53 in the 2020 budget year; and

FURTHER THAT Council direct Staff to move forward with an implementation date of January 1, 2020 for the increase to Management, Non-Management and Non-Union base salaries for the Town of Cobourg as identified in the Staff Report; and

FURTHER THAT Council refer the Non-Union-Compensation – Salary Structure Policy (HR-NU-C1) to General Government for review as part of the 2020 Organizational Review.

006-20

Carried

Planning and Development Services

[Motion from the Committee of the Whole, regarding Heritage Permit #HP-2019-071 for 37-39 King Street East, Cobourg \(Amit Sofer on behalf of TVM Group\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit #HP-2019-071 for 37-39 King Street East, Cobourg (Amit Sofer on behalf of TVM Group);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the comments of the Heritage Advisory Committee and grant Heritage Permit #HP-2019-071 submitted by Amit Sofer on behalf of TVM Group to permit a roof replacement at 37-39 King Street East, Cobourg, subject to the finalization of details with Planning and Heritage Staff.

007-20

Carried

Protection Services**[Motion from the Committee of the Whole, regarding a Request for an Exemption to Sign By-law 008-2009 Swiss Chalet —70 Strathy Road, Cobourg.](#)**

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Chief Building Official, regarding a Request for an Exemption to Sign By-law 008-2009 Swiss Chalet —70 Strathy Road, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council grant an exemption to Sign By-law 008-2009 to permit Swiss Chalet to erect twelve (12) additional signs on the four (4) building elevations to maintain its national brand standards as shown on Attachments B, C, and D, and described as follows:

- Five (5) new fascia signs (labelled 2,3,4,6, and 8) and two awning signs (labelled 5 and 7) on the south elevation;
- Two (2) new fascia signs (labelled 1 and 2) on the west elevation;
- One (1) new fascia sign (labelled 1) and one (1) new awning sign (labelled 2) on the east elevation; and,
- One (1) new fascia sign (labelled 1) on the north elevation.

All subject to the finalization of details by Municipal Staff.

008-20

Carried

Arts, Culture and Tourism Services**[Motion from the Committee of the Whole, regarding the definition of 'Sustainability'.](#)**

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding the definition of Sustainability;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the definition of 'Sustainability' from the Sustainability and Climate Change Advisory Committee, as follows:

“Sustainability is environmental, economic, social and cultural actions that meet the needs of the present without compromising the ability of future generations to meet their own needs”.

009-20

Carried

BY-LAWS**Planning and Development Services****[By-law 001-2020, being a by-law to exempt Blocks 123, Plan 39M-901 \(New Amherst Blvd. and Charles Wilson Parkway\) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended.*](#)**

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 001-2020, being a by-law to exempt Blocks 123, Plan 39M-901 (New Amherst Blvd. and Charles Wilson Parkway) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended.*

010-20

Carried

By-law 002-2020, being a by-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 (Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.) in East Village Phase 4 from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended.*

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 002-2020, being a by-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 (Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.) in East Village Phase 4 from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended,*

011-20

Carried

Public Works Services

By-law 003-2020, being a by-law to enter into an amending Subdivision Agreement with Vandyk - West Park Village Limited, West Park Village Subdivision, Cobourg (PIN 51085-1298 Lots 1 to 81, Both Inclusive and Blocks 82 to 110, Both Inclusive - Plan 39M-876).

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 001-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an amending Subdivision Agreement with Vandyk - West Park Village Limited.

012-20

Carried

General Government Services

THAT the following By-law(s) be passed:

1. By-law No. 001-2020 being a By-law to being a by-law to exempt Blocks 123, Plan 39M-901 (New Amherst Blvd. and Charles Wilson Parkway) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended;*
2. By-law No. 002-2020 being a By-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 (Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.) in East Village Phase 4 from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13, as amended,*
3. By-law No. 003-2020 being a By-law to authorize the Mayor and Municipal Clerk to execute an amending Subdivision Agreement with Vandyk - West Park Village Limited West Park Village Subdivision, Cobourg (PIN 51085-1298 Lots 1 to 81, Both Inclusive and Blocks 82 to 110, Both Inclusive - Plan 39M-876).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law # 001-2020 to By-law # 003-2020 and to dispense with the reading of the by-law by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

013-20

Carried

PETITIONS

COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

- Water Committee - Sep 10, 2019;
- JACMB - Oct 23, 2019;
- PRAC - Nov 5 and Dec 3, 2019
- DBIA - Nov 7, 13 and 19, 2019;
- GRCA Nov 21, 2019;
- SCCAC Dec 4, 2019; and
- DBIA Dec 5, 2019.

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CORRESPONDENCE

Correspondence, Dean Pepper, Chair of the Cobourg Police Services Board, response to Cobourg Council Resolution requesting a report on the level of crime and disruption in the immediate area of Transition House. (Protection Services)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council receive the correspondence from the Cobourg Police Services Board for information purposes.

014-20

Carried

Correspondence from the Ganaraska Region Conservation Authority (GRCA), regarding the proposed Natural Heritage Waterfront Park. (Planning And Development Services/Public Works Services).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes.

015-20

Amended**Motion to Amend:**

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes; and

FURTHER THAT Council refer the GRCA Report to Parks and Recreation Staff to include in their Natural Heritage Waterfront Park staff report due back to Council on February 9, 2020.

016-20

Carried

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes; and

FURTHER THAT Council refer the GRCA Report to Parks and Recreation Staff to include in their Natural Heritage Waterfront Park staff report due back to Council on February 9, 2020.

017-20

Carried

Correspondence from Nancy Johnston, Executive Director, regarding clarification on the role and benefits of the Cornerstone Family Violence Prevention Centre. (General Government Services).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the correspondence for information purposes.

018-20

Carried**NOTICE OF MOTION****COUNCIL/COORDINATOR ANNOUNCEMENTS**

Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

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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.

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
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. (Originally due November 25, 2019)	02-19-19	Legislative Department	Jan 27, 2020
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	Jan 27, 2020
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club (Originally due December 2, 2019)	07-22-19	Community Services	Jan 27, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	Jan 27, 2020
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	Feb 9, 2020
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	Feb 18, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	Feb 18, 2020
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	Mar 2020
Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	12-02-19	CAO	Mar 9, 2020
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	Apr 30, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	Jun 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

CLOSED SESSION**CLOSED SESSION ACTION ITEM****CONFIRMATORY BY-LAW**

[By-law No. 004-2020, being a by-law to confirm the proceedings of the Council Meeting of January 13, 2020.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT leave be granted to introduce By-law No. 004-2020 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on January 13, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

019-20

Carried

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ADJOURNMENT

Moved by Councillor Adam Bureau, THAT the meeting be adjourned (7:48 P.M.).

020-20

Carried

Municipal Clerk

Mayor