

	THE CORPORATION OF THE TOWN OF COBOURG
	REGULAR COUNCIL MEETING MINUTES
	October 21, 2019 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
Dean Hustwick, Director of Community Services
Laurie Wills, Director of Public Works
Brent Larmer, Municipal Clerk/Manager of Legislative Services
Rob Franklin, Manager of Planning Services

CALL TO ORDER

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

ADDITIONS TO THE AGENDA

1. Delegation from Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision; and
2. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

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

407-19

Carried

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

No disclosure of pecuniary interest were declared by members of Council.

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Regular Council Minutes held on September 30, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt the Minutes of the Regular Council Meeting held on September 30, 2019.

408-19

Carried

PRESENTATIONS

DELEGATIONS

Trish Baird and Lynda Kay, Community Care Northumberland - Ed's House, regarding an update on construction timelines for Ed's House and ongoing fundraising initiatives.

T. Baird and L. Kay attended the meeting to present information on Ed's House, including their construction timelines and ongoing fundraising initiatives. After a question and answer period, T. Baird and L. Kay were excused from the meeting (6:12 P.M.).

Keith Oliver, Cobourg Resident, regarding the Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream.

K. Oliver attended the meeting to discuss the Community Service's Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream. After a question and answer period, K. Oliver was excused from the meeting (6:30 P.M.).

Kevin Burt, Cobourg Resident, regarding the Sidewalk Priority Plan - 2019 Revision.

K. Burt attended the meeting to discuss the revised 2019 Sidewalk Priority Plan. After a question and answer period, K. Burt was excused from the meeting (6:39 P.M.).

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

Committee of the Whole meeting notes and Committee of the Whole Special meeting notes held on October 15, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the notes of the Committee of the Whole and Committee of the Whole Special Meetings held on October 15, 2019 for information purposes.

409-19

Carried

Planning and Development Services

Memo from the Secretary of the Heritage Advisory Committee, regarding a Heritage Permit Application for a two storey rear addition and covered porch for property located at 22-24 University Avenue West (Meaghan MacDonald on behalf of Habitat for Humanity Northumberland).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, subject to finalization of details with planning and heritage staff.

410-19

Carried

Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval for 440-448 Elgin Street West (Henry Chiu Architect Limited on behalf of Heli Homes Inc.).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council receive the report for information and refer the Site Plan Application to the Planning Department for a Report.

411-19

Carried

Notice of a Public Meeting concerning a proposed amendment to the Comprehensive Zoning By-law (85-2003), submitted by Weston Consulting on behalf of DePalma Developments Limited, for a 0.751 ha land parcel generally south of Highway 401, west of DePalma Drive, east of the Municipal boundary, and north of Elgin Street West, known municipally as part of the DePalma Lands.

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley THAT Council receive the Notice of a Public Meeting on November 4, 2019, to be held at 5:00 p.m. for information purposes.

412-19

Carried

MOTIONS

General Government Services

[Motion from the Special Committee of the Whole, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Special Meeting on October 15, 2019, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding an Amendment to the 2006 Promissory Note LUI - Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT effective January 1, 2020, the terms of the promissory note in the amount of \$7,000,000 be amended as follows:

1. The interest rate be adjusted from 7.25% to 3.72% per annum and this rate remain fixed until each approved Cost of Service (COS) rate application, at which time it will be adjusted to the Ontario Energy Board's (OEB) approved long-term interest rate for affiliate debt.
2. In addition to the required interest payments, annual principal payments may be made at the discretion of the Lakefront Utilities Inc. Board of Directors after retaining sufficient funding to support their infrastructure requirements.

413-19

Carried

[Motion from the Committee of the Whole, regarding the Comprehensive Insurance Program - October 1, 2019 to October 1, 2020.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Comprehensive Insurance Program – October 1, 2019 to October 1, 2020;

NOW THEREFORE BE IT RESOLVED THAT Council authorize the Corporation to accept the recommendation of the Town's Insurance Broker and renew the Comprehensive Insurance Program with Frank Cowan Company for the October 1, 2019 to October 1, 2020 policy year in the amount of \$568,840 which includes all applicable taxes.

414-19

Carried

[Motion from the Committee of the Whole, regarding the 2020 Advisory Committee Work Plans.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Records and Committee Coordinator, regarding the 2019 Annual Reports and Proposed 2020 Work Plans for Advisory Committees;

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed 2020 Work Plans from Advisory Committees, as provided in Appendix 'A'.

415-19

Carried

Planning and Development Services

[Motion from the Committee of the Whole, regarding Heritage Permit HP-2019-059 for property located at 300 George Street \(Adrian Pepper\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole on October 15, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-059, submitted by Adrian Pepper;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-059 to permit the replacement of an existing rear skylight, the replacement of a portion of the asphalt shingles on the east (rear) portion of the roof, the installation of eleven (11) new windows, and the construction of a new two storey deck and entry door at 300 George Street, Cobourg, subject to the finalization of details with planning and heritage staff.

416-19

Carried

[Motion from the Regular Council Meeting, regarding Heritage Permit HP-2019-063 for property located at 22-24 University Avenue West \(Meaghan MacDonald on behalf of Habitat for Humanity Northumberland\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Regular Council Meeting on October 21, 2019, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit Application HP-2019-063, submitted by Meaghan MacDonald on behalf of Habitat for Humanity Northumberland;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant Heritage Permit HP-2019-063 to permit a 121 metre square (1,021 square foot) two storey rear addition and covered porch at 22-24 University Avenue West, Cobourg, subject to the finalization of details with planning and heritage staff.

417-19

Carried

[Motion from the Committee of the Whole, regarding the 50% reduction in applicable Building Permit, Planning Application, and Parkland Fees and Development Charges for 22-24 University Avenue West, Habitat for Humanity Northumberland.](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Senior Planner - Development, regarding an Application for Site Plan Approval - Development Agreement: 22-24 University Avenue West, Habitat for Humanity Northumberland;

NOW THEREFORE BE IT RESOLVED THAT Council grant Habitat For Humanity Northumberland a 50% reduction in applicable Building Permit, Planning Application, and Parkland fees and Development Charges for the subject development in the amount of \$21,555.00, with a pre-commitment of \$21,555.00 being made to the 2020 Municipal Budget.

418-19

Carried**Public Works Services**

[Motion from the Committee of the Whole, regarding the Sidewalk Priority Plan – 2019 Revision.](#)

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Public Works and a Motion of support from the Transportation Advisory Committee, regarding the Sidewalk Priority Plan – 2019 Revision;

NOW THEREFORE BE IT RESOLVED THAT Council approve the revised 2019 Sidewalk Priority Plan as provided in Appendix 'A'.

419-19

Carried

Parks and Recreation Services**[Motion from the Committee of the Whole, regarding the Waterfront Plan – Design and Engineering for the East Pier.](#)**

Moved by Councillor Emily Chorley, Seconded by Mayor John Henderson WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the East Pier and Campground – Consultation Report;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. East Pier structural repairs to enable a combination of pedestrian and light vehicle use (Option 4);
2. Essential East Pier enhancements that include:
 - a. Seating/lookouts;
 - b. Pedestrian walkways;
 - c. Electrical upgrades and pedestrian lighting;
 - d. Accessibility enhancements (from the East Pier to Victoria Beach) (to be costed separately);
 - e. Perimeter railings;
3. Optional East Pier enhancements (to be costed separately) that include:
 - a. Charter boat and deep water docking;
 - b. Food concession;
 - c. Pedestrian access to the lighthouse;

AND FURTHER THAT the \$100,000 allocated to East Pier Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings for East Pier repairs and enhancements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering;

AND FURTHER THAT the estimated construction costs of East Pier structural repairs be reflected through the 2020 Budget process.

420-19

Carried

[Motion from the Committee of the Whole, regarding the Waterfront Plan – Design and Engineering for the Campground.](#)

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Waterfront Plan – Design and Engineering for the East Pier and Campground – Consultation Report;

NOW THEREFORE BE IT RESOLVED THAT Council instruct staff to procure engineering and other professional services to develop drawings, costs and tender documents for the following:

1. Essential Campground improvements:
 - a. Service upgrades (water, sanitary and electrical);
 - b. Service building upgrades and potential new joint service buildings;
 - c. Registration system upgrades;
 - d. Increase rates and revise policies;
 - e. Review/improve the configuration of campground sites;

2. Optional Campground improvements (to be costed separately):
 - a. General landscape improvements;
 - b. Extend/expand the use of the campground (for greater all-season use);
 - c. Provide multi-use trail connection around campground perimeter;

AND FURTHER THAT the \$30,000 allocated to Campground Improvements in the 2019 Capital Budget be used to pay for the engineering and other professional services outlined above, and if any additional funds are required, that the amount be submitted to Council for approval;

AND FURTHER THAT the procured drawings/costings of the Campground improvements be presented to Council for approval by September 2020 prior to issuing RFPs/tendering.

AND FURTHER THAT the estimated construction/implementation costs of essential Campground improvements be reflected through the 2020 Budget.

421-19

Carried

[Motion from the Committee of the Whole, regarding the Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream \(Harbour and Victoria Square\).](#)

Moved by Councillor Emily Chorley, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding Grant Application — Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream (Harbour and Victoria Square);

NOW THEREFORE BE IT RESOLVED THAT Council support the submission by Staff of two (2) applications to the Investing in Canada Infrastructure Program, Community, Culture and Recreation Funding Stream, for funding assistance for the following two (2) projects that will need to be completed by March 2028:

1. Repairs and enhancements to Cobourg's Harbour, including East Pier, for a total project cost of approximately \$10.6 million with the municipal share being approximately \$2.8 million (subject to further review and refinement); and
2. Development costs for Victoria Square for a total project cost of approximately \$1.65 million with the municipal share being approximately \$0.45 million.

AND FURTHER THAT the estimated costs be submitted through the 2020 Budget process.

422-19

Carried

Arts Culture and Tourism Services

[Motion from the Committee of the Whole, regarding the Town of Cobourg Cultural Master Plan.](#)

Moved by Councillor Adam Bureau, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on October 15, 2019, Council considered a Memo from the Director of Community Services, regarding the Town of Cobourg Draft Cultural Master Plan;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Town of Cobourg Cultural Master Plan, as provided in Appendix 'A'; and

FURTHER THAT Council direct Municipal Staff to evaluate the Cultural Master Plan for implementation and to bring forward to Council for its consideration at the appropriate time any recommendations that require new resources or funding.

423-19

Carried

BY-LAWS**General Government Services**

[By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council adopt by-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

424-19

Carried**Planning and Development Services**

[By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions \(425 and 425A King Street East - Mason Homes\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling THAT Council adopt by-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Mason Homes).

425-19

Carried

[By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland \(22-24 University Avenue West, Cobourg\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg).

426-19

Carried

[By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg \(Anthony Ritchie and Annette Ritchie\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie).

427-19

Carried**Protection Services**

[By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Adam Bureau THAT Council adopt by-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program.

428-19

Carried

[By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council adopt by-law 081-2019, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags.

429-19

Carried**General Government Services**

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

1. By-law 077-2019, being a by-law to approve a draft plan of subdivision with conditions (425 and 425A King Street East - Mason Homes);
2. By-law 078-2019, being a by-law to enter into a Development Agreement with Habitat for Humanity of Northumberland (22-24 University Avenue West, Cobourg);

3. By-law 079-2019, being a by-law to authorize the execution of a severance agreement for 866 Ontario Street, Cobourg (Anthony Ritchie and Annette Ritchie);
4. By-law 080-2019, being a by-law to enter into a Pet Licensing Services Agreement to assist in the administering of the Town of Cobourg Dog Tag Licensing Program;
5. By-law 081-2019, being a by-law to amend by-law 088-2017, being a by-law to adopt Fees and Charges Schedule for the Town of Cobourg - Dog Tags; and
6. By-law 083-2019, being a by-law to authorize civil marriage solemnization services and to appoint marriage officiants for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce by-laws 077-2019 to 081-2019 and 083-2019, and to dispense with the readings of the by-laws 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.

430-19

Carried

PETITIONS

CORRESPONDENCE

[Joan Greaves, Chair of the Board of Management of the Cobourg Downtown Business Improvement Area, regarding the implementation of a one \(1\) hour grace period for parking during the month of December \(Protection Services\).](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council authorize a one (1) hour grace period for paid parking at metered and permitted parking spaces in the Town of Cobourg as requested by the Cobourg Downtown Business Improvement Area Board (DBIA) starting on December 1, 2019 until December 31, 2019 similar to the approved parking grace period approved by Council in 2016, 2017 and 2018.

431-19

Carried

COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)

- DBIA Board of Management - Sep 5, 2019;
- Parks and Recreation Advisory Committee - Sep 10, 2019;
- Planning and Development Advisory Committee - Sep 17, 2019; and
- Accessibility Advisory Committee - Sep 18 & 25, 2019.

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

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
Staff Report regarding Adult Fitness Park in Cobourg	06-12-19	Community Services	Oct 15, 2019
Staff Report reviewing the impacts of the Traffic Study for Lower Division	04-01-19	Public Works	Extended: Nov 25, 2019

Street/Esplanade Area. (Originally due October 15, 2019)			
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.	06-24-19	Chief Administrative Officer	Nov 4, 2019
Report reviewing the Town of Cobourg Public Comment and Complaint Policy.	05-13-19	Legislative Department	Nov 4, 2019
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.	01-28-19	Legislative Department	Nov 25, 2019
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.	02-19-19	Legislative Department	Nov 25, 2019
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club	07-22-19	Community Services	Dec 2, 2019
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
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
Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.	11-26-18	Legislative Department	
Staff Report reviewing the impacts of the Traffic Study for Condo. Corp. #58- 148 Third Street.	04-01-19	Public Works	
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	
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 082-2019, being a by-law to confirm the proceedings of the Council Meeting of October 21, 2019.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley THAT leave be granted to introduce By-law 082-2019 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 October 21, 2019 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.

432-19

Carried

ADJOURNMENT

Moved by Councillor Aaron Burchat, THAT the Meeting be adjourned (7:57 P.M.).

433-19

Carried

Municipal Clerk

Mayor