



# Regular Council

**Date:** Monday March 16, 2020

**Time:** 3:00 PM

**Location:** Council Chambers, 3rd Floor East  
Victoria Hall Municipal Building  
55 King Street West  
Cobourg, Ontario

## AGENDA

### Inquiries & Accommodations

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### 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.

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	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>REGULAR COUNCIL AGENDA</b>
	Monday March 16, 2020 at 3:00 PM  Council Chambers, Victoria Hall, Cobourg

A Regular Council Meeting of the Cobourg Municipal Council will be held on Monday March 16, 2020 at 3:00 PM in the Council Chambers, Victoria Hall, Cobourg.

**I      CALL TO ORDER**

**II     MOMENT OF REFLECTION**

**III    ADDITIONS TO THE AGENDA**

1.        1. Town of Cobourg COVID-19 Pandemic Response; and
2. Memo from the Municipal Clerk/Manager of Legislative Services regarding Amendment to the Procedural By-law No.009-2019 regarding Electronic Participation at Municipal Council Meetings.

Action Recommended: THAT the matters be added to the Agenda.

**IV    DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

**V     ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

1.        Adoption of the February 24, 2020 Regular Council Meeting Minutes.

9 - 19

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on Monday February 24, 2020.

**VI    PRESENTATIONS**

**VII   DELEGATIONS**

**VIII DELEGATION ACTIONS**

**IX    REPORTS**

## General Government Services

1. Committee of the Whole meeting notes held Monday March 9, 2020. 20 - 27

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on March 9, 2020 for information purposes.

2. Town of Cobourg COVID-19 Pandemic Response.

Action Recommended: THAT Council receive the update from the Interim Chief Administrative Officer on the Town of Cobourg's current response on the COVID-19 Pandemic for information; and

FURTHER THAT Council make recommendations if necessary for consideration of the health and safety of Cobourg Residents, Volunteers, Visitors and Staff as a top priority.

3. Memo from the Municipal Clerk/Manager of Legislative Services Regarding the awarding of the Chief Administrative Officer Executive External Search Firm Request for Proposal. 28 - 37

Action Recommended: THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes.

4. Memo from the Municipal Clerk/Manager of Legislative Services regarding Amendment to the Procedural By-law No.009-2019 regarding Electronic Participation at Municipal Council Meetings. 38 - 43

Action Recommended: THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council at a Regular Council meeting to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council Members at any Emergency or Special Meeting of Council.

## **X** MOTIONS

### General Government Services

1. Motion from the Committee of the Whole, regarding the 2019 Final Report on the Cancellation, Reduction or Refund of Taxes. 44
2. Motion from the Committee of the Whole regarding the Municipal Modernization Program - Intake One (1) Town of Cobourg Municipal Service Delivery Review Project - Third Party Contractor Approval KPMG. 45

3. Motion from the Committee of the Whole regarding the creation of a Deputy Clerk/Records Management Coordinator Position in the Legislative Services/Municipal Clerks Department. 46
4. Motion from the Committee of the Whole regarding the Certified Living Wage Employer Report for the Corporation of the Town of Cobourg. 47
5. Motion from the Committee of the Whole regarding appointment of members to the Holdco Board. 48
6. Motion from Regular Council, regarding the award of the Chief Administrative Officer Executive External Search Firm Request for Proposal. 49

#### Public Works Services

1. Motion from the Committee of the Whole, regarding repairs to the Biosolids Holding Tanks (North and South) located at the Water Pollution Control Plant #1. 50

### **XI** BYLAWS

#### General Government Services

1. By-law 017-2020, being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project. 51

Action Recommended: THAT Council adopt By-law 017-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project.

2. By-law 018-2020, being a By-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg. 52 - 53

Action Recommended: THAT Council adopt By-law 018-2020, being a by-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council Members at any Emergency or Special Meeting of Council.

#### Public Works Services

1. By-law 019-2020, being a by-law a to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure Project. 54 - 55

Action Recommended: THAT Council adopt By-law 019-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure for the King Street West, Cobourg Structural Culvert Replacement Project.

#### General Government Services

1. THAT the following bylaw(s) be passed:

1. Bylaw 017-2020 being a by-law to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Municipal Affairs and Housing, for the Ontario Municipal Modernization Program for the Town of Cobourg Corporate Services Delivery Review Project;
2. Bylaw 018-2020 being a by-law to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg; and
3. Bylaw 019-2020 being a by-law a to enter into a Transfer Payment Agreement with Her Majesty the Queen represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure Project; and

Action Recommended: THAT leave be granted to introduce bylaws 017-2020 and 019-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

#### **XII** PETITIONS

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

1.
  1. Transportation Advisory Committee Meeting Minutes - January 2020
  2. Planning and Development Advisory Committee Meeting Minutes - January 2020;
  3. Parks and Recreation Advisory Committee Meeting Minutes - February 2020; and
  4. Sustainability and Climate Change Advisory Committee Meeting Minutes - February 2020; 56 - 67

#### **XIV** CORRESPONDENCE

1. Correspondence from George Cackette, Cobourg Highland Games, regarding request for a Declaration of Municipal Significance for the 57th Cobourg Highland Games at Victoria Park, Cobourg (Arts, Culture and Tourism Services). 68 - 69

Action Recommended: THAT Council declare the 'Cobourg Highland Games' Community Event as an event of Municipal Significance within the Town of Cobourg for the use of a refreshment tent in order to obtain a Special Occasions Permit to be issued by the Alcohol and Gaming Commission of Ontario to take place on June 19 and 20, 2020.

2. Correspondence, Lions Club of Cobourg, regarding a request for a Declaration of Municipal Significance for the 2020 Cobourg Waterfront Festival at the Cobourg Waterfront (Arts, Culture and Tourism Services). 70

Action Recommended: THAT Council declare the 'Cobourg Waterfront Festival - Lions Club of Cobourg' Community Event as an event of Municipal Significance within the Town of Cobourg for the use of a refreshment tent in order to obtain a Special Occasions Permit to be issued by the Alcohol and Gaming Commission of Ontario to take place June 30 to July 4, 2020.

3. Correspondence regarding a Proclamation Request from the Ganaraska Chordsmen requesting that Council Proclaim April 11th 2020 as Barbershop Quartet Day in the Town of Cobourg. (General Government Services). 71

Action Recommended: THAT Council proclaim April 11, 2020 as Barbershop Quartet Day within the Town of Cobourg in recognition of the National and International Proclamation.

## **XV**     NOTICE OF MOTION

1. Notice of Motion, Mayor John Henderson, regarding a Cobourg Council 'Liaison' representative to sit on the Transition House Emergency Shelter Board of Directors. 72

Action Recommended: THAT Council refer the Notice of Motion to the March 30, 2020 Committee of the Whole meeting for consideration by Council.

2. Notice of Motion, Councillor Nicole Beatty, regarding a Motion of Support for Conservation Authorities in Ontario. 73 - 75

Action Recommended: THAT Council refer the Notice of Motion to the March 30, 2020 Committee of the Whole meeting for consideration by Council.

## **XVI**     COUNCIL/COORDINATOR ANNOUNCEMENTS

1. Members of Council present verbal reports on matters within their respective areas of responsibility:
  - Mayor John Henderson
  - Deputy Mayor Séguin, General Government Services Coordinator
  - Councillor Beatty, Planning and Development Services Coordinator
  - Councillor Darling, Public Works Services Coordinator
  - Councillor Chorley, Parks and Recreation Services Coordinator
  - Councillor Burchat, Protection Services Coordinator
  - Councillor Bureau, Arts, Culture and Tourism Services Coordinator

**XVII 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.	Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
	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. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	Feb 18, 2020
	Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	Feb 18, 2020
	Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	March 30, 2020
	Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
	Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
	Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	June 1, 2020
	Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	June 22, 2020
	Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	June 2020
	Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	N/A
	Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	2020-2022
	Report regarding parking meters, violations and fines - on the feasibility of the suggestions provided in the delegation.	02-03-20	By-law Enforcement	N/A

**XVIII CLOSED SESSION****XIX CLOSED SESSION ACTION ITEM****XX CONFIRMATORY BY-LAW**

1. Bylaw 020-2020, being a bylaw to confirm the proceedings of the Council Meeting of March 16, 2020. 76 - 77

Action Recommended: THAT leave be granted to introduce Bylaw 020-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on March 16, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

**XXI**    ADJOURNMENT



	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL MEETING MINUTES
	Monday, February 24, 2020 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

**Members Present:** Mayor John Henderson  
Deputy Mayor Suzanne Seguin  
Councillor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Emily Chorley

**Absent/Regrets:** Councillor Brian Darling  
Councillor Nicole Beatty

**Staff Present:** Ian Davey, Treasurer/ Interim Chief Administrative Officer  
Glenn McGlashon, Director Planning and Development Services  
Dean Hustwick, Director of Community Services  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

### **CALL TO ORDER**

The Meeting was called to order by Mayor Henderson (5:30 P.M.).

### **CLOSED SESSION**

Closed Session Item.

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

THAT Council meet in Closed Session at 5:00 P.M. at the Regular Council Meeting in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

- s. 239(1)(b)** Personal matters about an identifiable individual, including municipal or local board employees.  
1. Personnel Matters.

*Open Session of Council resumed at 6:00 P.M.*

047-20

**Carried**

**MOMENT OF REFLECTION**

The Mayor asked that Council and those in the Public Gallery to stand if able and join Municipal Council in a Moment of Silence.

**ADDITIONS TO THE AGENDA**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

No Declarations of Pecuniary Interest were declared by Members of Council.

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the February 3, 2020, Regular Council Meeting Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council adopt the minutes of the Regular Council Meeting held on February 3, 2020.

048-20

**Carried**

Adoption of the February 10, 2020, Special Council Meeting Minutes.

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

THAT Council adopt the minutes of the Special Council Meeting held on February 10, 2020.

049-20

**Carried**

**PRESENTATIONS**

Presentation, Cantastic 4 - Gord Ley, Brad West, Gord Treasure and Stephan Allan, regarding the RAM (Race Across America).

The Cantastic 4 attended the meeting to present information on the RAM (Race Across America). After a question and answer period, the Cantastic 4 Group were excused from the meeting (6:32P.M.).

**DELEGATIONS**

**DELEGATION ACTIONS**

**REPORTS**

**General Government Services**

Committee of the Whole meeting notes held on Tuesday February 18, 2020.

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

THAT Council receive the notes of the Committee of the Whole meeting held on Tuesday February 18, 2020 for information purposes.

050-18

**Carried**

Memo from the Interim Chief Administrative Officer, regarding the Joint Fire Service Review - Northumberland County.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the report from the Chief Administrative Officer of the Township of Hamilton for information purposes.

051-18

**Carried**

**MOTIONS**

**General Government Services**

Resolution regarding Banking authorization for the Corporation of the Town of Cobourg and the Royal Bank of Canada.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Bureau,

WHEREAS the Regular Council has considered a banking resolution for the Corporation of the Town of Cobourg (the "Customer") of 55 King Street West, Cobourg, ON;

NOW THEREFORE BE IT RESOLVED:

1. THAT ROYAL BANK OF CANADA ("Royal Bank") is appointed banker of the Customer.
2. THAT any two (2) of the Mayor, Deputy Mayor, Treasurer are authorized on behalf of the Customer from time to time:
  - a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;

- b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
- c) to do, or to authorize any person or persons to do, any one or more of the following:
  - I. to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
  - II. to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
  - III. to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
  - IV. to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.
- 3. THAT all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
- 4. THAT Royal Bank be furnished with:
  - a) a copy of this Resolution; and
  - b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;

Each certified by the (1) Mayor and (2) Treasurer of the Customer; and

- c) in writing, any authorization made under paragraph 2(c) of this Resolution.

5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

We hereby certify that the above is a true copy of a resolution passed at a meeting of the Council of the Town of Cobourg duly convened and regularly held in accordance with the law governing the Customer on the 24th day of February 2020.

052-20

**Carried**

### **Planning and Development Services**

Motion from the Committee of the Whole, regarding approval of Heritage Permit HP-2020-001, 5 King Street West, Cobourg, (2692591 Ontario Ltd).

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

WHEREAS at the Committee of the Whole Meeting on February 18, 2020, Council considered a report from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 5 King Street West, Cobourg (James Newsome on behalf of Baxter Properties – 2692591 Ontario Ltd.) (HP-2020-001);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Heritage Advisory Committee and grant a Heritage Permit HP-2020-001 to permit Option 1 -cast-in-place concrete “sandstone” facade improvement/reconstruction for the property known municipally as 5 King Street West, Cobourg, subject to finalization of details with planning staff.

053-18

**Carried**

### **Public Works Services**

Motion from the Committee of the Whole, award of the Kerr Street and Midtown Creek Flood Reduction Pond Tender. (CO-19-28 DPW).

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

WHEREAS at the Committee of the Whole Meeting on February 18, 2020, Council considered a Memo from the Director of Public Works, regarding the Award of the Kerr Street and Midtown Creek Flood Reduction Pond Tender. (CO-19-28 DPW)

NOW THEREFORE BE IT RESOLVED THAT Council award the Kerr Street and Midtown Creek Flood Reduction Tender to Behan Construction Limited in the amount of \$6,563,720.91 including non-refundable taxes.

054-18

**Carried**

**Arts, Culture and Tourism Services**

Motion from the Committee of the Whole regarding the proposed Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Public Library.

Moved by Councillor Adam Bureau, Seconded by Deputy Mayor Suzanne Séguin,

WHEREAS at the Committee of the Whole Meeting on February 18, 2020, Council considered a Notice of Motion from Councillor Bureau, on a proposed Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Public Library.

NOW THEREFORE BE IT RESOLVED THAT Council instruct Staff to draft a Memorandum of Understanding (MOU) to clearly define the roles and responsibilities, and relationship between the Town of Cobourg and the Cobourg Public Library Board; and

FURTHER THAT the Council Coordinator of Arts, Culture and Tourism, Deputy Mayor Séguin, Interim CAO, Municipal Clerk and the CEO and Chair of the Cobourg Public Library Board be present during discussions between the Town of Cobourg and the Cobourg Public Library Board when drafting the terms of the MOU; and

FURTHER THAT the MOU be finalized by June 1, 2020, and brought to the Cobourg Public Library Board for approval prior to the MOU being presented to Council for final approval.

055-18

**Carried**

**BYLAWS**

**General Government Services**

By-law 011-2020, being a by-law to provide for the classification, retention, and destruction of records for the Corporation of the Town of Cobourg, to establish a Records Management Policy and to Delegate Authority to the Municipal Clerk to establish or amend Retention Periods.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau, THAT Council adopt By-law 011-2020, being a by-law to provide for the classification, retention, and destruction of records for the Corporation of the Town of Cobourg, to establish a Records Management Policy and to Delegate Authority to the Municipal Clerk to establish or amend Retention Periods.

056-18

**Carried**

By-law 012-2020, being a by-law to appoint an Interim Chief Administrative Officer for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council adopt By-law 012-2020, being a by-law to appoint Ian Davey as Interim Chief Administrative Officer for the Corporation of the Town of Cobourg effective date of passing and date of expiry being November 30, 2020.

057-18

**Carried**

### **Planning and Development Services**

By-law 013-2020, being a by-law to authorize the execution of a Subdivision Agreement with Jana Ewart, Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg (271 Clyde Street, Cobourg).

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

THAT Council adopt By-law 013-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute a Subdivision Agreement with Jana Ewart and Lakefront Utility Services Inc. and the Town of Cobourg for the development of four (4) residential lots on the property known municipally as 271 Clyde Street, Cobourg.

058-18

**Carried**

### **Public Works Services**

By-law 014-2020, being a by-law to repeal By-law No.095-2019 establishing an Agreement with BTS Network Inc. to provide extended accessible transit services in the Town of Cobourg.

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

THAT Council adopt By-law 014-2020, being a by-law to repeal By-law No.095-2019, establishing an Agreement with BTS Network Inc. to provide extended accessible transit services in the Town of Cobourg.

059-18

**Carried**

### **Protection Services**

By-law 015-2020, being a by-law to amend By-law No.014-2014 being the By-law to licence, regulate and govern taxicab owners and drivers within the Town of Cobourg.

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

THAT Council adopt By-law 015-2020, being a by-law to amend By-law No.014-2014 being the By-law to licence, regulate and govern taxicab owners and drivers within the Town of Cobourg to adjust Schedule "B" -Tariffs to incorporate the new fares as approved by Council on January 27, 2020.

060-18

**Carried**

**General Government Services**

THAT the following bylaw(s) be passed:

1. Bylaw 011-2020 being a by-law to provide for the classification, retention, and destruction of records for the Corporation of the Town of Cobourg, to establish a Records Management Policy and to Delegate Authority to the Municipal Clerk to establish or amend Retention Periods;
2. Bylaw 012-2020 being a by-law to appoint an Interim Chief Administrative Officer for the Corporation of the Town of Cobourg;
3. Bylaw 013-2020 being a by-law to authorize the execution of a Subdivision Agreement with Jana Ewart, Lakefront Utility Services Inc., and the Corporation of the Town of Cobourg (271 Clyde Street, Cobourg);
4. Bylaw 014-2020 being a by-law to repeal By-law No.095-2019 establishing an Agreement with BTS Network Inc. to provide extended accessible transit services in the Town of Cobourg; and
5. Bylaw 015-2020 being a by-law to By-law 015-2020, being a by-law to amend By-law No.014-2014 being the By-law to licence, regulate and govern taxicab owners and drivers within the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT leave be granted to introduce bylaws 011-2020 to 015-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

061-18

**Carried**

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

1. Cobourg Accessibility Advisory Committee Meeting Minutes - November 2019, December 2019 and January 2020;
2. Cobourg Heritage Advisory Committee Meeting Minutes - January 2020;



3. Parks and Recreation Advisory Committee Meeting Minutes - January 2020;
4. Sustainability and Climate Change Advisory Committee Meeting Minutes - January 2020; and
5. Cobourg Downtown Business Improvement Area Board of Management Minutes - January 2020.

**CORRESPONDENCE**

Correspondence, Pine Ridge Art Association requesting a One Time Exemption on Sales Restrictions at the Market Building under the Itinerant Vendor By-law. (Protection Services).

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

THAT Council receive the correspondence for information purposes.

062-20

**Carried**

Correspondence, Dennis Nabieszko, on the removal of Unfinished Business Item 11-26 -18 - Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (General Government Services).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT Council receive the correspondence for information purposes.

063-20

**Carried**

Correspondence, Ministry of the Solicitor General, regarding the Emergency Management and Civil Protection Act (EMCPA) 2019 Compliance Report Results submitted by the Town of Cobourg. (Protection Services).

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

THAT Council receive the correspondence for information purposes.

064-20

**Carried**

Correspondence, Media Release, Cobourg Police Service regarding Extra Visibility in the Downtown Area. (Protection Services)

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

THAT Council receive the correspondence for information purposes.

065-20

Carried

**NOTICE OF MOTION****COUNCIL/COORDINATOR ANNOUNCEMENTS**

Members of Council present verbal reports on matters within their respective areas of responsibility:

- Mayor John Henderson
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning and Development Services Coordinator
- Councillor Darling, Public Works Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Arts, Culture and Tourism Services Coordinator

**UNFINISHED BUSINESS**

*The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council - Council Procedural By-law No. 009-2019.*

<b><u>Unfinished Business Item</u></b>	<b><u>Meeting Date</u></b>	<b><u>Department/Division</u></b>	<b><u>Deadline Date</u></b>
Private Transportation Regulating By-law	<u>01-27-20</u>	<u>Legislative Services</u>	<b><u>Regular Council Meeting</u></b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. (Originally due November 25, 2019)	<u>01-28-19</u>	<u>Legislative Department</u>	<b><u>TBD</u></b>
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	<u>02-12-19</u>	<u>Multiple Departments/ Organizations</u>	<b><u>Feb 18, 2020</u></b>
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	<u>11-04-19</u>	<u>Community Services</u>	<b><u>March 9, 2020</u></b>
Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	<u>12-02-19</u>	<u>CAO</u>	<b><u>Mar 9, 2020</u></b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	<u>05-13-19</u>	<u>Legislative Department</u>	<b><u>March 30, 2020</u></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.	<u>09-23-19</u>	<u>Community Services</u>	<b><u>Mar 2020</u></b>
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	<u>09-03-19</u>	<u>Community Services</u>	<b><u>Apr 30, 2020</u></b>
Report and Accessible Transit Service Policy	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<b><u>June 1, 2020</u></b>

**Regular Council Meeting Minutes****FEBRUARY 24, 2020**

<u>Staff Report on Innisfil Ridesharing Transit Model</u>	<u>01-27-20</u>	<u>Legislative Services/ Public Works</u>	<u>June 22, 2020</u>
<u>Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.</u>	<u>01-06-20</u>	<u>CAO</u>	<u>June 22, 2020</u>
<u>Revisions to the Long Service Recognition Policy from General Government Services.</u>	<u>09-23-19</u>	<u>Human Resources</u>	<u>N/A</u>
<u>Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)</u>	<u>01-27-20</u>	<u>Legislative Services</u>	<u>2020-2022</u>

**CONFIRMATORY BY-LAW**

Bylaw 016-2020, being a bylaw to confirm the proceedings of the Council Meeting of February 24, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau,

THAT leave be granted to introduce Bylaw 016-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on February 24, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

066-20

**Carried****ADJOURNMENT**

Moved by Councillor Adam Bureau,

THAT the Regular Council Meeting Adjourn. (7:24 P.M).

067-20


**Carried**

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Municipal Clerk

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Mayor

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE</b> <b>MEETING REPORT</b>
	Monday, March 9, 2020 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this evening at 6:00 p.m. in the Council Chambers, Victoria Hall, Cobourg, with the following persons in attendance:

**Members present:**

Mayor John Henderson  
Deputy Mayor Suzanne Seguin  
Councillor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Emily Chorley  
Councillor Brian Darling

**Staff present:**

Ian Davey, Treasurer/Interim Chief Administrative Officer  
Glenn McGlashon, Director of Planning and Development  
Laurie Wills, Director of Public Works  
Dean Hustwick, Director of Community Services  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

**CALL TO ORDER**

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

**AGENDA ADDITIONS**

1. Notice of Hearings of the Committee of Adjustment and Planning Staff Reports for the March 10, 2020 Committee of Adjustment Meeting; and
2. Presentation, Kelly Martel, MHBC Planning Limited, to provide an update on the Affordable and Rental Housing Community Improvement Plan (CIP).

Moved by Deputy Mayor Suzanne Séguin,

THAT the matters be added to the Agenda.

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

Kelly Martel, MHBC Planning Limited, to provide an update on the Town of Cobourg Affordable and Rental Housing Community Improvement Plan (CIP).

K. Martel of MHBC Planning Limited attended the meeting to present an update on the Town of Cobourg Affordable and Rental Housing Community Improvement Plan (CIP). After a question and answer period, K. Martel was excused from the meeting (6:30 P.M.).

**DELEGATIONS**

Meaghan Macdonald (Co-Chair), Kristina Nairn (Advocacy Subgroup Chair), and Rev. Neil Ellis, (Committee Member) of the Northumberland Affordable Housing Committee, regarding a response to the November 25, 2020 Delegation received by Council to present the current state of housing and homelessness in Northumberland County.

M. Macdonald, K. Nairn and N. Ellis attended the meeting to provide Council with a response to the November 25, 2020 Delegation received by Council to present the current state of housing and homelessness in Northumberland County. After a question and answer period, M. Macdonald, K. Nairn and Rev. Neil Ellis were excused from the meeting (6:49 P.M.).

**DELEGATION ACTIONS**

Delegation Action, Northumberland Affordable Housing Committee, regarding a response to the November 25, 2020 Delegation received by Council to present the current state of housing and homelessness in Northumberland County.

Moved by Councillor Nicole Beatty,

THAT Council receive the delegation from the Northumberland Affordable Housing Committee for information purposes; and

FURTHER THAT Council request that the Municipal Clerk to forward the NAHC's presentation to Northumberland County Community and Social Service, Cobourg Police Services and the Good Neighbours Coalition as follow through correspondence related to the November 25, 2019 Delegation received by Municipal Council.

**Carried**

**GENERAL GOVERNMENT SERVICES**

*Chair, Deputy Mayor Séguin - General Government Services Coordinator*

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the 2019 Final Report on the Cancellation, Reduction or Refund of Taxes.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the second and final Property Tax Adjustment Report for 2019 and approve the reduction of property taxes in the amount of \$56,541.82:

Town of Cobourg	-\$ 23,754.54
County of Northumberland	-\$ 13,528.89
Education	-\$ 19,258.39
DBIA	-\$ NIL

**Carried**

Memo from the Treasurer/Interim Chief Administrative Officer, regarding the Town of Cobourg Annual Repayment Limit (ARL).

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the Memo from the Treasurer/Interim Chief Administrative Officer and the letter from the Ministry of Municipal Affairs and Housing information purposes.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Municipal Modernization Program - Intake One (1) Town of Cobourg Municipal Service Delivery Review Project - Third Party Contractor Approval KPMG.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the report for information purposes; and

FURTHER THAT Council supports the Provincial investment in municipalities to undertake municipal service delivery expenditures by an independent third-party for the purpose of finding savings and efficiencies; and

FURTHER THAT Council enter into an agreement with KPMG to act as the Town's Third- Party Reviewer to review the Town of Cobourg's municipal service delivery expenditures for the purpose of finding savings and efficiencies as outlined within the Expression of Interest (EIO) submitted to the Provincial Government on December 5, 2019; and

FURTHER THAT Council endorse the provincial funding received as part of the Town's successful application in the amount of \$86,496.00 as part of the Municipal Modernization Program Intake 1 to be administered by KPMG and presented to Council by July/August 2020; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council at a regular Council meeting authorizing the Mayor and Municipal Clerk to enter into a Transfer Payment Agreement with the Province of Ontario for the Municipal Modernization Project.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the creation of a Deputy Clerk/Records Management Coordinator Position in the Legislative Services/Municipal Clerks Department.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council approve the creation of a permanent full-time position in the Legislative Services Department being, Deputy Clerk/Records Management Coordinator replacing the current Records and Committee Coordinator Title/Position.

**Carried**

Memo from the Interim Human Resources Manager, regarding the Certified Living Wage Employer Report for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin,

THAT Council receive the Living Wage Certification Report from the Interim Human Resources Manager for information purposes; and

FURTHER THAT since Council has not received any terms of reference for the Ontario Living Wage Network, more information be provided to Council about this organization and certification process, and any annual fees be referred for discussion in the 2021 budget.

**Carried**

Moved by Councillor Nicole Beatty,

Motion to Amend:

Northumberland Affordable Housing Committee, regarding a response to the November 25, 2020 Delegation received by Council to present the current state of housing and homelessness in Northumberland County.

**Defeated**

#### **PLANNING AND DEVELOPMENT SERVICES**

*Chair, Councillor Beatty - Planning and Development Services Coordinator*

Memo from the Secretary of the Planning and Development Advisory Committee, regarding the Planning and Development Advisory Committee recommendation on the proposed Natural Waterfront Park- West Harbour.

Moved by Councillor Nicole Beatty,

THAT Council receive the recommendation from the Planning & Development Advisory Committee (PDAC) for information purposes.

**Carried**

Notice of Hearings of the Committee of Adjustment and Planning Staff Reports for the March 10, 2020 Committee of Adjustment Meeting regarding:

File No. A-01-20      Application for Minor Variance: 232 James Street East (Don Selyan for Sun Avenue Holdings Inc.)

File No. B-01-20      Application for Consent: 1111 Elgin Street West  
Nadim Kurji for Trinity Northumberland Inc.

Moved by Councillor Nicole Beatty,

THAT Council receive the Notices and Reports for information purposes.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Director of Public Works regarding the execution of a Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Stream - King Street West Structural Culvert Replacement.

Moved by Councillor Brian Darling,

THAT Council authorize the preparation of a bylaw to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure for the King Street West, Cobourg Structural Culvert Replacement Project.

**Carried**

Memo from the Manager of Environmental Services, regarding repairs to the Biosolids Holding Tanks (North and South) located at the Water Pollution Control Plant #1.

Moved by Councillor Brian Darling,



THAT Council approve the repairs to the Biosolids Holding Tanks at Plant #1 and authorize the work to be completed by Greatario Services at a cost of \$77,056.74 (price includes non-refundable HST) to be funded through the approved \$85,000 in the 2020 Environmental Services Capital Budget.

**Carried**

Letter of Resignation, Anneke Russell, Member of the Transportation Advisory Committee.

Moved by Councillor Brian Darling,

THAT Council accept with regret the resignation from Anneke Russell of the Transportation Advisory Committee and that a note of appreciation be sent to the member acknowledging her service to the community; and

FURTHER THAT the vacant position be advertised and a new member be recruited in accordance with the Town's policies and procedures.

**Carried**

**PARKS AND RECREATION SERVICES**

*Chair, Councillor Chorley - Parks and Recreation Services Coordinator*

Memo from the Director of Community Services, regarding the evaluation of a citizen proposal for the Creation of a Natural Heritage Waterfront Park, located at the Ecology Garden, West Beach, West Headland and West Harbour, Cobourg Waterfront.

Moved by Councillor Emily Chorley,

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council consider feedback on the report from the Willow Beach Field Naturalists at a future Meeting.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

**ARTS, CULTURE AND TOURISM SERVICES**

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

**UNFINISHED BUSINESS**

*The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council. - Council Procedural By-law No. 009-2019.*

## Committee of the Whole Meeting Report

MARCH 9, 2020

<u>Unfinished Business Item</u>	<u>Meeting Date</u>	<u>Department/Division</u>	<u>Deadline Date</u>
Private Transportation Regulating By-law	01-27-20	Legislative Services	<b><u>Regular Council Meeting</u></b>
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	<b><u>Feb 18, 2020</u></b>
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b><u>Feb 18, 2020</u></b>
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Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	12-02-19	CAO	<b><u>Mar 9, 2020</u></b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b><u>March 30, 2020</u></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><u>Mar 2020</u></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><u>Apr 30, 2020</u></b>
Report and Accessible Transit Service Policy	01-27-20	Legislative Services/ Public Works	<b><u>June 1, 2020</u></b>
Staff Report on Innisfil Ridesharing Transit Model	01-27-20	Legislative Services/ Public Works	<b><u>June 22, 2020</u></b>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	<b><u>June 2020</u></b>
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	<b><u>N/A</u></b>
Report on Animal Control Enforcement Operational Model. (JACMSB Withdrawal)	01-27-20	Legislative Services	<b><u>2020-2022</u></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><u>N/A</u></b>

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

## **CLOSED SESSION**

Moved by Deputy Mayor Suzanne Séguin,

THAT Council meet in Closed Session in accordance with Section 239 (2) (b) of the Municipal Act, 2001, regarding:

<b>s. 239(2)(b)</b>	Personal matters about an identifiable individual, including municipal or local board employees: <ol style="list-style-type: none"><li>1. <b>Civic Awards Committee Applications</b></li><li>2. <b>Holdco Board Nominating Committee Recommendations</b></li></ol>
<b>s. 239(1)(c)</b>	A proposed or pending acquisition or disposition of land by the municipality or local board: <ol style="list-style-type: none"><li>1. <b>Sale of Municipal Lands - Municipal Public Highway.</b></li></ol>

Council returned into Open Session at 8:36 P.M.

**ADJOURNMENT**


Moved by Deputy Mayor Suzanne Séguin,

THAT the Meeting Adjourn. (8:37 P.M).

**Carried**

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Municipal Clerk

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council Members	
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	Monday March 16, 2020	
TITLE / SUBJECT:	Award of the External Executive Search Firm RFP – Chief Administrative Officer (CAO)	
REPORT DATE:	March 10, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT Council award the External Executive Search Firm – Chief Administrative Officer Request for Proposal to Legacy Partners Executive Search Firm in the amount of \$26,500 including all “out of pocket” expenses (exclusive of HST) who scored the highest evaluated points from all other submissions received by the CAO Selection Committee.

4.0 ORIGIN

The Chief Administrative Officer (CAO) provides management and administrative leadership for all divisions and departments within the Town of Cobourg's Organizational Structure to support Council's vision and goals and can be defined under Section 229 of the *Municipal Act, 2001 as amended*.

**229** A municipality may appoint a chief administrative officer who shall be responsible for:

- a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- b) Performing such other duties as are assigned by the municipality, 2001, c. 25, s. 229.

On September 1, 2019 the Chief Administrative Officer position became vacant, which prompted Council to implement a process and procedure to recruit and fill the vacant Chief Administrative Officer position.

#### 5.0 BACKGROUND

On January 13, 2020 Council authorized staff to begin the process to solicit submissions for a Request for Proposal (RFP) for the services for an External Executive Search Firm for the purposes of the recruitment for a Chief Administrative Officer for the Town of Cobourg. Request for Proposals (RFP's) ensure that persons or companies selected to provide services to the Town are chosen in an objective, fair and transparent manner.

The following motion was approved at the January 13, 2020 Regular Meeting of Council:

THAT Council select Option #1 noted in the Report, directing Human Resources staff to administer the selection of an executive search firm by RFP for the recruitment of the CAO; and

FURTHER THAT Council appoint a CAO Hiring Committee comprised of the Mayor, Deputy Mayor and a Councillor, being Councillor Emily Chorley; to assist with the CAO recruitment process, including working with the recruitment firm to develop a job posting, determine interview questions and short-list candidates for interviewing by all members of Council.

FURTHER THAT the estimated allocation of \$25,000 - \$30,000 plus additional costs, be pre-approved in the 2020 budget under General Government CAO Recruitment.

On February 3, 2020, Municipal Council approved the Chief Administrative Officer Selection Committee Term of Reference comprised of three (3) Members being the Mayor, Deputy Mayor and one (1) Councillor, the Interim Human Resources Officer and the Municipal Clerk are Staff Resources to the Committee. As part of the Approved Terms of Reference, the CAO section has performed the following steps as outlined under duties in the Terms of Reference:

The goals/purpose of the CAO Selection Committee is as follows:

1. Creation of an External Executive Search Firm Request for Proposal (RFP); and
2. CAO Selection Committee to select an External Executive Search Firm, as per the Town of Cobourg Purchasing Policy By-law 016-2012.

#### **Recruitment Process:**

The Town issued the Request for Proposal (RFP) on February 3, 2020 in order to solicit submissions for an External Executive Search Firm, with a closing date of February 28, 2020 at 2:00 P.M. On the date of the RFP closing the Town received six (6) RFP Submissions from External Recruitment Firms within Ontario.

Each submission was evaluated against the criteria set out in Section 9 of the External Executive Search Firm RFP as follows:

## **9.0 RATED CRITERIA**

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not receive an overall score of 75% of available points for rated criteria and a Pass Score on References) will not proceed to the next stage of the evaluation process.

#### **STAGE I:**

Rated Criteria Category	Weighting (Points)	Minimum Threshold
1. Management Company Profile	20	
2. References	5	
3. Expertise/Reputation	25	
4. Proposed Approach to Search	25	
5. Guarantee period and follow-up	10	
<b>Total</b>		
<b>Proponent must Achieve 75% or 64 out of 85</b>	Yes / No	75% of Stage 1

The RFP set out the scope of work for the External Executive Search Firm, and required proponents to provide evidence of their experience and understanding of the services to be provided. The successful Proponent that is being recommended is based on the total points they could receive as part of a standardized evaluation process. The RFP submissions were evaluated in stages.

The first stage of the evaluation was based on a number of rated criteria and the second stage of the evaluation included a review of the proponent's price proposal as outlined in the scoring table above.

Below is the evaluation table and formulated used in stage two (2) of the RFP process for only those proponents who met the minimum overall score in Stage 1 and proceeded to this stage.

### STAGE II:

Rated Criteria Category	Weighting (Points)	Minimum Threshold
Financial	15	
<b>Total Points</b>	<b>/100</b>	<b>N/A</b>

(Lowest Price ÷ Proponents Price) X weighting (25) = Proponents Pricing Points.

### STAGE III:

After the completion of Stage II, a final total score was calculated for each remaining proponent based on the pricing score and the final rated criteria score from Stage I. The proponents were then ranked based on their final total scores.

## 6.0 ANALYSIS

On Wednesday March 4, 2020, the CAO Selection Committee met to review and evaluate all Request for Proposals Submitted to the Town of Cobourg. Only the Members of Council received a copy of each submission to evaluate the proponents. The Evaluation Team was comprised of Mayor John Henderson, Deputy Mayor Suzanne Seguin and Councillor Emily Chorley.

Each proponent was asked to submit two proposals, one being a Technical Proposal and the other being the Pricing Proposal. The Technical Proposal submissions were analyzed and evaluated by the CAO Selection Committee, based on the following technical proposal evaluation criteria:

1. Management Company Profile;
2. References;
3. Expertise/Reputation;
4. Proposed Approach to Search
5. Guarantee Period and Follow-up

All Technical Proposals that passed the minimum technical score of 75% had their cost proposal opened and evaluated. There were six (6) submissions received and two (2) companies did not pass the minimum threshold and therefore their pricing was not opened and evaluated by the CAO Selection Committee.

**Legacy Executive Search Partners:**

The Technical Proposal submission from Legacy Executive Search Partners passed the minimum technical threshold of 75% with a total technical score of 74 points.

The following is a detailed breakdown of the scoring sheet for Legacy Executive Search Partners.

Technical Evaluation Results: External Executive Search Firm RFP:

Rated Criteria Category	Weighting (Points)	Legacy Executive Search Partners
i. Management Company Profile	Max 20pt	<b>17</b>
ii. References	Max 5pt	<b>5</b>
iii. Expertise/Reputation	Max 25pt	<b>20</b>
iv. Proposed Approach to Search	Max 25pt	<b>22</b>
v. Guarantee Period and Follow-up	Max 10pt	<b>10</b>
<b>TOTAL:</b>		<b>74</b>

*\*64 points needed to advance to second stage.*

Pricing Evaluation Results: Municipal Ombudsman Request for Proposal:

Rated Criteria Category	Weighting (Points)	Legacy Executive Search Partners
i. Financial	Max 25	<b>14</b>

*Pricing Score Calculation\*\*\* (Lowest Price (\$24,000) ÷ Proponents Price (\$26,500) X weighting (15) = Proponents Pricing Points.*

Final Scoring - Technical + Pricing

<b>TOTAL SCORE:</b>	<b>Legacy Executive Search Partners</b>
	<b>88 Points</b>

As a result of the RFP submission and evaluation, Legacy Executive Search Partners received the most number of points (74pts) and made it to the Pricing Stage with total of 88/100 available combined points being received. As a result,



Legacy Executive Search Partners are being recommended to Council for award of the External Executive Search Firm Contract.

**Overview of Legacy Executive Search Partners:**

Legacy Executive Search Partners (formerly PricewaterhouseCoopers Executive Search) provided an executive summary that stated a history of over 50 years of successful searches in Municipal and Broader Public sectors, Legacy Executive Search Partners can guarantee impressive results for the Town of Cobourg and its residents. Furthermore, Legacy intends to dedicate a high-calibre team, including senior partners with over 20 years of experience.

Legacy Executive Search partners reported in their submission that they have just completed the Chief Administrative Officer (CAO) searches for the Township of Uxbridge, City of Cambridge, City of Burlington, City of Kingston, City of St. Catharines, and Town of Tillsonburg, and several (approximately twenty four Senior Management searches within Ontario in the past 18-24 months), and Legacy is in active contact with their network of CAO's and other Senior Municipal Leaders from across Canada. Additionally Legacy is currently involved with the Chief Administrative Officer recruitments at the Town of Niagara on the Lake and The Region of Waterloo.

As part of the submission Legacy Executive Search partners provided a six-phase search methodology and process which is described as systematic, thorough, and measurable. However, this methodology maintains the flexibility to meet the specific needs of each client, including the Town of Cobourg. The content and timing of each Phase would be reviewed and agreed upon in advance and a detailed customized work plan drawn up as necessary. The Six (6) phase approach is as follows:

**Phase 1 - Exploring the Organization and the Role;**  
**Phase 2 - Creating the Position Profile and Sourcing Potential Candidates;**  
**Phase 3 - Screening and Assessing Candidates;**  
**Phase 4 - Preparing for Interviews and Presenting Candidates;**  
**Phase 5 - Interviewing, Testing and Selecting from Presented Candidates;**  
**Phase 6 - Presenting an Offer and Facilitating Transition.**

In addition, attached to this report (Appendix "A") is a copy of the proposed timelines for Executive Search to be completed based on the phases proposed. These timelines are only draft and will still need to be finalized once the contract has been awarded.

The CAO Selection Committee asked Staff to contact Legacy Executive Search Firm to follow up on References provided and answer a few questions related to the RFP submission.

Staff contacted each reference that was submitted by Legacy, and all reference checks returned with no red flags and were consistent with the RFP Submission by Legacy.

The following were questions asked to Legacy:

Staff inquired about the recruitment practices by Legacy based on Equity and Diversity. Legacy provided an overview that these are factors that are considered within their recruitment practices. These topics will be discussed and become part of the process when vetting Candidates. Legacy will have this conversation on equity and diversity immediately after being awarded the contract and will be a topic of discussion with the CAO Selection Committee when they first meet.

Secondly, Staff asked about the Retention Rate that Legacy has with the recruitment of Chief Administrative Officers. Legacy responded that they have a 100% retention rate for the recruitment of CAOs. In the last four (4) years there has been one (1) position at the Senior Level being a Director that was not successful in the position that was recruited by Legacy.

Thirdly, Staff inquired about the 'Unique Two-Way Guarantee' that Legacy presented within their proposal. This two (2) Year Guarantee from other search firms is not normal in the industry. Legacy commits to maintaining the guarantee for successful individuals if they leave the corporation within two (2) years or they are not the right fit for the municipality within two (2) years. If either of these scenarios is the case, Legacy will conduct the search again at no cost to the Town other than estimated out-of-pocket expenses that would be subject to approval or discussion with the Town.

#### 7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The costs associated with the actions of the CAO Selection Committee, in relation to CAO recruitment and selection, will be funded by the 2020 Operating Budget as approved in Motion 003-20 with an estimated allocation of \$25,000 - \$30,000 plus additional costs, under General Government CAO Recruitment Budget Line.

The Pricing for the External Executive Search Firm proposal submitted by Legacy Executive Search Partners is \$26,500 including all "Out of Pocket" expenses, excluding HST.

When the Town contacted the Legacy to review the pricing, it was disclosed that the actual Executive Search would be \$25,000 and the estimated out-of-pocket expenses are \$1,500. This pricing is based upon experience and other CAO executive searches with Ontario Municipalities.

Provided within the RFP proposal by Legacy Executive Search Partners, there is an optional component that the Town can choose to engage in with Legacy which is the conducting of a psychometric testing on the short-listed candidates or on the preferred candidate, as appropriate. If this test is selected Legacy would utilize the services of one of their affiliated partners and one of the most successful psychometric assessment experts for the municipal government sector in Canada. If the Psychometric Assessment services is selected the costs would be around \$ 2000- \$ 3500 per candidate depending on the level of assessment required by the Town.

8.0 CONCLUSION

THAT Council award the External Executive Search Firm – Chief Administrative Officer Request for Proposal to Legacy Partners Executive Search Firm in the amount of \$26,500 including all “out of pocket” expenses (exclusive of HST) and who scored the highest evaluated points from all other submissions received by the CAO Selection Committee

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

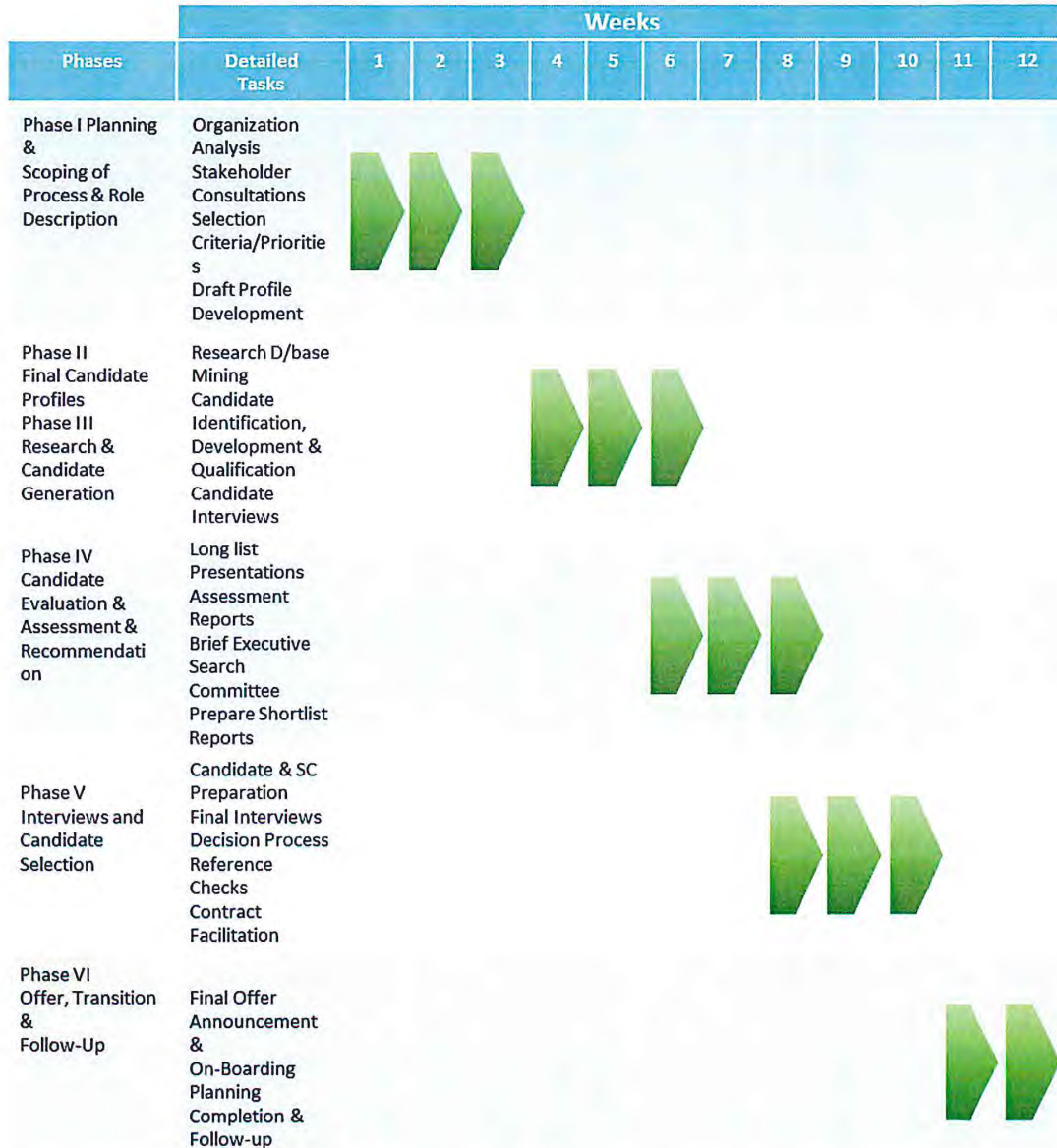
10.0 AUTHORIZATION/SIGNATURES



Brent Larmer  
Municipal Clerk  
Manager of Legislative Services







## 6.0 Key Milestones and Timelines

### CAO, Town of Cobourg




### Detailed Task Timeline

*Note: All dates and timelines will be finalised once the project is awarded and reviewed with the client.*

Task Name	Duration (Estimated)	Resource	Mar 2020	Apr 2020	May 2020	Jun 2020
Anticipated Award Date	1 day	Legacy and Client				
Search Commencement	1 day	Legacy				
Long list Presentations	5 days	Legacy and Client				
Short List Interviews with Committee	5 days	Legacy and Client				
Finalist Interviews (2-3 candidates)	5 days	Legacy and Client				
Offer Negotiations/ Reference Checks	4 days	Legacy and Client				
Start Date – April/May 2020						



 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>STAFF REPORT</b>
TO:	Mayor and Council Members
FROM: TITLE:	Brent Larmer Municipal Clerk/Manager of Legislative Services
DATE OF MEETING:	March 16, 2020
TITLE / SUBJECT:	Report on Amendment to the Town of Cobourg Procedural By-law – Electronic Participation at Council Meetings
REPORT DATE:	March 15, 2020

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable.

3.0 RECOMMENDATION

THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council at a Regular Council meeting to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council Members at any Special Meetings of Council.

4.0 ORIGIN AND LEGISLATION

Section 238 (3.1) to (3.2) allows for Council members to participate electronically in meetings however there are caveats to participation:

- Councillors participating electronically cannot be counted towards quorum; and
- Councillors participating electronically cannot participate in closed session meetings.

## 5.0 BACKGROUND

On January 7, 2019, Municipal Council received a Staff Report from the Legislative Services Department regarding updates and recommended amendments to Council's Procedural By-law. Members of Council participated in an in-depth line by line analysis on the provisions that affect how Council meetings are conducted pursuant to their duties as outlined within the *Municipal Act, 2001* as amended. Council at that time indicated the desire to not allow electronic participation of Council Members at any Council Meetings.

On February 4, 2019 Municipal Council passed and approved By-law No.009-2019 Being a By-law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.

On March 11, 2020, the World Health Organization declared COVID-19 a pandemic. A pandemic is declared when there is increased and sustained transmission of a disease in the general population.

The HKPR District Health Unit, Public Health Ontario, and the Public Health Agency of Canada are monitoring the COVID-19 situation. The Public Health Agency of Canada has assessed the current risk associated with the virus to be low for the general population but has warned that this could change rapidly. Further, municipal services may be impacted if there are directives from health agencies or an otherwise identified need to temporarily suspend programs and/or restrict large public gatherings and events. Should Members of Council become ill from the virus or are quarantined due to exposure to persons with the virus, Council meetings may not be possible due to a loss of quorum.

## 6.0 ANALYSIS

As a result of Bill 68, a procedural by-law may provide that a member of council, or a local board or a committee of either of them, may participate electronically in a meeting which is open to the public.

Those participating electronically would not be counted towards determining quorum and they shall not participate electronically in closed session. Electronic participation may include telephone, video or audio conferencing or other interactive method whereby Members, staff and the public are able to hear the Member(s) participating by electronic means and the Members(s) participating by electronic means are able to hear other Members, staff and the public.

Although electronic participation is not recommended at this time for regularly scheduled Council Meetings, Council should consider implementing this option for those Council Members unable to attend a Council meeting due to a heightened or extreme emergency situation, or impending situation that threatens the life, health and safety of the members.

Within Canada and the Province in the recent weeks and days, there has been a major shift in the situation related to COVID-19 (formerly called novel coronavirus or 2019-nCoV). On Wednesday, the World Health Organization declared the spread of COVID-19 a pandemic, an infectious disease that



spreads quickly if not contained from person to person. As this virus is spreading Public Health continues to assure the public that the risk of becoming ill from COVID-19 in Ontario currently remains low, but there is a risk that you could be infected and this could be the case for all Members of Council and who could be subject to a fourteen (14) day isolation at any time.

The following are recommended amendments to include in the Amending By-law:

**5.10** A Member may be permitted by resolution of Council to participate in a Meeting remotely via electronic means (e.g. video or audio teleconference), provided that the Meeting is a Special or Emergency Meeting of Council and the Member is not able to attend in person for any reason.

**5.10.1** Should a Member be permitted to attend a Meeting remotely, the Member shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote, with the exception that they shall not count towards quorum of members and shall not be permitted to participate in any portion of a meeting which is closed to the public pursuant to Section 5.10 and Section 5.10.1 of this by-law.

With these amendments for electronic participation at Special or Emergency Council Meetings, at this time, Staff are recommending that electronic participation only be used for Special or Emergency Council meetings as defined within the Procedural By-law as follows:

#### **SPECIAL MEETINGS**

2.0 The purpose of summoning a Special Meeting is to take care of business that requires the urgent attention of Council and cannot wait until the next scheduled Regular Council meeting.

#### **EMERGENCY MEETING:**

2.1 The Head of Council may summon an Emergency Meeting of the Council to deal with matters deemed to be of an urgent/emergency nature, that may impact the health, safety, well-being of the community or that need to be addressed due extraordinary circumstances.

#### **Challenges:**

Potential challenges to electronic participation include technological limitations, technology disruptions, confidentiality breaches, effective meeting management, loss of non-verbal cues on body language, audio and video recording of electronic participants to include as part of the record, an overall lack of transparency, and the public's inability to follow those members of council who are participating electronically.



Another concern is with respect to the consideration of confidential matters, given that members of Council will not be able to participate in closed meetings if they are participating electronically, yet they will still be expected to vote on the matters discussed while in closed session, once the open portion of the meeting resumes.

It is believed that the ability to have electronic meetings is discretionary to allow municipalities with the flexibility to implement; or not. Electronic meetings may be effective for meetings that are primarily sharing information. Electronic meetings are more challenging and less effective for meetings that require participation, interaction and decision making. Municipal Staff are recommending that Electronic Participation at Council meetings be permitted at Special or Emergency Meetings of Council as a direct result of the current Global Health situation and to allow all Members of Council to participate in the decision making process as much as possible and with the confines of the regulations and provisions as set out within the Municipal Act, 2001 as amended.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications related to this Staff Report.

8.0 CONCLUSION

THAT Council authorize the preparation of a by-law to be endorsed and presented to Council at a Regular Council meeting to amend By-law No.009-2019 being to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg to include a section regarding the electronic participation of Council members at Special and Emergency Council meetings.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable.


10.0 COMMUNICATION RESULTS

Not Applicable

11.0 AUTHORIZATION ACKNOWLEDGMENT

A handwritten signature in black ink, appearing to read 'B. Larmer', is written over a horizontal line.

Brent Larmer  
Municipal Clerk/Manager of Legislative  
Services

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>018-2020</u></div>
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**A BY-LAW TO AMEND BY-LAW NO. 009-2019, BEING A BY-LAW TO ESTABLISH THE RULES OF ORDER AND PROCEDURES FOR MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF THE CORPORATION OF THE TOWN OF COBOURG.**

**WHEREAS WHEREAS** parliamentary procedures are rooted in principles designed to ensure the fair and efficient disposition of business before a deliberative body;

**AND WHEREAS** Section 238(2) of the *Municipal Act, 2001*, provides that every Municipality shall pass a procedural by-law to govern the calling, place and proceedings of meetings;

**AND WHEREAS** Council and its Committees shall also follow the regulations as set out within the Municipal Conflict of Interest Act, and the parliamentary authority of Robert’s Rules of Order;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg deems it expedient to provide for updates to the way in which its meetings are conducted and governed;

**AND WHEREAS** the *Municipal Act, 2001*, Section 238 (3.1) that the Council Procedural By-law may provide that a Member of Council can participate electronically in a meeting which is open to the public;

**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** Procedural By-law No.009-2019 Section 5.10 be amended and Section 5.10.1 be added to include the following wording regarding Electronic Participation at Meetings:
 

**5.10** A Member may be permitted by resolution of Council to participate in a Meeting remotely via electronic means (e.g. video or audio teleconference), provided that the Meeting is a Special or Emergency Meeting of Council and the Member is not able to attend in person for any reason.

**5.10.1** Should a Member be permitted to attend a Meeting remotely, the Member shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote, with the exception that they shall not count towards quorum of members and shall not be permitted to participate in any portion of a meeting which is closed to the public pursuant to Section 5.10 and Section 5.10.1 of this by-law.
- 2. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Treasurer/Director of Corporate Services regarding the final report on the Cancellation, Reduction or Refund of Taxes for 2019;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the Cancellation, Reduction or Refund of Property Taxes in the amount of \$56,541.82:

Town of Cobourg	-\$ 23,754.54
County of Northumberland	-\$ 13,528.89
Education	-\$ 19,258.39
DBIA	-\$ NIL



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Municipal Modernization Program - Intake One (1) Town of Cobourg Municipal Service Delivery Review Project - Third Party Contractor Approval KPMG.

**NOW THEREFORE BE IT RESOLVED** THAT Council support the Provincial investment in municipalities to undertake municipal service delivery expenditures by an independent third-party for the purpose of finding savings and efficiencies; and

**FURTHER THAT** Council enter into an agreement with KPMG to act as the Town's Third- Party Reviewer to review the Town of Cobourg's municipal service delivery expenditures for the purpose of finding savings and efficiencies as outlined within the Expression of Interest (EIO) submitted to the Provincial Government on December 5, 2019; and

**FURTHER THAT** Council endorse the provincial funding received as part of the Town's successful application in the amount of \$86,496.00 as part of the Municipal Modernization Program Intake 1 to be administered by KPMG and presented to Council by July/August 2020.



**The Corporation of the  
Town of Cobourg**

## **Resolution**

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**Moved By** \_\_\_\_\_

**Resolution No.:**

**Last Name Printed** \_\_\_\_\_

**Seconded By** \_\_\_\_\_

**Council Date:**

**Last Name Printed** \_\_\_\_\_

March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the creation of a Deputy Clerk/Records Management Coordinator Position in the Legislative Services/Municipal Clerks Department;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the creation of a permanent full-time position in the Legislative Services Department being, Deputy Clerk/Records Management Coordinator replacing the current Records and Committee Coordinator Title/Position.



**The Corporation of the  
Town of Cobourg**

## **Resolution**

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**Moved By** \_\_\_\_\_

**Resolution No.:**

**Last Name Printed** \_\_\_\_\_

**Seconded By** \_\_\_\_\_

**Council Date:**

**Last Name Printed** \_\_\_\_\_

March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a Memo from the Interim Human Resources Manager, regarding the Certified Living Wage Employer Report for the Corporation of the Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** Council still has not received any terms of reference for the Ontario Living Wage Network and that Council request more information be provided to Council about this organization and certification process, and any annual fees be referred for discussion in the 2021 Operating Budget.



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a report from the Town of Cobourg Holdings Inc. Nominating Committee regarding appointments to the Town of Cobourg Holdings Inc. Board of Directors;

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the recommendation of the Town of Cobourg Holdings Inc. Nominating Committee and appoint the following to the Town of Cobourg Holdings Inc. Board of Directors:

1. Robert M Bell be appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve an initial one-year term effective May 1, 2020 through April 30th, 2021;
2. John Farrell be re-appointed to the Town of Cobourg Holdings Inc. Board of Directors to serve a further three-year term effective May 1, 2020 through April 30th, 2023; and,
3. Paul House be re-appointed to the Town of Cobourg Holdings Board Inc. of Directors to serve a further two-year term effective May 1st, 2020 through April 30th, 2022.





**The Corporation of the  
Town of Cobourg**

## **Resolution**

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**Moved By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Resolution No.:**

**Seconded By** \_\_\_\_\_  
**Last Name Printed** \_\_\_\_\_

**Council Date:**  
March 16, 2020

**WHEREAS** at the Regular Council Meeting on March 16, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services Regarding the awarding of the Chief Administrative Officer Executive External Search Firm Request for Proposal;

**NOW THEREFORE BE IT RESOLVED THAT** Council award the External Executive Search Firm – Chief Administrative Officer Request for Proposal to Legacy Partners Executive Search Firm in the amount of \$26,500 including all “out of pocket” expenses (exclusive of HST) who scored the highest evaluated points from all other submissions received by the CAO Selection Committee.



**The Corporation of the  
Town of Cobourg**

## Resolution

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**Moved By** \_\_\_\_\_

**Resolution No.:**

**Last Name Printed** \_\_\_\_\_

**Seconded By** \_\_\_\_\_


**Council Date:**

**Last Name Printed** \_\_\_\_\_

March 16, 2020

**WHEREAS** at the Committee of the Whole Meeting on March 9, 2020, Council considered a the Manager of Environmental Services, regarding repairs to the Biosolids Holding Tanks (North and South) located at the Water Pollution Control Plant 1;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the repairs to the Biosolids Holding Tanks at Plant #1 and authorize the work to be completed by Greatario Services at a cost of \$77,056.74 (price includes non-refundable HST) to be funded through the approved \$85,000 in the 2020 Environmental Services Capital Budget.

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>017-2020</u></div>
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**A BY-LAW TO AUTHORIZE THE EXECUTION OF A TRANSFER PAYMENT AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING UNDER THE MUNICIPAL MODERNIZATION FUNDING PROGRAM FOR THE TOWN OF COBOURG MUNICIPAL SERVICE DELIVERY REVIEW PROJECT.**

**WHEREAS** pursuant to Section 9 of the *Municipal Act, S.O. 2001* which provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the purpose of the Municipal Modernization Program to help municipalities lower costs and improve services for local residents and businesses over the long term. The Service Delivery Review Project is an important step toward achieving Ontario's goal of helping municipalities deliver efficient, effective, modern services that meet the evolving needs of our communities;

**AND WHEREAS** there is up to \$125 million being available until 2022-23 through the Municipal Modernization Program and Steve Clark, Minister of Municipal Affairs and Housing, announced up to \$3.9 million to help 42 small and rural municipalities modernize service delivery within Ontario with the Town of Cobourg being awarded \$86,496.00 towards the Municipal Services Delivery Review Project for the cost of an independent third-party reviewer to deliver a final report by September 18, 2020;

**AND WHEREAS** the Cobourg Municipal Council has expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Municipal Affairs and Housing through the Municipal Modernization Program;


**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Program for the Town of Cobourg Municipal Service Delivery Review.
- 2. THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 16<sup>th</sup> day of March, 2020.

MAYOR

MUNICIPAL CLERK

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER <u>018-2020</u></div>
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A BY-LAW TO AMEND BY-LAW NO. 009-2019, BEING A BY-LAW TO ESTABLISH THE RULES OF ORDER AND PROCEDURES FOR MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF THE CORPORATION OF THE TOWN OF COBOURG.

**WHEREAS WHEREAS** parliamentary procedures are rooted in principles designed to ensure the fair and efficient disposition of business before a deliberative body;

**AND WHEREAS** Section 238(2) of the *Municipal Act, 2001*, provides that every Municipality shall pass a procedural by-law to govern the calling, place and proceedings of meetings;

**AND WHEREAS** Council and its Committees shall also follow the regulations as set out within the Municipal Conflict of Interest Act, and the parliamentary authority of Robert’s Rules of Order;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg deems it expedient to provide for updates to the way in which its meetings are conducted and governed;

**AND WHEREAS** the *Municipal Act, 2001*, Section 238 (3.1) that the Council Procedural By-law may provide that a Member of Council can participate electronically in a meeting which is open to the public;

**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** Procedural By-law No.009-2019 Section 5.10 be amended and Section 5.10.1 be added to include the following wording regarding Electronic Participation at Meetings:
 


**5.10** A Member may be permitted by resolution of Council to participate in a Meeting remotely via electronic means (e.g. video or audio teleconference), provided that the Meeting is a Special or Emergency Meeting of Council and the Member is not able to attend in person for any reason.

**5.10.1** Should a Member be permitted to attend a Meeting remotely, the Member shall have the same rights and responsibilities as if he or she were in physical attendance, including the right to vote, with the exception that they shall not count towards quorum of members and shall not be permitted to participate in any portion of a meeting which is closed to the public pursuant to Section 5.10 and Section 5.10.1 of this by-law.
2. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p>BY-LAW NUMBER <u>019-2020</u></p>

**A BY-LAW TO AUTHORIZE THE EXECUTION OF A TRANSFER PAYMENT AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER AGRICULTURE, FOOD AND RURAL AFFAIRS UNDER THE SUPPLEMENTAL RURAL AND NORTHERN STREAM INFRASTRUCTURE PROJECT FOR THE TOWN OF COBOURG KING STREET WEST, COBOURG STRUCTURAL CULVERT REPLACEMENT PROJECT.**

**WHEREAS** pursuant to Section 9 of the *Municipal Act, S.O. 2001* which provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Investing in Canada Infrastructure Program (ICIP) is a federal program designed to create long-term economic growth, build inclusive, sustainable and resilient communities and support a low-carbon economy. The Supplemental Rural and Northern Stream Infrastructure Project Funding Stream under the ICIP Program supports projects that improve the quality of life in rural and northern communities by responding to rural and northern infrastructure priorities.

**AND WHEREAS** the Rural and Northern stream of ICIP funding will provide approximately \$250 million in federal funding will be available over 10 years starting in 2018-19. The Town of Cobourg through the stream was successful and will received a maximum amount of \$1,244,096.07 under the Transfer payment Agreement to be used until March 31, 2028;

**AND WHEREAS** the Cobourg Municipal Council has expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs through the Supplemental Rural and Northern Stream Infrastructure Project;


**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation of the Town of Cobourg, a Transfer Payment Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Agriculture, Food and Rural Affairs for the the Investing in Canada Infrastructure Program (ICIP) Supplemental Rural and Northern Stream Infrastructure for the replacement of the King Street West Culvert approximately 220 meters east of the intersection of King Street West and Tracey Road, includes the replacement of the existing structure with a new structure, road reconstruction of approximately 200 meters, drainage improvements and guide rail replacement.
2. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES</b>
	January 23, 2020 Committee Room

The Transportation Advisory Committee met in the Committee Room, Victoria Hall, Cobourg with the following persons in attendance:

**Members present:** Councillor Brian Darling  
Bruce Bellaire (Vice Chair)  
Anneke Russell  
Harry Meester  
Randall Ross  
William Glover  
Randy Curtis (Chair)

**Staff present:** Terry Hoekstra, Manager of Engineering and Capital Projects  
Bobby-Jo Preston Engineering & Public Transit Administrator

#### **CALL TO ORDER**

*Meeting called to order by Randy Curtis, Chair, at 9:03 A.M.*

#### **ELECTION OF CHAIR AND VICE-CHAIR**

*Moved by Councillor Brian Darling, THAT Randy Curtis be nominated for the position of TAC Chair for the 2020 calendar year.* **CARRIED**

*Moved by Randall Ross, THAT Bruce Bellaire be nominated for the position of TAC Vice-Chair for the 2020 calendar year.* **CARRIED**



**APPROVAL/AGENDA ADDITIONS**

*Councillor Brian Darling requesting TAC to have to discuss Water Department results*

*Moved by Harry Meester that the Agenda be approved as presented*

**CARRIED**

**ADOPTION OF MINUTES**

Adoption of minutes from Thursday November 28, 2019 Transportation Advisory Committee

Moved by Harry Meester that the minutes from Thursday November 30th, 2019, TAC meeting be adopted as presented

**CARRIED**

**REPORTS**

**1. Public Works - Terry Hoekstra** - 4 Tenders currently be sent out

\* Kerr Street (5-7 million)

\* Mathew Street Reconstruction

\* Terry Fox Pond - Repair to fountain and pump malfunctions, approximately 30 years old, this is the first major repair

\* Bridges & Culvert repairs

New ICIP application for funding for water quality and waste water. Hoping to use funding to repair streets that branch off Mathew Street

New Engineering Technician, Joseph Chartrand. Comes from Belleville area, bringing many experiences and has been already able to jump right in and assist with the many projects and planned items the Town has in process.

Discussion on tracking system for Public Works vehicles. Was able to track after snow fall that areas had been down and completed. Advised that complaint can often be settled by ensuring when operators are down areas on their routes it is marked off which provides immediate data. This has allowed it to lessen the likelihood of redoing areas multiple times.

**2. Public Transit- Bobby-Jo Preston-** Advised that the new meter covers have arrived and will be used when snow removal, filming and road closures are scheduled.

Discussion of complaints from citizens that many people loitering at the bus terminal. Advised this is a joint job with the Cobourg police and by-law officer that they monitor the facility. Also, it is on the by-law officer's rotation to pass by terminal every 30 minutes. This seems to be reducing unwanted behaviour in the terminal.

Discussion on the WHEELS service hour's adjustments, due to BTS pulling out of the verbal agreement and that these items are at Council now, pending budget approvals. At this time service is running Monday to Friday 6:15 A.M to 10:00 P.M., Saturday 8:15 A.M. to 6:30 P.M. and Sunday 8:45 A.M. to 3:45 P.M.

**3. TAC Sub Committee** - Update from Bruce that the Sub Committee has again met and they are working and consolidating all the information to have organized in preparation to present to the TAC. Says that they have found a lot of great information, just researching to make specific for Town of Cobourg.

### **NEW BUSINESS**

**Water Department Evaluation** - Councillor Brian Darling Reporting that a recent evaluation was done on water treatment and operations. And that the Town of Cobourg received a 100% evaluation. In years gone past the Town of Cobourg has done very well but not achieving 100%. Feels this is a much respected evaluation, and many components goes into the evaluation and that the Town of Cobourg should be proud of this achievement.

### **UNFINISHED BUSINESS**


**1. Introduction to Transit System-** Look at this item once budget has been finalized, and see how this may be relative to accessibility and if there is a need/want for this in community. Look at options for survey to be done online.

**2. Parking Rate Increase, additional Paid Parking-** Discussion on what was brought to council, and Councillor Brian Darling states that there are past reports that previously prepared that may provide guidance and an outline for what can be put forward in the TAC plan. That it will be easier to determine once the 2020 budget is complete and passed.

**3. TAC Annual Work-plan-** Agreed that will use next session to lay out plan for annual report. Assigning members to specific items and setting timelines. Will remain as an option for additions to sections as items are completed or moved forward.

### **ADJOURNMENT**

*Randy Curtis, Chair, adjourned meeting at 10:00 A.M.*

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>Planning &amp; Development Advisory Committee</b> <b>MINUTES</b>
	<b>January 14, 2020 at 4:00 PM</b>

A regular meeting of the Cobourg Planning & Development Advisory Committee was held on January 14, 2020 at 4:00 PM in the Committee Room, Victoria Hall.

The following members were in attendance:

Jim Doubt - Chair  
Rick Stinson - Vice Chair  
Nicole Beatty, Councillor  
George Kamphorst  
Alistair Commins  
Don Wilcox  
Kristina Nairn

The following staff were present:

Glenn McGlashon, Director of Planning and Development Services  
Secretary, Adriane Miller

### **CALL TO ORDER**

The meeting was called to order by the Vice-Chair at 4:02 PM

### **ELECTIONS**

Elect a Chair and Vice-Chair for the 2020 Term

Moved by R.Stinson "THAT Member Jim Doubt be re-elected as Chair for the 2020 Term"

**Carried**

Moved by G.Kamphorst "THAT Member R.Stinson be re-elected as Vice-Chair for the 2020 Term"

**Carried**

### **DECLARATIONS OF INTEREST BY MEMBERS**

There were no declarations made by any members

### **APPROVAL/ADDITIONS TO THE AGENDA**

### **ADOPTION OF MINUTES**

Page 1 of 2

**Planning & Development Advisory Committee**  
**Meeting Minutes**

**JANUARY 14, 2020**

Approval of the December 17, 2019 meeting minutes

Moved by K.Nairn "THAT the minutes of the December 17, 2019 meeting be approved as amended"

**Carried**

**REPORTS**

No Reports Issued

**NEW BUSINESS**

Correspondence from Keith Oliver dated January 21, 2020 to be received as information.

**UNFINISHED BUSINESS**

**CIP Affordable and Rental Housing - Updated Draft Background Report**

MHBC provided a high level overview of the themes and/or comments received from the two open house round table sessions that took place in January 2020. The PDAC Committee reviewed /discussed the draft background report and provided comments back to MHBC

**Tannery District Sustainable Master Plan**

No update to report

**Comprehensive Zoning By-Law Review**


No update to report

**ADJOURNMENT**

The meeting was adjourned at 6:00PM

**FUTURE MEETINGS**

Tuesday February 4, 2020 at 4:00PM - Victoria Hall - Committee Room

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>PARKS &amp; RECREATION ADVISORY COMMITTEE MEETING MINUTES</b>
	February 4, 2020 1:00 PM Victoria Hall, Committee Room

A regular meeting of the Cobourg Parks and Recreation Advisory Committee was held at 1:00pm at Victoria Hall in the Committee Room with the following in attendance:

**Committee Members:**

Beth Bellaire, Chair  
 Councillor Emily Chorley  
 Dora Body  
 James McGrath  
 Miriam Mutton  
 Richard Pope  
 Patricia Whitney

**Staff:**

Director Dean Hustwick  
 Deputy Director Teresa Behan  
 Administrative Assistant Jodi Ware-Simpson

**1. CALL TO ORDER**

The meeting was called to order at 1:00 PM

**2. APPROVAL / ADDITIONS TO THE AGENDA**

2.1 Approval of the Agenda

Moved by Member McGrath: THAT the Parks and Recreation Advisory Committee approve the agenda dated February 4, 2020 with the addition under New Business.

**Carried**

**3. DECLARATIONS OF INTEREST BY MEMBERS**

No Declarations

**4. ADOPTION OF MINUTES**

4.1 Approval of the Regular Meeting Minutes Dated January 7, 2020

Moved by Member Pope: THAT the Parks and Recreation Advisory Committee approve the meeting minutes from January 7, 2020 as amended.

**Carried**

**5. PRESENTATIONS / DELEGATIONS**

5.1 Ted Williams, Cobourg Resident, regarding suggestions and solutions on the Marina's asset management.

After a question and answer period, T. Williams was excused from the meeting (1:45 P.M.)

Discussed making a motion to Council to develop a policy regarding the use of profits from the Marina on an ongoing basis (whether they should always go into the marina reserve and under what conditions they might be spent on other budget lines.)

The Committee agreed to defer it to the meeting on March 3, 2020.

5.2 Keith Oliver, Cobourg Fitness Park Working Group, regarding updates on the status of the proposed Adult Fitness Park in the Town of Cobourg.

After a question and answer period, K. Oliver was excused from the meeting (2:10 P.M.)

Discussed templates for writing a MOU. The Committee agreed to defer until the meeting on March 3, 2020.

**6. COMMUNICATIONS / CORRESPONDENCE**

No Correspondence

**7. REPORTS**

No reports

**8. UNFINISHED BUSINESS**

8.1 Seniors Activity Centre - Questions for Allison Greer, Program Coordinator

1. Seniors Action Plan - There is a reference to an implementation plan. Can you please provide an update on any advancements?

2. Seniors Action Plan - When will the plan be updated?

3. In the plan there is a reference to an Annual General Meeting - Is there a yearly meeting?

4. Job Description - What is your role?

5. What is the age range of the participants? Are there programs targeted to specific age groups?

6. What marketing is being done to make people aware of what programs are being offered?

7. How much interaction do you have with the members?
8. Age Friendly Designation - Is there a plan to develop this designation?
9. Are there any subsidies for seniors?
10. Is there any programming for Community Groups such as Community Care or Community Living?
11. Surveys - How often are the surveys collated and are there reports being generated from the results?
12. Have you observed programs in other communities that you would like to try?

**ACTION: A tour of the CCC with the Program Coordinator will be organized for the Committee.**

#### **9. NEW BUSINESS**

##### 9.1 Youth Advisory Committee

Currently with the Clerks Department. It will be coming to Bang the Table in the near future.

##### 9.2 Process to Track Ongoing Items


The Secretary will add items under Unfinished Business

#### **10. NEXT MEETING**

March 3, 2020

#### **11. ADJOURNMENT**

The meeting was adjourned at 2:40 P.M.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>SUSTAINABILITY &amp; CLIMATE CHANGE ADVISORY COMMITTEE MEETING MINUTES</b>
	Wednesday, February 5, 2020 Committee Room, Victoria Hall, Cobourg

The Sustainability and Climate Change Advisory Committee met in the Committee Room, Victoria Hall, Cobourg with the following persons in attendance:

**Members present:** Councillor Adam Bureau  
 Minnie de Jong  
 Marius Marsh  
 Gillian Berridge-Kassela  
 Dale Randall  
 John Vickers

**Regrets:** Antony Pitts

**Staff present:** Brent Larmer – Municipal Clerk, Secretary  
 Judy Smith, Environmental Officer, County of Northumberland

### **CALL TO ORDER**

The Meeting was called to order by the Chair (2:00 P.M.).

### **APPROVAL/AGENDA ADDITIONS**

SCCAC Initiating Outreach to the Cobourg Community re Environmental Sustainability related Actions and Assisting Sustainable Cobourg re their Planned Fall Conference on the Environmental Sustainability

Moved by Member Vickers: THAT the Committee add the matter to the Agenda under New/Unfinished Business.

**Carried**

### **Approval of the Agenda**

Moved by Members: Vickers: THAT the Sustainability and Climate Change Advisory Committee Agenda be approved as amended.

**Carried**



**DISCLOSURE OF PECUNIARY INTEREST**

There were no Declarations of Pecuniary Interest declared by Members of the SCCAC.

**ADOPTION OF MINUTES**

SCCAC Minutes of the January 8, 2020 Meeting.

Moved by Member Councillor Bureau: THAT the SCCAC adopt the Minutes of the January 8, 2020 Meeting.

**Carried**

**PRESENTATIONS/DELEGATIONS**

**COMMUNICATION/CORRESPONDENCE**

AGM of the Northumberland Chapter of the Council of Canadians – speaker Steve Lapp on sustainable technologies/electric transportation.

THAT the Correspondence be received by the SCCAC for information purposes.

**Carried**

Correspondence from the Secretary of the Accessibility Advisory Committee (AAC), regarding the AAC Sub-Committee to plan a community accessibility event.

THAT the Committee Members notify the Accessibility Advisory Committee Chair directly if Members would like to participate in the Community Accessibility Event in the Town of Cobourg to be held on May 27, 2020.

**Carried**

**REPORTS**

**NEW/UNFINISHED BUSINESS**

Budget Decision re Climate Emergency Declaration Actions.

The SCCAC discussed the Sustainability and Climate Action budget items approved by Council as part of the 2020 Town of Cobourg Budget Deliberations and final budget approval. The Chair reviewed the major items which were supported by the SCCAC being the Integrated Community Sustainability Plan, Green Development Standards, and the Staff Sustainability Contract position. The SCCAC looks forward to working with Council and Staff on these projects over the next month's/years.

Motion to Council to Support Other Advisory Committees.

SCCAC discussed the resolution approved by Council to allow for the Committee and Members to attend other Advisory Committee to provide information on carrying out each of the AC's various mandates by looking through a Climate Emergency Lens when making recommendation to Municipal Council. The motion passed and the Committee thanked Councillor Bureau for working to make sure Council understood its importance and the recommendation was approved.

Next Steps regarding Implementing Action Item 3 of the SCCAC Work Plan: Supporting other Advisory Committees re Climate Emergency Lens

As discussed and decided at the January 8, 2020 SCCAC meeting, specific Members will be responsible to review Advisory Committees Mandate and past minutes and agendas from 2019. At the meeting the Member responsible for the Parks and Recreation Advisory Committee and those responsible for the Planning and Development Advisory Committee provided their overview and findings related to sustainability, environment, or climate change. It was agreed at the meeting that the Members will create a presentation and contact the appropriate Chairs/secretaries to set up a time to attend the respective Advisory Committee Meetings to begin the meeting attendance process.

Moved by Member Vickers:

WHEREAS Council declared a Climate Emergency at the Regular Council meeting of December 2, 2019 through Resolution No. 484-19; and

WHEREAS Council established the Sustainability and Climate Change Advisory Committee to provide advice and made recommendations on, among other matters:

climate change impacts in the Town of Cobourg and ways to adapt to and mitigate these impacts which may include items relating to reducing emissions of greenhouse gases; and additional measures to address climate change, including any plans, studies and initiatives related to the environment; and matters related to environmental sustainability within the Municipality, having particular regard and commitment to the long terms economic, cultural and social well-being of the community and its stakeholders; and other related environmental and climate change matters as referred to the Committee by Council;

AND WHEREAS Cobourg through the Planning and Development Department is working on a number of special projects that will or should contribute to environmental sustainability and climate change matters including mitigating global heating by reducing greenhouse gases (GHG);

NOW THEREFORE BE IT RESOLVED THAT the Sustainability and Climate Change Advisory Committee recommends that Council authorize and request the Planning and Development Department to send the drafts of specific special projects to the

Sustainability and Climate Change Advisory Committee (SCCAC) for their review and comment, with the draft(s) that will be submitted to Council being sent to the SCCAC in time to provide the SCCAC at minimum seven (7) working days to review the material and provide comment to the Planning Department for inclusion by the Planning Department in their report to Council on the following special projects:

FURTHER THAT such recommended authorization and request be made at this time to Council for the Sustainability and Climate Change Advisory Committee to provide comment on the following special projects:

- Tannery District Sustainable Master Plan;
- Comprehensive Zoning By-law Review;
- Affordable & Rental Housing CIP; and the
- Green Development Standard that is being developed along with the Integrated Community Sustainability Plan.

**Carried**

SCCAC Initiating Outreach to the Cobourg Community re Environmental Sustainability related Actions and Assisting Sustainable Cobourg re their Planned Fall Conference on the Environmental Sustainability

The SCCAC discussed the possibility of working with the Sustainable Cobourg Group and participate with the Event Planning Committee for the Proposed Northumberland Sustainability Community Summit with the proposed event date of November 2020. The action from this discussion was that the SCCAC would be happy to participate and sit on the planning committee for this event to bring an Advisory Committee perspective to the event planning. The chair will reach out to Gigi- Chair Sustainable Cobourg to attend a future meeting in order to supply more information to the Committee.

In addition the Committee Members discussed the possibility of working on a small outreach program to the Cobourg Community on how citizens can support the Climate Emergency. This was determined that if the Community Summit is happening, the Committee can have a spot during the day to participate as a speaker in the event and plan a discussion to attendees. Additionally it was discussed that the SCCAC consider a 2021 Budget request to allow for the Committee to conduct an annual Climate outreach to members of the community.

### **ADJOURNMENT**

The next regularly scheduled meeting of the SCCAC will occur on Wednesday, March 4, 2020 at 2:00 P.M.



## Cobourg Highland Games Society

Box 424, Cobourg, ON K9A 4L1  
(905) 376-2441 info@cobourghighlandgames.ca  
[www.cobourghighlandgames.ca](http://www.cobourghighlandgames.ca)

March 2, 2020

Clerk's Office  
Town of Cobourg  
55 King St. West  
Cobourg, ON K9A 2M2

To Whom it may concern:

This letter is to inform you The Cobourg Highland Games will be holding their 57th Cobourg Highland Games at Victoria Park this year on June 19<sup>th</sup> & 20<sup>th</sup> 2020, with Solo Piping & Drumming & Pipe Band Competitions, Highland Dancing Competitions and Heavy Event Competitions.

On the 19<sup>th</sup> we will be operating our refreshment tent from 6pm to 11pm with live local entertainment at the Lions Pavilion, and a Stones of Strength Strongman Competition. On the 20<sup>th</sup> we will be operating our refreshment tent from 11am to 11pm with live entertainment from 5:30pm to 11pm. We will have hired security during the evening and overnight on the 19<sup>th</sup> and OCEAP while the refreshment tent is operating on the 20<sup>th</sup>.

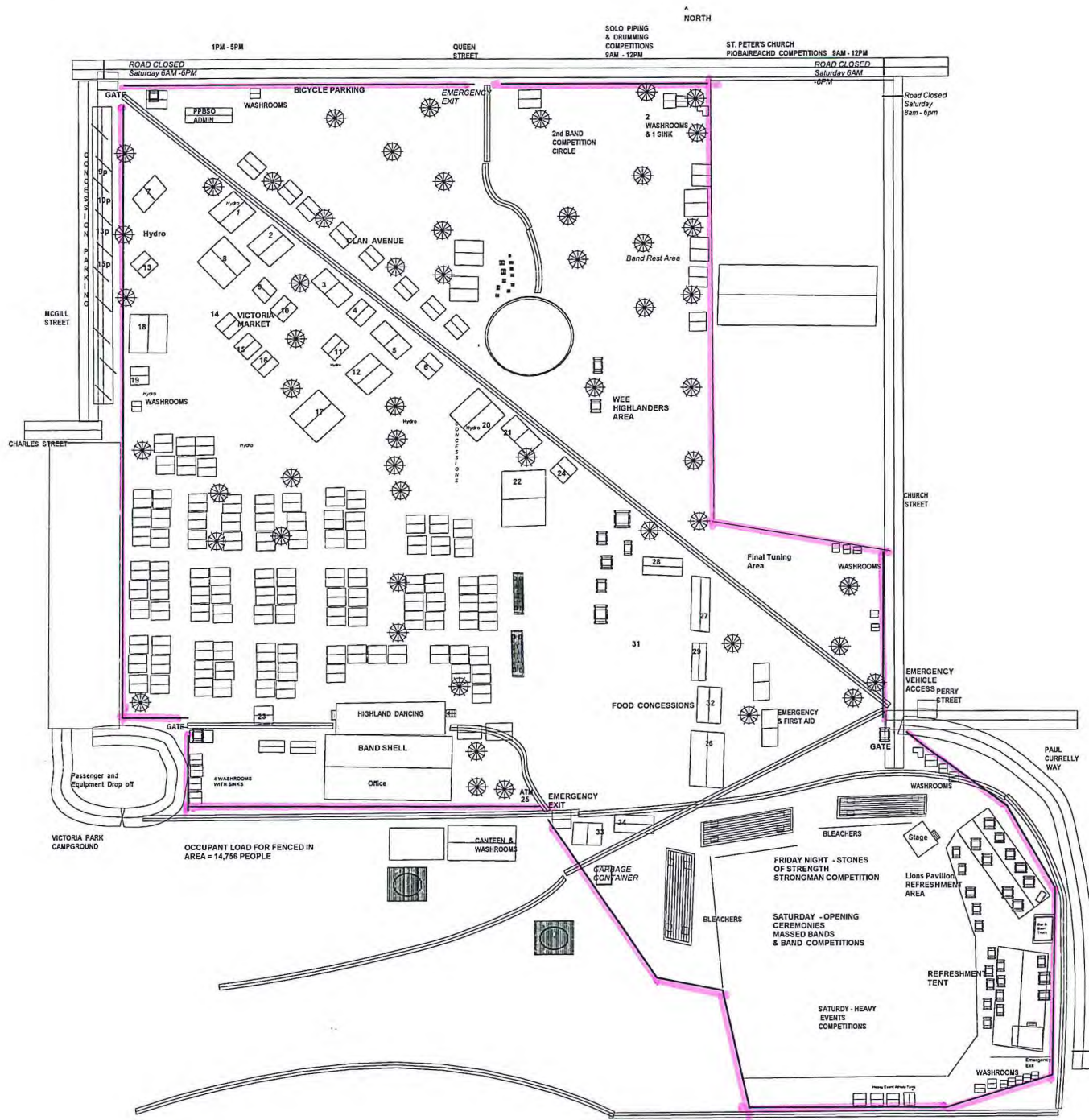
This year the park will be fenced with 6' fencing as last year, attached is a site plan for your information and review, with the fencing marked in pink.

As per the Special Occasion Permit application, we require a letter from the Town stating that our event is of Municipal Significance. Please contact me at 613-481-6108 or [geocack@gmail.com](mailto:geocack@gmail.com) to arrange for the letter to be picked up.

If you have any questions, please do not hesitate to contact me.

Yours,

George Cackette, President  
Cobourg Highland Games Society







LIONS CLUB OF COBOURG  
RE: COBOURG WATERFRONT FESTIVAL  
Request for letter of municipal significance

To: The Town of Cobourg.

The Lions Club of Cobourg wishes again this year (2020) on June 30th - July 4th in conjunction with the Waterfront Festival to operate a refreshment tent. Said refreshment tent would be a component of the annual Lions Club of Cobourg portion of the Canada Day Celebration. Capacity of 400 persons in the tent will be adhered to. As well as municipal alcohol policy and other by-laws.

As in previous years the Lions Club of Cobourg will provide hired security personnel (Kawartha Security), volunteers and other club members to oversee and staff this venue.

We are requesting a letter of Municipal significance in order for the Lions Club of Cobourg to obtain a Special Occasion Permit with the AGCO.

If there are any other questions please feel free to contact Mike Olsen at 905-926-0628 [mike.olsen@durhamcollege.ca](mailto:mike.olsen@durhamcollege.ca) or Randall Ross at 905-373-9703

[rross050@gmail.com](mailto:rross050@gmail.com) regarding this matter.

On behalf of the Lions Club of Cobourg thank you for your support.

Sincerely,

Mike Olsen co-chair Lions Club of Cobourg Canada Day Celebration



January 30, 2020

Town of Cobourg  
55 King Street, West,  
Cobourg Ontario

Attention: Mayor and Council

Dear Mayor and Council:

The date of April 11<sup>th</sup> 2020 has been named Barbershop Quartet Day across Canada and the United States, we ask you and Council to authorize a public declaration naming the day Barbershop Quartet Day in the Town of Cobourg.

We can be reached through our President, William Paroschy at 289-685-1194 or through Secretary Moe Schroter at 289-600-0653. Please mail any correspondence to Secretary Moe Schroter, 38 Albert Street, Bowmanville, Ontario L1C 0A8.

Thanking you in advance for your consideration and support

Yours in harmony,

William Paroschy  
President,  
Ganaraska Chordsmen

Ganaraska Chordsmen, C/O Roger Wilson, Treasurer, 54B Shuter Street, Port Hope, ON. L1A 1A6



Municipal Council  
Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

## Notice of Motion Form

Printed Name: John Henderson

Hereby files a Notice of Motion to be included in the next available Agenda for the meeting of Council.

**Subject:**

Cobourg Council "liaison" representation on the Transition House Board

**Which Notice of Motion reads as follows:**

WHEREAS it would be vital to maintain and enhance open, communication with the Transition House Board.

NOW THEREFORE that Councillor Nicole Beatty be appointed as Cobourg Council's liaison representative with no voting privileges and attend monthly Board meetings or additional meetings as determined by the Board chair.

NOW THEREFORE it may be necessary to have an alternate Cobourg Council member attend Transition House Board meetings that Councillor Adam Bureau be appointed as the alternate with no-voting privileges.

NOW THEREFORE that the above Cobourg Councillors can update members of Cobourg Council, senior staff, media and the public through Council agenda, Section XVII Council Coordinator Announcements to ensure communications are being shared about relevant initiatives..

John Henderson  
Council Member Signature

March 11, 2020  
Date

**CLERK'S USE ONLY**

Date and Time Received on: March 11, 2020  
For the Regular Council Meeting on March 16, 2020

20.0 NOTICES OF MOTION – Any Member of Council may give a Notice of Motion indicating intent that the Member will introduce a Motion at the next or subsequent meeting of Council. The giving of a Notice of Motion requires no seconder and is not at that time debatable.





Municipal Council  
Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

## Notice of Motion Form

**Printed Name:** Nicole Beatty

**Hereby files a Notice of Motion to be included in the next available Agenda for the meeting of Council.**

### **Notice of Motion for March 16th Regular Council**

**Subject:** Support for Conservation Authorities

#### **Which Notice of Motion reads as follows:**

WHEREAS the Town of Cobourg has recently declared a Climate Emergency;

AND WHEREAS Conservation Authorities have been protecting people and conserving and restoring watersheds with local communities for over 70 years;

AND WHEREAS the Town of Cobourg is a beneficiary of the important work done by the Ganaraska Region Conservation Authority (GRCA);

AND WHEREAS the Town of Cobourg is a member of the GRCA, with representation on its Board of Directors;

AND WHEREAS under the direction of the Board of Directors, the GRCA provides programs and services addressing local priorities to the residents of Cobourg, including the regulation of development in river or stream valleys, wetlands, shorelines and hazardous lands and associated allowances, watershed management, watershed stewardship, flood and erosion management, environmental education, source water protection, outdoor education and recreation, and the preservation of terrestrial ecology and fisheries;

AND WHEREAS the province of Ontario is currently reviewing the mandate and operations of conservation authorities;

AND WHEREAS Conservation Authorities provide essential services to municipalities in their watersheds;

AND WHEREAS smaller municipalities do not have the capacity or the financial resources to employ staff with the technical expertise that conservation authorities provide,

THEREFORE IT BE RESOLVED THAT the Town of Cobourg supports Conservation Authorities and the continuation of the critical programs and services included in their mandate;

AND FURTHER THAT during the review and consultations by the Minister of Environment, Conservation and Parks, the province continue to allow local municipalities' designated representatives to determine which programs will be delivered and mandatory, along with the use of a Board-directed fair municipal levy as per current Regulation;

AND FURTHER THAT the Town of Cobourg encourages the Province of Ontario to continue to support Conservation Authorities in the ongoing review and prioritize the allocation of adequate funding to support the core mandate of Conservation Authorities, including the GRCA;

AND FURTHER THAT this resolution is forwarded to Premier Doug Ford, the Minister of the Environment, Conservation and Parks, the Minister of Natural Resources and Forestry, MPP David Piccini, the Association of Municipalities of Ontario, Conservation Ontario, Ganaraska Region Conservation Authority, and all other Ontario municipalities.



\_\_\_\_\_  
**Council Member Signature**

**March 11, 2020**


\_\_\_\_\_  
**Date**

**CLERK'S USE ONLY**

**Date and Time Received on:** March 12, 2020

**For the** Regular Council Meeting **Meeting on** Monday March 16, 2020

20.0 NOTICES OF MOTION – Any Member of Council may give a Notice of Motion indicating intent that the Member will introduce a Motion at the next or subsequent meeting of Council. The giving of a Notice of Motion requires no seconder and is not at that time debatable.

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p><b>BY-LAW NUMBER <u>019-2020</u></b></p>

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON MARCH 16, 2020.**

**WHEREAS** Section 5(1) of the Municipal Act, 2001, as amended, provides that the powers of a Municipality shall be exercised by its Council;

**AND WHEREAS** Section 5(3) of the Municipal Act, 2001, as amended, provides Municipal power, including the Municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

**AND WHEREAS** the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Town of Cobourg enacts as follows:

- 1. THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on March 16, 2020, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law;
- 2. THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on March 16, 2020;
- 3. THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained;
- 4. THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding;

- 5. **THAT** the Interim Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its March 16, 2020 Regular Council proceedings;
- 6. **THAT** the Mayor and Clerk, or the Treasurer/Interim Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
- 7. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
MUNICIPAL CLERK