



# Committee of the Whole

**Date:** Monday April 20, 2020

**Time:** 6:00 PM

**Location:** Electronic Participation by Council  
Zoom Meeting Conference – YouTube Live Stream  
<https://www.youtube.com/channel/UCh-rsT-cCjLrMPGdOobYzHQ>.

## AGENDA

### Inquiries & Accommodations

For inquiries about this agenda, or to make arrangements for accessibility accommodations for persons attending, please contact the Legislative Services Office, at 905-372-4301, or by email at [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

### Alternate Format

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### Live Streaming Video

Live streaming video of Municipal Council meetings is available on the town's YouTube channel at which can be accessed on the Town of Cobourg Municipal website [www.cobourg.ca](http://www.cobourg.ca).


### Public Participation

Members of the public are encouraged to provide Council with their comments and questions. Delegations must be pre-arranged with the Municipal Clerk before the agenda is released on the prescribed [Delegation Request Form](#) no later than 1:00 P.M. on the Friday preceding the Council or Committee Meeting. Additionally, Members of the Public who wish to address Council to make informal inquiries or to comment on matters of municipal business may address Council during the Open Forum at the end of each Committee of the Whole Meeting.

All personal information related to Municipal Council Business is collected under the Municipal Act, 2001. Any personal information you choose to disclose in your correspondence will be used to receive your views on the relevant issue(s) to enable the Town to make its decision on the matter. This information will become part of the public record. Copies of Agendas, Minutes, Reports, By-laws and Resolutions are available at: [cobourg.civicweb.net](http://cobourg.civicweb.net).

### NOTE TO THE PUBLIC:

Do to the COVID-19 Pandemic, Council Meetings will be conducted through Zoom Conference Applications. If you wish to register as a Delegation, please notify the Municipal Clerk by completing a Delegation of Request Form and once registered, further instructions will be provided. For those wishing to take part in the Committee of the Whole Open Forum, please register in advance with the Municipal Clerk for further instruction through phone (905-372-4301) or email at [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE AGENDA</b>
	<p>Monday April 20, 2020 at 6:00 PM</p> <p>Electronic Participation – Zoom Video Conference</p>

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday April 20, 2020 at 6:00 PM through Electronic Participation Zoom Video Conference Streamed Live via the Town of Cobourg YouTube Channel.

**I      CALL TO ORDER**

**II      AGENDA ADDITIONS**

**III     DISCLOSURE OF PECUNIARY INTEREST**

**IV     PRESENTATIONS**

1. Oscar Poloni, KPMG, regarding the Town of Cobourg Municipal Service Delivery 6 - 18 Review.

**V      DELEGATIONS**

**VI     DELEGATION ACTIONS**

**VII    GENERAL GOVERNMENT SERVICES**

Chair, Deputy Mayor Séguin - General Government Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services regarding the 2019 Freedom of Information (FOI) requests processed under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). 19 - 34

Action Recommended: THAT Council receive the 2019 Annual Freedom of Information Request report under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) from the Municipal Clerk/Manager of Legislative Services for information purposes.

**VIII   PLANNING AND DEVELOPMENT SERVICES**

Chair, Councillor Beatty - Planning and Development Services Coordinator

**IX     PUBLIC WORKS SERVICES**

Chair, Councillor Darling - Public Works Services Coordinator

**X**     **PARKS AND RECREATION SERVICES**

Chair, Councillor Chorley - Parks and Recreation Services Coordinator

1. Notice of Motion Councillor Emily Chorley and Councillor Nicole Beatty, regarding a Flood Mitigation and Response Plan.

Action Recommended: WHEREAS at the Committee of the Whole meeting on June 24, 2019 the Emergency Planner informed Council that a flood-specific response plan would be developed to help address the ongoing problem of flooding and erosion in the Town of Cobourg;

THEREFORE Council directs staff to draft a Flood Mitigation and Response Plan, in consultation with the Ganaraska Region Conservation Authority (GRCA) and other relevant agencies, for Council's consideration as soon as possible and no later than September 14, 2020.

**XI**    **PROTECTION SERVICES**

Chair, Councillor Burchat - Protection Services Coordinator

**XII**   **ARTS, CULTURE AND TOURISM SERVICES**

Chair, Councillor Bureau - Arts, Culture and Tourism Services Coordinator

1. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Cobourg Farmers Market – COVID-19 Pandemic. 35 - 39

Action Recommended: THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for Information purposes and as additional information for Council consideration related to the Councillor Notice of Motion.

2. Notice of Motion, Councillor Adam Bureau, regarding the Cobourg Farmers Market.

Action Recommended: WHEREAS The Cobourg Farmers' Market has been an asset to Cobourg and its citizens for years every Saturday morning from the first weekend in May to the last weekend in December before Christmas and;

WHEREAS the Cobourg Farmers' Market is a direct source to the residents of Cobourg by supplying quality produce from farm to table and;

WHEREAS The Cobourg Farmers' Market is deemed an essential service by the Province of Ontario by providing essential food to local residents and;

WHEREAS The Cobourg Farmers' Market would like to open Saturday, May 2, 2020 to sell produce to the public with the upmost safety precautions and;

WHEREAS The safety precautions from the Farmers' Market are as follows:

1. We intend to follow all the public safety protocols given to Farmers' Market Ontario from the Association of Supervisors of Public Health Inspectors (ASPHIO).

2. We will provide a hand sanitizing station with signage informing people to maintain social distancing and what direction to proceed through the market.
3. We will send all information pertaining to the public safety protocols to all participating vendors.
4. All names of the vendors selling will be recorded and records will be maintained.
5. There will be no sampling of food.
6. There will be no reusable or customer supplied containers.
7. There will be no communal tables or seating.
8. Tents will be spaced apart and customer circulation will be monitored.
9. The only food that will be offered for sale will comply with Ontario's Essential Work Place Order.
10. We will incorporate an online ordering system so customers can pre-order and have the option to pre-pay before coming to market, using the market as a pick up point.

WHEREAS The Cobourg Farmers' Market needs a different set up other than the oval and would like to utilize the parking lot directly east of the Oval for customer pickups and to ensure the safety of all customers.

NOW THEREFORE IT BE RESOLVED That the Cobourg Farmers' Market be able to continue the tradition of opening the first weekend in May with all safety measures that are outlined in this motion and the use of the parking lot east of the oval until the COVID-19 pandemic is over and is safe to move back to the oval.

### **XIII 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.*

#### **1. Municipal Council Unfinished/Outstanding Business Tracking Table**

40 - 46

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
2020 Town of Cobourg Capital Budget Items Status	04-06-20	CAO	N/A
Private Transportation Regulating By-law	01-27-20	Legislative Services	Regular Council Meeting
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	01-28-19	Legislative Department	May 11, 2020

Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b>May 11, 2020</b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b>May 11, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>May, 11 2020</b>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	<b>May 11, 2020</b>
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	<b>June 1, 2020</b>
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	<b>June 22, 2020</b>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	<b>June 2020</b>
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	<b>N/A</b>
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	<b>2020-2022</b>
Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	<b>N/A</b>

#### **XIV COMMITTEE OF THE WHOLE OPEN FORUM**

**If you wish to participate in the Committee of the Whole Open Forum, please send an email to the Municipal Clerk at [clerk@cobourg.ca](mailto:clerk@cobourg.ca) prior to 6:00 P.M. on Monday April 20, 2020. If participating in the Forum please join the Zoom Application by registering an account. Once confirmed you will receive a meeting invitation and Municipal Clerk will invite you into the meeting once the Committee of the Whole Open Forum has begun for the opportunity to address Council. Reminder, Procedural By-law No.009-2019 meeting rules apply.**

#### **XV CLOSED SESSION**

#### **XVI ADJOURNMENT**

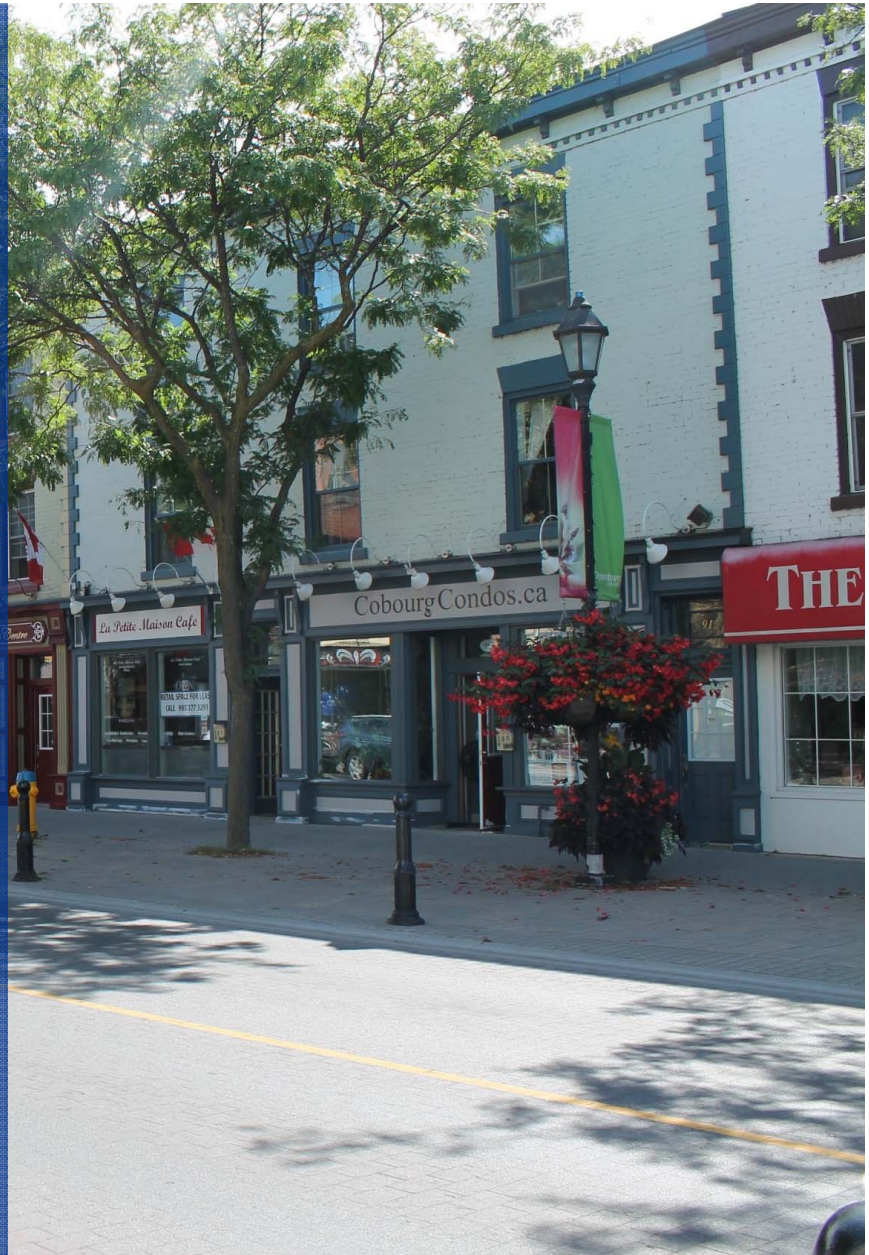




## Town of Cobourg Service Delivery Review

# Project Overview

Presentation to Committee of the Whole  
April 20, 2020



# Project Objectives

- Establishing an inventory of the Town's services, including an assessment as to the basis for the Town's involvement and the current service level for the delivery for the delivery of services
- Developing performance metrics and benchmarking information for the Town's services
- Identifying and evaluating potential opportunities for cost reductions, operating efficiencies, customer service enhancement, risk mitigation and alternative service delivery
- Developing a framework for opportunity implementation

# Project Components

1. Inventory of municipal services
2. Process mapping
3. Comparative analysis
4. Resident survey
5. Opportunity identification, validation and prioritization
6. Final reporting



# Service Inventory


1. Service details
2. Public policy objective
3. Basis for delivery (mandatory, essential, traditional, discretionary)
4. Service level standard
5. Financial benchmarking
6. Performance indicators (three year trend)
7. Clients (direct and indirect)
8. Service outputs (type of activities)
9. Service outputs (unit of delivery)
10. Delivery model (own resources, third party, financial contribution, volunteers, etc.)
11. Line-by-line budget and FTE's



# Service Profile

## City of Peterborough

### Municipal Service Profile Ontario Works

Department	Service Overview	Service Level		
Community Services	The City provides two components of income supports and other benefits to Ontario Works clients based on guidelines established by the Province of Ontario: (1) Financial assistance is provided for basic needs such as food and shelter costs. The level of financial assistance is prescribed by the Province and will vary based on family size, income, assets and shelter costs; (2) Employment assistance help clients prepare for and find a job. The City uses an integrated approach to the delivery of financial assistance and employment assistance, with case managers responsible for the delivery of both components to clients. Financial assistance includes regular Ontario Works, Temporary Care and Emergency Assistance, while employment assistance is provided to Ontario Works clients as well as spouses and dependents of ODSP clients.	Below Standard	At Standard	Above Standard
Division		 <p>The City is compliant with Provincial guidelines for the delivery of Ontario Works.</p>		
Social Services				
Type of Service	Service Value	Performance and Benchmarking		
External	Social Assistance provides integrated financial and employment supports for low income individuals, allowing them to move towards employment and greater financial security. While social assistance ensures that basic and emergency needs are met, employment opportunities contributes towards enhanced employability for clients with the ultimate objective of sustainable employment. The benefits of the City's Social Assistance and Employment Opportunities extend beyond clients to their families and dependents, providing the opportunity to break the cycle of poverty.	<p>For the purposes of our analysis, we have compared the City's indicators relating to Ontario Works to selected comparator service managers that have similar population levels, specifically Greater Sudbury, Kingston, Hastings, Brantford, Lambton and Oxford. The results of our analysis indicate that</p> <ul style="list-style-type: none"> <li>- The City has the highest rate of utilization of Ontario Works utilization of the comparator group, with 26.04 clients per thousand residents vs. the municipal average of 19.58 clients per thousand residents (representing a difference of 33%)</li> <li>- The City's cost per monthly caseload compares favourable to the comparator municipalities, recognizing that a number of factors determine cost per caseload. Overall, the City's monthly cost per case is \$1,170, compared to an average of \$1,069 per case for the comparator municipalities.</li> <li>- Overall, the City received senior government funding equal to 91.3% of its total costs, in comparison to an average of 88.5% for the selected comparator municipalities.</li> <li>- During 2018, the City determined eligibility within an average of five business days of screening, which is slightly higher than the four day average for the comparator municipalities.</li> <li>- With respect to Employment Services, 19.8% of the City's caseload reported income, with an average of 1.6% of the caseload exiting to employment on a monthly basis, both of which are higher than the average of the comparator municipalities (15.9% reporting income and 1.5% exiting to employment).</li> </ul>		
Budget (in thousands)				
Operating Costs	\$ 44,533			
Revenues	\$ (40,776)			
Net Levy	\$ 3,757			
FTEs	111.0			
		Basis for Delivery		
		Mandatory – The City is designated under the Ontario Works Act and Ontario Regulation 136/98 as a Consolidated Municipal Service Manager for Ontario Works.		

# Process Mapping

Process mapping involves breaking down processes into individual work steps in order to identify areas for improvement



Process inefficiencies, which may include duplication of efforts, manual vs. automated processes and the performance of work with nominal value



Customer service limitations, representing aspects of the Town's operations that may adversely impact on customer satisfaction

- Budgeting
- Month-end close and financial reporting
- Payroll (hiring, time capture, payment processing)
- Procurement and payables (capital and operating)
- Billings and collections (user fees, taxation)



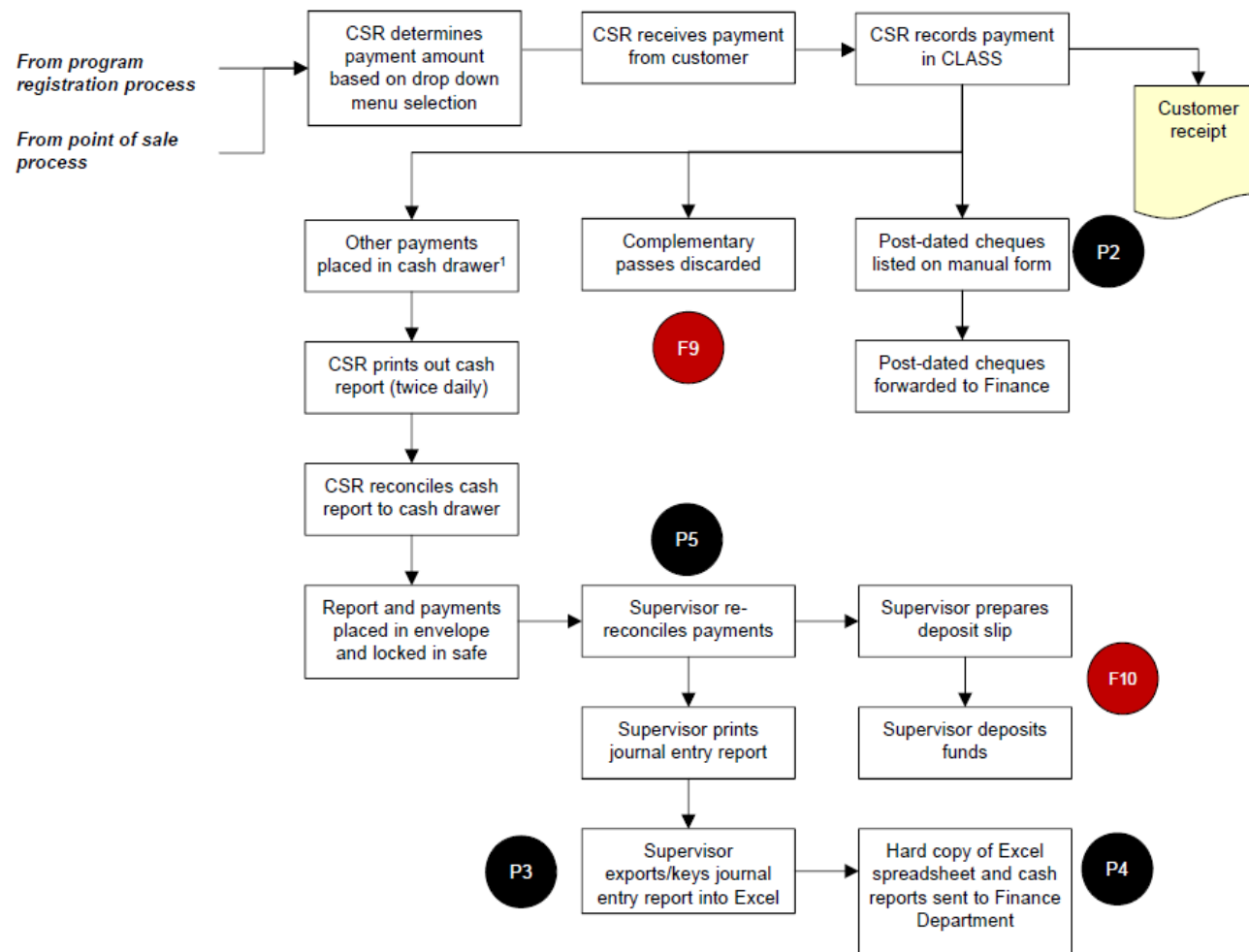
Financial risk, representing areas where the Town's system of internal controls is insufficient to detect or prevent the risk of financial loss



Litigation risk, consisting of potential areas where the Town's processes may expose it to risk, including areas where existing measures to mitigate risk are considered insufficient

- Building permits
- Planning and development applications
- Customer service request management
- Capital project delivery

# Process Mapping



<sup>1</sup> Includes slips for credit card and debit card transactions

## Comparative Analysis

Municipality	County	Governance Model	Population	Households	Area (km2)
Cobourg	Northumberland	Lower Tier	19,440	8,958	22.36
Port Hope	Northumberland	Lower Tier	16,753	7,305	278.87
Brighton	Northumberland	Lower Tier	11,844	5,099	222.71
Owen Sound	Grey	Lower Tier	21,341	10,098	24.27
Tillsonburg	Oxford	Lower Tier	15,872	7,297	22.33
Tecumseh	Essex	Lower Tier	20,427	8,694	277.97



# Resident Survey

- Confidential online survey to assess residents' views of municipal services and delivery
- Majority of questions will be based on a scale of one to five (so-called Likert Scale)
- Some questions will be open-ended
- Sample size will be determined by resident interest



# Opportunities

Opportunities generally stem from areas where:

- Significant gaps exist between the Town's intended role and its existing capabilities
  - Duplication and other inefficiencies have been identified during the course of the process map development
  - Significant latitude exists for changes to service levels, processes and other aspects of the Town's operations (as opposed to highly regulated services)
  - Staffing levels are primarily variable in nature and are not interrelated with other municipal services
  - The benchmarking analysis identifies indicators for the Town that vary significantly from the municipal comparators
  - Survey results identify potential areas for change
- 
- Opportunities need to be:
    - Practical
    - Politically acceptable
    - Validated



# Project Timing

	April				May				June				July				August				September			
Project kick-off																								
Documentation review																								
Council interviews																								
Service profile development																								
Performance metric development																								
Opportunity identification																								
Opportunity finalization																								
Draft report preparation																								
Report finalization																								
Working session no. 1																								
Working session no. 2																								
Working session no. 3																								
Working session no. 4																								
Council presentation no. 1																								
Council presentation no. 2																								
Council presentation no. 3																								
Council presentation no. 4																								

Projected duration of  
pandemic conditions and  
remote delivery of work

## Our Interactions with Council

- Initial presentation to outline proposed approach
- Individual interviews to discuss perspectives and priorities
- Interim report presentations (2)
- Final report presentation






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 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>  <b>COMMITTEE OF THE WHOLE</b>	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	March 20, 2020	
TITLE / SUBJECT:	2019 Freedom of Information Requests Processed under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).	
REPORT DATE:	April 14, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable.

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the 2019 Freedom of Information Requests processed under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) from the Municipal Clerk/Manager of Legislative Services for information purposes.

4.0 ORIGIN AND LEGISLATION

The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), which imposes legal obligations upon municipalities and other institutions, establishes an access to information regime that balances public access to information with protection of privacy based on the following purposes:

1. To provide a right of public access to information under the control of the municipality, based on the following principles:

- a) information should be made available to the public,
  - b) necessary exemptions from the right of access should be limited and specific, and
  - c) decisions on the disclosure of information should be reviewed independently of the municipality controlling the information.
2. To protect individual personal information and allow an individual access to his/her own personal information held by the municipality. MFIPPA sets out legally binding requirements for providing public access to information under municipal control, and a process which is initiated by a Freedom of Information (FOI) request for access to a record.

Under MFIPPA, responsibility for administering requests for access to a record rests with the "head" of an institution. For purposes of the legislation, a municipality is an "institution". Council delegated the powers and duties of the head to the Municipal Clerk. Processing FOI requests is an administrative function which the Municipal Clerk's Office performs independently. Performance of this function requires knowledge of the legal requirements of MFIPPA and the institution's programs and records management practices. Whether a record is disclosed in response to a FOI request is determined solely by the Municipal Clerk. The Clerk's decision will depend upon the nature of the information requested and the manner in which it is required to be treated by statute.

The responsibilities of the Municipal Clerk in exercising the powers and duties of the head with respect to request for access to information include the following:

- adhering to time limits and notification requirements;
- considering representations from third parties;
- providing a response to access requests;
- determining the method of disclosure;
- calculating and collecting fees; where necessary, defending decisions made under the Act at an appeal.

## 5.0 BACKGROUND

The Municipal Clerk, exercising the powers and duties of the head, is required to report annually to the Information and Privacy Commissioner of Ontario (IPCO), providing statistical information on the number and types of requests received, and the decisions made on those requests. The annual report for 2019, was filed on January 3, 2020. This information report contains a summary of statistical information provided to the IPCO.

## 6.0 ANALYSIS

For the 2019 reporting year, the Town of Cobourg received an increase of requests under the MFIPPA from 12 in 2018 to 22 in 2019. The following information below describes the MFIPPA process throughout the year in greater detail.

### Annual Statistics – 2019 Reporting Year.

ACCESS REQUESTS	
Number of Formal MFIPPA Requests Received	22
Number of Formal MFIPPA Requests Completed	20
Number of Formal MFIPPA Requests Completed Within Thirty (30) Days.	14
Number of Formal MFIPPA Requests Completed Within Thirty-One (31) to Sixty Days (60)	2
Number of Formal MFIPPA Requests Completed Within Sixty-One (61) to Ninety (90) Days	4
% Of Formal Requests Completed in Thirty (30) Days	70%

### Time Limitation

MFIPPA legislation stipulates that an institution must provide the requester with the information and/or a decision regarding their request within thirty (30) calendar days from the date a complete request is received. On occasion, an institution may ask for an extension if the request is for an extensive number of records and/or if an outside third-party needs to be contacted.

Pursuant to MFIPPA legislation, the head of the institution may extend the prescribed time limit for a period of time that is reasonable in the circumstances, if:

- a) The request is for a large number of records or necessitates a search through a large number of records and meeting the time limit would unreasonably interfere with the operations of the institution; or
- b) Consultations with a person outside the institution are necessary to comply with the request and cannot reasonably be completed within the time limit.

The head must give the requester written notice of the extension setting out the length of the extension, the reason for the extension; and that the individual may ask the IPC to review the extension.

## **Appeals**

As part of the MFIPPA process, a person who has been notified of a decision by an institution has thirty (30) calendar days to appeal the decision to the provincial Information and Privacy Commissioner (IPC). The appellant (the person who is appealing) begins an appeal by submitting a request for an appeal (notice of appeal) in writing to the Commissioner. In 2019 the Town of Cobourg did not receive and Appeals on any decisions issued by the Municipal Clerk in relation to information provided.

### **7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT**

As a result of specific requests, the MFIPPA allows for the institution to charge certain fees as stipulated within the Legislation and be applied to formal information requests.

In 2019 the Town received \$110.00 in MFIPPA Application Fees which costs the Requestor \$5.00 to begin the FOI process. Additionally the Town received \$293.00 in additional fees, which includes the covering of staff time to perform the searches of documents as well as copying of documents and printing. In total the Town received \$403.00 through MFIPPA Requests throughout the year in 2019.

As noted within the Annual Report attached to this Staff report as Attachment "A" submitted to the IPCO, the Town did waive \$230.00 of the additional fees to a requestor. The Act, does allow for the Head to waive fees at their discretion and based on reason. The reason for the waiving of the fees was that the requestor submitted two (2) MFIPPA requests at the same time which were similar in nature thus the work was being done for both requests at the same time which meant additional fees did not need to be charged.

It should be noted that MFIPPA Requests do consume a large amount of Staff time to complete based on the requested records and information. The Legislative Services Department is a small operation thus when multiple requests come in it can consume a large portion of the duties of Staff to locate, review, redact and correspond with individuals throughout the MFIPPA process. In 2019, the size and scope of recent MFIPPA Requests created a temporary but extraordinary strain on resources available to process requests.

The Municipal Clerks Department will continue to work with all departments to respond to MFIPPA Requests and ensure the municipality fulfils MFIPPA requirements.

### **8.0 CONCLUSION**

The Town of Cobourg is subject to MFIPPA and must comply with the legislation when processing FOI information requests. The Municipal Clerk, exercising the

powers and duties of the head for the purposes of MFIPPA, fulfills this administrative function in accordance with applicable legislative requirements.

The Municipal Clerk will continue to report to Council regularly to provide an update on FOI Request annual statistical information and decisions appealed before the IPCO. This report has not been done in the past, but will be part of the new process and going forward.

9.0 POLICIES AFFECTING THE PROPOSAL

Freedom of Information Requests Policy – LEG-ADM13

10.0 COMMUNICATION RESULTS

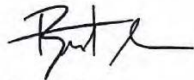
A dedicated MFIPPA webpage will be implemented on [www.Cobourg.ca](http://www.Cobourg.ca) to provide yearly information and statistics on MFIPPA requests submitted and the information disclosed to the requestors in order to remain open and transparent in regards to the public records that are being disclosed.

11.0 ATTACHMENTS (IF APPLICABLE)

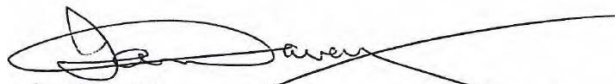
Attachment “A” – 2019 Year-End Statistical Report for the IPC

Attachment “B” – 2019 Freedom of Information Request Summary.

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)



Brent Larmer  
Municipal Clerk  
Manager of Legislative Services



Ian Davey  
Treasurer/Director of Corporate Services



# ATTACHMENT "A"



The Year-End Statistical Report  
for the  
Information and Privacy Commissioner of Ontario

**Statistical Report of  
The Corporation of the Town of Cobourg  
for the Reporting Year 2019**

**for**  
*Municipal Freedom of Information and Protection of Privacy Act*

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## Section 1: Identification

### 1.1 Organization Name

The Corporation of the Town of Cobourg

Head of Institution Name & Title

John Henderson, Mayor

Head of Institution E-mail Address

jhenderson@cobourg.ca

Management Contact Name & Title

Brent Larmer, Municipal Clerk/Manager of  
Legislative Services

Management Contact E-mail Address

blarmer@cobourg.ca

Primary Contact Name & Title

Robyn Bonneau, Records & Committee  
Coordinator

Primary Contact Email Address

rbonneau@cobourg.ca

Primary Contact Phone Number

9053724301 ext. 4402

Primary Contact Fax Number

9053727558

Primary Contact Mailing Address 1

55 King Street West

Primary Contact Mailing Address 2

Primary Contact Mailing Address 3

Primary Contact City

Cobourg

Primary Contact Postal Code

K9A 2M2

### 1.2 Your institution is:

Municipal Corporation

## Section 2: Inconsistent Use of Personal Information

### 2.1

Whenever your institution uses or discloses personal information in a way that differs from the way the information is normally used or disclosed (an inconsistent use), you must attach a record or notice of the inconsistent use to the affected information.

0

### Your institution received:

- ☐ No formal written requests for access or correction
- ☒ Formal written requests for access to records
- ☐ Requests for correction of records of personal information only

## Section 2: Inconsistent Use of Personal Information

### Section 3: Number of Requests Received and Completed

Enter the number of requests that fall into each category.

	Personal Information	General Records
<b>3.1</b> New Requests received during the reporting year	0	22
<b>3.2</b> Total number of requests completed during the reporting year	0	20

### Section 4: Source of Requests

Enter the number of requests you completed from each source.

	Personal Information	General Records
<b>4.1</b> Individual/Public	0	20
<b>4.2</b> Individual by Agent	0	0
<b>4.3</b> Business	0	0
<b>4.4</b> Academic/Researcher	0	0
<b>4.5</b> Association/Group	0	0
<b>4.6</b> Media	0	0
<b>4.7</b> Government (all levels)	0	0
<b>4.8</b> Other	0	0
<b>4.9</b> Total requests (Add Boxes 4.1 to 4.8 = 4.9)	0	20

BOX 4.9 must equal BOX 3.2

### Section 5: Time to Completion

How long did your institution take to complete all requests for information? Enter the number of requests into the appropriate category. How many requests were completed in:

	Personal Information	General Records
<b>5.1</b> 30 days or less	0	14
<b>5.2</b> 31 - 60 days	0	2
<b>5.3</b> 61 - 90 days	0	4
<b>5.4</b> 91 days or longer	0	0
<b>5.5</b> Total requests (Add Boxes 5.1 to 5.4 = 5.5)	0	20

BOX 5.5 must equal BOX 3.2

### Section 6: Compliance with the Act

In the following charts, please indicate the number of requests completed, within the statutory time limit and in excess of the statutory time limit, under each of the four different situations:

## Section 6: Compliance with the Act

NO notices issued;  
 BOTH a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) issued;  
 ONLY a Notice of Extension (s.27(1)) issued;  
 ONLY a Notice to Affected Person (s.28(1)) issued.

Please note that the four different situations are mutually exclusive and the number of requests completed in each situation should add up to the total number of requests completed in Section 3.2. (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = BOX 6.13 and BOX 6.13 must equal BOX 3.2)

### A. No Notices Issued

	Personal Information	General Records
<b>6.1</b> Number of requests completed within the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	14
<b>6.2</b> Number of requests completed in excess of the statutory time limit (30 days) where neither a Notice of Extension (s.27(1)) nor a Notice to Affected Person (s.28(1)) were issued.	0	0
<b>6.3</b> Total requests (Add Boxes 6.1 + 6.2 = 6.3)	0	14

### B. Both a Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
<b>6.4</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)) and a Notice to Affected Person (s.28(1)).	0	3
<b>6.5</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)) and the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
<b>6.6</b> Total requests (Add Boxes 6.4 + 6.5 = 6.6)	0	3

### C. Only a Notice of Extension (s.27(1)) Issued

	Personal Information	General Records
<b>6.7</b> Number of requests completed within the time limits permitted under both the Notice of Extension (s.27(1)).	0	3
<b>6.8</b> Number of requests completed in excess of the time limit permitted by the Notice of Extension (s.27(1)).	0	0
<b>6.9</b> Total requests (Add Boxes 6.7 + 6.8 = 6.9)	0	3

### D. Only a Notice to Affected Person (s.28(1)) Issued

	Personal Information	General Records
<b>6.10</b> Number of requests completed within the time limits permitted under both the Notice to Affected Person (s.28(1)).	0	0
<b>6.11</b> Number of requests completed in excess of the time limit permitted by the Notice to Affected Person (s.28(1)).	0	0
<b>6.12</b> Total requests (Add Boxes 6.10 + 6.11 = 6.12)	0	0

### E. Total Completed Requests (sections A to D)

	Personal Information	General Records
<b>6.13</b> Total requests (Add Boxes 6.3 + 6.6 + 6.9 + 6.12 = 6.13)	0	20

BOX 6.13 must equal BOX 3.2

## Section 6a: Contributing Factors

Please outline any factors which may have contributed to your institution not meeting the statutory time limit. If you anticipate circumstances that will improve your ability to comply with the Act in the future, please provide details in the space below.

## Section 7: Disposition of Requests

What course of action was taken with each of the completed requests? Enter the number of requests into the appropriate category.

	<b>Personal Information</b>	<b>General Records</b>
<b>7.1</b> All information disclosed	0	8
<b>7.2</b> Information disclosed in part	0	8
<b>7.3</b> No information disclosed	0	0
<b>7.4</b> No responsive records exists	0	3
<b>7.5</b> Request withdrawn, abandoned or non-jurisdictional	0	1
<b>7.6</b> Total requests (Add Boxes 7.1 to 7.5 = 7.6)	0	20

BOX 7.6 must be greater than or equal to BOX 3.2

## Section 8: Exemptions & Exclusions Applied

For the Total Requests with Exemptions/Exclusions/Frivolous or Vexatious Requests, how many times did your institution apply each of the following? (More than one exemption may be applied to each request)

	<b>Personal Information</b>	<b>General Records</b>
<b>8.1</b> Section 6 — Draft Bylaws, etc.	0	0
<b>8.2</b> Section 7 — Advice or Recommendations	0	2
<b>8.3</b> Section 8 — Law Enforcement <sup>1</sup>	0	1
<b>8.4</b> Section 8(3) — Refusal to Confirm or Deny	0	0
<b>8.5</b> Section 8.1 — Civil Remedies Act, 2001	0	0
<b>8.6</b> Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002	0	0
<b>8.7</b> Section 9 — Relations with Governments	0	0
<b>8.8</b> Section 10 — Third Party Information	0	0
<b>8.9</b> Section 11 — Economic/Other Interests	0	0
<b>8.10</b> Section 12 — Solicitor-Client Privilege	0	0
<b>8.11</b> Section 13 — Danger to Safety or Health	0	0
<b>8.12</b> Section 14 — Personal Privacy (Third Party) <sup>2</sup>	0	7
<b>8.13</b> Section 14(5) — Refusal to Confirm or Deny	0	0
<b>8.14</b> Section 15 — Information soon to be published	0	0
<b>8.15</b> Section 20.1 Frivolous or Vexatious	0	0
<b>8.16</b> Section 38 — Personal Information (Requester)	0	0



## Section 8: Exemptions & Exclusions Applied

<b>8.17</b>	Section 52(2) — Act Does Not Apply <sup>3</sup>	0	0
<b>8.18</b>	Section 52(3) — Labour Relations & Employment Related Records	0	0
<b>8.19</b>	Section 53 — Other Acts	0	0
<b>8.20</b>	PHIPA Section 8(1) Applies	0	0
<b>8.21</b>	Total Exemptions & Exclusions Add Boxes 8.1 to 8.20 = 8.21	0	10

<sup>1</sup> not including Section 8(3)  
<sup>2</sup> not including Section 14(5)  
<sup>3</sup> not including Section 52(3)

## Section 9: Fees

Did your institution collect fees related to request for access to records?

	Personal Information	General Records	Total
<b>9.1</b>	Number of REQUESTS where fees other than application fees were collected	0	3
<b>9.2.1</b>	Total dollar amount of application fees collected	\$0.00	\$110.00
<b>9.2.2</b>	Total dollar amount of additional fees collected	\$0.00	\$293.00
<b>9.2.3</b>	Total dollar amount of fees collected (Add Boxes 9.2.1 + 9.2.2 = 9.2.3)	\$0.00	\$403.00
<b>9.3</b>	Total dollar amount of fees waived	\$0.00	\$230.50

## Section 10: Reasons for Additional Fee Collection

Enter the number of REQUESTS for which your institution collected fees other than application fees that apply to each category.

	Personal Information	General Records	Total
<b>10.1</b>	Search time	0	2
<b>10.2</b>	Reproduction	0	2
<b>10.3</b>	Preparation	0	2
<b>10.4</b>	Shipping	0	0
<b>10.5</b>	Computer costs	0	0
<b>10.6</b>	Invoice costs (and other as permitted by regulation)	0	0
<b>10.7</b>	Total (Add Boxes 10.1 to 10.6 = 10.7)	0	6

## Section 11: Correction and Statements of Disagreement

Did your institution receive any requests to correct personal information?

	Personal Information
<b>11.1</b>	Number of correction requests received
<b>11.2</b>	Correction requests carried forward from the previous year
<b>11.3</b>	Correction requests carried over to next year

## Section 11: Correction and Statements of Disagreement

**11.4** Total Corrections Completed [(11.1 + 11.2) - 11.3 = 11.4]

0

BOX 11.4 must  
equal BOX 11.9

What course of action did your institution take regarding the requests that were received to correct personal information?

### Personal Information

**11.5** Correction(s) made in whole

0

**11.6** Correction(s) made in part

0

**11.7** Correction refused

0

**11.8** Correction requests withdrawn by requester

0

**11.9** Total requests (Add Boxes 11.5 to 11.8 = 11.9)

0

BOX 11.9 must  
equal BOX 11.4

In cases where correction requests were denied, in part or in full, were any statements of disagreement attached to the affected personal information?

### Personal Information

**11.10** Number of statements of disagreement attached:

0

If your institution received any requests to correct personal information, the Act requires that you send any person(s) or body who had access to the information in the previous year notification of either the correction or the statement of disagreement. Enter the number of notifications sent, if applicable.

### Personal Information

**11.11** Number of notifications sent:

0

**Note:**

This report is for your records only and should not be faxed or mailed to the Information and Privacy Commissioner of Ontario in lieu of online submission. Faxed or mailed copies of this report will NOT be accepted. Please submit your report online at: <https://statistics.ipc.on.ca>.

**Thank You for your cooperation!**

**Declaration:**

I, Brent Larmer, Municipal Clerk/Manager of Legislative Services, confirm that all the information provided in this report, furnished by me to the Information and Privacy Commissioner of Ontario, is true, accurate and complete in all respects.



*Signature*

January 3, 2020

*Date*

# ATTACHMENT "B"


## FREEDOM OF INFORMATION REQUEST - 2019

Request No., Date Received & Due Date	Category of Request & Source of Request	Disposition of Request & Exemptions Applied	Time Extensions (If Applicable)	Additional Fees (If Applicable)	Total Completion Time in Days	Other Information
MFIPPA-001-2019 January 7, 2019 February 7, 2019	General Records Individual/Public	Information Disclosed in Part Section 14 - Personal Privacy	N/A	N/A	28 Days	
MFIPPA-002-2019 January 7, 2019 February 7, 2019	General Records Individual/Public	Information Disclosed in Part Section 14 - Personal Privacy	N/A	N/A	28 Days	
MFIPPA-003-2019 May 13, 2019 June 13, 2019	General Records Individual/Public	All Information Disclosed	N/A	N/A	15 Days	
MFIPPA-004-2019 May 14, 2019 June 14, 2019	General Records Individual/Public	Information Disclosed in Part Section 14 - Personal Privacy	N/A	N/A	30 Days	
MFIPPA-005-2019 July 5, 2019 August 5, 2019	General Records Individual/Public	No Responsive Records Exist	N/A	N/A	20 Days	
MFIPPA-006-2019 July 11, 2019 August 11, 2019	General Records Individual/Public	All Information Disclosed	N/A	N/A	14 Days	
MFIPPA-007-2019 August 20, 2019 September 20, 2019	General Records Individual/Public	No Responsive Records Exist	N/A	N/A	2 Days	
MFIPPA-008-2019 August 20, 2019 September 20, 2019	General Records Individual/Public	All Information Disclosed	N/A	N/A	26 Days	
MFIPPA-009-2019 August 22, 2019 November 24, 2019	General Records Individual/Public	Withdrawn	N/A	N/A	N/A	<b>Request Withdrawn January 15, 2020</b> - Responsive Records were received Fee Estimate Letter was sent Jan 6, 2020 in the amount of \$350.00.
MFIPPA-010-2019 August 22, 2019 September 22, 2019	General Records Individual/Public	All Information Disclosed	N/A	N/A	26 Days	N/A
MFIPPA-011-2019 August 23, 2019 September 23, 2019	General Records Individual/Public	All Information Disclosed	N/A	N/A	26 Days	N/A
MFIPPA-012-2019 August 23, 2019 November 21, 2019	General Records Individual/Public	Information Disclosed in Part Section 7 - Advice/Recom. Section 8 - Law Enforcement Section 14 - Personal Privacy	Additional 35 Days New Deadline: Nov 1, 2019 Addition 20 Days New Deadline: Nov 21, 2019	Fee Deposit: \$115 Total Estimated Cost: \$130 Actual Total Cost: 270.50	88 Days	

MFIPPA-013-2019 <b>August 23, 2019</b> <b>September 23, 2019</b>	General Records Individual/Public	Request Withdrawn	N/A	N/A	N/A	Request Withdrawn, as the Requester amended request MFIPPA-012-2019, to include information from this request.
MFIPPA-014-2019 <b>August 23, 2019</b> <b>November 21, 2019</b>	General Records Individual/Public	Information Disclosed in Part Section 7 - Advice/Recom.	Additional 35 Days New Deadline: Nov 1, 2019 Addition 20 Days New Deadline: Nov 21, 2019	Fees Waived	88 Days	
MFIPPA-015-2019 <b>September 3, 2019</b> <b>November 25, 2019</b>	General Records Individual/Public	<b>Decision #1 + #2</b> Information Disclosed in Full or in Part (s. 14 - Personal Privacy)	Additional 30 Days New Deadline: Nov 25, 2019	N/A	TBD	Third Party information was applicable to the access request. Two third party letters were sent Oct 2 and no responsiveness were received. Access decision made on Oct 2 (6 records) and Oct 25 (1 record). Awaiting the elapse of the 30-day appeal window for third parties to disclose the 1 record.
MFIPPA-016-2019 <b>September 6, 2019</b> <b>January 5, 2020</b>	General Records Individual/Public	All Information Disclosed	Additional 30 Days New Deadline: Jan 5, 2020	N/A	N/A	50+ Records were located in response to the access request from Public Works. Further responsive records are to be located by the Planning Department. Duplication of records may exist. Request amended on Oct 15, 2019 to specific questions. Response provided on Dec 5, 2019. Third-party process began Dec 5, 2019 for the release of one record. Third-party response received Dec 17, 2019 - no issue to disclose the record. Decision letter #2 provided Dec 23, 2019.
MFIPPA-017-2019 <b>September 10, 2019</b> <b>October 24, 2019</b>	General Records Individual/Public	All Information Disclosed	Additional 14 Days New Deadline: Oct 24, 2019	N/A	70 Days	Records related to a dog attack. Responsive Records were located by the Bylaw Officer. Record released Nov 20, 2019.
MFIPPA-018-2019 <b>September 23, 2019</b> <b>November 27, 2019</b>	General Records Individual/Public	All Information Disclosed	Additional 35 Days New Deadline: Nov 27, 2019	N/A	38 Days	Several E-Mails received from Tbehan on October 11, 2019. Form 1 submitted as part of locating the responsive records. Confirmed with requester that only the Reports were of interest.
MFIPPA-019-2019 <b>November 5, 2019</b> <b>December 5, 2019</b>	General Records Individual/Public	Information Disclosed in Part Section 14 - Personal Privacy	N/A	N/A	21 Days	Request for records from the Building/Planning Department due Nov 22, 2019. Responsive records received Nov 21, 2019. \$22.50 must be paid prior to the release of responsive records.
MFIPPA-020-2019 <b>November 6, 2019</b> <b>January 3, 2020</b>	General Records Individual/Public	Information Disclosed in Part Section 14 - Personal Privacy	Additional 30 Days New Deadline: Jan 3, 2020	N/A	29 Days	Request is relating to fire records. The Requester is representing Economical Insurance to pursue a subrogated claim as a result of a fire. Confirmation was received from the FD that only 2 records were responsive. Interim Decision and 3rd Party issued Dec 3, 2019. Response received Dec 4, 2019 and release of records in full were provided to requester on Dec 5, 2019.
MFIPPA-021-2019 <b>November 8, 2019</b> <b>December 8, 2019</b>	General Records Individual/Public	N/A	N/A	N/A	18 Days	Request was invalid, as it posed questions rather than seeking specific town records. The Environmental Services however, assisted in drafting a response to the questions which were subsequently provided to the requester on Nov. 26, 2019.
MFIPPA-022-2019 <b>December 12, 2019</b> <b>January 13, 2020</b>	General Records Individual/Public	TBD	TBD	TBD	TBD	Requested forward to 2020 tracking sheet (not completed in 2019)

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Category of Request	Source of Request	Disposition of Request	Exemptions Applied
Personal Information; or General Records	Individual/Public; Individual by Agent Business; Academic/Researcher; Association/Group; Media; Government; Other.	All information disclosed; Information disclosed in part; No information disclosed; No responsive records exist; Request withdrawn/abandoned.	Section 6 — Draft Bylaws, etc. Section 7 — Advice or Recommendations Section 8 — Law Enforcement1 Section 8(3) — Refusal to Confirm or Deny Section 8.1 — Civil Remedies Act, 2001 Section 8.2 — Prohibiting Profiting from Recounting Crimes Act, 2002 Section 9 — Relations with Governments Section 10 — Third Party Information Section 11 — Economic/Other Interests Section 12 — Solicitor-Client Privilege Section 13 — Danger to Safety or Health Section 14 — Personal Privacy (Third Party) Section 14(5) — Refusal to Confirm or Deny Section 15 — Information soon to be published Section 20.1 Frivolous or Vexatious Section 38 — Personal Information (Requester)
ACTIVE REQUESTS			

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services
DATE OF MEETING:	April 20, 2020
TITLE / SUBJECT:	Cobourg Farmers Market Season – COVID-19
REPORT DATE:	April 15, 2020

1.0 CORPORATE STRATEGIC PLAN OBJECTIVE

Not Applicable

2.0 RECOMMENDATION

THAT Council direct Staff to work directly with the Cobourg's Farmers Market to develop a process for alternative delivery method of the Cobourg Farmer's Market to help provide ways for Cobourg Residents to access local food in the Town of Cobourg with a start date of May 2, 2020, until the Local State of Emergency and Provincial State of Emergency has been lifted and this alternative delivery method be presented to Council for approval; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Cobourg Farmers Market and the Town of Cobourg for the Market Building, Rotary Harbourfront and a portion of the Victoria Hall Square Parking Lot for the 2020 Farmers Market Season to be held on Saturdays with a physical start date to be determined through to December 21, 2019 to be brought back to Council for approval once the Town of Cobourg facilities, and services are back to normal operations and all Provincial Government Orders under the *Emergency Management and Civil Protection Act* are lifted.

3.0 PUBLIC ENGAGEMENT

Not Applicable



#### 4.0 ORIGIN AND LEGISLATION

Section 113 of the *Municipal Act, 2001*, provides that a local municipality may establish and operate a farmers market, including regulating the hours of operation of a market. The Cobourg Farmers Market Association leases the Market Building, Rotary Harbourfront Park and portion of the Victoria Square Parking Lot from the Town of Cobourg through the authority of an Agreement which is reviewed and renewed on an annual basis.

#### 5.0 BACKGROUND

In 2018, the Farmers Market Association relocated to Rotary Park for the Spring, Summer and Autumn seasons, and remained in the Market Building during the Winter season. The outdoor relocation aided the Association in attracting more vendors and customers, and the Legislative Services Department received favourable feedback from Cobourg citizens.

On April 14, 2020 Municipal Council received a Notice of Motion from Councillor Bureau regarding the request from the Cobourg Farmers Market to begin operations within the Town of Cobourg and on Municipal Property with minor amendments to the Agreement to deal with the COVID-19 Pandemic.

#### 6.0 ANALYSIS

The HKPR District Health Unit, Public Health Ontario, and the Public Health Agency of Canada are continuously monitoring the COVID-19 situation. The Public Health Agency of Canada has assessed the current risk associated with the virus to be a serious health threat, and the situation is evolving daily. The risk will vary between and within communities, but given the increasing number of cases in Canada, the risk to Canadians is considered **high**. Further, municipal services have already been impacted by directives from health agencies or an otherwise identified need to temporarily suspend programs to restrict large public gatherings and events to limit the spread of COVID-19.

COVID-19 is a novel disease that is spreading throughout the world, and the Town of Cobourg is as vulnerable as other jurisdictions if precautions are not put into place. The Town of Cobourg has taken the necessary steps to protect citizens against the spread such as; all Municipal buildings are now closed to the public; all play equipment/play structures are closed; and all outdoor recreational spaces including the dog park, beach, tennis courts and sport fields have been closed. These are only some of the local decisions that have been made to help stop the spread of COVID-19.

The Town of Cobourg acknowledges and respects the historic and public value of the local market as a feature attraction for residents and visitors to the Municipality. It is recognized that this venue provides an enhanced tourism attraction for this community and that the cooperation between is an integral part

of its success. Both parties will continue to work collaboratively together to resolve issues that may arise from time to time to ensure they are addressed in a positive and proactive manner in the best interests of both parties.

Traditionally, each year the Legislative Services Department works directly with the Cobourg Farmer's Market to review the annual agreement and make any amendments that are necessary for the year. Each April the Clerk provides a report to Municipal Council as well as the By-law to enter into an agreement with the Cobourg Farmers Market for the Market Year. This process of drafting the agreement commenced with the Farmers Market in the month of March 2020. Due to the current situation of COVID-19 the Town provided notice to the Market that we would work with them to establish terms under the current situation and to review the previous agreement. The Clerk's Office was provided with a similar proposal that Council received through a Notice of Motion on April 10, 2020.

Due to the current COVID-19 Pandemic, and with the closure of all municipal facilities and buildings along with other recreational amenities other than walking or moving through the Green and Open Spaces, it is of the opinion and recommendation of Staff that the physical location of the Farmers Market be postponed until all Declarations of Emergencies have been lifted and all Government Orders have been revoked.

What Town Staff is proposing, is that the Town of Cobourg works directly with the Cobourg Farmers Market and its vendors to establish an alternative mode of operations by working together to find ways to connect residents and vendors of the Cobourg Farmers Market by providing alternate ways to provide access to local food and support local farmers through also adhering to the physical distancing requirements recommended by Public Health and also complying with social gathering orders as set out by the Provincial Government.

Currently all Farmers Markets are regulated under the Local Health Unit and their respective legislation. There are exemptions under the Act for Farmers Market but are conditioned under the Association of Supervisors of Public Health Inspectors of Ontario Common Approaches for Farmers' Markets & Exempted Special Events Guide for Public Health Units. As the province and the country is under a global health pandemic, the Town has consulted with the Local Health Unit on operational requirements, but has not heard back on the requirements or regulations that they will require for Farmers Markets in order to further to protect vendors and consumers in the Town of Cobourg. Provincially, staff have been notified that there may be upcoming regulations surrounding how Farmers Markets should operate under the COVID-19 Pandemic.

In addition, under order O. Reg. 82/20: Order Under Subsection 7.0.2 (4) - Closure of Places Of Non-Essential Businesses, the following has been labeled as essential:

## **Agriculture and food production**

24. Businesses that produce food and beverages, and agricultural products including plants, including by farming, harvesting, aquaculture, hunting and fishing.
25. Businesses that process, manufacture or distribute food, beverages, crops, agricultural products, animal products and by-products.
26. Businesses that support the food or agricultural products supply chains and the health and safety of food, animals and plants.

The businesses that sell and produce food are considered essential, a Farmers Market does not appear with assurance in the regulation as meeting the essential business requirements set out by the Province, and the Town has sent notice to the province for clarification.

Farmers Markets itself as defined under the Food Premises Regulation under the Health Protection and Promotion Act (HPPA) is as follows:

- means a central location at which a group of persons who operate stalls or other food premises meet to sell or offer for sale to consumers products that include, without being restricted to, farm products, baked goods and preserved foods, and at which the majority of the persons operating the stalls or other food premises are producers of farm products who are primarily selling or offering for sale their own products.

### **7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT**

This Report does not have a financial or budget impact. The Cobourg Farmers Market pays a weekly rate, rental revenues from Farmers Market Association for 2019 totaled \$3689.45.

### **8.0 CONCLUSION**

COVID-19 pandemic will have significant impact on the Town's ability to uphold regular service delivery standards due all citizens, and Ontario businesses navigating through the new realities of social distancing, and various other new realities brought on by this new Global Pandemic. It is Staff's recommendation that the physical location of the Farmer's Market be postponed and alternative delivery method be established through consultation with Staff and the Cobourg Farmers Market.

### **9.0 POLICIES AFFECTING THE PROPOSAL**

Not Applicable

### **10.0 COMMUNICATION RESULTS**

Legislative Services Department

11.0 ATTACHMENTS (IF APPLICABLE)

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)

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Brent Larmer  
Municipal Clerk/  
Manager of Legislative Services



## Unfinished Business Listing Council Motions/Staff Direction As of April 14, 2020

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-01-28</b>	<a href="#">Council Meeting Link</a>		
Motion - Social Planning and/or Community Development Advisory Committee.  <b>Department/Division Responsible:</b>  <b>Legislative Services/ Planning &amp; Development</b>	<a href="#">Minutes:</a>  <b>FURTHER THAT</b> Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.	05/11/2020	50%
<b>Meeting 2019-05-13</b>	<a href="#">Council Meeting Link</a>		
Motion – Traditional land acknowledgement statement to be read at the beginning of all Municipal Council Meetings.  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>THAT</b> Council adopt a traditional land acknowledgement statement to be read at the beginning of its meetings; and  <b>FURTHER THAT</b> Council direct Staff to consult with Alderville First Nations to draft a traditional land acknowledgement statement that reflects the traditional territory of the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois), Ojibway/Chippewa peoples, as well as this territory that is covered by the Williams Treaty.	05/11/2020	50%



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of April 14, 2020**

○ Draft      ● On Track      ● Behind      ● Overdue      ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-09-03</b>	<a href="#">Council Meeting Link</a>		
Motion - Delegation Action, regarding current fishing trends and issues, and the implementation of regulations for the fishing community.  <b>Department/Division Responsible:</b>  <b>Community Services</b>	<u>Minutes:</u>  <b>FURTHER THAT a copy of the delegation material be forwarded to the Manager of Attractions and Facilities; and</b>  <b>FURTHER THAT Council instruct Staff to review the concerns raised, and provide a report to Council with suggestions for enhancing the amenities for anglers and the regulation of fishing related activities at the Cobourg Marina by April 30, 2020.</b>	05/11/2020	80%
<b>Meeting 2019-09-23</b>	<a href="#">Council Meeting Link</a>		
Motion - the Aquatic Safety Audit Report for the Town of Cobourg Harbour  <b>Department/Division Responsible:</b>  <b>Community Services</b>	<u>Minutes:</u>  <b>THAT Council refer the lifesaving Society's Audit of the Cobourg Harbour to the Parks and Recreation Advisory Committee to obtain feedback on the reports recommendations; and</b>  <b>FURTHER THAT Staff provide a report along with the comments from the Parks and Recreation Advisory Committee that is inclusive of all user groups; and</b>  <b>FURTHER THAT the Staff Report come to Council for the first Committee of the Whole meeting in March 2020.</b>	05/11/2020	80%



# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of April 14, 2020**

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2019-09-23</b>	<a href="#">Council Meeting Link</a>		
Motion - Long Service Recognition Policy  <b>Department/Division Responsible:</b>  <b>Human Resources</b>	<a href="#">Minutes:</a>  <b>THAT Council refer Policy #HR-AP-A18 – Long Service Recognition Policy to General Government Services for revisions and to be brought back to Council at a later date.</b>	N/A	80%
<b>Meeting 2019-12-02</b>	<a href="#">Council Meeting Link</a>		
Motion - Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).  <b>Department/Division Responsible:</b>  <b>Multiple Departments/ Organizations</b>	<a href="#">Minutes:</a>  <b>THAT Council discuss the delegation with Northumberland County; and</b>  <b>FURTHER THAT Council request that the Northumberland Affordable Housing Committee provide input and analysis on the recommendations presented by the delegation; and</b>  <b>FURTHER THAT Council request that the Cobourg Police Service Board provide information on the level of crime and disruption in the immediate area of Transition House; and</b>  <b>FURTHER THAT Council request information of Northumberland County regarding the recent change of operation of Transition House and any alternative options for low barrier housing in the Cobourg area; and</b>  <b>FURTHER THAT Council request that all information is returned to Council by February 18, 2020</b>	05/11/2020	30%



## Unfinished Business Listing Council Motions/Staff Direction As of April 14, 2020

Draft
  On Track
  Behind
  Overdue
  Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-01-27</b>	<a href="#">Council Meeting Link</a>		
<p>Motion - unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. Report and Accessible Transit Service Policy.</p> <p><b>Department/Division Responsible:</b></p> <p><b>Legislative Service/ Public Works</b></p>	<p><a href="#">Minutes:</a></p> <p><b>FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and</b></p> <p><b>FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.</b></p>	06/01/2020	
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
<p>Motion - Radio Frequency Water Meter Replacement Program (LUSI).</p> <p><b>Department/Division Responsible:</b></p> <p><b>Chief Administrative Officer</b></p>	<p><a href="#">Minutes:</a></p> <p><b>FURTHER THAT Council refer the request to the Treasurer/Interim Chief Administrative Officer for a report, regarding the Waterworks request to borrow \$2.3M from the Town to complete an initiative related to changing out aging water meters in the Town of Cobourg; and</b></p> <p><b>FURTHER THAT this report be completed and presented to Council by June 2020</b></p>	06/22/2020	





# **Unfinished Business Listing** **Council Motions/Staff Direction** **As of April 14, 2020**

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Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-01-27</b>	<a href="#">Council Meeting Link</a>		
Motion – Staff Report on Innisfil Ridesharing Transit Model  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.</b>	06/22/2020	
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
Motion - Private Transportation Regulating By-law  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>THAT Council authorize Staff to incorporate regulations through by- law to regulate ‘Transportation Network Companies’ that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and</b>  <b>FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new ‘Private Transportation Regulating Bylaw’; and</b>  <b>FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg;</b>	Regular Council Meeting	



## Unfinished Business Listing Council Motions/Staff Direction As of April 14, 2020

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Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
Motion - Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination.  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.</b>	2021-2022	
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
Motion – Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.  <b>Department/Division Responsible:</b>  <b>Legislative Services</b>	<a href="#">Minutes:</a>  <b>Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg.</b>  <b>THAT Council refer the delegation to Staff for a report back to Council or the feasibility of the suggestions provided in the delegation.</b>	N/A	



**Unfinished Business Listing  
Council Motions/Staff Direction  
As of April 14, 2020**

● Draft    ● On Track    ● Behind    ● Overdue    ● Complete

Motion/Item	Details/Minutes Text	Due Date	Current Completion
<b>Meeting 2020-01-06</b>	<a href="#">Council Meeting Link</a>		
Motion – 2020 Town of Cobourg Capital Budget Items Status  <b>Department/Division Responsible:</b>  <b>Chief Administrative Officer/ Treasurer</b>	Minutes:  <b>THAT Council receive an update from interim CAO Ian Davey on the status of ALL capital projects included in the 2020 budget as to what has been contracted to date, specifically work on the electrical upgrades at the Marina, design and engineering for the East Pier, and work to be done at the waterfront.</b>	N/A	