



The Corporation of The Town of Cobourg
Regular Council Meeting
Minutes

March 25, 2026
Closed Session 5:00 p.m.
Open Meeting 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Mayor Lucas Cleveland
Deputy Mayor Nicole Beatty
Councillor Randy Barber
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Brian Darling
Councillor Miriam Mutton

Staff Present: Kevin Ashfield, Acting Fire Chief
Chris Challenger, Director of Development
Adam Giddings, Director of Corporate Services/Treasurer
Victoria Heffernan, Manager, Development Review
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Laryssa McGlashon, Council and Committee Coordinator
Lacricia Turner, Director of Community Services
Tracey Vaughan, Chief Administrative Officer
Laurie Wills, Director of Public Works & Engineering

1. Call to Order

Mayor Lucas Cleveland called the Meeting to Order at 5:08 p.m.

2. Introduction of Addendum Items

2.1 Item 15.7 - Report No. FR-2026-001 from the Acting Fire Chief and Emergency Planner / Alt. CEMC regarding Community Emergency Preparedness Grant – Funding Approval

- 2.2 **Item 4. Resolution to Move into Closed Session in accordance with the Municipal Act, 2001 sections 239 (2)(f) and (3)(a)**
- 2.3 **Item 18.2 By-law No. 018-2026, being a By-law to confirm the proceedings of the Council Meeting of March 24, 2026**
- 2.4 **Item 15.8 - Correspondence from Dan Borowec, Northumberland County CAO, regarding a Request to Extend Warming Room Operation Dates**

3. Confirmation of Agenda

3.1 Confirmation of the March 25, 2026 Regular Council Agenda

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

THAT Council confirm the agenda, as amended.

Carried

4. Resolution to Move into Closed Session

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

THAT Council meet in Closed Session at 5:09 p.m. in accordance with the *Municipal Act, 2001* regarding:

- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (s. 239 (2) (f)); and
- a meeting or part of a meeting shall be closed to the public if the subject matter being considered is request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act (239 (3)(a)).

Carried

5. Reconvene into Open Meeting at 6 p.m.

Council reconvened into Open Meeting at 6:37 p.m.

6. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

7. Disclosure of Pecuniary (Financial) Interest

Councillor Aaron Burchat declared a conflict with regard to a Closed Session item and Open Session item 6.2 at the February 24, 2026 Regular Council for the Purpose of Closed Session meeting, due to a familial relationship with the proposed appointee to the Parks and Recreation Master Plan Task Force.

Councillor Adam Bureau declared a conflict with regard to Item 15.2 being Report No. LS-2026-013 from the Municipal Clerk/Director of Legislative Services regarding Supplementary Report from Standing Committee regarding the 2026 Cobourg Municipal Parking Review and Recommendations due to being a board member of the Downtown Business Improvement Area (DBIA).

During the meeting, Councillor Aaron Burchat declared a conflict with regard to Item 15.8 being Correspondence from Dan Borowec, Northumberland County CAO, regarding a Request to Extend Warming Room Operation Dates due to owning and operating a business in proximity to the Warming Room.

8. Items Arising from Closed Session

8.1 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose and a meeting or part of a meeting shall be closed to the public if the subject matter being considered is request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that regarding Northam Industrial Park

Council directed Staff to proceed as discussed.

9. Adoption of Minutes

9.1 Council Minutes for Adoption

9.1.1 February 18, 2026 Public Planning Meeting Minutes

9.1.2 February 24, 2026 Regular for the Purpose of Closed Session Minutes

9.1.3 February 25, 2026 Regular Minutes

Moved by Councillor Randy Barber

Seconded by Deputy Mayor Nicole Beatty

THAT Council approve the minutes of Cobourg Municipal Council, as circulated.

Carried

9.2 Standing Committee Minutes Received for Information

9.2.1 March 11, 2026 Community Services, Protection and Economic Development Standing Committee Minutes

9.2.2 March 11, 2026 Public Works, Planning and Development Standing Committee Minutes

9.2.3 March 12, 2026 Corporate, Finance and Legislative Standing Committee Minutes

Moved by Councillor Aaron Burchat

Seconded by Deputy Mayor Nicole Beatty

THAT Council receive the minutes of the Cobourg Municipal Standing Committee for informational purposes.

Carried

10. Community Announcements

Members of Council presented verbal reports on matters within their respective areas of responsibility.

11. Departmental Updates/Discussion

The CAO provided information and updates to Council and the public on divisional areas.

12. Delegations

12.1 Delegation from insert names of speakers on behalf of Trillium Gift of Life regarding a Request to Proclaim April 2026 as Be a Donor Month

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

THAT Council proclaim April 2026 as Be a Donor Month in the Town of Cobourg and direct Staff to raise the Be A Donor awareness flag and light up Victoria Hall in green from April 1-30, 2026; and

FURTHER THAT Council encourage Cobourg Staff and residents to participate in Green Shirt Day on April 7, 2026.

Carried

13. Information from External Organization / Information from Advisory Committees or Task Forces

13.1 Report from John Mascarin, Aird & Berlis LLP, regarding the Integrity Commissioner's Annual Report - 2025

Moved by Councillor Aaron Burchat

Seconded by Councillor Adam Bureau

THAT Council receive the Integrity Commissioner's Annual Report for 2025 for information purposes.

Carried

14. Consent Agenda

Moved by Councillor Aaron Burchat

Seconded by Councillor Brian Darling

THAT Council adopt the following recommendations from the Standing Committees contained within the consent agenda as a single motion.

14.2 Public Works, Planning and Development Standing Committee

14.2.1 Delegation from Gregory Cushing, resident, regarding a request to review Policy No. PW-007 - Winter Maintenance Level of Service

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered a delegation regarding a request to review Policy No. PW-007 - Winter Maintenance Level of Service.

NOW THEREFORE BE IT RESOLVED THAT Council refer the delegation regarding a request to review Policy No. PW-007 - Winter Maintenance Level of Service to Staff for a report back.

14.2.2 Delegation from Bill Clark, resident, regarding Flooding Issues on Clergy Lane, Spencer Street East, and Monroe Street

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered a delegation regarding flooding issues on Clergy Lane, Spencer Street East, and Monroe Street.

NOW THEREFORE BE IT RESOLVED THAT Council refer the delegation regarding flooding issues on Clergy Lane, Spencer Street East, and Monroe Street to Staff for a report back regarding the ongoing work.

14.2.3 Report No. PW-2026-006 from the Director of Public Works & Engineering regarding Cityworks License and Maintenance Agreement

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered Report No. PW-2026-006 from the Director of Public Works & Engineering regarding Cityworks License and Maintenance Agreement.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to execute the Cityworks Enterprise Agreement (EA) with Azteca and Esri Canada for a three (3) year term in the amount of \$127,110.00 to be funded by the GIS operating budget.

14.2.4 Report No. DS-2026-007 from the Manager of Planning – Development Review and the Director of Development regarding Planning Department (Development Review) 2025 Annual Status Update

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered Report No. DS-2026-007 from the Manager of Planning – Development Review and the Director of Development regarding Planning Department (Development Review) 2025 Annual Status Update.

NOW THEREFORE BE IT RESOLVED THAT Council receive Report No. DS-2026-007 for information purposes.

14.2.5 Report No. DS-2026-008 from Planner I regarding ZB-2025-007 – 510 Drewery Road Zoning By-law Amendment

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered Report No. DS-2026-008 from Planner I regarding ZB-2025-007 – 510 Drewery Road Zoning By-law Amendment.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 016-2026, as amended, to amend the Comprehensive Zoning By-law for the lands located at 510 Drewery Road.

14.2.6 Report No. PW-2026-008 from the Transportation Supervisor regarding Transit Bench and Shelter Advertising

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered Report No. PW-2026-008 from the Transportation Supervisor regarding Transit Bench and Shelter Advertising.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to execute an agreement with Creative Outdoor Advertising (COA) to provide bench and transit shelter advertising services for a period of three (3) years, commencing January 1, 2026, with an option to extend the agreement for up to an additional two (2) years at the Town's sole discretion.

14.3 Corporate, Finance and Legislative Standing Committee

14.3.1 Delegation from the New Hope Academy (NHA) regarding Information sharing on the NHA

WHEREAS at the Corporate, Finance and Legislative Standing Committee on March 12, 2026, the Committee considered a delegation regarding information sharing on the New Hope Academy (NHA).

NOW THEREFORE BE IT RESOLVED THAT Council receive the delegation regarding the New Hope Academy for information purposes.

14.3.2 Report No. COR-2026-002 from the Treasurer/Director of Corporate Services regarding Financial Status Report

WHEREAS at the Corporate, Finance and Legislative Standing Committee on March 12, 2026, the Committee considered Report No. COR-2026-002 from the Treasurer/Director of Corporate Services regarding Financial Status Report.

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to continue reporting annually on progress related to the implementation of the following measures: disclosure of outstanding unfinanced capital balances, reserve funds reconciliations, debt utilization, and related Key Performance Indicators.

14.3.3 Request to proclaim the 25th Anniversary of the Community Foundation of Campbellford/Seymour and Northumberland

WHEREAS at the Corporate, Finance and Legislative Standing Committee on March 12, 2026, the Committee considered a request to proclaim the 25th Anniversary of the Community Foundation of Campbellford/Seymour and Northumberland.

NOW THEREFORE BE IT RESOLVED THAT Council proclaim the week of May 4, 2026 to May 8, 2026 for the 25th Anniversary of the Community Foundation of Campbellford/Seymour and Northumberland.

14.3.4 Report No. LS-2026-010 from the Legislative Coordinator, Records & Accessibility and Deputy Clerk/Manager, Legislative Services regarding the 2026-2030 Multi-Year Accessibility Plan

WHEREAS at the Corporate, Finance and Legislative Standing Committee on March 12, 2026, the Committee considered Report No. LS-2026-010 from the Legislative Coordinator, Records & Accessibility and Deputy Clerk/Manager, Legislative Services regarding the 2026-2030 Multi-Year Accessibility Plan.

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2026-2030 Multi-Year Accessibility Plan (“Plan”); and

FURTHER THAT Council direct Staff to post the Plan on the website and provide the plan in an accessible format upon request.

14.3.5 Report No. LS-2026-011 from the Council and Committee Coordinator regarding Creation of Accessibility Awards Program

WHEREAS at the Corporate, Finance and Legislative Standing Committee on March 12, 2026, the Committee considered Report No. LS-2026-011 from the Council and Committee Coordinator regarding Creation of Accessibility Awards Program.

NOW THEREFORE BE IT RESOLVED THAT Council approve the Accessibility Awards Program Policy.

14.4 Correspondence

14.4.1 Correspondence from the Town of Whitby regarding a Request for a Comprehensive Review of the Provincial-Municipal Fiscal Framework

WHEREAS nearly one third of all municipal spending in Ontario is directed toward services in areas of provincial responsibility, with expenditures outpacing provincial contributions by approximately \$4 billion annually; and

WHEREAS current Provincial–Municipal fiscal arrangements are undermining the Town of Cobourg’s economic prosperity and the quality of life of its residents.

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg supports the correspondence from the Town of Whitby regarding a request for a comprehensive review of the Provincial-Municipal Fiscal Framework; and

FURTHER THAT the Town of Cobourg requests that this review specifically address the \$4 billion annual gap where municipal property taxes are currently used to fund provincial responsibilities, including social housing, health, and transit, and further evaluate the opportunity to allocate a portion of provincial Land Transfer Tax and HST revenues generated by housing activity to municipal infrastructure supporting growth; and

FURTHER THAT the Province be urged to establish a predictable, housing linked revenue stream for municipalities that reflects the economic, social, and infrastructure demands associated with growth, including addressing the financial impacts of changes to development charges.

Carried

15. Items Extracted from Consent Agenda

15.1 Report No. COR-2026-001 from the Treasurer/Director of Corporate Services regarding the Warming Room

Mayor Lucas Cleveland rescinded the position of Chair to Deputy Mayor Nicole Beatty at 7:43 p.m.

Moved by Mayor Lucas Cleveland

Seconded by Councillor Aaron Burchat

MOTION TO LAY ON THE TABLE

That Council lay on the table the following motion:

THAT Council designate Building 18 as the Town of Cobourg Council approved daytime municipal warming room; and

FURTHER THAT Council authorize staff to proceed with the necessary operational steps to open the facility by November 1, 2026 or earlier if possible; and

FURTHER THAT Council approve the implementation of a single guard with mobile support (option A) with flexibility to adjust to option B if operational circumstances or risk assessments require enhanced security coverage at an estimated cost of \$27,678 per month; and

FURTHER THAT Council authorize staff to proceed with the facility upgrades at an estimated one-time cost of \$29,000, to be funded from the Northam Reserve; and

FURTHER THAT Council authorize funding of operational expenditures from the Tax Stabilization Reserve for the 2026 operating year; and

FURTHER THAT Council approve option B as the preferred transit integration model to support access between Victoria Hall, the proposed warming room location, and related County service; and

FURTHER THAT Council direct the CAO to assign a warming room coordinator responsible for implementation, staffing, policy, and program management, develop operational procedures including a code of conduct, incident reporting, and escalation protocols, ensure insurance and risk mitigation measures are in place in consultation with the Town's insurer, and provide a formal lease; and

FURTHER THAT Council direct staff to report back after the warming room has been opened and operating on the implementation and internal operation of the coordinator model and operations of the warming room, including a review of the oversight, staffing, policy administration, and risk management recognizing that administration of the warming room is outside the regular scope of core municipal duties, and identify whether additional resources, structural adjustments, or further review are required.

Carried

Deputy Mayor Nicole Beatty rescinded the position of Chair to Mayor Lucas Cleveland at 7:46 p.m.

Council recessed at 7:46 p.m. and reconvened at 8:00 p.m.

Council consented to the consideration of Report No. PW-2026-009 next.

15.2 Report No. PW-2026-009 from the Director of Public Works regarding the King Street West Reconstruction Project and Petition/Correspondence Received from King Street Residents

Moved by Councillor Miriam Mutton

Seconded by Councillor Adam Bureau

THAT Council direct Staff to implement design Option B:

(B) Include a 1.5m wide concrete sidewalk.

Carried

Having declared a conflict, Councillor Adam Bureau left the meeting at 8:14 p.m. and did not participate in the consideration of Item 15.3.

Deputy Mayor Nicole Beatty left the meeting at 8:14 p.m. and joined at 8:20 p.m.

15.3 Report No. LS-2026-013 from the Municipal Clerk/Director of Legislative Services regarding Supplementary Report from Standing Committee regarding the 2026 Cobourg Municipal Parking Review and Recommendations

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on March 11, 2026, the Committee considered Report No. LS-2026-012 from the Municipal Clerk/Director of Legislative Service regarding 2026 Parking By-law Report and directed Staff to report back with a supplemental report.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 015-2026 to amend the Parking By-law; and

FURTHER THAT Council endorse the following amendments to the Parking By-law as per the direction from the Committee:

- Parking in all paid parking areas within the Town become operational across both the downtown and waterfront areas twelve (12) months of the year with enhanced wayfinding signage to communicate parking availability as outlined within Attachment “1”;
- Implementation of three (3) hour free parking in both the high season and low season (twelve (12) months) where paid parking is required within the downtown area as outlined within Attachment “2” this includes both the street and parking lots;
- Downtown Parking rates to be updated to \$2.50 per hour during high and low season to be paid if parked longer than the three (3) hours free parking limit;
- Waterfront parking rates are maintained at \$5.00 per hour and \$40.00 a day during the high season only and during the low season the parking rates at the waterfront are changed to the downtown parking rates which include the three (3) hour free parking provisions at these lots;
- Cobourg Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$10.00 per month to include both the downtown and the waterfront area during the high and low season, to allow residents the ability to park anywhere that paid parking is required and so that residents can purchase the amount of months they would like per season through the year rather than a set period;

- Downtown Business Improvement Area parking pass for DBIA employees for both the high and low season at a cost of \$20.00 a month for a total of \$240 per year at a savings of \$180.00 per year for DBIA employees for parking in the downtown municipal lots;
- Establishment of a Marina Seasonal Slip Parking Pass for those parked within the Marina Lot to be sold as part of the Seasonal Marina Slip at a cost of \$35.00 per month for the entire season from May to October;
- Update to include a Cobourg Resident Accessible Permit Parking Pass to allow those with registered accessible parking permits to park in accessible parking spots and all parking spots with their permit free of charge as long as they are registered with the Town and a set fine amount for illegally parked within an accessible parking spot be set at \$500.00; and

FURTHER THAT all other updates and amendments as presented in Report No.LS-2026-012, be approved by Council and included within the presented parking by-law and all others be replaced with the updates contained in the supplementary staff report; and

FURTHER THAT Council direct staff to commit to bringing forward to Council the approved council resolution related to the 2023 Parking Capacity Study which directs staff to prepare a policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed now that the asset management plan is complete and a 10 year financial forecasting plan has been established for the operations and capital replacement of all assets, that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces; and

FURTHER THAT Council direct Staff to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth related demand and starting in 2027 staff begin to allocate funds to a future parking expansion reserve account dedicated to parking capital expansion projects with a yearly percentage contribution of parking revenue to be transferred to such account, and to be identified within the Parking Reserve Fund Policy to plan for Cobourg's growth based on development and the potential to be determined regarding the impact of the introduction of a new nuclear power plant facility in the County of Northumberland and the potential growth and demand on the Town's infrastructure and amenities to prepare and maintain economic growth in Cobourg's downtown.

Amended

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added to the motion:

FURTHER THAT Council amend By-law No. 015-2026 as noted:

- Remove section 19 (maintaining the provision that a vehicle may park on any Town of Cobourg residential street for a period exceeding twelve (12) hours)

Carried

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on March 11, 2026, the Committee considered Report No. LS-2026-012 from the Municipal Clerk/Director of Legislative Service regarding 2026 Parking By-law Report and directed Staff to report back with a supplemental report.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 015-2026, as amended, to amend the Parking By-law; and

FURTHER THAT Council endorse the following amendments to the Parking By-law as per the direction from the Committee:

- Parking in all paid parking areas within the Town become operational across both the downtown and waterfront areas twelve (12) months of the year with enhanced wayfinding signage to communicate parking availability as outlined within Attachment “1”;
- Implementation of three (3) hour free parking in both the high season and low season (twelve (12) months) where paid parking is required within the downtown area as outlined within Attachment “2” this includes both the street and parking lots;
- Downtown Parking rates to be updated to \$2.50 per hour during high and low season to be paid if parked longer than the three (3) hours free parking limit;
- Waterfront parking rates are maintained at \$5.00 per hour and
- \$40.00 a day during the high season only and during the low season the parking rates at the waterfront are changed to the

downtown parking rates which include the three (3) hour free parking provisions at these lots;

- Cobourg Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$10.00 per month to include both the downtown and the waterfront area during the high and low season, to allow residents the ability to park anywhere that paid parking is required and so that residents can purchase the amount of months they would like per season through the year rather than a set period;
- Downtown Business Improvement Area parking pass for DBIA employees for both the high and low season at a cost of \$20.00 a month for a total of \$240 per year at a savings of \$180.00 per year for DBIA employees for parking in the downtown municipal lots;
- Establishment of a Marina Seasonal Slip Parking Pass for those parked within the Marina Lot to be sold as part of the Seasonal Marina Slip at a cost of \$35.00 per month for the entire season from May to October;
- Update to include a Cobourg Resident Accessible Permit Parking Pass to allow those with registered accessible parking permits to park in accessible parking spots and all parking spots with their permit free of charge as long as they are registered with the Town and a set fine amount for illegally parked within an accessible parking spot be set at \$500.00; and

FURTHER THAT all other updates and amendments as presented in Report No.LS-2026-012, be approved by Council and included within the presented parking by-law and all others be replaced with the updates contained in the supplementary staff report; and FURTHER THAT Council direct staff to commit to bringing forward to Council the approved council resolution related to the 2023 Parking Capacity Study which directs staff to prepare a policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed now that the asset management plan is complete and a 10 year financial forecasting plan has been established for the operations and capital replacement of all assets, that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces; and

FURTHER THAT Council direct Staff to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth related demand and starting in 2027 staff begin to allocate funds to a future parking expansion reserve account dedicated to parking capital

expansion projects with a yearly percentage contribution of parking revenue to be transferred to such account, and to be identified within the Parking Reserve Fund Policy to plan for Cobourg's growth based on development and the potential to be determined impact of the introduction of a new Nuclear Power plant facility in the County of Northumberland and the potential growth and demand on the Town's infrastructure and amenities to prepare to maintain economic growth in Cobourg's downtown.

FURTHER THAT Council amend By-law No. 015-2026 as noted:

- Remove section 19 (maintaining the provision that a vehicle may park on any Town of Cobourg residential street for a period exceeding twelve (12) hours)

Amended

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Miriam Mutton

MOTION TO AMEND

That the following wording be added to the motion:

FURTHER THAT Council amend By-law No. 015-2026 as noted:

- Addition of Northumberland County Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$40.00 per month to include both the downtown and the waterfront area during the high and low season, to allow Northumberland County residents the ability to park anywhere that paid parking is required and so that Northumberland County residents can purchase the amount of months they would like per season through the year rather than a set period;

Carried

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on March 11, 2026, the Committee considered Report No. LS-2026-012 from the Municipal Clerk/Director of Legislative Service regarding 2026 Parking By-law Report and directed Staff to report back with a supplemental report.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 015-2026, as amended, to amend the Parking By-law; and FURTHER THAT Council endorse the following amendments to the Parking By-law as per the direction from the Committee:

- Parking in all paid parking areas within the Town become operational across both the downtown and waterfront areas twelve (12) months of the year with enhanced wayfinding signage to communicate parking availability as outlined within Attachment “1”;
- Implementation of three (3) hour free parking in both the high season and low season (twelve (12) months) where paid parking is required within the downtown area as outlined within Attachment “2” this includes both the street and parking lots;
- Downtown Parking rates to be updated to \$2.50 per hour during high and low season to be paid if parked longer than the three (3) hours free parking limit;
- Waterfront parking rates are maintained at \$5.00 per hour and
- \$40.00 a day during the high season only and during the low season the parking rates at the waterfront are changed to the downtown parking rates which include the three (3) hour free parking provisions at these lots;
- Cobourg Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$10.00 per month to include both the downtown and the waterfront area during the high and low season, to allow residents the ability to park anywhere that paid parking is required and so that residents can purchase the amount of months they would like per season through the year rather than a set period;
- Downtown Business Improvement Area parking pass for DBIA employees for both the high and low season at a cost of \$20.00 a month for a total of \$240 per year at a savings of \$180.00 per year for DBIA employees for parking in the downtown municipal lots;
- Establishment of a Marina Seasonal Slip Parking Pass for those parked within the Marina Lot to be sold as part of the Seasonal Marina Slip at a cost of \$35.00 per month for the entire season from May to October;
- Update to include a Cobourg Resident Accessible Permit Parking Pass to allow those with registered accessible parking permits to park in accessible parking spots and all parking spots with their permit free of charge as long as they are registered with the Town

and a set fine amount for illegally parked within an accessible parking spot be set at \$500.00; and

FURTHER THAT all other updates and amendments as presented in Report No.LS-2026-012, be approved by Council and included within the presented parking by-law and all others be replaced with the updates contained in the supplementary staff report; and

FURTHER THAT Council direct staff to commit to bringing forward to Council the approved council resolution related to the 2023 Parking Capacity Study which directs staff to prepare a policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed now that the asset management plan is complete and a 10 year financial forecasting plan has been established for the operations and capital replacement of all assets, that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces; and

FURTHER THAT Council direct Staff to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth related demand and starting in 2027 staff begin to allocate funds to a future parking expansion reserve account dedicated to parking capital expansion projects with a yearly percentage contribution of parking revenue to be transferred to such account, and to be identified within the Parking Reserve Fund Policy to plan for Cobourg's growth based on development and the potential to be determined impact of the introduction of a new Nuclear Power plant facility in the County of Northumberland and the potential growth and demand on the Town's infrastructure and amenities to prepare to maintain economic growth in Cobourg's downtown.

FURTHER THAT Council amend By-law No. 015-2026 as noted:

- Remove section 19 (maintaining the provision that a vehicle may park on any Town of Cobourg residential street for a period of twelve (12) hours)
- Addition of a Northumberland County Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$40.00 per month to include both the downtown and the waterfront area during the high and low season, to allow Northumberland County residents the ability to park anywhere that paid parking is required and so that Northumberland County residents can purchase the amount of months they would like per season through the year rather than a set period.

Amended

Moved by Councillor Aaron Burchat

Seconded by Deputy Mayor Nicole Beatty

MOTION TO AMEND

That the following wording be added to the motion:

FURTHER THAT Council make the resident, visitor, and Northumberland County Resident parking passes “waterfront passes”.

Defeated

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on March 11, 2026, the Committee considered Report No. LS-2026-012 from the Municipal Clerk/Director of Legislative Service regarding 2026 Parking By-law Report and directed Staff to report back with a supplemental report.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 015-2026, as amended, to amend the Parking By-law; and FURTHER THAT Council endorse the following amendments to the Parking By-law as per the direction from the Committee:

- Parking in all paid parking areas within the Town become operational across both the downtown and waterfront areas twelve (12) months of the year with enhanced wayfinding signage to communicate parking availability as outlined within Attachment “1”;
- Implementation of three (3) hour free parking in both the high season and low season (twelve (12) months) where paid parking is required within the downtown area as outlined within Attachment “2” this includes both the street and parking lots;
- Downtown Parking rates to be updated to \$2.50 per hour during high and low season to be paid if parked longer than the three (3) hours free parking limit;
- Waterfront parking rates are maintained at \$5.00 per hour and
- \$40.00 a day during the high season only and during the low season the parking rates at the waterfront are changed to the downtown parking rates which include the three (3) hour free parking provisions at these lots;

- Cobourg Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$10.00 per month to include both the downtown and the waterfront area during the high and low season, to allow residents the ability to park anywhere that paid parking is required and so that residents can purchase the amount of months they would like per season through the year rather than a set period;
- Downtown Business Improvement Area parking pass for DBIA employees for both the high and low season at a cost of \$20.00 a month for a total of \$240 per year at a savings of \$180.00 per year for DBIA employees for parking in the downtown municipal lots;
- Establishment of a Marina Seasonal Slip Parking Pass for those parked within the Marina Lot to be sold as part of the Seasonal Marina Slip at a cost of \$35.00 per month for the entire season from May to October;
- Update to include a Cobourg Resident Accessible Permit Parking Pass to allow those with registered accessible parking permits to park in accessible parking spots and all parking spots with their permit free of charge as long as they are registered with the Town and a set fine amount for illegally parked within an accessible parking spot be set at \$500.00; and

FURTHER THAT all other updates and amendments as presented in Report No.LS-2026-012, be approved by Council and included within the presented parking by-law and all others be replaced with the updates contained in the supplementary staff report; and

FURTHER THAT Council direct staff to commit to bringing forward to Council the approved council resolution related to the 2023 Parking Capacity Study which directs staff to prepare a policy that stipulates how parking revenue is utilized in the budget process so as to ensure appropriate distribution of funds is consistently followed now that the asset management plan is complete and a 10 year financial forecasting plan has been established for the operations and capital replacement of all assets, that dedicates a portion of the parking reserve to road infrastructure for the upkeep and replacement of on-street parking spaces; and

FURTHER THAT Council direct Staff to monitor the future parking capacity needs of the Town of Cobourg on a five-year basis to prepare for any growth related demand and starting in 2027 staff begin to allocate funds to a future parking expansion reserve account dedicated to parking capital expansion projects with a yearly percentage contribution of parking revenue to be transferred to such account, and to be identified within the Parking Reserve Fund Policy to plan for Cobourg's growth based on development and the potential to be determined impact of the introduction of a new Nuclear Power plant facility in the County of Northumberland and the potential growth and demand on the Town's infrastructure and amenities to prepare to maintain economic growth in Cobourg's downtown.

FURTHER THAT Council amend By-law No. 015-2026 as noted:

- Remove section 19 (maintaining the provision that a vehicle may park on any Town of Cobourg residential street for a period of twelve (12) hours)
- Addition of a Northumberland County Resident Parking Pass being created in place of the waterfront only passes, to be purchased at \$40.00 per month to include both the downtown and the waterfront area during the high and low season, to allow Northumberland County residents the ability to park anywhere that paid parking is required and so that Northumberland County residents can purchase the amount of months they would like per season through the year rather than a set period.

Recorded vote requested by Mayor Lucas Cleveland

NO (1): Mayor Lucas Cleveland

YES (6): Councillor Brian Darling, Councillor Aaron Burchat, Councillor Miriam Mutton, Councillor Randy Barber, Deputy Mayor Nicole Beatty

Carried

Following the consideration of Item 15.3, Councillor Adam Bureau joined the meeting at 9:17 p.m.

15.4 Report No. PW-2026-007 from the Director of Public Works and Engineering regarding 2026 Capital Project Priorities and Deferrals

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Public Works, Planning and Development Standing Committee on March 11, 2026, the Committee considered Report No. PW-2026-007 from the Director of Public Works and Engineering regarding 2026 Capital Project Priorities and Deferrals.

NOW THEREFORE BE IT RESOLVED THAT Council approve an additional \$75,000 to be funded from stormwater reserves for the King Street West Culvert Replacement for coastal engineering design services to address drainage outlet erosion to Lake Ontario.

Carried

15.5 Report No. CAO-2026-002 from the Manager, Office of the CAO regarding the 2025 Operational Plan – Q4 Update

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

THAT Council direct Staff to carry over any unfinished items from the 2025 Operational Plan to the 2026 Operational Plan for future reporting.

Carried

15.6 Report No. CAO-2026-003 from the Manager, Office of the CAO regarding the 2026 Town of Cobourg Operational Plan

Moved by Councillor Randy Barber

Seconded by Councillor Brian Darling

THAT Council direct Staff to make the 2026 Operational Plan and corresponding dashboard available on the municipal website for public viewing.

Carried

15.7 Report No. FR-2026-001 from the Acting Fire Chief and Emergency Planner / Alt. CEMC regarding Community Emergency Preparedness Grant – Funding Approval

Moved by Councillor Randy Barber

Seconded by Deputy Mayor Nicole Beatty

THAT Council endorse the approval of funding awarded to the Corporation of the Town of Cobourg under the Community Emergency Preparedness Grant (CEPG) program from the Ministry of Emergency Preparedness and Response.

Carried

Having declared a conflict during the meeting, Councillor Aaron Burchat left the meeting at 9:42 p.m. and did not participate in the consideration of Item 15.8.

15.8 Correspondence from Dan Borowec, Northumberland County CAO, regarding a Request to Extend Warming Room Operation Dates

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

THAT Council receive the correspondence regarding a request to extend the warming room operation dates for information purposes.

Amended

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Randy Barber

MOTION TO AMEND

That the motion be replaced with the following wording:

THAT Council direct Staff to extend the exemption in section 4.7 a) i. of the Emergency Care Establishment By-law to April 17, 2026.

Carried

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

THAT Council direct Staff to extend the exemption in section 4.7 a) i. of the Emergency Care Establishment By-law to April 17, 2026.

Carried

Following the consideration of Item 15.8, Councillor Aaron Burchat joined the meeting at 9:46 p.m.

15.9 Correspondence from the Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board regarding Pupil Accommodation Review Process

Moved by Councillor Miriam Mutton

Seconded by Deputy Mayor Nicole Beatty

THAT Council receive the Correspondence from the Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board regarding Pupil Accommodation Review Process for information purposes.

Amended

Moved by Councillor Miriam Mutton

Seconded by Deputy Mayor Nicole Beatty

MOTION TO AMEND

That the following wording be added to the motion:

FURTHER THAT Council direct Staff to report back periodically to provide an update on this matter.

Carried

Moved by Councillor Miriam Mutton

Seconded by Deputy Mayor Nicole Beatty

THAT Council receive the Correspondence from the Peterborough Victoria Northumberland and Clarington (PVNC) Catholic District School Board regarding Pupil Accommodation Review Process for information purposes; and

FURTHER THAT Council direct Staff to report back periodically to provide an update on this matter.

Carried

15.10 Correspondence from the Northumberland Hills Hospital Foundation regarding Sponsorship Opportunity for the Northumberland Pickleball Classic on May 2, 2026

Moved by Councillor Brian Darling

Seconded by Deputy Mayor Nicole Beatty

MOTION TO REFER

That the following motion be referred until an occupancy permit is issued:

WHEREAS the Town of Cobourg has received a Sponsorship Request for the Northumberland Pickleball Classic and Mayor Lucas Cleveland is requesting the consent of Council to sponsor this event.

NOW THEREFORE BE IT RESOLVED THAT Council authorize a sponsorship of \$5000 from the Town to be the Exclusive Premier Sponsor for the event to be funded from the Governmental/Public Relations Account.

Carried

16. By-laws

Having declared a conflict, Councillor Adam Bureau left the meeting at 9:56 p.m. and did not participate in the consideration of the By-laws.

16.1 By-law No. 015-2026 being a By-law to Amend Parking By-law No. 048-2023 (LS-2026-013)

16.2 By-law No. 016-2026 being a By-law to amend the Comprehensive Zoning By-Law 066-2025 (510 Drewery Road) (DS-2026-008)

Moved by Councillor Aaron Burchat

Seconded by Deputy Mayor Nicole Beatty

BE IT RESOLVED THAT leave be granted to introduce By-law No. 015-2026 to By-law No. 016-2026 and to dispense with the reading 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.

Carried

Following the consideration of the By-laws, Councillor Adam Bureau joined the meeting at 9:58 p.m.

17. Notice of Motion / Motion for Which Notice Has Been Given

None.

18. Confirmatory By-laws

18.1 By-law No. 017-2026 being a By-law to confirm the proceedings of the Council Meeting of March 25, 2026

18.2 By-law No. 018-2026, being a By-law to confirm the proceedings of the Council Meeting of March 24, 2026

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce By-law Nos. 017-2026 and 018-2026 and to dispense with the reading of the By-laws by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on March 24, 2026 and March 25, 2026 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.

Carried

19. Adjournment

Mayor Lucas Cleveland adjourned the meeting at 9:58 p.m.

Lucas Cleveland, Mayor

Brent Larmer, Clerk