

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL MEETING MINUTES
	Monday July 27, 2020 Zoom Video Conference

A Regular meeting of the Cobourg Municipal Council was held this evening at 6:00 P.M. through Electronic Participation – Zoom 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  
Dean Hustwick, Director of Community Services  
Laurie Wills, Director of Public Works  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

**CALL TO ORDER**

His Worship Mayor Henderson called the Regular Council meeting to Order at 4:06 P.M.

**Motion to Adjourn**

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty:

THAT the Regular Council Meeting be adjourned until 6:00 P.M due to the unforeseen circumstances of a localized power outage that resulted in loss of internet and the ability to stream the Council Meeting on YouTube for some Cobourg Residents.

The Regular Council Meeting was called to Order after a brief adjournment at 6:10 P.M. by his Worship Mayor John Henderson.

**ADDITIONS TO THE AGENDA**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

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

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the June 29, 2020 Regular Council Meeting Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling:

THAT Council adopt the minutes of the Regular Council Meeting held on June 29, 2020 as amended.

302-20

**Carried**

**PRESENTATIONS**

**DELEGATIONS**

**DELEGATION ACTIONS**

**REPORTS**

**General Government Services**

Committee of the Whole meeting notes held on Monday July 20, 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 July 20, 2020 for information purposes.

303-18

**Carried**

**Planning and Development Services**

Memo from the Director of Planning and Development, regarding Rehabilitation/Treatment Centres and Emergency Care Establishments in the Town of Cobourg.

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat:

THAT Council receive the Report from the Director of Planning and Development for information purposes; and,

FURTHER THAT Council approve Option 1 to refer the matter of rehabilitation/treatment centres and emergency care establishments to the Comprehensive Zoning By-law Update process now underway to add this issue as a special study component; and,

FURTHER THAT Meridian Planning Consultants Inc. be approved as a sole-source consultant to undertake the planning review of rehabilitation/treatment centres and emergency care establishments as a special study as part of the Comprehensive Zoning By-law process for an estimated cost of \$30,000.00 which will form a pre-commitment to the 2021 municipal budget.

304-18

**Amended**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley:

MOTION TO AMEND:

THAT the motion be replaced with the following wording:

THAT Council receive the Report from the Director of Planning and Development for information purposes; and,

FURTHER THAT Council approve Option 2 to direct that a planning review or study be undertaken of rehabilitation/treatment centres and emergency care establishments as specified in the Director's Report; and,

FURTHER THAT the draft Interim Control By-law attached as Schedule "A" to the Director's Report be endorsed and presented to Council for adoption; and,

FURTHER THAT Council instruct the Interim CAO to issue a RFP to undertake the planning review of rehabilitation/treatment centres and emergency care establishments as a special study in accordance with Interim Control Bylaw for an estimated cost of \$30,000.00 to \$40,000.00 which will form a pre-commitment to the 2021 municipal budget.

305-18

**Defeated**

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat:

THAT Council receive the Report from the Director of Planning and Development for information purposes; and,

FURTHER THAT Council approve Option 1 to refer the matter of rehabilitation/treatment centres and emergency care establishments to the Comprehensive Zoning By-law Update process now underway to add this issue as a special study component; and,

FURTHER THAT Meridian Planning Consultants Inc. be approved as a sole-source consultant to undertake the planning review of rehabilitation/treatment centres and emergency care establishments as a special study as part of the Comprehensive Zoning By-law process for an estimated cost of \$30,000.00 which will form a pre-commitment to the 2021 municipal budget; and

FURTHER THAT this Special Study Review be brought back to Council on September 1, 2021.

306-18 **Carried**

Notices of Hearings of the Committee of Adjustment:

- |                                 |   |
|---------------------------------|---|
| 1. File No.: A-02/20<br>B-03/20 | 171 Bagot Street, Cobourg<br>(Jim and Catherine Henderson)  |
| 2. File No.: A-03/20            | 467 Sandra Crescent, Cobourg<br>(John and Vicki Vanderwel)  |
| 3. File No.: A-04/20            | 428-432 King Street East, Cobourg<br>(Nitin Malhotra of NArchitecture on behalf of King &<br>Brook Inc. and King & Brook East Inc.) |

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau:

THAT Council receive the Notice of Hearings of the Committee of Adjustment and endorse the comments of the Cobourg Planning Staff.

307-18 **Amended**

Moved by Councillor Emily Chorley, Seconded by Councillor Aaron Burchat:

MOTION TO AMEND:

THAT Council replace the motion with the following wording:

THAT Council receive the Notice of Hearings of the Committee of Adjustment information purposes.

308-18 **Carried**

Moved by Councillor Nicole Beatty, Seconded by Councillor Brian Darling:

THAT Council receive the Notice of Hearings of the Committee of Adjustment for information purposes.

309-18

Carried

**MOTIONS**

**General Government Services**

Motion from the Committee of the Whole regarding, eSCRIBE Software Ltd. to provide Electronic Meeting Agenda Management Software for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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; 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.

310-20

Amended

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

MOTION TO AMEND:

THAT the motion be replaced with the following wording:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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 for a three (3) year contract to be implemented and functional by October 1, 2020 in the amount of \$10,941.66 from July 31, 2020 to December 31, 2020 for Year One (1), \$19,570 for Year two (2) and \$20,571 for Year three (3), which includes

the Webcasting Plus Module at \$9,000 with a \$1,000 discount and the eSCRIBE Board Management Module and the with the eSCRIBE Public Comments and Delegation Request Management Module to be included at no cost in the three (3) year term.

311-20

**Carried**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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 for a three (3) year contract to be implemented and functional by October 1, 2020 in the amount of \$10,941.66 from July 31, 2020 to December 31, 2020 for Year One (1), \$19,570 for Year two (2) and \$20,571 for Year three (3), which includes the Webcasting Plus Module at \$9,000 with a \$1,000 discount and the eSCRIBE Board Management Module and the with the eSCRIBE Public Comments and Delegation Request Management Module to be included at no cost in the three (3) year term.

312-20

**Carried**

### **Planning and Development Services**

Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-014, 200 King Street West, Cobourg, (St. Andrew's Presbyterian Church).

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 200 King Street West, Cobourg. (submitted by Bryan Armstrong on behalf of St. Andrew's Presbyterian Church) (HP-2020-014);

NOW THEREFORE BE IT RESOLVED 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.

313-20

**Carried**

Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-015, 2 King Street West & 239-243 Division Street, Cobourg. (Reidrev Management Inc.).

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 2 King Street West & 239-243 Division Street, Cobourg, . (submitted by Fabien Verdier on behalf of Reidrev Management Inc) (HP2020-015);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-015 to permit a roof replacement for the property known municipally as 2 King Street West & 239- 243 Division Street, Cobourg, subject to finalization of details by Planning Staff.

314-20

**Carried**

Motion from the Committee of the Whole, regarding adding an additional name to the Municipal Naming Policy Street Naming Inventory. (Jack Waghorn).

Moved by Councillor Nicole Beatty, Seconded by Councillor Emily Chorley:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Secretary of the Cobourg Heritage Advisory Committee regarding a request for 'Jack Waghorn' to added to the Municipal Naming Policy Naming Registry;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and support the request from a Cobourg Resident to have 'Jack Waghorn' added to the Municipal Naming Policy Naming Registry.

315-20

**Carried**

**Public Works Services**

Motion from the Committee of the Whole, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit.

Moved by Councillor Brian Darling, Seconded by Deputy Mayor Suzanne Séguin:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a memo from the Director of Public Works, regarding masks and face coverings being strongly recommended on Town of Cobourg Transit.

NOW THEREFORE BE IT RESOLVED THAT Council initiate masks and face coverings being strongly recommended on Town of Cobourg Transit.

316-20

**Carried**

**Parks and Recreation Services**

Motion from the Committee of the Whole regarding, a legal opinion on the Town's ability, to regulate on-water activities in the Cobourg Harbour.

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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

317-18

**Carried**

Motion from the Committee of the Whole regarding, the implementation of select recommendations from the 2019 Aquatic Safety Audit.

Moved by Councillor Emily Chorley, Seconded by Deputy Mayor Suzanne Séguin:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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



318-18

**Carried**

Motion from the Committee of the Whole regarding, striking a joint working group to create a consolidated safety procedure and emergency manual.

Moved by Councillor Emily Chorley, Seconded by Councillor Nicole Beatty:

WHEREAS at the Committee of the Whole Meeting on July 20, 2020 Council considered a 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.

NOW THEREFORE BE IT RESOLVED 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.

319-18

**Carried**

**Arts, Culture and Tourism Services**

Motion, Proclamation of Monday, August 3, 2020 as James Cockburn Day in the Town of Cobourg.

Moved by Councillor Adam Bureau, Seconded by Councillor Aaron Burchat:

NOW THEREFORE BE IT RESOLVED THAT Council Proclaim Monday, August 3, 2020 as James Cockburn Day in the Town of Cobourg; and

FURTHER THAT due to the COVID19 pandemic, the James Cockburn Society will be going virtual and posting a video to the James Cockburn website and via social media to mark the day as part of the Societies ongoing local history education campaign, thus

Council encourages all residents to take part in the celebrations of James Cockburn Day Virtually in order to celebrate Cobourg's Father of Confederation.

320-18

**Carried**

**BYLAWS**

**General Government Services**

By-law No.044-2020, being a by-law to Levy a Special Charge in respect of the Cobourg Downtown Business Improvement Area (DBIA) and to provide for its Collection.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

THAT Council adopt By-law 044-2020, being a by-law to Levy a Special Charge in respect of the Cobourg Downtown Business Improvement Area (DBIA) and to provide for its collection.

321-18

**Carried**

By-law No.045-2020, being a by-law to Levy an amount upon Institutions in the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

THAT Council adopt By-law 045-2020, being a by-law to Levy an amount upon Institutions in the Town of Cobourg.

322-18

**Carried**

By-law No.046-2020, being a by-law to enter into an Agreement with eSCRIBE Software Ltd. to provide Electronic Meeting Agenda Management Software for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling:

THAT Council adopt By-law 046-2020, being a by-law to authorize the Mayor and Municipal Clerk to enter into a three (3) year agreement with eSCRIBE Software Ltd. to provide Electronic Meeting Agenda Management Software to the Town of Cobourg.

323-18

**Carried**

**General Government Services**

THAT the following bylaw(s) be passed:

1. Bylaw 044-2020 being a by-law to Levy a Special Charge in respect of the Cobourg Downtown Business Improvement Area (DBIA) and to provide for its Collection;
2. Bylaw 045-2020 being a by-law to Levy an amount upon Institutions in the Town of Cobourg; and
3. Bylaw 046-2020 being a by-law to enter into an Agreement with eSCRIBE Software Ltd. to provide Electronic Meeting Agenda Management Software for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat:

THAT leave be granted to introduce bylaws 044-2020 to 046-2020 and to dispense with the reading of the bylaws 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.

324-18

**Carried**

**PETITIONS**

**COMMITTEE/BOARD MINUTES (INFORMATION PURPOSES ONLY)**

**CORRESPONDENCE**

**NOTICE OF MOTION**

Notice of Motion, Councillor Nicole Beatty, Coordinator of Planning and Development Services, regarding Brookside Youth Centre in the Town of Cobourg.

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau:

THAT Council refer the Notice of Motion to the August 24, 2020 Committee of the Whole meeting for consideration.

325-20

**Carried**

**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.*

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

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
<u>Private Transportation Regulating By-law</u>	<u>01-27-20</u>	<u>Legislative Services</u>	<u>Regular Council Meeting</u>
<u>Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing.(Originally due November 25, 2019)</u>	<u>01-28-19</u>	<u>Legislative Department</u>	<u>September 14, 2020</u>
<u>Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).</u>	<u>02-12-19</u>	<u>Multiple Departments/ Organizations</u>	<u>September 14, 2020</u>
<u>Traditional Land Acknowledgment Statement to be read at Council Meeting</u>	<u>05-13-19</u>	<u>Legislative Department</u>	<u>September 14, 2020</u>
<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>	<u>September 14, 2020</u>
<u>Staff Report on Innisfil Ridesharing Transit Model</u>	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<u>September 14, 2020</u>
<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>	<u>2020-2022</u>
<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>	<u>September 14, 2020</u>
<u>Diversity, Equity and Inclusion Policy</u>	<u>06-29-20</u>	<u>Legislative Services</u>	<u>August 24, 2020 December 7, 2020</u>

**CLOSED SESSION**

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

Bylaw 048-2020, being a bylaw to confirm the proceedings of the Council Meeting of July 27, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling:

THAT leave be granted to introduce Bylaw 048-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on July 27, 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.

326-20

**Carried**

**ADJOURNMENT**

Moved by Councillor Aaron Burchat,

THAT the Meeting Adjourn (8:14 P.M.).

327-20

**Carried**

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Municipal Clerk

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Mayor