



The Corporation of The Town of Cobourg
Regular Council Meeting
Minutes

February 26, 2025
Closed Session 5:00 p.m.
Open Session 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

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

Members Absent: Deputy Mayor Nicole Beatty

Staff Present: Ellard Beaven, Fire Chief
Brian Geerts, Director of Community Services
Adam Giddings, Director of Corporate Services/Treasurer
Cristal Laanstra, Director, Planning and Development
Brent Larmer, Municipal Clerk/Director of Legislative Services
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Cassidy Sweet, Council and Committee Coordinator
Tracey Vaughan, Chief Administrative Officer
Laurie Wills, Director of Public Works

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 4 Addition of Closed Session Item regarding personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b))

- 2.2 Item 12.1 2025 Downtown Business Improvement Area (DBIA) Budget
- 2.3 Item 14.1 Report No. LS-2025-005 from Town Clerk/Director of Legislative Services regarding Short Term Rental Licensing Supplementary Report following February 5th Standing Committee Meeting
- 2.4 Item 4 Addition of Closed Session Item regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (239 (2)(f) and removal of Closed Session Item regarding a proposed or pending acquisition or disposition of land by the municipality or local board (s. 239 (2)(c))

3. **Confirmation of Agenda**

3.1 Confirmation of the February 26, 2025 Regular Council Agenda

Moved by Councillor Aaron Burchat

Seconded by Councillor Brian Darling

That Council confirm the agenda, as amended.

Carried

4. **Resolution to Move into Closed Session**

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT Council meet in Closed Session in accordance with the *Municipal Act, 2001* regarding:

- personal matters about an identifiable individual, including municipal or local board employees (s. 239 (2) (b)); and
- advice that is subject to solicitor-client privilege, including communications necessary for that purpose (239 (2)(f).

Carried

5. **Reconvene into Open Meeting**

Council reconvened into Open Meeting at 6:21 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

Mayor Lucas Cleveland declared an interest with regard to agenda item 12.1 2025 Downtown Business Improvement Area (DBIA) Budget due to owning a business within the DBIA boundaries.

Councillor Adam Bureau declared an interest with regard to agenda item 12.1 2025 Downtown Business Improvement Area (DBIA) Budget due to owning a business within the DBIA boundaries.

Having declared an interest Mayor Lucas Cleveland rescinded the position of Chair to Councillor Brian Darling at 6:24 p.m. and did not participate in the consideration of Item 8.1.

Having declared an interest Councillor Adam Bureau did not participate in the consideration of Item 8.1.

8. Items Arising from Closed Session

8.1 DBIA Appointment re personal matters about an identifiable individual, including municipal or local board employees

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

THAT Council appoint Jacqueline Pennington to fill the current DBIA Board of Management vacancy.

Carried

Following the consideration of item 8.1 Councillor Brian Darling rescinded the position of Chair to Mayor Lucas Cleveland at 6:26 p.m.

9. Adoption of Minutes

9.1 Council Minutes for Adoption

9.1.1 December 13, 2024 Emergency Minutes

9.1.2 January 29, 2025 Regular Minutes

Moved by Councillor Adam Bureau

Seconded by Councillor Aaron Burchat

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

Carried

9.2 Standing Committee Minutes Received for Information

9.2.1 February 5, 2025, Community Services, Protection and Economic Development Standing Committee Minutes

9.2.2 February 5, 2025, Public Works, Planning and Development Standing Committee Minutes

9.2.3 February 6, 2025, Corporate Finance and Legislative Standing Committee Agenda

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

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.

The Town recognized Fire Chief Ellard Beaven for 30 years of service by presenting him with his 30-year service medal on behalf of the Ministry of the Solicitor General, Office of the Fire Marshall.

11. Delegations

11.1 Delegation from Deborah Black regarding the Waterfront Nature Park

Moved by Councillor Miriam Mutton

Seconded by Councillor Brian Darling

THAT Council refer the delegation from Deborah Black regarding the Waterfront Nature Park and move to strengthen Park protection and stewardship and to find a way to involve citizen input and to inform the public on current and future Waterfront Nature Park protocols to staff for a report back.

Carried

Having declared an interest Mayor Lucas Cleveland rescinded the position of Chair to Councillor Brian Darling at 7:01 p.m. and did not participate in the consideration of Item 12.1.

Having declared an interest Councillor Adam Bureau did not participate in the consideration of Item 12.1.

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

12.1 2025 Downtown Business Improvement Area (DBIA) Budget

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT Council approve the 2025 Downtown Business Improvement Area (DBIA) Budget in the amount of \$223,543.00.

Carried

Following the consideration of item 12.1 Councillor Brian Darling rescinded the position of Chair to Mayor Lucas Cleveland at 7:06 p.m.

13. Consent Agenda

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

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

**13.1 Community Services, Protection and Economic Development
Standing Committee**

**13.1.1 Report No. COMM-2025-001 from Manager of Recreation and
Director of Community Services regarding Parks and
Recreation Master Plan**

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on February 5, 2025, the Committee considered Report No. COMM-2025-001 from Manager of Recreation and Director of Community Services regarding Parks and Recreation Master Plan.

NOW THEREFORE BE IT RESOLVED THAT Council encourages the community to deeply engage with the master plan consultation process to shape the next decade of parks and recreation in the Town of Cobourg; and

FURTHER THAT Council directs staff to create a unified, long-range ten (10) year Parks and Recreation Master Plan (2026-2035) informed thorough public consultation.

**13.1.2 Report No. LS-2025-004 from Manager of Municipal Law
Enforcement & Licensing Services regarding 2024 Municipal
Law Enforcement and Licensing Services Annual Report**

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on February 5, 2025, the Committee considered Report No. LS-2025-004 from Manager of Municipal Law Enforcement and Licensing Services regarding 2024 Municipal law Enforcement and Licensing Services Annual Report.

NOW THEREFORE BE IT RESOLVED THAT Council receive the 2024 Municipal Law Enforcement and Licensing Services Annual Report for information purposes.

13.2 Public Works, Planning and Development Standing Committee

13.2.1 Report No. PW-2025-003 from Deputy Director of Engineering regarding Award of Tender for Cobourg East Trunk Servicing Part 'A', Contract No. 01-ENG-2025

WHEREAS at the Public Works, Planning and Development Standing Committee on February 5, 2025, the Committee considered Report No. PW-2025-003 from Deputy Director of Engineering regarding Award of Tender for Cobourg East Trunk Servicing Part 'A', Contract No. 01-ENG-2025.

NOW THEREFORE BE IT RESOLVED THAT Council award Contract No. 01-ENG-2025 to Todd Brothers Contracting Limited in the amount of \$2,073,957.80 (excl HST) as approved within the 2025 Capital Budget; and

FURTHER THAT Council endorse the award of Contract No. CW-25-1833-01 being a Lakefront Utility Services Inc. public tender for external watermain works associated with the new Elevated Tank/Booster Station to Behan Construction Limited.

13.3 Corporate, Finance and Legislative Standing Committee

13.3.1 Request from Brad Sherwin regarding proclaiming the month of March as Multiple Myeloma Awareness Month in the Town of Cobourg

WHEREAS at the Corporate, Finance and Legislative Standing Committee on February 6, 2025, the Committee considered the request from Brad Sherwin regarding proclaiming the month of March as Multiple Myeloma Awareness Month in the Town of Cobourg.

NOW THEREFORE BE IS RESOLVED THAT Council proclaim the month of March to be Myeloma Awareness Month in the Town of Cobourg

13.3.2 Report No. LS-2025-002 from Legislative Coordinator, Grant and Policy and Deputy Clerk/Manager of Legislative Services regarding 2024 Freedom of Information Request Update

WHEREAS at the Corporate, Finance and Legislative Standing Committee on February 6, 2025, the Committee considered Report No. LS-2025-002 from Legislative Coordinator for Grants and Policy and Deputy Clerk/ Manager of Legislative Services regarding 2024 Freedom of Information Request Update.

NOW THEREFORE BE IT RESOLVED THAT Council receive the 2024 Freedom of Information Request update for information purposes.

13.3.3 Report No. COR-2025-001 from Treasurer/Director of Corporate Services regarding Building Maintenance Vehicle Update and Recommendation

WHEREAS at the Corporate, Finance and Legislative Standing Committee on February 6, 2025, the Committee considered Report No. COR-2025-001 from Treasurer/Director of Corporate Services regarding Building Maintenance vehicle update and recommendation.

NOW THEREFORE BE IT RESOLVED THAT Council authorize the purchase of a 2016 RAM Promaster City in the amount of \$21,677 (net of HST) for the Building Maintenance Department, in place of the approved Concert Hall plaster work that was budgeted for \$50,000 in 2025.

13.4 Correspondence

13.4.1 Correspondence from the Eastern Ontario Wardens' Caucus regarding Ontario election recommendations to support communities across Eastern Ontario

THAT the Council of the Town of Cobourg is proud to support the Eastern Ontario Wardens' Caucus in their Ontario election recommendations to support communities across Eastern Ontario.

13.4.2 Correspondence received from the Canadian Association of Nuclear Host Communities regarding Supporting Canada's Nuclear Host Communities: A Unified Vision for our Energy Future

THAT Council support the correspondence from the Canadian Association of Nuclear Host Communities regarding Supporting Canada's Nuclear Host Communities: A Unified Vision for Our Energy Future.

Carried

14. Items Extracted from Consent Agenda

Council consented to considering the request from Cobourg Lions Club next.

14.1 Request from Cobourg Lions Club regarding a Flag Raising Request to Celebrate their 75th Anniversary

WHEREAS at the Corporate, Finance and Legislative Standing Committee on February 6, 2025, the Committee considered a request from Cobourg Lions Club regarding a flag raising request to celebrate their 75th anniversary.

NOW THEREFORE BE IT RESOLVED THAT Council approve a flag raising request from April 7-13, 2025 to recognize their 75th Anniversary.

Council consented to considering the Waterfront Nature Park Task Force Motion next.

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

15.1 Motion from Councillor Miriam Mutton regarding Waterfront Nature Park Task Force

Moved by Councillor Miriam Mutton

Seconded by Councillor Aaron Burchat

THAT Council authorize the creation of a Waterfront Nature Park* Task Force in line with the new Governance Model in order to work in partnership with Town staff and the community to provide information, advice and assistance on matters relating to the stewardship of the Waterfront Nature Park. The Council-appointed citizen task force would have seven members of the public, including a citizen chair, the Director of Community Services Brian Geerts, and a Councillor, appointed by Council to serve as liaison. The task force mandate is to:

* Note: The Waterfront Nature Park includes the West Headland and West Beach

1. Encourage the participation and education of the general public in the stewardship of the area, specifically best practices to preserve the naturalized area; and
2. Implement and guide restoration of the area in ways which are environmentally sustainable and accessible; and

3. Address related matters which may be identified from time to time by the general public, Council, Task Force or Town staff, including input on a future Master Waterfront District Plan; and

FURTHER THAT the proposed Task Force will identify and recommend actions to fulfill the following goals and objectives:

1. Undertake research and recommend initiatives that promote the Waterfront Nature Park area; and
2. Identify where expert opinion is warranted; and
3. Pursue opportunities to provide advice on recommendations to Council regarding the promotion, advocacy and awareness of matters involving the Waterfront Nature Park and area, including its role in relation to the harbour; and
4. Identify designs, including timeline and budget, for future projects that promote the preservation and enjoyment of the natural area, and, guide repair along the lines of environmental sustainability and accessibility; and
5. Undertake initiatives which will help raise the profile of the Waterfront Nature Park area with due regard to the environmentally sensitive nature of the area; and
6. Report regularly to Council with the assistance of Staff through various methods including meeting minutes, written reports and periodic presentations to Council documenting the Task Force activities and accomplishments during its mandate; and

FURTHER THAT Council authorize Staff to create the Task Force Terms of Reference using the above goals and objectives for the Task Force pursuant to the requirements under Section 9.0 e) of Procedural By-law No.050-2024 for approval.

Amended

Moved by Councillor Brian Darling
Seconded by Councillor Miriam Mutton

MOTION TO REFER

THAT Council refer the motion from Councillor Miriam Mutton regarding Waterfront Nature Park Task Force to the next regular meeting.

Defeated

Moved by Councillor Miriam Mutton

Seconded by Councillor Aaron Burchat

THAT Council authorize the creation of a Waterfront Nature Park* Task Force in line with the new Governance Model in order to work in partnership with Town staff and the community to provide information, advice and assistance on matters relating to the stewardship of the Waterfront Nature Park. The Council-appointed citizen task force would have seven members of the public, including a citizen chair, the Director of Community Services Brian Geerts, and a Councillor, appointed by Council to serve as liaison. The task force mandate is to:

* Note: The Waterfront Nature Park includes the West Headland and West Beach

1. Encourage the participation and education of the general public in the stewardship of the area, specifically best practices to preserve the naturalized area; and
2. Implement and guide restoration of the area in ways which are environmentally sustainable and accessible; and
3. Address related matters which may be identified from time to time by the general public, Council, Task Force or Town staff, including input on a future Master Waterfront District Plan; and

FURTHER THAT the proposed Task Force will identify and recommend actions to fulfill the following goals and objectives:

1. Undertake research and recommend initiatives that promote the Waterfront Nature Park area; and
2. Identify where expert opinion is warranted; and
3. Pursue opportunities to provide advice on recommendations to Council regarding the promotion, advocacy and awareness of matters involving the Waterfront Nature Park and area, including its role in relation to the harbour; and
4. Identify designs, including timeline and budget, for future projects that promote the preservation and enjoyment of the natural area, and, guide repair along the lines of environmental sustainability and accessibility; and

5. Undertake initiatives which will help raise the profile of the Waterfront Nature Park area with due regard to the environmentally sensitive nature of the area; and
6. Report regularly to Council with the assistance of Staff through various methods including meeting minutes, written reports and periodic presentations to Council documenting the Task Force activities and accomplishments during its mandate; and

FURTHER THAT Council authorize Staff to create the Task Force Terms of Reference using the above goals and objectives for the Task Force pursuant to the requirements under Section 9.0 e) of Procedural By-law No.050-2024 for approval.

Amended

Mayor Lucas Cleveland rescinded the position of Chair to Councillor Brian Darling at 7:12 p.m.

Moved by Mayor Lucas Cleveland
Seconded by Councillor Adam Bureau

MOTION TO AMEND

Moved by Mayor Cleveland
Seconded by Councillor Bureau

That the motion wording be replaced with the following:

WHEREAS green spaces, nature reserves, and public access to natural areas, including our waterfront, are essential to the well-being of our community, enhancing the quality of life for residents, preserving biodiversity, and providing recreational and mental health benefits; and

WHEREAS we received an informative delegation from Debroah Black outlining a clear need for an increased nature park presence in Cobourg; and

WHEREAS there are lands to the west of Cobourg, known by some as the Clutterbuck lands, that are currently under the Town's ownership, with lakefront access and, based on current environmental studies, are unsuitable for residential development due to their location within the GRCA floodplain; among other factors; and

WHEREAS council held a public planning meeting on February 25 to receive public input on an ongoing rezoning application for 117 Durham to medium and high density housing in order to address the housing crisis Cobourg and all of Ontario municipalities are experiencing, and where Cobourg council heard clearly from members of the public that access to Lake Ontario and the protection of local ecosystems need to be a priority of this council, and are aware that there needs to be more parkland protected as Cobourg continues a period of rapid growth; and

WHEREAS it is necessary to balance environmental preservation with responsible urban growth, addressing a lack of rental, affordable or accessible that is becoming untenable in this community and focusing on ensuring that we are focusing on intensifying housing development closer the town center for a variety of planning, environmental and servicing reasons that can be explored at depth; and

WHEREAS designating some or all of the town owned lands to the west known as 'Clutterbock' lands as a nature reserve and or parkland or a combination of both would support the Town's commitment to climate change mitigation, flood management, and maintaining green corridors that benefit both people and wildlife while also also potentially increasing the reserve of Parkland.

NOW THEREFORE BE IT RESOLVED THAT Council directs staff to report back to Council the following information:

1. Steps and Process: A overview of the steps required to designate these town owned lands as a protected green space or nature reserve, including public consultation, coordination with the GRCA, and potential environmental studies or assessments that may be required.
2. Risks and Challenges: An analysis of the risks and challenges associated with the designation of these lands as a protected area, including but not limited to the impact on potential development in the area, as well as any legal or regulatory hurdles that may need to be addressed.
3. Costs: A detailed breakdown of the costs involved in acquiring and maintaining the protection of the designated lands, including any required infrastructure, conservation measures, and ongoing management. This should also address any potential funding sources such as provincial or federal grants, partnerships with environmental organizations, or other relevant stakeholders.

4. Opportunities for Public Access: Recommendations for how best to create and manage public access to the lakefront area while ensuring the protection of sensitive natural areas. This could include pathways, recreational spaces, educational programming, and other means of engaging the public with the environment in a sustainable manner; and

FURTHER THAT staff report back on the creation of Parkland, Waterfront Nature reserve, environmental stewardship task Force in direct consultation with Councillor Mutton, who continues to advocate on behalf of all residents of Cobourg for greater environmental stewardship for the benefit of all of our community; and

FURTHER THAT, let it be known that this Council will continue to always prioritize environmentally sensitive land protection, recognizing the importance of preserving green spaces, ensuring public access to natural resources such as Lake Ontario, and promoting sustainable urban development in the process as outlined in our internationally recognized and council adopted ICSP.

Recorded vote requested by Mayor Lucas Cleveland

YES (3): Mayor Lucas Cleveland, Councillor Adam Bureau, Councillor Randy Barber

NO(3): Councillor Brian Darling, Councillor Aaron Burchat, Councillor Miriam Mutton

Defeated

Councillor Brian Darling rescinded the position of Chair to Mayor Lucas Cleveland at 7:21 p.m.

Mayor Lucas Cleveland rescinded the position of Chair to Councillor Brian Darling at 7:32 p.m.

Moved by Councillor Miriam Mutton
Seconded by Councillor Aaron Burchat

THAT Council authorize the creation of a Waterfront Nature Park* Task Force in line with the new Governance Model in order to work in partnership with Town staff and the community to provide information, advice and assistance on matters relating to the stewardship of the Waterfront Nature Park. The Council-appointed citizen task force would have seven members of the public, including a citizen chair, the Director of Community Services Brian Geerts, and a Councillor, appointed by Council to serve as liaison. The task force mandate is to:

* Note: The Waterfront Nature Park includes the West Headland and West Beach

1. Encourage the participation and education of the general public in the stewardship of the area, specifically best practices to preserve the naturalized area; and
2. Implement and guide restoration of the area in ways which are environmentally sustainable and accessible; and
3. Address related matters which may be identified from time to time by the general public, Council, Task Force or Town staff, including input on a future Master Waterfront District Plan; and

FURTHER THAT the proposed Task Force will identify and recommend actions to fulfill the following goals and objectives:

1. Undertake research and recommend initiatives that promote the Waterfront Nature Park area; and
2. Identify where expert opinion is warranted; and
3. Pursue opportunities to provide advice on recommendations to Council regarding the promotion, advocacy and awareness of matters involving the Waterfront Nature Park and area, including its role in relation to the harbour; and
4. Identify designs, including timeline and budget, for future projects that promote the preservation and enjoyment of the natural area, and, guide repair along the lines of environmental sustainability and accessibility; and
5. Undertake initiatives which will help raise the profile of the Waterfront Nature Park area with due regard to the environmentally sensitive nature of the area; and
6. Report regularly to Council with the assistance of Staff through various methods including meeting minutes, written reports and periodic presentations to Council documenting the Task Force activities and accomplishments during its mandate; and

FURTHER THAT Council authorize Staff to create the Task Force Terms of Reference using the above goals and objectives for the Task Force pursuant to the requirements under Section 9.0 e) of Procedural By-law No.050-2024 for approval.

Carried

Councillor Darling rescinded the position of Chair to Mayor Lucas Cleveland at 7:48 p.m.

Council recessed at 7:48 p.m. and reconvened at 8:02 p.m.

Councillor Aaron Burchat left the meeting at 9:24 p.m. and returned at 9:34 p.m.

16. Items Extracted from Consent Agenda

16.1 Report No. LS-2025-003 from Town Clerk/Director of Legislative Services regarding Short Term Rental Accommodations Licensing By-law

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on February 5, 2025, the Committee considered Report No. LS-2025-003 from Town Clerk/Director of Legislative Services regarding Short Term Rental Accommodations Licensing By-law.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommended regulatory and licensing requirements for Short Term Rental Accommodations in the Town of Cobourg as attached to the Staff Report, including:

- By-Law No. 006-2025 - Short Term Rental Accommodation;
- By-law No. 007-2025 - Zoning By-law Amendment;
- By-law No. 009-2025 - Fees and Charges By-law Amendment; and

FURTHER THAT Council provide direction to Staff on the next steps on the implementation of the Municipal Accommodation Tax (MAT) on Short-Term Rental Accommodations in the Town of Cobourg.

Amended

Moved by Councillor Brian Darling

Seconded by Councillor Adam Bureau

MOTION TO AMEND

That the following wording be added to the motion:

1. THAT the Class C restriction in Section 4.5 c) i) on the property being only available for rent in its entirety for a period of thirty (30) consecutive days or less be removed from the final by-law.

Carried

Moved by Councillor Aaron Burchat

Seconded by Councillor Brian Darling

MOTION TO AMEND

That the following wording be added to the motion:

THAT the Class C restriction in Section 4.5 c) ii) on a limit of twenty (20) Class C Licences at one time within the Town of Cobourg be removed and the proposed Zoning By-law amendment remain as a tool to limit the areas where Class C STRAs may be located.

Carried

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added to the motion:

THAT the Class C restriction in Section 4.5 c) of the owner requirement having a primary residence in Town of Cobourg to be eligible to hold a Class C license be removed and replaced with County of Northumberland resident.

Carried

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

MOTION TO AMEND

That the following wording be added to the motion:

THAT the Class C restriction in Section 4.5 c) ii) a limit of one (1) property under the same owner may be permitted to be licenced and operated as a Class C STRA be amended to allow for a up to three (3) properties under the same owner to be able to operate a Class C Licence.

Carried

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

MOTION TO AMEND

That the following wording replace the third paragraph of the motion:

THAT Council direct Staff to investigate the expansion of the Municipal Accommodation Tax and engage with the accommodation industry for feedback and consider implementing a progressive tax spread over a few years for implementation for all those where the MAT would be implemented which include STRAs, being Year 1 – 2% Year 2 – 3% Year 3 – 4%, starting in January 2026, and that Council direct staff to report back on the implementation of the Municipal Accommodation Tax.

Carried

Mayor Lucas Cleveland rescinded the position of Chair to Councillor Randy Barber at 10:25 p.m.

Moved by Mayor Lucas Cleveland

Seconded by Councillor Brian Darling

MOTION TO AMEND

That the following wording be added to the motion:

FURTHER THAT Council direct that the regulatory and licensing By-law for Short Term Rental Accommodations in the Town of Cobourg as attached to the Staff Report, By-Law No. 006-2025 - Short Term Rental Accommodation come into force and effect on April 1, 2025.

Carried

Councillor Randy Barber rescinded the position of Chair to Mayor Lucas Cleveland at 10:34 p.m.

Council recessed at 10:34 p.m. and reconvened at 10:47 p.m.

Moved by Councillor Adam Bureau

Seconded by Councillor Brian Darling

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on February 5, 2025, the Committee considered Report No. LS-2025-003 from Town Clerk/Director of Legislative Services regarding Short Term Rental Accommodations Licensing By-law.

NOW THEREFORE BE IT RESOLVED THAT Council approve the recommended regulatory and licensing requirements for Short Term Rental Accommodations in the Town of Cobourg as attached to the Staff Report, including:

- By-Law No. 006-2025 - Short Term Rental Accommodation, to come into force and effect on April 1, 2025;
- By-law No. 007-2025 - Zoning By-law Amendment;
- By-law No. 009-2025 - Fees and Charges By-law Amendment; and

FURTHER THAT Council direct Staff to investigate the expansion of the Municipal Accommodation Tax and engage with the accommodation industry for feedback and consider implementing a progressive tax spread over a few years for implementation for all those where the MAT would be implemented which include STRAs, being Year 1 – 2% Year 2 – 3% Year 3 – 4%, starting in January 2026, and that Council direct staff to report back on the implementation of the Municipal Accommodation Tax; and

FURTHER THAT the Class C restriction in Section 4.5 c) i) on the property being only available for rent in its entirety for a period of thirty (30) consecutive days or less be removed from the final by-law; and

FURTHER THAT the Class C restriction in Section 4.5 c) ii) on a limit of twenty (20) Class C Licences at one time within the Town of Cobourg be removed and the proposed Zoning By-law amendment remain as a tool to limit the areas where Class C STRAs may be located; and

FURTHER THAT the Class C restriction in Section 4.5 c) of the owner requirement having a primary residence in Town of Cobourg to be eligible to hold a Class C license be removed and replaced with County of Northumberland resident; and

FURTHER THAT the Class C restriction in Section 4.5 c) ii) a limit of one (1) property under the same owner may be permitted to be licenced and operated as a Class C STRA be amended to allow for a up to three (3) properties under the same owner to be able to operate a Class C Licence; and

FURTHER THAT Council direct Staff to investigate the expansion of the Municipal Accommodation Tax and engage with the accommodation industry for feedback and consider implementing a progressive tax spread over a few years for implementation for all those where the MAT would be implemented which include STRAs, being Year 1 – 2% Year 2 – 3% Year 3 – 4%, starting in January 2026, and that Council direct staff to report back on the implementation of the Municipal Accommodation Tax; and

FURTHER THAT Council direct that the regulatory and licensing By-law for Short Term Rental Accommodations in the Town of Cobourg as attached to the Staff Report, By-Law No. 006-2025 - Short Term Rental Accommodation come into force and effect on April 1, 2025.

Carried

Moved by Councillor Adam Bureau

Seconded by Councillor Randy Barber

MOTION TO EXTEND MEETING

THAT Council extend the duration of the meeting past four (4) hours, pursuant to subsection 5.9 (a) of the Procedural By-law 050-2024.

Carried

16.2 Report No. DS-2025-001 from Manager of Economic Development and Economic Development Coordinator regarding 2024 Economic Development and Venture 13 Innovation and Entrepreneurship Centre Annual Report

Presentation by Manager of Economic Development and Economic Development Coordinator

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Community Services, Protection and Economic Development Standing Committee on February 5, 2025, the Committee considered Report No. DS-2025-001 from Manager of Economic Development and Economic Development Coordinator regarding 2024 Economic Development and Venture 13 Innovation and Entrepreneurship Centre Annual Report.

NOW THEREFORE BE IT RESOLVED THAT Council receive this report including the 2024 Annual Report for the Economic Development Department and Venture13 Innovation and Entrepreneurship Centre for information purposes.

Carried

Councillor Adam Bureau left the meeting at 11:14 p.m. and returned at 11:25 p.m.

16.3 Report No. CAO-2025-002 from Manager of the Office of the CAO regarding 2024 Operational Plan – Report

Presentation by the Manager of the Office of the CAO

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT Council receive the 2024 Operational Plan Annual Report for Information; and

FURTHER THAT Council direct staff to make publicly available on the Town's website the results of the 2024 operational plan.

Carried

16.4 Report No CAO-2025-003 from Manager of the Office of the CAO regarding 2025 Operational Plan

Presentation by the Manager of the Office of the CAO

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

THAT Council receive the 2025 operational plan for information; and

FURTHER THAT Council direct staff to make available on the Town's website the 2025 operational plan for public viewing.

Carried

16.5 Report No. PW-2025-002 from Director of Public Works and Engineering regarding Servicing Agreement for Eastern Ontario District of the Pentecostal Assemblies of Canada

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

THAT Council authorize Staff to execute a servicing agreement for sanitary and water services with Hamilton Township, Lakefront Utility Services Inc. and Eastern Ontario District of the Pentecostal Assemblies of Canada.

Carried

16.6 Report No. DS-2025-002 from Director of Planning and Development regarding Kwendill Holdings Ltd. (Z-04-21SUB) – Subdivision Deem to not have Lapsed

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

THAT Council receive staff report re: Kwendill Holdings Ltd. (Z-04-21SUB) – Subdivision Deem to not have Lapsed; and

FURTHER THAT Council deem the subdivision not to have lapsed, in accordance with subsection 51 (33.1) of the Planning Act.

Carried

16.7 Resolution from the December 18, 2024, Accessibility Advisory Committee Meeting regarding snow removal project

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT Council receive the resolution from the December 18, 2024, Accessibility Advisory Committee Meeting regarding snow removal project for information purposes.

Carried

17. By-laws

17.1 By-law No. 006-2025 being a By-law to License, Regulate and Govern Short Term Rentals in the Town of Cobourg (Report No. LS-2025-003)

17.2 By-law No. 007-2025 being a By-law to Amend Zoning By-law 85-2003 Relating to Permissions for Short Term Rental Accommodations (Report No. LS-2025-003)

17.3 By-law No. 009-2025 being a By-law to Amend the Fees and Charges By-law 059-2024 - Legislative Services - Municipal Law Enforcement (Report No. LS-2025-003)

17.4 By-law No. 005-2025 being a By-law to Authorize the Mayor and Treasurer to Sign and Execute an Agreement to Provide for Servicing to the Lakeshore Pentecostal Camp (Report No. PW-2025-003)

Moved by Councillor Aaron Burchat

Seconded by Councillor Miriam Mutton

BE IT RESOLVED THAT leave be granted to introduce By-law No.005-2025 to By-law No.007-2025 and By-law No. 009-2025 and to dispense with the reading of the bylaw 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

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

Considered earlier in the meeting, see Item 15.1 on page 9.

19. Departmental Updates/Discussion

The COA provided updates earlier in the meeting during the consideration of Item 16.3 and advised due to the time additional updates would be provided at the Community Services, Protection and Economic Development Standing Committee meeting on March 5, 2025.

20. Confirmatory By-law

19.1 By-law 011-2025, being a By-law to confirm the proceedings of the Council Meeting of February 26, 2025.

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce By-law 011-2025 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on February, 26, 2025 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

21. Adjournment

Mayor Lucas Cleveland adjourned the meeting at 11:39 p.m.

“Lucas Cleveland”

Lucas Cleveland, Mayor

“Brent Larmer”

Brent Larmer, Clerk