



THE CORPORATION OF THE TOWN OF COBOURG

Committee of the Whole

AGENDA

Monday May 14, 2018 at 4:00 PM
Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday May 14, 2018 at 4:00 PM in the Council Chambers, Victoria Hall, Cobourg.

I CALL TO ORDER

II AGENDA ADDITIONS

1. Presentation, CAO Town of Cobourg presenting the 2015-2018 Annual Strategic Plan Update, memo from the Treasurer/Director of Corporate Services, regarding the Victoria Hall Clock Tower Clock Mechanism replacement, memo from the Treasurer/Director of Corporate Services, regarding the 2018 Roof Replacement Projects at Building 7 Public Work / Parks Facility and roof replacement of the Henley Arcade. memo from the Emergency Planner, regarding a Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit for Use of the Cobourg Community Centre as an Emergency Mass Health Protection Clinic, a memo from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 202 Church Street, Cobourg (submitted by Keith Colterman on behalf of Anne Marie Cummings) (HP-2018-010) regarding restoration and reconstruction of a front porch and Paul Pagnuelo, Director Cobourg Taxpayers Association, regarding the Council Remuneration report.

Action Recommended: THAT the matters be added to the Committee of the Whole Agenda.

III DISCLOSURE OF PECUNIARY INTEREST

IV PRESENTATIONS

1. Stephen Peacock, Chief Administrative Officer, Town of Cobourg presenting the 2015-2018 Annual Strategic Plan Update.

V DELEGATIONS

1. Rob Washburn, presenting the outcomes and successes of the public meeting regarding the state of local news in West Northumberland held in the Concert Hall, Victoria Hall, Cobourg.

2. Paul Pagnuelo, Director Cobourg Taxpayers Association, regarding the Council Remuneration report.

VI DELEGATION ACTIONS

VII ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

VIII GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

1. Memo from the Treasurer/Director of Corporate Services, regarding the Victoria Hall Clock Tower Clock Mechanism replacement. 7 - 11

Action Recommended: THAT Council approve the awarding of the Victoria Hall Clock Tower Clock Mechanism replacement project to 'The Verdin Company' at a cost of approximately \$30,000 based on current exchange rates as approved in the 2018 Capital Budget.

2. Memo from the Treasurer/Director of Corporate Services, regarding the 2018 Roof Replacement Projects at Building 7 Public Work / Parks Facility and roof replacement of the Henley Arcade. 12 - 17

Action Recommended: THAT Council approve the awarding of the Building 7 (roof deck 2002) and the Henley Arcade roof replacement projects to Long Star Roofing Ltd at a total cost for both projects of \$233,749 as approved in the 2018 Capital Budget.

3. Memo from the Council Remuneration Ad Hoc Committee regarding a recommendation on the proposed remuneration for members of Municipal Council and members of the Cobourg Police Service Board. 18 - 80

Action Recommended: THAT Council approve the municipal Comparator Group used for the purposes of determining Council Remuneration (contained in this report); and

FURTHER THAT Council approve the Council Remuneration Ad Hoc Committee recommendation to determine the salary for the elected offices of Mayor, Deputy Mayor and Councillor by using the median from the final twenty (20) approved Municipal Comparator Survey results; and

FURTHER THAT the salary for the position of Mayor be set at \$37,940 effective December 3, 2018; and

FURTHER THAT the salary for the position of Deputy Mayor be set at \$22,679 effective December 3, 2018; and

FURTHER THAT the salary for the position of Municipal Councillor be set at \$18,128 effective December 3, 2018; and

FURTHER THAT no changes be made to the current benefits provided to the Mayor and Members of Council; and

FURTHER THAT compensation adjustments for the Mayor, Deputy Mayor and Members of Council continue to be maintained with the annual CPI adjustments as a yearly increase to the Council Remuneration effective July 1st each year as stated in the current provision of the Council Remuneration By-law; and

FURTHER THAT the Ad Hoc Committee recommends not adjusting remuneration to reflect the impact of the removal of the 1/3 Tax Free Allowance by the Government of Canada in this review of Council Remuneration for Cobourg Municipal Council Members; and

FURTHER THAT the Ad Hoc Committee recommends the Council Remuneration By-law No.078-2015 be amended to strike out and remove the portion of Section 4.1 a) 'Reimbursement for the delegate's partner'; and

FURTHER THAT the formula for calculating Police Services Board Remuneration remain unchanged as follows:

1. Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors; ($\$18,128$ (proposed) $\times 28.5\% = \$5,167$)
2. Board Chair: 1.25 times the established rate for Police Services Board Members; and ($\$5,167$ (proposed) $\times 1.25 = \$6,459$); and

FURTHER THAT pursuant to resolution 031-13 passed on January 28, 2013, as changes to appointments to the Police Services Board membership occur, the offer of providing Town of Cobourg benefits to the new members be discontinued; and

FURTHER THAT the conducting a formal market review for Council every four (4) years and the continued engagement of a Council Remuneration Ad Hoc Committee during the last year of the Council's term of office be maintained.

4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Municipal Banner Display Policy. 81 - 87

Action Recommended: THAT Council receive the Staff report, entitled "Town of Cobourg Municipal Banner Policy" LEG-PW1; and

FURTHER THAT Council enact the Municipal Banner Policy to provide a structured and consistent approach for granting eligible organizations requesting to display banners within the Town of Cobourg and to outline the guidelines and requirements for displaying banners on Municipal property.

IX PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

X PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

XI PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

1. Memo from the Cobourg Police Service Board, Memorandum of Understanding between the Town of Cobourg and the Cobourg Police Service Board regarding the Cobourg Police Service Board Business Services Unit (BSU) Non-Taxation Proceeds. 88 - 92

Action Recommended: THAT Council approve the Memorandum of Understanding with Cobourg Police Services Board regarding the Boards uses and approaches for future non-taxation proceeds that may be achieved by the Cobourg Police Service Board- Business Services Unit (BSU).

2. Memo from the Emergency Planner, regarding a Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit for Use of the Cobourg Community Centre as an Emergency Mass Health Protection Clinic. 93 - 101

Action Recommended: THAT Council approve the Memorandum of Understanding with the Halliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU) for use of the Cobourg Community Centre (CCC) as an Emergency Mass Health Protection Clinic in the event of a public health emergency; and

FURTHER THAT this Memorandum of Understanding will aid the Town of Cobourg in the Town's Emergency Plan in compliance with the Emergency Management and Civil Protection Act (EMCPA) having a plan in place and recognizing the Health Unit is responsible under the Health and Protection Act (HPPA).

3. Memo from the Secretary of the Accessibility Advisory Committee to proclaim National AccessAbility Week in the Town of Cobourg. 102

Action Recommended: THAT Council proclaim the week of May 27, to June 2, 2018 as National Accessibility Week in the Town of Cobourg.

4. Memo from the Secretary of the Accessibility Advisory Committee regarding recognition of Linmac Developments Inc. with regard to accessibility at Victoria Place, 955 Elgin Street West. 103

Action Recommended: THAT Council endorse the recommendation of the Accessibility Advisory Committee and consider recognizing Linmac Developments Inc. at a Council Meeting during AccessAbility week for their efforts towards accessibility with the Victoria Place development at 955 Elgin Street West, Cobourg.

XII PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

1. Memo from Planner I- Development regarding, Application for Site Plan Approval - Development Agreement: Block 89, Plan 39M-853, Densmore Road RFA Planning Consultant / 2020910 Ontario Ltd. (Leblanc Enterprises). 104 - 112

Action Recommended: THAT the attached by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting which:

i) authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 2020910 Ontario Ltd. and Lakefront Utility Services Inc. for a medium density residential development consisting of six, single storey, four-plex buildings for a total of twenty-four dwelling units at Block 89, Plan 39M-853 Densmore Road, subject to the finalization of details by municipal staff and applicable agencies.

2. Memo from the Secretary of the Planning and Sustainability Advisory Committee regarding Town of Cobourg Sustainability Resources. 113 -
117

Action Recommended: THAT Council endorse the recommendation of the Planning and Sustainability Advisory Committee and request the Chief Administrative Officer to report back to Council on the extension of Staff resources to insure integrated action on the many sustainability issues presenting challenges for the Town; and

FURTHER THAT Council receive the report in time for consideration during the current Council mandate, including investigating grant applications and any necessary referral to the new Council.

3. Motion from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 202 Church Street, Cobourg (submitted by Keith Colterman on behalf of Anne Marie Cummings) (HP-2018-010) regarding restoration and reconstruction of a front porch. 118 -
129

Action Recommended: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant a Heritage Permit (#HP-2018-004) as submitted by Keith Colterman on behalf of Anne Marie Cummings for the following scope of work located at 179 Church Street, Cobourg:

- Restoration of a previously-existing porch/verandah which was demolished in the early 1920's;
- Porch/verandah is proposed to be wood (cedar) and metal as was once there;
- To be painted in a cream colour (M40 of the Heritage Colour Palette), metal to be painted black;
- Wood work (ginger breading and decorative brackets) to be all hand carved by a heritage carpenter who studied heritage restoration;
- Roof to be cedar shake with aluminum flashings;
- All materials and features to match as best as possible through photographic evidence.

To be approved subject to the finalization of details by staff.

4. Response to a Public Meeting held on May 14th, 2018 regarding a proposed Zoning By-law Amendment Application for the change in lot coverage regulations for specific lands located within Phases 3 and 4 of East Village Subdivision to increase the maximum percentage lot coverage for all buildings and structures on a lot to 55%. **(Matter to be considered following the Public Meeting scheduled for 6:00 P.M.)**

Action Recommended: THAT Council endorse the comments of the Planning Department, acknowledge the motion of support from the Planning and Sustainability Advisory Committee and authorize preparation of the necessary amendments to the Zoning By-law No.085-2003 for property located for the specific lands within Phases 3 and 4 of East Village Subdivision; OR

THAT the matter be referred to planning staff for a report.

XIII COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

1. Letter from the Rotary Club of Cobourg, requesting designation of the Northumberland Ribfest on August 17th, 18th, 19th in Victoria Park as an event of Municipal Significance within the Town of Cobourg. 130

Action Recommended: THAT Council approve the request from the Rotary Club of Cobourg, declare Northumberland Ribfest Event, held in Victoria Park, Cobourg as an event of Municipal Significance in the Town of Cobourg.

XIV 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. 079-2017.

1. 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street
(Public Works)
01-08-18 Barrier Free Parking Spaces Report (Public Works)

XV CLOSED SESSION

XVI ADJOURNMENT

T O W N
OF
C O B O U R G



MEMO
TOWN OF COBOURG
CORPORATE SERVICES
IAN D. DAVEY
TREASURER
(905) 372-4301 EXT 4201
idavey@cobourg.ca

To: Mayor and Members of Council
From: Ian D. Davey - Treasurer
Re: Victoria Hall Clock Tower - Clock Mechanism Replacement
Date: May 9, 2018

ORIGIN

Council approved the replacement of the Victoria Hall Clock Tower Clock Mechanism in the 2018 capital budget. A copy of the budget sheet is attached to this report which provides the rationale for the work to be completed. The budgeted cost was \$30,000 with \$15,000 to be provided by the Victoria Hall Volunteers.

BACKGROUND

The following background information has been provided by S. Leblanc - Manager of Public Buildings. The current tower clock consists of four independently operated clock faces and a central bell toiler motor which operates a hammer and pull wire mechanism that activates the large original bell located in the clock tower. Since restoration, the clock and its components have been modified and upgraded, however, the actual clock motors are now failing which causes inaccurate times, different times on each face and continual maintenance of the striker and other components. Access to the tower dome where the mechanisms are located is extremely limited and creates a problem due to height, safety and accessibility.

During the last two years, staff have researched the repair, replacement and modernization options available to the municipality. The company that had been performing service work in the past is no longer in business, however, two new companies have been identified which have the required level of expertise to provide options for the replacement of the clock mechanism as repairs are no longer considered a viable option.

Page 2

ANALYSIS

Two companies were approached and asked to provide proposals for the replacement of the clock mechanism.

The Verdin Company

The Verdin Company is an American company with over 175 years experience in the design, development and fabrication of clocks and bell ringing equipment. Verdin Canada is located in Woodstock, Ontario.

A key feature of the Verdin proposal is the installation of “one heavy-duty, minute impulse type, central drive, clock movement. The advantage of this system is that there will be one central motor which will drive the hands on all four clock faces.”

Verdin will provide four new pairs of clock hands, one set for each dial face. They will remove one set of existing clock hands and use as the template for the production of the new hands so that the new hands will be identical to the existing ones.

The existing clock faces will be replaced with new 1/4 in. thick translucent white acrylic to provide a fresh clean look to the clock faces.

The upgrade would also include a new bell striker unit along with a digital bell ringing controller. This new system would allow for variations in the bell striking such as a funeral toll and a single strike to mark the half-hour. In addition, this unit can be programmed to omit striking at any desired hour, half-hour or range of hours.

The costing provided includes delivery, installation and a three year warranty.

The quoted price for the Verdin proposal is \$22,828 US dollars which at current exchange rates would be approximately \$30,000 in Canadian funds.

ElderHorst Bells Inc.

Elderhorst Bells Inc is located in Palm, Pennsylvania. The company originated in The Netherlands in 1893 and began operations in the USA and Canada in 1962. Elderhorst Bells Canada is located in Kingston, Ontario.

The Elderhorst proposal includes 4 heavy duty clock movements for the existing 4 clock dials with one drive movement required for each clock face along with 4 heavy duty hubs for attachment of the existing clock hands to the new movement shafts. There will be 4 switches to control individual dial settings in the event that the dials require synchronizing.

Page 3

The proposal includes a model Tempora Clock Controller manufactured by Clock-O-Matic which sends minute impulses to all 4 clock movements. The Tempora automatically resets the clocks after power outages and for spring and fall time changes. The controller is also capable of controlling the bell striker for hour striking, funeral tolling or a simulated bell swing sound for celebrations.

The Elderhorst proposal also suggests that the existing clock hands may need to be balanced if they are not already. Other optional items include a bell striker and a GPS time synchronization system. There may also be additional costs if electrical wiring between components is in need of upgrading.

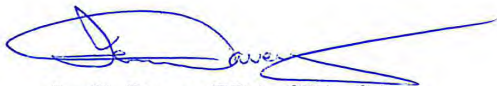
This proposal includes a one year complete warranty on labour and all replacement parts.

The quoted price for the Elderhorst proposal including all options noted above is \$24,130 in Canadian Funds.

RECOMMENDATION

The staff recommendation is that the contract be awarded to The Verdin Company to carry out this project at a cost of approximately \$30,000 based on current exchange rates which is the amount budgeted for this project. This is the higher of the two proposals however their proposal was very detailed and the system they propose is also the one that best matches what we are looking for as it will eliminate many of the issues we now have with our existing 5 motor system. Their proposal also deals with the safety issues of having to enter the tower dome to fix the system as their proposal includes a remote control unit not affixed in the tower dome. The Verdin Company has the expertise required to bring the clock up to a modern standard while maintaining the historic look and significance of the clock tower.

Submitted by:



Ian D. Davey, BBA, CPA, CA
Director of Corporate Services / Treasurer

PHOTO GALLERY



Cobourg Town Hall Clock Tower



**TOWN OF COBOURG
CAPITAL BUDGET 2018 - 2020**

5 YEAR CAPITAL BUDGET JUSTIFICATION

	ACCOUNT #																																																								
DIVISION: General Government	3. PROJECT DETAIL & JUSTIFICATION:																																																								
DEPARTMENT: Victoria Hall Building Maintenance																																																									
1. PROJECT NAME & DESCRIPTION Clock Tower Mechanism Replacement	Over the years since restoration bits and pieces have been replaced on the clock as it failed. It is now time to rebuild the clock mechanism as parts are not available with some having to be refabricated. The new system will make it safer for staff and contractors if work is required as they will no longer have to always go into the dome part of the tower. This project requires expertise in the field to do this work. Victoria Hall Volunteers has generously given to this project to help with the cost. Public Consultation Process No																																																								
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:																																																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;"></th> <th style="width: 33%; text-align: center;">2018</th> <th style="width: 33%; text-align: center;">2019</th> <th style="width: 33%; text-align: center;">2020</th> </tr> </thead> <tbody> <tr> <td>5. EXPENDITURES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CONTRACTUAL</td> <td style="text-align: right;">30,000</td> <td></td> <td></td> </tr> <tr> <td>CAPS BASED ON \$</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DIRECT REVENUES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>GRANTS & SUBSIDIES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OTHER - Victoria Hall Volunteers</td> <td style="text-align: right;">-15,000</td> <td></td> <td></td> </tr> <tr> <td>6. NET REQUIREMENTS:</td> <td style="text-align: right;">15,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> <tr> <td>TO BE FINANCED FROM:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>DEBENTURES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OWNERS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>RESERVES</td> <td></td> <td></td> <td></td> </tr> <tr> <td>OTHER</td> <td></td> <td></td> <td></td> </tr> <tr> <td>7. ANNUAL TAX REQUIREMENT</td> <td style="text-align: right;">15,000</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> </tr> </tbody> </table>		2018	2019	2020	5. EXPENDITURES				CONTRACTUAL	30,000			CAPS BASED ON \$				DIRECT REVENUES				GRANTS & SUBSIDIES				OTHER - Victoria Hall Volunteers	-15,000			6. NET REQUIREMENTS:	15,000	0	0	TO BE FINANCED FROM:				DEBENTURES				OWNERS				RESERVES				OTHER				7. ANNUAL TAX REQUIREMENT	15,000	0	0
	2018	2019	2020																																																						
5. EXPENDITURES																																																									
CONTRACTUAL	30,000																																																								
CAPS BASED ON \$																																																									
DIRECT REVENUES																																																									
GRANTS & SUBSIDIES																																																									
OTHER - Victoria Hall Volunteers	-15,000																																																								
6. NET REQUIREMENTS:	15,000	0	0																																																						
TO BE FINANCED FROM:																																																									
DEBENTURES																																																									
OWNERS																																																									
RESERVES																																																									
OTHER																																																									
7. ANNUAL TAX REQUIREMENT	15,000	0	0																																																						

T O W N

OF

C O B O U R G



MEMO
TOWN OF COBOURG
CORPORATE SERVICES
IAN D. DAVEY
TREASURER
(905) 372-4301 EXT 4201
idavey@cobourg.ca

To: Mayor and Council
From: Ian D. Davey
Director of Corporate Services
Re: 2018 Roof Replacement Projects
Date: May 10, 2018

Origin

The 2018 Capital Budget included a partial roof replacement at Building 7 Public Works / Parks Facility as well as the roof replacement of the Henley Arcade. The capital budget sheets have been attached to this report for your reference.

Background

Ontario Roof Consultants (ORC) represented by Mr. Robert Miljure were hired to prepare the roof specifications and issue the tender documents for each of these projects. Mr. Miljure's firm has been used on all of the roofing projects in Northam Industrial Park and has also consulted on projects including Dressler House, Victoria Hall and the Cobourg Fire Hall.

The tender documents were distributed to 5 roofing contractors that in the opinion of the consultant are qualified to perform this work and all five submitted bids on both of the projects.

In the case of the Building 7 project a drawing of the roof has been attached to this report and the area to be replaced is the area with the blue hatching noted as roof deck 202.

With respect to Henley Arcade, the scope of work was expanded by the consultant to include the installation of plywood sheeting over the existing roof boards which have deteriorated to the point that it would not be advisable to attach roofing material directly to them. This added significant cost to the project but will result in a much better finished project. The material specified in the tender is a rolled asphalt product that will adhere directly to the new plywood sheeting. The project will also include covering and capping the existing brick parapet on the eastside of the roof to seal and prevent leaks around this structure.

Analysis

The following are the results from the five companies which submitted tenders (all prices exclude applicable taxes):

Building 7

Long Star Roofing Ltd	\$168,450
Crawford Roofing Corp	\$169,826
Provincial Industrial Roofing	\$172,536
Modern Roofing Inc	\$174,330
Feather & Roadhouse Co Ltd	\$182,706

Henley Arcade

Long Star Roofing Ltd	\$ 50,317
Feather & Roadhouse Co Ltd	\$ 59,950
Provincial Industrial Roofing	\$ 61,878
Crawford Roofing Corp	\$ 64,978
Modern Roofing Inc	\$ 68,822

The bids were reviewed with Mr. Miljure on April 27, 2018 and his recommendation is that we accept the quotation of the low bidder which was Long Star Roofing Ltd on both projects. They anticipate 20 calendar days to complete the Building 7 project and 9 calendar days to complete the Henley Arcade work.

The Henley Arcade project will require that protection of the sidewalk area on both ends of the arcade be provided to allow for pedestrian traffic to continue.

Financial Analysis

The total cost of each project is as follows:

Building 7 (roof deck 202)

Long Star Roofing Ltd	\$168,450
Ontario Roof Consultants @ 5%	\$ 8,423
Non-refundable HST at 1.76%	\$ 3,113
subtotal	<u>\$179,986</u>

Henley Arcade

Long Star Roofing Ltd	\$ 50,317
Ontario Roof Consultants @ 5%	\$ 2,516
Non-refundable HST at 1.76%	\$ 930
subtotal	<u>\$ 53,763</u>

Combined Projects

Building 7 (roof deck 202)	\$179,986
Henley Arcade	<u>\$ 53,763</u>
Total cost	<u>\$233,749</u>

Available funding from the 2018 capital budget is \$210,000 allocated for the Building 7 project and \$30,000 for the Henley Arcade work for a total fo \$240,000.

Recommendation

That Council authorize the award of the Building 7 (roof deck 2002) and the Henley Arcade roof replacement projects to Long Star Roofing Ltd at a total cost for both projects of \$233,749 which is within the amounts included in the 2018 capital budget.

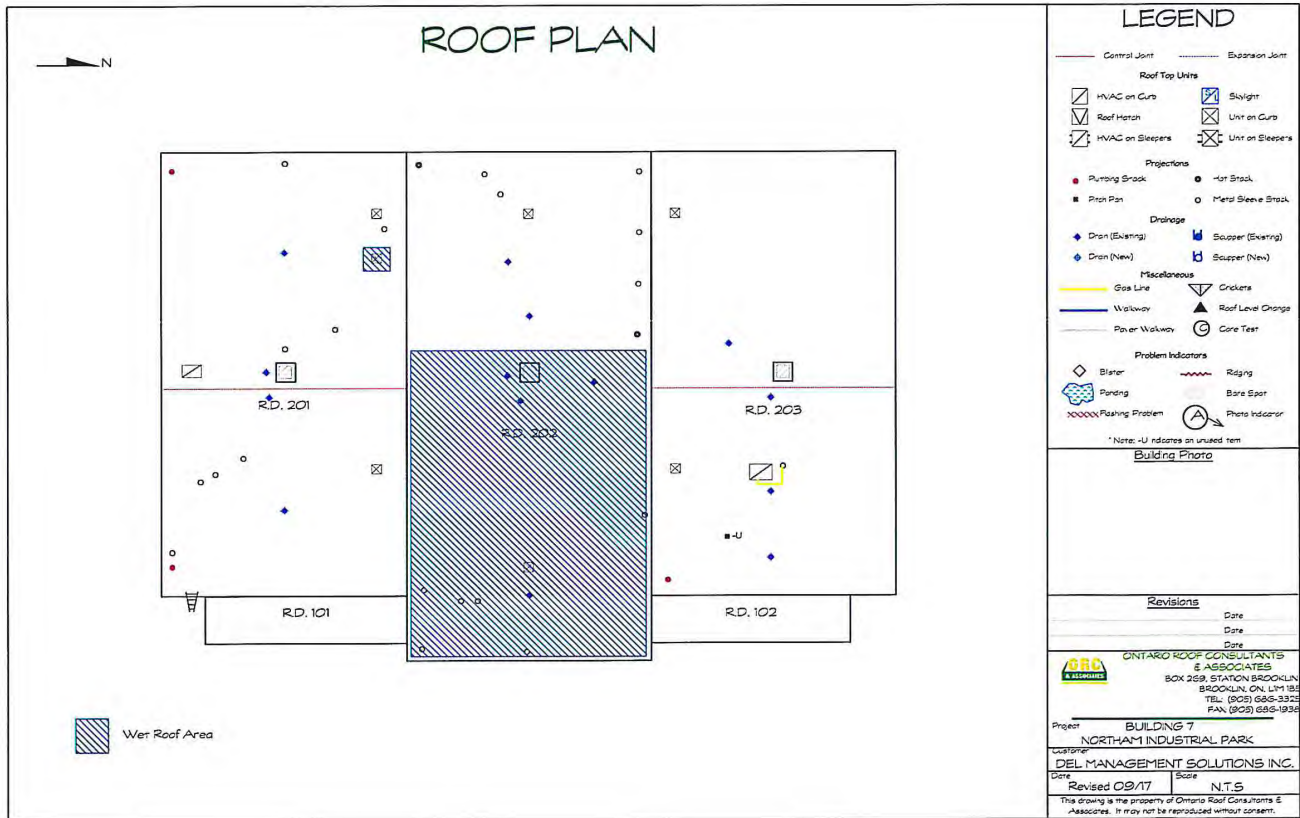
Respectfully submitted,



Ian D. Davey, BBA CPA CA
Treasurer / Director of Corporate Services

NORTH AM INDUSTRIAL PARK

Building #7



**TOWN OF COBOURG
CAPITAL BUDGET 2018 - 2020**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #


DIVISION: Public Works	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Roads/Sewer	Building 7, Public Works and Parks Operation Facility experiencing several leaks in roof section 202.		
1. PROJECT NAME & DESCRIPTION Building 7 Roof - Section 202 Repair	Public Consultation Process No		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:		
	2018	2019	2020
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	210,000		
6. NET REQUIREMENTS:	210,000	0	0
TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES OTHER	-210,000		
7. ANNUAL TAX REQUIREMENT	0	0	0

**TOWN OF COBOURG
CAPITAL BUDGET 2018 - 2020**

5 YEAR CAPITAL BUDGET JUSTIFICATION

ACCOUNT #

DIVISION: General Government	3. PROJECT DETAIL & JUSTIFICATION:		
DEPARTMENT: Victoria Hall Building Maintenance	The roof on the Henley Arcade is in bad shape. Over this past winter emergency repairs had to be made to stop water from entering the building on three separate occasions.		
1. PROJECT NAME & DESCRIPTION Henley Arcade Roof Replacement	Ontario Roofing Consultants recommended that the roof be replaced as the underlay is rotten, shingles are deteriorating and sheathing is in need of some repair/replacement. This will have to be done of scaffolding due to the height and location Public Consultation Process No		
2. COMMITMENTS MADE:	4. EFFECTS ON FUTURE OPERATING BUDGETS:		
	2018	2019	2020
5. EXPENDITURES CONTRACTUAL CAPS BASED ON \$ DIRECT REVENUES GRANTS & SUBSIDIES OTHER	30,000		
6. NET REQUIREMENTS: TO BE FINANCED FROM: DEBENTURES OWNERS RESERVES - Holdco OTHER	30,000	0	0
7. ANNUAL TAX REQUIREMENT	0	0	0

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	Council Remuneration Ad Hoc Committee REPORT	
TO:	Mayor and Council Members	
FROM:	Council Remuneration Ad Hoc Committee	
DATE OF MEETING:	April 30, 2018	
TITLE / SUBJECT:	Town of Cobourg Council Remuneration Review	
REPORT DATE:	April 12, 2018	File #:

1.0 STRATEGIC PLAN
Not Applicable

2.0 PUBLIC ENGAGEMENT
The Council Remuneration Ad Hoc Committee Meetings are public meetings and agendas prepared and distributed to all committee members and posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date in an electronic format where possible.

The Council Remuneration Ad Hoc Committee received one public delegation from a Town of Cobourg resident in accordance with the Advisory Committee and Local Board Policy and Procedures for Advisory Committees in the Town of Cobourg.

3.0 RECOMMENDATION
THAT Council approve the municipal Comparator Group used for the purposes of determining Council Remuneration (contained in this report);

THAT Council approve the Council Remuneration Ad Hoc Committee recommendation to determine the salary for the elected offices of Mayor, Deputy Mayor and Councillor by using the median from the final twenty (20) approved Municipal Comparator Survey results;

THAT the salary for the position of Mayor be set at \$37,940 effective December 3, 2018;

THAT the salary for the position of Deputy Mayor be set at \$22,679 effective December 3, 2018.

THAT the salary for the position of Municipal Councillor be set at \$18,128 effective December 3, 2018;

THAT no changes be made to the current benefits provided to the Mayor and Members of Council;

THAT compensation adjustments for the Mayor, Deputy Mayor and Members of Council continue to be maintained with the annual CPI adjustments as a yearly increase to the Council Remuneration effective July 1st each year as stated in the current provision of the Council Remuneration By-law;

THAT the Ad Hoc Committee recommends not adjusting remuneration to reflect the impact of the removal of the 1/3 Tax Free Allowance by the Government of Canada in this review of Council Remuneration for Cobourg Municipal Council Members;

THAT the Ad Hoc Committee recommends the Council Remuneration By-law No.078-2015 be amended to strike out and remove the portion of Section 4.1 a) 'Reimbursement for the delegate's partner';

THAT the formula for calculating Police Services Board Remuneration remain unchanged as follows:

- a) Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors; ($\$18,128$ (proposed) \times 28.5% = $\$5,167$)
- b) Board Chair: 1.25 times the established rate for Police Services Board Members; and ($\$5,167$ (proposed) \times 1.25 = $\$6,459$)

THAT pursuant to resolution 031-13 passed on January 28, 2013, as changes to appointments to the Police Services Board membership occur, the offer of providing Town of Cobourg benefits to the new members be discontinued;

THAT the conducting a formal market review for Council every four (4) years and the continued engagement of a Council Remuneration Ad Hoc Committee during the last year of the Council's term of office be maintained.

4.0 ORIGIN

On January 15th 2018, Council approved a resolution of striking a Council Remuneration Ad Hoc Committee with a mandate to review the current compensation package including benefits paid to the Mayor, Deputy Mayor and Members of Council. This resolution also included a review of the Cobourg Police Service Board remuneration.

5.0 BACKGROUND

Town of Cobourg Municipal Council requested an Ad Hoc committee be formed to review Council Remuneration early in January 2018 to provide recommendations which shall come into effect for the 2018-2022 Council Term.

The Membership of this committee shall be comprised of;

- one (1) member, being the Committee Chair or designate appointed from each Town of Cobourg Advisory Committee consisting of six (6) members and one (1) member being chosen from the Community at large:
 1. Terry Stopps, Planning and Sustainability Advisory Committee;
 2. Bruce Bellaire, Environmental / Active Transportation Advisory Committee;
 3. Stanley Frost, Parks and Recreation Advisory Committee;
 4. George Kamphorst, Cobourg Heritage Advisory Committee;
 5. Richard Riley, Cobourg Economic Development Advisory Committee
 6. Eugene Maynard, Cobourg Accessibility Advisory Committee;
 7. Dilys Robertson, Cobourg Resident at large.
- a committee secretary for the purpose of production and distribution of minutes and agendas; and
- the Municipal Clerk and Human Resources representative as required to attend Committee meetings to serve as staff resources to the Committee and to develop a background statistical report to be presented to the Committee on comparable Ontario municipalities.

The purpose of the Ad Hoc Committee shall be to review Council Remuneration and make recommendations based on:

1. An understanding of what is asked and expected when an individual is elected to Municipal Council;
2. Responsibility level of the office as elected representatives of the citizens of the Town of Cobourg based upon the position held being Mayor, Deputy Mayor and Councillor;

3. Remuneration compared to other similar Ontario Municipalities having a similar population and having a seven (7) member Council comprised of one (1) mayor, one (1) deputy mayor and five (5) Councillors wherever possible to reflect the current make-up of the Town of Cobourg Municipal Council.

6.0 ANALYSIS

Council Remuneration Ad Hoc Committee Deliberations

Analytical Plan

Given the short time frame for reporting back to Council, the Ad Hoc Committee made its first decisions on the scope of analysis that it would conduct/review to inform its decision-making (i.e., recommendations to Council).

The Committee chose the following analytical areas for inclusion in its work:

- *High-level Principles* – underpinning political compensation and expense management
- *Relevant Federal Issues* – e.g., planned changes to the Tax Act
- *Provincial Direction* – e.g., Municipal Act, Police Services Act
- *Other Municipalities* (e.g., other provincial, Northumberland County, and comparable size municipalities)
- *Our Municipality – Town of Cobourg-*
 - Survey of Current Elected Officials
 - Review of Council Remuneration By-law No. 078-2015.

Council Remuneration Ad Hoc Committee Findings

High-level Principles

The first decision of the *Council Remuneration Ad Hoc Committee* was to adopt, and during its deliberations to be governed by a set of high-level principles, to ensure (as far as is reasonably possible), including:

1. Fair & Equitable;
2. Accountable and Transparent;
3. Legally Compliant;
4. Predictable.

Federal Tax Act – states that a municipal corporation or board may pay a non-accountable expense allowance to an elected officer to perform the duties of that office. For 2019 and later tax years, non-accountable allowances paid to elected officers will be included in their income.

The Committee recommends - Council not immediately at this time consider an adjustment in response to federal removal of the 1/3 tax allowance, in 2019.

Provincial Direction - the Ontario Municipal Act and Police Services Act provide direction for most of the requirements governing remuneration and the management of expenses of Council and committees, and must be enacted in the municipality by specific by-law. (See below for our review of Cobourg By-Law 078-2015).

Other Municipalities

The Council Remuneration Ad Hoc Committee evaluated, provincial-wide municipal policies using the *AMCTO (Association of Municipal Clerk and Treasurers of Ontario) Report, Municipal Council Compensation in Ontario (March 2018)*. In addition, we reviewed specific spreadsheets on salaries and benefits for selected: municipalities in Ontario; Northumberland County municipalities; and municipalities of comparable (to Cobourg) population and Council size. (See Appendix 1).

During its review, the Committee came to the same conclusion as AMCTO, that the level of compensation offered by a municipality is closely correlated to its size. Consequently, smaller municipalities are more likely to pay their council members at lower rate than larger municipalities.

In our research, considering municipalities of comparable population size to Cobourg, we used the median salary of a set of comparably sized municipalities. The data set and medians are shown in the following table.

			Mayor's Honorarium	Deputy Mayor's Honorarium	Councillor's Honorarium	
	Municipality	Population	Household	01-Jan-17	01-Jan-17	
1	Selwyn	17,060	8,587	33,571	22,354	
2	Pelham	17,110	6,882	33,990	N/A	
3	Petawawa	17,187	6,875	40,698	25,899	
4	Niagra on the Lake	17,511	6,691	45,200	N/A	
5	Port Colborne	18,306	10,300	34,916	N/A	
6	South Frontenac	18,646	10,336	29,932	14,931	
7	Springwater	19,059	7,530	35,228	26,901	
8	Town of Cobourg	19,440	8,958	34,720	21,851	
9	Huntsville	19,816	10,084	43,819	21,270	
10	Wasaga Beach	20,675	12,821	26,272	18,279	
11	Strathroy-Caradoc	20,867	8,919	44,728	23,004	
12	Oro-Medonte	21,036	9,388	31,050	24,841	
13	Wilmet	21,151	7,822	27,479	N/A	
14	Uxbridge	21,176	8,050	47,822	N/A	
15	Brockville	21,346	10,794	40,651	N/A	
16	Kingsville	21,552	8,676	30,834	20,885	
17	Scugog	21,617	8,725	43,162	N/A	
18	Owen Sound	21,688	10,148	48,159	24,880	
19	Clarence-Rockland	24,512	9,639	45,880	N/A	
20	Orangeville	28,734	10,678	47,484	28,264	
			The Median	\$ 37,939	\$ 22,679	\$ 18,128

The Committee found the use of median salary statistics compelling for the determination of initial salaries for Mayor, Deputy Mayor, and Councillors.

Our Municipality – Town of Cobourg

Survey of Elected Officials (see Appendix 2) - with the assistance of staff, Committee members designed and conducted a survey of current Council members.

The Committee found that the use of our survey statistics would be unreliable (i.e., small sample sizes and vulnerable to confounding, non-standardized responses) for the initial determination of salaries, but could perhaps be helpful confirming the validity of recommendations or identification of unresolved issues (see below).

In the future, the CAO may wish to consider the collection and maintenance of a standardized survey (and other) data to track/verify the work effort of successive Councils and its members. These data could be useful in subsequent reviews.

Review of By-Law 078-2015 (see Appendix 3)

The Council Remuneration Ad Hoc Committee conducted a line-by-line review of the current Council Remuneration By-Law.

in general, the Committee found that the structure of the by-law adequately implements Cobourg's responsibilities defining remuneration and expense policy; and that the majority of provisions were well founded. Examples include, the use of consumer price index, to ensure salaries are adjusted for inflation; and an accountability structure for expenses.

Unresolved Issues

There were two partially unresolved issues discussed by the Committee: the loss of compensation arising from Federal tax changes to be implemented in the 2019 tax year; and the use of full-time vs. part-time elected officials.

- Federal Income Tax changes (i.e., loss of the 1/3 tax free benefit) - functionally, the existing federal tax policy currently provides a significant financial benefit to elected officials; and so, when the new policy takes effect in 2019, there will be a significant loss of benefit to members of Councils, across Canada. At this point in time, it is not known how individual municipalities will handle the change. Differing responses could lead to inequities between municipalities.

The Committee advises that the next Council may wish to keep watch on the actions of other municipalities and consider changes to maintain equity.

- Full-time vs. Part-time Elected Officials – there was considerable debate about the differences (in responsibility and hours of work) between Councillors, Deputy Mayor, and Mayor. For the Mayor, a clear (but high-level) delineation of responsibilities can be found in the Ontario Municipal Act.

The Committee also received a delegation that advocated a move to ‘full-time’ elected officials, as a means to improve the potential range of candidates who can practically run for office.

The Committee advises that a broader process (including policy option development, consultation and additional analysis, than captured by this remuneration review) would be necessary to resolve this issue.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

The annual cost of compensation adjustments effective December 3, 2018 as recommended in this report is as follows:

Cost of Recommendations as of December 3, 2018	
Description of Cost:	Amount:
Remuneration Increase for Members of Council	Mayor: increase of \$3,220
	Deputy Mayor: increase of \$828
	Councillors: increase of \$600 x 5 = \$3,000
Total:	\$7,048

8.0 CONCLUSION

Following Council resolution, the *Council Remuneration Ad Hoc Committee* has completed its report (contained herein) and has made recommendations for:

- changes to Town Council member remuneration and expenses;
- changes in the remuneration of members of the *Cobourg Police Service Board*; and
- amendment of Cobourg By-Law 078 2015.

The Committee has also included recommendations for the next Council for potential continued work on:

- assessing the need for remuneration changes, following implementation of federal tax changes scheduled to begin in tax year 2019.

9.0 AUTHORIZATION/SIGNATURES:

Respectfully Submitted by the Members of the Council Remuneration Ad Hoc Committee.

Council Remuneration and Ad Hoc Committee - Council Honorariums and Benefits Survey 2018 - MAYOR																
Municipality	Population	Household	Mayor's Honorarium	Deputy Mayor's Honorarium	Councillor's Honorarium	1/3 Tax Free Allowance	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council	
			01-Jan-17	01-Jan-17	01-Jan-17	Yes/No	Rate Per Km	Rate Per Year	Rate Per Km	Rate Per Year	Health/Dental/Vision Yes/No	OMERS/Pension Yes/No	Life Insurance Yes/No			
1 Selwyn	17,060	8,587	33,571	22,354	18,323	Yes	0.55		0.55			Council can opt into plan	No	No	3	5
2 Pelham	17,110	6,882	33,990	N/A	15,578	Yes		2,600		0.55		Optional (Paid by Councillor)	No	No	5	7
3 Petawawa	17,187	6,875	40,698	25,899	22,199	Yes		2,400		0.55		Yes	No	Yes	5	7
4 Niagara on the Lake	17,511	6,691	45,200	N/A	14,300	Yes	\$70 per pay			0.55		Yes	No	Yes	8	9
5 Port Colborne	18,306	10,300	34,916	N/A	10,103	Yes		250 per month				Yes	Yes	Yes	8	9
6 South Frontenac	18,646	10,336	29,932	14,931	12,716	Yes										
7 Springwater	19,059	7,630	35,228	26,901	21,338	Yes	0.54			0.54		Yes	Yes	Yes	5	7
8 Town of Cobourg	19,440	8,958	34,720	21,851	17,210	Yes	0.52	1,000		0.52		YES	No	Yes	5	7
9 Huntsville	19,816	10,084	43,819	21,270	19,270	Yes	0.55			0.55		Value of Single Benefit Coverage Every Year (1,720.56)			7	9
10 Wasaga Beach	20,675	12,821	26,272	18,279	14,260	Yes	0.45			0.45		Yes	No	Yes	5	7
11 Strathroy-Caradoc	20,867	8,919	44,728	23,004	17,892	Yes	0.48			0.48		Mayor Only	No	Yes	7	9
12 Orp-Medonte	21,036	9,388	31,050	24,841	19,361	Yes	0.48			0.48		Yes	Yes	Yes	5	7
13 Wilmot	21,151	7,822	27,479	N/A	13,240	Yes	0.50			0.50		No	No	No	5	1
14 Uxbridge	21,176	8,050	47,822	N/A	40,000	Yes	0.54	5,541		0.54	2,500.00	Yes	Yes	Yes	6	7
15 Brockville	21,346	10,794	40,651	N/A	17,932	Yes	0.45			0.45		Optional (Paid by Councillor)	No	Yes	8	9
16 Kingsville	21,552	8,676	30,834	20,885	16,969	Yes	0.52			0.52		No	No	No	5	7
17 Scupper	21,617	8,725	43,162	N/A	27,003	No	0.55			0.55		No	Yes	No	5	7
18 Owen Sound	21,688	10,148	48,159	24,880	21,635	Yes	100.00 per month			0.55		Optional (50/50 Split)	Yes	Yes	7	9
19 Clarence-Rockland	24,512	9,639	45,880	N/A	26,218	Yes	0.52					No	No	Yes	8	9
20 Orangeville	28,734	10,678	47,484	28,264	25,551	Yes	0.52			0.52		Yes	No	Yes	5	7
The 3rd Quartile of Mayor Honorarium			\$ 44,846.00													
The Median of Mayor Honorarium			\$ 37,939.40													
The Average of Mayor Honorarium			\$ 38,279.68													

Notes:
 #1 Selwyn For Health/Dental/Vision - Council can opt in, but must pay 50% of the premium
 #6 South Frontenac provides a Per Diem amount for meetings: Half day Meetings = \$50 and Full Day Meetings = \$150.
 #9 Huntsville provides a Per Diem amount for meetings: Meetings inside the Municipality = \$50/day and Meetings outside the Municipality = \$75 for 1/2 day and \$150 for full day.

Council Remuneration and Ad Hoc Committee - Council Honorariums and Benefits Survey 2018 - Deputy Mayor

	Municipality	Population	Household	Mayor's Honorarium	Deputy Mayor's Honorarium	Councillor's Honorarium	1/3 Tax Free Allowance	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council
				01-Jan-17	01-Jan-17	01-Jan-17	Yes/No	Rate Per Km	Rate Per Year	Rate Per Km	Rate Per Year	Health/Dental/Vision Yes/No	OMERS/Pension Yes/No	Life Insurance Yes/No		
1	Selwyn	17,060	8,587	33,571	22,354	18,323	Yes	0.55		0.55		Council can opt into plan	No	No	3	5
2	Pelham	17,110	8,882	33,990	N/A	15,578	Yes		2,600			Optional (Paid by Council)	No	No	5	7
3	Petawawa	17,187	8,875	40,698	25,899	22,199	Yes		2,400	0.55		Yes	No	Yes	5	7
4	Niagra on the Lake	17,511	8,691	45,200	N/A	14,300	Yes	\$70 per pay			0.55	Yes	No	Yes	8	9
5	Port Colborne	18,306	10,300	34,916	N/A	10,103	Yes		250 per month			Yes	Yes	Yes	8	9
6	South Frontenac	18,646	10,336	29,932	14,931	12,716	Yes					Yes	Yes	Yes	5	7
7	Springwater	19,059	7,530	35,228	26,901	21,338	Yes	0.54		0.54		Yes	Yes	Yes	5	7
8	Town of Cobourg	19,440	8,958	34,720	21,851	17,210	Yes	0.52	1,000	0.52		YES	No	Yes	5	7
9	Huntsville	19,816	10,084	43,819	21,270	19,270	Yes	0.55		0.55		Value of Single Benefit Coverage Every Year (1,720.56)	No	Yes	7	9
10	Wasaga Beach	20,675	12,821	26,272	18,279	14,260	Yes	0.42		0.42		Yes	No	Yes	5	7
11	Strathroy-Caradoc	20,867	8,919	44,728	23,004	17,892	Yes	0.48		0.48		Mayor Only	No	Yes	7	9
12	Oro-Medonte	21,036	9,388	31,050	24,841	19,361	Yes	0.48		0.48		Yes	Yes	Yes	5	7
13	Wilmot	21,151	7,822	27,479	N/A	13,240	Yes	0.50		0.50		No	No	No	5	1
14	Uxbridge	21,176	8,050	47,822	N/A	40,000	Yes	0.54	5,541	0.54	2,500.00	Yes	Yes	Yes	6	7
15	Brockville	21,346	10,794	40,651	N/A	17,932	Yes	0.45		0.45		Optional (Paid by Council)	No	Yes	8	9
16	Kingsville	21,552	8,676	30,834	20,885	16,969	Yes	0.52		0.52		No	No	No	5	7
17	Scugog	21,617	8,725	43,162	N/A	27,003	No	0.55		0.55		No	Yes	No	5	7
18	Owen Sound	21,688	10,148	48,159	24,880	21,635	Yes	100.00 per month				Optional (50/50 Split)	Yes	Yes	7	9
19	Clarence-Rockland	24,512	9,639	45,880	N/A	26,218	Yes	0.52		0.52		No	No	Yes	8	9
20	Orangeville	28,734	10,678	47,484	28,264	25,551	Yes	0.52		0.52		Yes	No	Yes	5	7
				The 3rd Quartile of Deputy Mayor Honorarium	\$ 25,134.59											
				The Median of Deputy Mayor's Honorarium	\$ 22,679.00											
				The Average of Deputy Mayor Honorarium	\$ 22,779.85											

Notes:

- #1 Selwyn For Health/Dental/Vision - Council can opt in, but must pay 50% of the premium
- #6 South Frontenac provides a Per Diem amount for meetings: Half day Meetings = \$50 and Full Day Meetings = \$150.
- #9 Huntsville provides a Per Diem amount for meetings: Meetings inside the Municipality = \$50/day and Meetings outside the Municipality = \$75 for 1/2 day and \$150 for full day.

Council Remuneration and Ad Hoc Committee - Council Honorariums and Benefits Survey 2018- Councillor

	Municipality	Population	Household	Mayor's Honorarium	Deputy Mayor's Honorarium	Councillor's Honorarium	1/3 Tax Free Allowance	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council
				01-Jan-17	01-Jan-17	01-Jan-17	Yes/No	Rate Per Km	Rate Per Year	Rate Per Km	Population	Health/Dental/Vision Yes/No	OMERS/Pension Yes/No	Life Insurance Yes/No		
1	Selwyn	17,060	8,587	33,571	22,354	18,323	Yes	0.55		0.55		Council can opt into plan	No	No	3	5
2	Pelham	17,110	6,882	33,990	N/A	15,578	Yes		2,600			Optional (Paid by Councillor)	No	No	5	7
3	Petawawa	17,187	6,875	40,698	25,899	22,199	Yes		2,400	0.55		Yes	No	Yes	5	7
4	Niagra on the Lake	17,511	6,691	45,200	N/A	14,300	Yes	\$70 per pay		0.55		Yes	No	Yes	8	9
5	Port Colborne	18,306	10,300	34,916	N/A	10,103	Yes		250 per month			Yes	Yes	Yes	8	9
6	South Frontenac	18,646	10,336	29,932	14,931	12,716	Yes									
7	Springwater	19,059	7,530	35,228	26,901	21,338	Yes	0.54		0.54		Yes	Yes	Yes	5	7
8	Town of Cobourg	19,440	8,959	34,720	21,851	17,210	Yes		1,000	0.52		YES	No	Yes	5	7
9	Huntsville	19,816	10,084	43,819	21,270	19,270	Yes	0.55		0.55		Value of Single Benefit Coverage Every Year (1,720.56)			7	9
10	Wasaga Beach	20,675	12,821	26,272	18,279	14,260	Yes	0.42		0.42		Yes	No	Yes	5	7
11	Strathroy-Caradoc	20,867	8,919	44,728	23,004	17,892	Yes	0.48		0.48		Mayor Only	No	Yes	7	9
12	Oro-Medonte	21,036	9,388	31,050	24,841	19,361	Yes	0.48		0.48		Yes	Yes	Yes	5	7
13	Wilmot	21,151	7,822	27,479	N/A	13,240	Yes	0.50		0.50		No	No	No	5	1
14	Uxbridge	21,176	8,050	47,822	N/A	40,000	Yes	0.54	5,541	0.54	2,500.00	Yes	Yes	Yes	6	7
15	Brockville	21,346	10,794	40,651	N/A	17,932	Yes	0.45		0.45		Optional (Paid by Councillor)	No	Yes	8	9
16	Kingsville	21,552	8,676	30,834	20,885	16,969	Yes	0.52		0.52		No	No	No	5	7
17	Scugog	21,617	8,725	43,162	N/A	27,003	No	0.55		0.55		No	Yes	No	5	7
18	Owen Sound	21,888	10,148	48,159	24,880	21,635	Yes	100.00 per month				Optional (50/50 Split)	Yes	Yes	7	9
19	Clarence-Rockland	24,512	9,639	45,880	N/A	26,218	Yes	0.52		0.52		No	No	Yes	8	9
20	Orangeville	28,734	10,678	47,484	28,284	25,551	Yes	0.52		0.52		Yes	No	Yes	5	7
						The 3rd quartile of Councillor Honorarium	\$	21,775.75								
						The Median of Councillor Honorarium	\$	18,127.50								
						The Average of Councillor Honorarium	\$	19,554.87								
Notes:																
#1 Selwyn For Health/Dental/Vision - Council can opt in, but must pay 50% of the premium																
#6 South Frontenac provides a Per Diem amount for meetings: Half day Meetings = \$50 and Full Day Meetings = \$150.																
#9 Huntsville provides a Per Diem amount for meetings: Meetings inside the Municipality = \$50/day and Meetings outside the Municipality = \$75 for 1/2 day and \$150 for full day.																

Council Remuneration and Ad Hoc Committee - Council Honorariums and Benefits Survey 2018

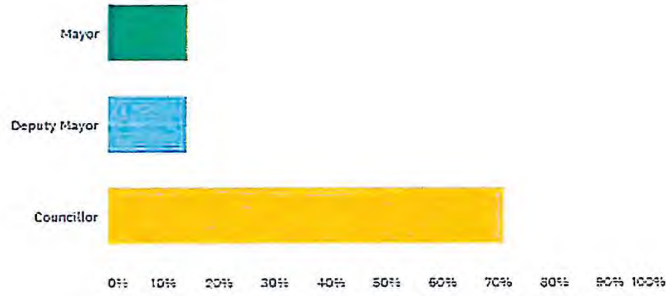
Municipality	Population	Household	Mayor's	Deputy Mayor's	Councillor's	1/3 Tax Free	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council	
			Honorarium	Honorarium	Honorarium	Allowance	Rate Per Km	Rate Per Year	Rate Per Km	Population	Health/Dental/Vision Yes/No	OMERS/Pension Yes/No	Life Insurance Yes/No			
			01-Jan-17	01-Jan-17	01-Jan-17	Yes/No										
1 Cobourg	19,440	9,958	34,720	21,851	17,210	Yes	0.52	1,000	0.52			Yes	No	Yes	5	7
2 Port Hope	16,753	7,305	48,400	20,000	20,000	Yes		75.00 per Month				Mayor - Yes, Rest of Council must pay 1/3 of Benefits Costs			6	7
3 Brighton	11,844	5,099	28,753	17,512	14,670	Yes										
4 Trent Hills	12,900	6,883	31,500	21,500	16,500	Yes	0.52		0.52			Yes	No	No	5	7
5 Hamilton Township	10,942	4,677	18,322	14,922	12,432	Yes	0.52		0.52			No	No	Yes	3	5
6 Alnwick/Haldimand	6,869	3,271	18,796	16,289	13,480	Yes	0.53		0.53			No	No	No	3	5
7 Granby	6,355	2,570	22,896	14,568	12,480	Yes	0.52		0.52			No	No	No	3	5
Median of Northumberland County Lower-Tier's			\$ 28,753.00	\$ 17,512.44	\$ 14,075.33											
Average of Northumberland County Lower-Tier's			\$ 30,618.20	\$ 18,948.90	\$ 15,045.44											

Trent Hills provides for \$75.00 for each half day or evening meeting (up to 4 hours) and \$150.00 for each full day meeting (in excess of 4 hours).

Town of Cobourg Municipal Council Survey – Input from Members of Council

.Q1: What office do you hold on Town of Cobourg Municipal Council? .

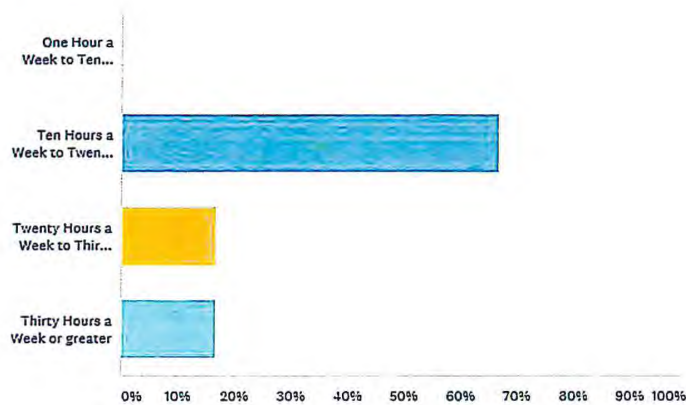
Answered: 7 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Mayor	14.29%	1
▼ Deputy Mayor	14.29%	1
▼ Councillor	71.43%	5
TOTAL		7

Q2: How many hours a week do you spend on Council Business as a Member of Council, excluding Advisory Committee or Local Board Business.

Answered: 6 Skipped: 1



COMMENTS – MAYOR:

- Most of the work consists of reading many, many pages of reports and information from town staff, County staff, provincial municipal updates (AMO and other ministries), federal updates. Much of this then requires some follow up or consultation. (*Thirty Hours a Week or greater*)

COMMENTS – DEPUTY MAYOR:

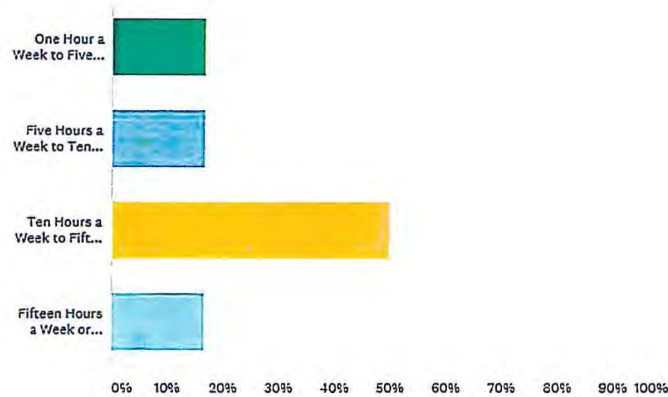
- During budget, this becomes 30-40 hours (*Twenty Hours a Week to Thirty Hours a Week*)

COMMENTS – COUNCILLOR:

- Reading and reviewing the agenda for each meeting, which includes reading all staff reports and correspondences. Researching any pertinent bylaws or policies in regard to the agenda topics. Meeting with staff when required to further discuss agenda items. Preparation of Council Coordinator reports.
- Contacting staff if clarity is required, reading information on related items and visiting sites/areas where more insight is needed
- Reading Council material, speaking to and answering questions from Cobourg residents, research on many issues facing Cobourg.

Q3: How many hours do you spend on Committee business as a Member of Council? (Advisory, Local Board or other).

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ One Hour a Week to Five Hours a Week	16.67%	1
▼ Five Hours a Week to Ten Hours a Week	16.67%	1
▼ Ten Hours a Week to Fifteen Hours a Week	50.00%	3
▼ Fifteen Hours a Week or greater.	16.67%	1
TOTAL		6

COMMENTS – MAYOR:

- Again, lots of reading, reviewing and preparation for meetings which sometimes requires written notes. *(Ten Hours a Week to Fifteen Hours a Week)*

COMMENTS – DEPUTY MAYOR:

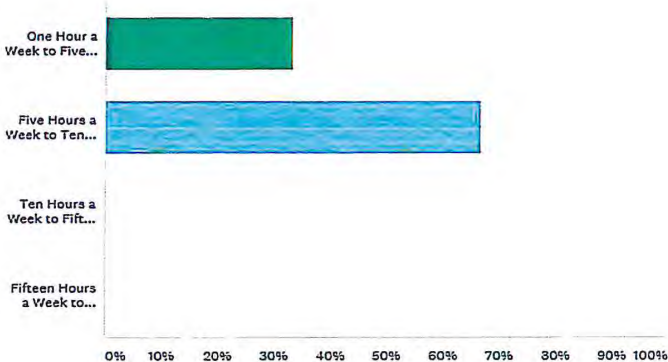
- *N/A (Ten Hours a Week to Fifteen Hours a Week)*

COMMENTS – COUNCILLOR:

- Basically the same as noted in question #2.
- Read agendas, ask for more information if needed for agenda items. Review physical sites on some agenda items. Review any supporting documentation for agenda items.
- Meeting with various members of multiple committees before meetings, writing reports, analysis of budgets and comparative documents from similar communities.

Q4: As part of your workload how many hours do you spend meeting with staff and other groups as a Member of Council per week?

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ One Hour a Week to Five Hours a Week	33.33%	2
▼ Five Hours a Week to Ten Hours a Week	66.67%	4
▼ Ten Hours a Week to Fifteen Hours a Week	0.00%	0
▼ Fifteen Hours a Week to Twenty Hours a Week	0.00%	0
TOTAL		6

COMMENTS – MAYOR:

- I keep a diary of written notes on all items that require follow up in order to keep abreast of all events and information on government issued information in order to make sure we addressing changes or taking advantage of opportunities. *(Five Hours a Week to Ten Hours a Week)*

COMMENTS – DEPUTY MAYOR:

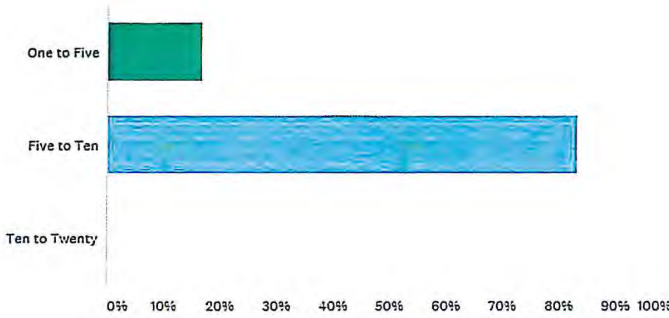
- N/A *(Five Hours a Week to Ten Hours a Week)*

COMMENTS – COUNCILLOR:

- Reading emails from concerned citizens. Meeting with the Director to discuss the many issues that arise from the receipt of those emails. Discussions with staff or fellow Councillors over different concerns or opinions on town issues.
- It varies depending on the time of years items if clarification is needed.
- Discussing issues and getting clarification, getting staff point of view on various issues such as planning, public works and community services.

Q5: How many public meetings and/or public functions do you attend each month as a Member of Council?

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ One to Five	16.67%	1
▼ Five to Ten	83.33%	5
▼ Ten to Twenty	0.00%	0
TOTAL		6

COMMENTS – MAYOR:

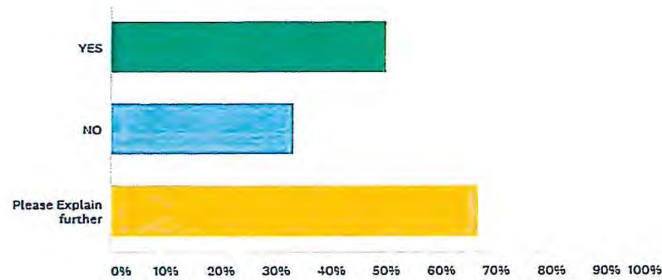
- As Mayor I sit on Committees other than Cobourg meetings. Such as County, Board of Health, Lakefront Utilities (*Five to Ten*)

COMMENTS – DEPUTY MAYOR:

- Public Functions such as Int. Women's day is by choice and interest, as one example. (*Five to Ten*)

Q6: Do you think that the existing remuneration for the position you hold as an Elected Official is appropriate?

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ YES	50.00%	3
▼ NO	33.33%	2
▼ Please Explain further	Responses 66.67%	4
Total Respondents: 6		

COMMENTS – MAYOR:

- The position of Mayor is more than a full time job as it extends into evenings and weekends and can only be performed by a retired person. (NO)

COMMENTS – DEPUTY MAYOR:

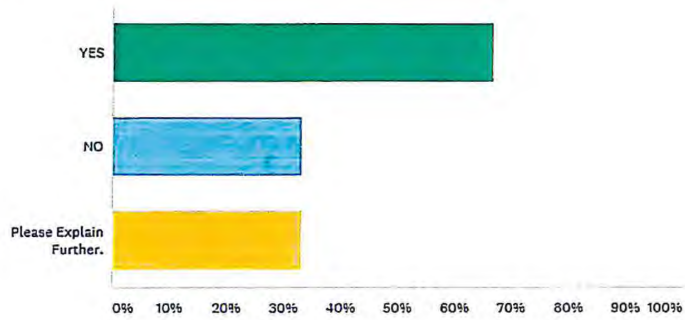
- This should reflect the recommendations of the Ad Hoc Committee based on assessing other municipalities.

COMMENTS – COUNCILLOR:

- Although I personally did not sign up for the remuneration. I do believe that in future the remuneration for the position should be such that a person could consider it a part-time job. This along with another part-time job or a person self employed could consider it enough income for an annual salary. A higher salary may attract more interest from those who are not retired and require a decent income source.
- You know the amount going into office. The hours can be long but I believe most dont do this for the pay.

Q7: Is the existing policy regarding reimbursement of expenses adequate for the position that you hold as an Elected Official?

Answered: 6 Skipped: 1



ANSWER CHOICES	RESPONSES	
▼ YES	66.67%	4
▼ NO	33.33%	2
▼ Please Explain Further.	Responses 33.33%	2
Total Respondents: 6		

COMMENTS – MAYOR:

- Explained in #6.

COMMENTS – DEPUTY MAYOR:

- With the 1/3 tax break being emoved, dollars allocated to home office reinbursement based on eceipts as I just paid \$240 this month alone. (NO)

Q8: Please provide any other information or comments regarding your elected position as a Member of Council in regards to Council Remuneration.

Answered: 4 Skipped: 3

COMMENTS – MAYOR:

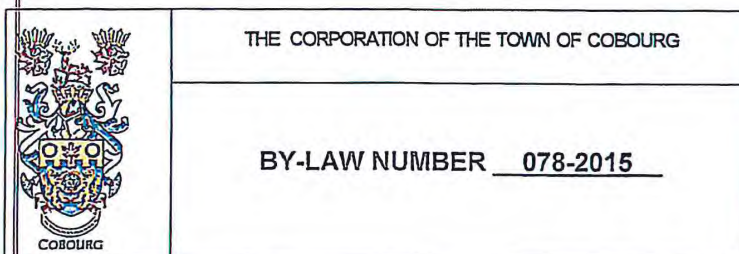
- Mayor in a community the size of Cobourg is a 24/7 job as people with issues, concerns, information etc. always want to go to the top. People also know where you live and contact me at home even on weekends. I also have frequent requests for meetings with me by members of the public.

COMMENTS – DEPUTY MAYOR:

- I trust that you will look at 7 member municipalities with similar -sized population to the Town of Cobourg. I look forward to your report.

COMMENTS – COUNCILLOR:

- Whatever the outcome of this process I feel there will be people still willing to run for office and serve. Whether it is for he life experience or the ability to make decisions that affect the town and move it in a postive direction.
- None. Great to be part of this amazing community!



A BY-LAW TO PROVIDE FOR PAYING REMUNERATION INCLUDING EXPENSES, INSURANCE AND BENEFITS TO MEMBERS OF COUNCIL

WHEREAS pursuant to the provisions of Section 283 (1) of the *Municipal Act, 2001* a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board;

AND WHEREAS pursuant to the provisions of Section 283 (2) of the *Municipal Act, 2001*, despite any Act, a municipality may only pay the expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if,

- a) the expenses are actually incurred; or
- b) the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council or local board, of the actual expenses that would be incurred;

AND WHEREAS the Council of the Corporation of the Town of Cobourg passed a resolution to set policies providing for expenses, insurance benefits, loss of wages, conferences, subscriptions, lapel pins, business cards, car allowance, parking and memberships for members of Council at the Regular Council meeting of May 30, 2011;

AND WHEREAS the Council of the Corporation of the Town of Cobourg passed a motion to provide remuneration and benefits for members of Council at the Committee of Whole meeting of September 8, 2015;

NOW THEREFORE BE IT RESOLVED that the Municipal Council of The Corporation of Cobourg hereby enacts as follows:

1. COUNCIL REMUNERATION

- 1.1 That the Mayor of the Corporation of the Town of Cobourg shall be paid an annual allowance/remuneration in the amount of \$33,379.00 per annum paid bi-weekly.
- 1.2. That the Deputy Mayor of the Corporation of the Town of Cobourg shall be paid an annual allowance/remuneration in the amount of \$21,007.00 per annum paid bi-weekly.
- 1.3. That each Councillor of the Corporation of the Town of Cobourg shall be paid an annual allowance/remuneration in the amount of \$16,851.00 per annum paid bi-weekly.

- 1.4. Annual compensation adjustments will be made in accordance with the Ontario Consumer Price Index (CPI) effective July 1st of each year.
- 1.5 The remuneration set out in Section 1 of this By-law may be subject to a reduction in the amount of \$250.00 per meeting for absence from Regular Council and Committee of the Whole meetings in excess of five (5) meetings per annum.

2. INSURANCE BENEFITS

- 2.1 a) Members of Council may be provided with any group insurance benefits that may be provided for the employees of the municipally and any other benefits of a like nature that Council considers appropriate.
- b) Members of Council are included in the non-union salary group of eligible insurance benefits, excluding the Ontario Municipal Employment Retirement System (OMERS).
- c) Members of Council will be provided with an opportunity to acquire life insurance and accidental death and dismemberment insurance and major medical insurance including: a non-deductible drug plan, a vision care plan; and a dental plan. Amounts and coverage will be established by resolution of the Cobourg Municipal Council.
- d) At the beginning of each new term and, if circumstances change during the term, members will meet with Human Resources personnel to review the Corporation's benefit package particulars and potential overlaps in coverage with other policies.

3. COUNCIL PER DIEM

- 3.1 Each Member of Council may be paid remuneration for loss of wages in the amount of \$250.00 per day to a maximum of \$1,000.00 per annum for attendance at labour conciliation/mediation meetings and at conferences, seminars, workshops and other meetings which a member of Council may be required to attend representing a service function for the Corporation, or at out-of-town delegations authorized by Council.
- 3.2 Claims for loss of wages require submission of an itemized list of days, times, purpose and amount of loss of wages.
- 3.3 Claims for loss of wages are to be submitted once per year and must be approved by the Mayor for reimbursement.
- 3.4 Council members that are required to attend Town of Cobourg labour conciliation/mediation meetings shall be paid remuneration in the amount of one hundred dollars per diem.

4 **COUNCIL EXPENSES**

4.1 Members of Council are entitled to reimbursement in respect of expenses incurred while attending conferences, conventions or educational seminars as required by their Council position and appointments as follows:

- a) **Registration Fees:**
Reimbursement for the municipal delegate and the delegate's partner for attendance at authorized conferences, workshops or seminars;
- b) **Hotel Accommodation:**
Reimbursement of a single or double room rate arranged by the municipality, including room tax and hotel parking upon presentation of receipts, for authorized attendance at:
 - i) meetings;
 - ii) workshops;
 - iii) seminars;
 - iv) conferences or conventions; or
 - v) where attendance is greater than one day or distance warrants overnight accommodation;
- c) **Attendance at Meetings:**
Reimbursement of expenses incurred for attending a one day meeting, workshop, seminar or conference upon submission of receipts for parking, taxi and meals, including gratuities.
- d) **Alcoholic Beverages:**
Reimbursement will not be provided for the purchase and/or consumption of alcoholic beverages.
- e) **Approval Process**
The Mayor will sign reimbursement forms on behalf of Council members and the Chief Administrative Officer will sign for the Mayor.
- f) **Travel/ Mileage Allowance**
Automobile travel allowance provided at the rate per kilometre as established by resolution of the Cobourg Municipal Council for attending: meetings, authorized workshops, seminars, conferences or any other use by Council members of their person vehicles while acting in their capacity as officers of the Municipality.
- g) **Admission Fees**
Reimbursement of a legitimate expense for the cost of admission for the Council representative and their guest for attending functions on behalf of, and representing the municipality for their area of Council responsibility and/or as approved by the Mayor.

4.2. **Annual Conference Expense Allowance – Maximum**
Members of Council shall be limited (in total) to an annual expense allowance of an amount established in the annual Council Operating Budget for approved attendance at conferences and conventions.

4.3 All receipts and supporting documents must be attached to the prescribed Expense Claim form to be signed by the Mayor in order to receive reimbursement for expenses related to Council responsibilities.

- 4.4. Reimbursement may be provided for training and courses related to the Council member's area of responsibility and/or with approval from the Mayor.
- 4.5. Members of Council shall not be entitled to receive expense allowances authorized by the Town of Cobourg's Council Remuneration by-law where expenses and/or mileage allowances are provided by the County of Northumberland, the Lakefront Public Utilities Inc. or affiliated boards/committees; the Ganaraska Region Conservation Authority, Cobourg Police Services Board or other related sponsoring organizations.

5. CONFERENCE REPORTING

- 5.1. Members of Council members are encouraged to submit a report following attendance at conferences, trainings or seminars attended on behalf of the Municipal Corporation. The conference reports are to be provided to the Mayor for filing.

6. COUNCIL MEMBERSHIPS

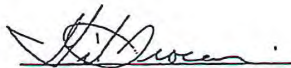
- 6.1. The Corporation of the Town of Cobourg pays the annual fees for on-going memberships in the associations and organizations approved during the annual budget deliberation process.
- 6.2. Elected and appointed officers of the Corporation are authorized to attend meetings of the associations and organizations approved during the annual budget deliberation process at the expense of the Corporation in accordance with budget allocations and expense policies established by the Cobourg Municipal Council.

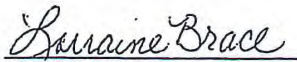
7. COUNCIL PARKING – CAR ALLOWANCE

- 7.1. Members of Council are provided with an annual pass each year during their term of office for use in all municipal parking areas excluding handicapped, no stopping, fire routes, reserved or other restricted parking areas.
- 7.2. Additionally, the Mayor is provided with a reserved parking space beside Victoria Hall along the west side of Second Street.
- 7.3. The Mayor of the Corporation of the Town of Cobourg shall be provided with an annual car allowance in the amount of (\$1,000.00) per year for local travel.

8. THAT By-law No. 032-2011 and By-law No. 036-2013 be hereby repealed.

READ a first, second and third time and finally passed in Open Council this 14th day of September, 2015.


MAYOR

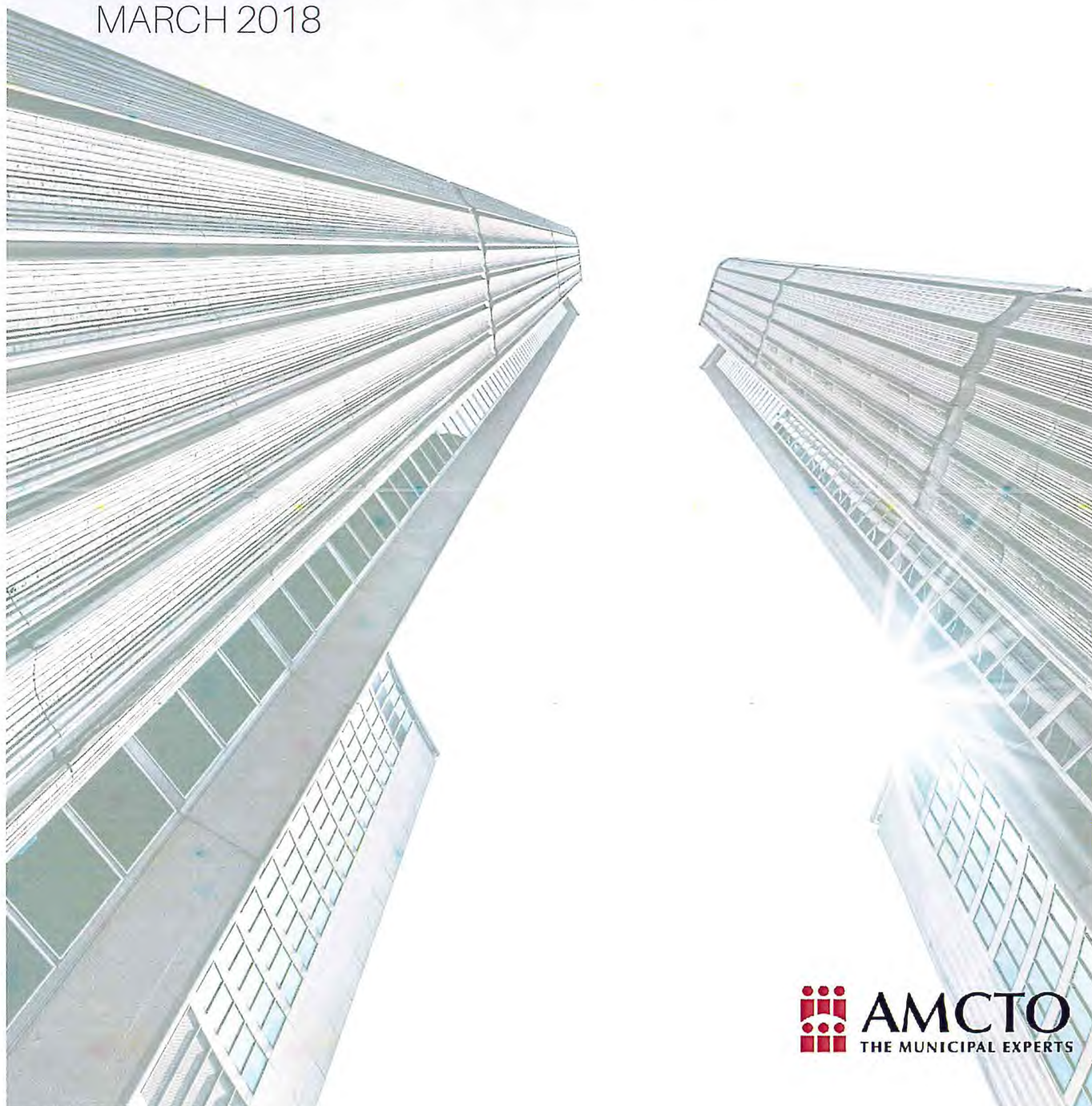

MUNICIPAL CLERK

AMCTO REPORT

Appendix 4

MUNICIPAL COUNCIL COMPENSATION IN ONTARIO

MARCH 2018



About AMCTO:

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With approximately 2,200 members working in 98 per cent of municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

For more information about this submission, contact:

Rick Johal
Director, Member and Sector Relations
rjohal@amcto.com | 905.602.4294 ext. 232

Eric Muller
Policy Advisor
emuller@amcto.com | (905) 602-4294 x234

Contact us:

AMCTO | Association of Municipal Managers, Clerks and Treasurers of Ontario
2680 Skymark Avenue, Suite 610
Mississauga, Ontario L4W 5L6
Tel: (905) 602-4294 | Fax: (905) 602-4295
Web: www.amcto.com | @amcto_policy

CONTENTS

3
EXECUTIVE SUMMARY

6
BACKGROUND

12
METHODOLOGY

14
FINDINGS

31
CONCLUSION

32
APPENDICES

38
SOURCES

1 EXECUTIVE SUMMARY

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was to gain a better understanding of how municipalities compensate their councils, create a resource for municipalities who are reviewing their council remuneration packages, and to add to the body of research about how local politicians are paid. While there has been a lot written about private sector compensation, there has been considerably less study of compensation for politicians at the local level.

Key findings from the survey, include:

- Most municipalities in Ontario classify their councils as part-time, however, municipalities are slightly more likely to have full-time heads of council than members of council.
- Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.
- Population clearly impacts whether or not a municipality's council is full- or part-time. Larger municipalities are more likely to have full-time councils.
- Though the majority of councils in Ontario are part-time, all councillors or heads of council are compensated for their work, either through a salary, honorarium or stipend.
- Larger municipalities are more likely to pay their councils a salary, and smaller municipalities are more likely to pay an honorarium or stipend.
- While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year.
- Across the province heads of council are consistently paid at a higher rate than members of council.
- In terms of real dollar compensation, there is an evident but not always significant difference between municipalities that pay their councillors honorariums versus those that pay their councillors salaries. Salaries are generally higher, but not significantly so.
- The level of compensation that a municipality offers is closely

correlated to its size. Smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities.

- In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils.

- Larger municipalities are more likely than smaller municipalities to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution.
- Municipalities use a range of factors to help set their compensation levels. The most common practice is to survey the compensation paid by neighbouring municipalities.

2 BACKGROUND

In August of 2017 AMCTO conducted a survey of municipalities in Ontario. Our goal was threefold: (1) to gain a better understanding of how municipalities compensate their councils; (2) to create a dataset and resource for municipalities to use when reviewing their council compensation practices in the future¹; and (3) to add to the broader body of research about how politicians are compensated, especially at the local level.

While considerable attention has been given to compensation in the private sector, especially as it relates to senior executives, less has been written about compensation for politicians. What research has been done on this topic in Canada, has predominantly focused on the federal and provincial levels, where elected representatives are more likely to be full-time employees. Little has been written about how and why municipal politicians are compensated (Schobel, 2014, 150).

In 2014 an article published in *Canadian Public Administration*² argued that the process that most municipalities use—quantitative analysis and comparative studies of other municipalities—to determine their levels of compensation is inherently flawed (Schobel, 139, 2014). It further argued that municipalities face a significant challenge when setting council remuneration, as there is an inherent conflict of interest when councillors vote on their own compensation. The reaction to remuneration reviews amongst the media and citizens living in the municipality is at best mixed. When large increases are recommended the reaction is often hostile and negative (Schobel, 139, 2014).

In 2016 the Rural Ontario Institute (ROI) created a profile of municipal councillors in Ontario. It identified a number of the barriers to running for local office, including toxic work culture, lack of self-confidence, time pressures, and the incumbency advantage. Notably, the profile also argued that limited remuneration and the level of commitment required to serve on council are both barriers to attracting younger and more diverse candidates to run for seats on municipal

¹ Full results of the survey are available in the appendix, and the complete data set is available for AMCTO members on the association's website.

² Schobel, Kurt. (2014). "How much is enough? A study of municipal councillor remuneration." *Canadian Public Administration*, Volume 57, No. 1.

councils. The ROI's research found that these individuals have more demanding responsibilities outside of council, such as young families, additional financial burdens, and full-time jobs with less workplace flexibility. It also noted that younger members of council place a higher priority on maximizing their income, as they are in the prime earning years of their careers, often with dependents, and that the level of compensation offered by municipalities does not effectively compensate them for the financial and family sacrifices that they make (Deska, 2016, 3).

Historically serving on a local council has been a volunteer commitment. But, over time municipalities have come to recognize the more permanent nature of municipal public office and expanded the range of compensation and benefits that they provide. In addition to remuneration, many local governments also now provide employment benefits, office space, telecommunications equipment and reimbursement of other relevant business expenses (Schobel, 2014, 141). A growing number of municipalities are also debating whether or not to make their councils full-time positions (See: Richmond, 2016).

The role of local councillor is undeniably expanding. Councillors now sit on more working groups and task forces than ever before. They are also more accessible and expected to be more responsive than in the past. The growth of technology and expansion of social media allows members of the public to contact their representatives through a variety of channels at whatever time is most convenient to them. For many councillors the job has become 24/7, even if they are only compensated as a part-time employee or volunteer.

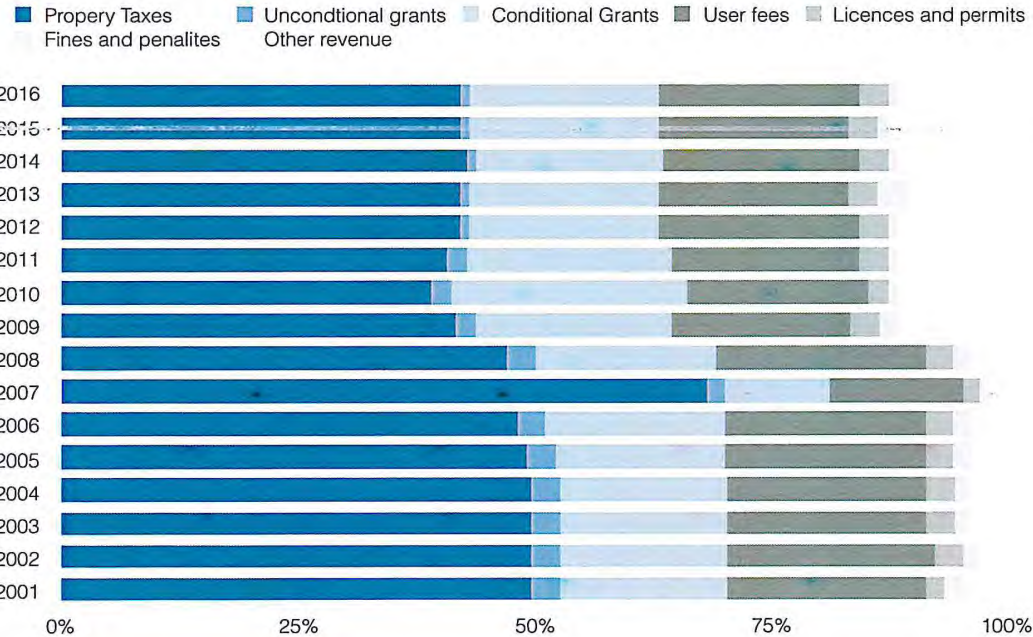
ROI's councillor profile noted that across the province serving representatives and prospective candidates said that balancing personal responsibilities and professional commitments is a challenge. In some cases potential candidates choose not to run for local office because the sacrifices are simply too great. The result is a body of councillors that is less diverse than the provincial average. According to ROI, Ontario municipal councillors are on average older, more predominantly male, less racially diverse, more likely to be retired, with higher incomes and more education than the communities that they represent (Deska, 2016).

While the primary motivation for most politicians who seek positions on council is to serve the community, it cannot be denied that the ability of a municipality to attract good candidates to serve on council is directly influenced by the fairness of compensation that they offer. The ability for municipalities to do this became harder in 2017 when the federal government

announced its intention to eliminate the one-third tax exemption that municipalities use for council salaries, starting in 2019. According to the Association of Municipalities of Ontario (AMO), this change would cost an eastern Ontario county government with a council of seventeen and a population of 77,000, at least \$74,00 per year (AMO, 2017). While this may not seem like a significant impact, given the current fiscal challenges confronting most municipalities, it could be larger than expected.

While smaller municipalities may feel a sharper impact from the end of the one-third tax exemption, local governments of all sizes in Ontario are facing a challenging fiscal situation. Though services are expanding and becoming more complex, the sources of municipal revenue have not changed significantly (see Chart 1). There is a growing consensus that the current fiscal situation for municipalities is unsustainable. According to AMO in order to maintain current service levels municipalities will have to increase property taxes by 4.51% every year for the next ten years just to preserve the status quo (AMO, 2015).

Chart 1: Sources of Municipal Revenue, 2001 - 2016



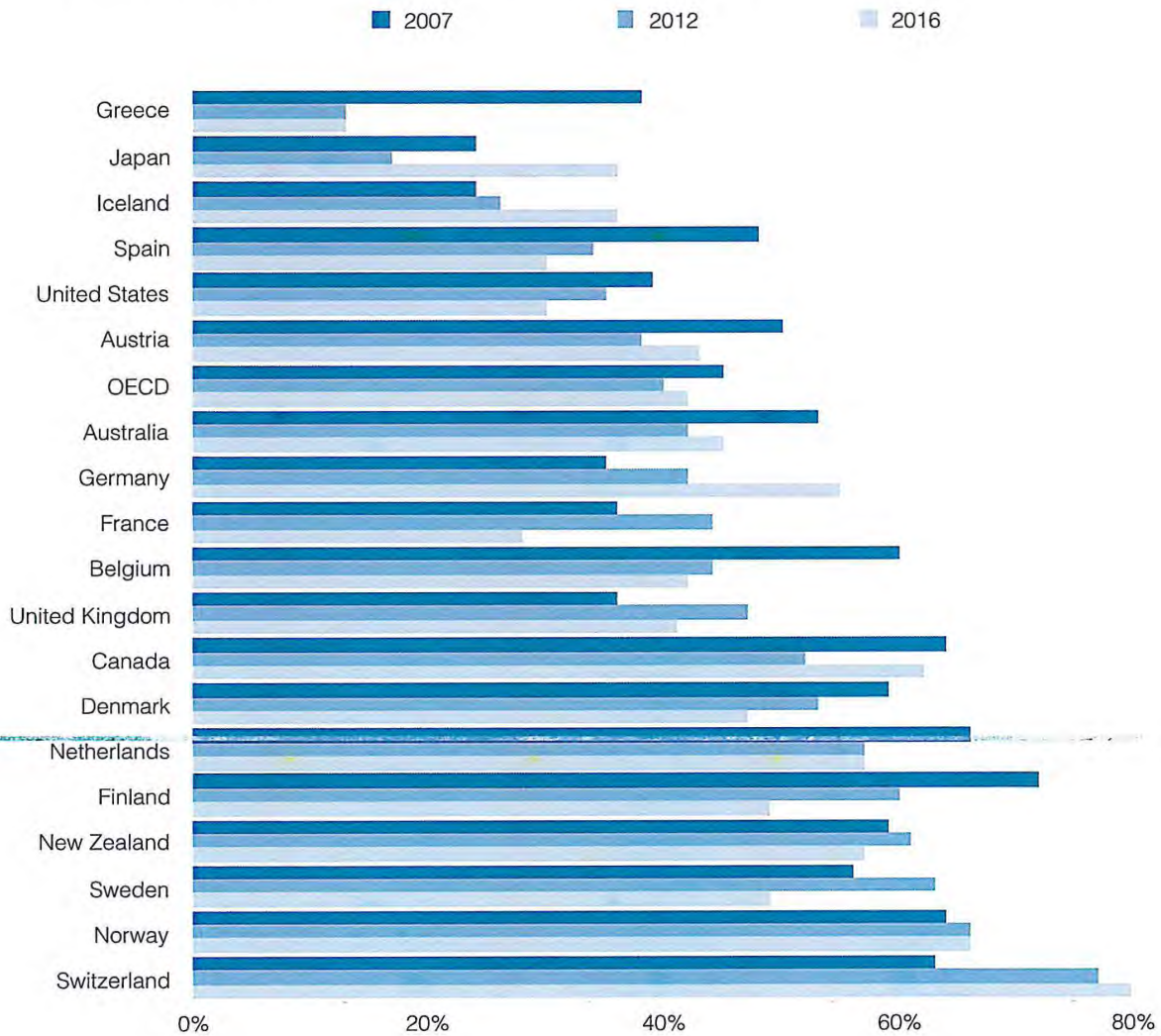
Source: Ministry of Municipal Affairs, Financial Information Returns

Under these circumstances it's not easy for municipal councils to discuss increasing their own compensation. Determining appropriate levels of compensation is difficult in any field or industry, but especially so in politics, where the debate is complicated by fraught political conditions, and often openly-hostile public opinion. While the staff working in municipalities provide objective recommendations, these debates are more often driven by voter outrage, citizen backlash, and politicians who want to avoid the perception that they are giving themselves a raise (see: Criscione, 2015; Shreve, 2017; Porter, 214; Strader, 2012)

These debates have become even more charged in recent years as trust in government has declined and skepticism of institutions and "elites" increased. It is tempting to assume that Canada is in some way sheltered from the populist, anti-establishment currents running through politics in most western countries. In 2016 the Economist declared that in the "depressing company of wall-builders, door-slamers and drawbridge-raisers, Canada stands out as a heartening exception" (Economist, 2016). As seen in Chart 2, Canada does fare relatively well compared to other OECD countries in levels of trust in government.

However, even Canada's relative strength in the face of others weakness, does not mask the vulnerability that still exists. Canada still suffers from many of the stresses that energize populist movements in other industrialized countries, such as the decline of manufacturing jobs, stagnant incomes, and rising inequality (Economist, 2016). Moreover, the events of the past decade, from a deep economic recession to the emergence of overtly nativist political discourses in other countries, can be expected to impact Canadian public opinion (Parkin, 2017, 3). In 2017, the Edelman Trust Barometer found that only 47% of Canadians maintain trust in the country's institutions, and 61% don't believe that the country's leadership can solve the country's biggest problems. Canada continues to suffer from low membership in political parties, poor voter turnout, and generally weak political engagement (Economist Intelligence Unit, 2018, 21). Many Canadians are animated by concerns about what they see as wasteful spending, poor decision-making and a lack of government responsiveness to citizen priorities and needs (Neuman, 2016, 3). Most respondents to the Edelman survey agreed that "a person like yourself" is now as credible as an academic or technical expert, and far more credible than a government official (Edelman, 2017).

Chart 2: Trust in Government, OECD Countries 2007 - 2016



Source: OECD

One of the cures to the rising populist wave is better government. Municipalities, as the level of government that citizens most frequently interact with, are on the front lines of this effort. An important element of fostering good government is to ensure that municipalities can attract visionary and competent politicians and public servants to their communities. AMCTO hopes

that this report will serve as a resource for municipalities as they review their council compensation and ensure that it meets the needs of their community. However, in a broader sense, we also hope that it will help in some small way to make the decisions every local government makes about compensating their councillors more easily grounded in evidence, and facts and less on frustration and fear. Going forward AMCTO plans to conduct this survey again as a way to help equip municipalities with tools to make better evidence-based decisions.

3 METHODOLOGY

The findings in this report are drawn from a survey of 257 municipalities completed by AMCTO in August of 2017. The survey asked empirical questions about the level of pay that municipalities provide to their councillors, head of council, and deputy head of council (where applicable); whether or not they consider their councils full- or part-time; any other benefits they may provide; and, the factors they use to set compensation levels.

Table 1.
Survey Respondents vs. Ontario Municipalities

	SURVEY RESPONDENTS	MUNICIPALITIES IN ONTARIO (based on FIR Data)
POULATION		
Fewer than 10,000	60%	61%
10,000 – 50,000	27%	25%
50,000 – 100,000	6%	7%
100,000 – 250,000	4%	4%
More than 250,000	2%	3%
TIER		
Upper Tier	6%	7%
Lower Tier	58%	54%
Single Tier	35%	39%
Region		
Central Ontario	16%	18%
Eastern Ontario	22%	26%
Northern Ontario	32%	32%
Southwestern Ontario	30%	24%

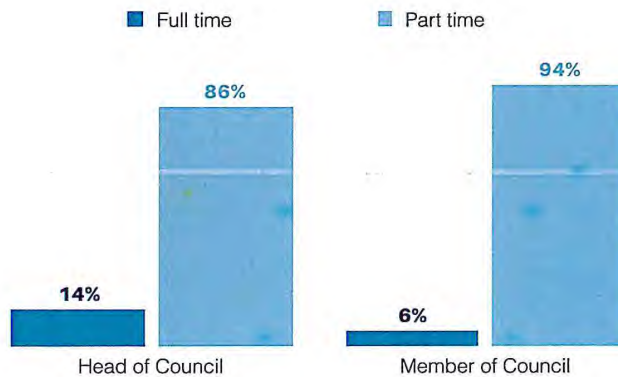
The data presented in this report is not weighted and reflects the responses of all municipalities who participated in the survey. The majority of respondents (60%) were municipalities with a population of less than 10,000. Just over 25% of respondents were municipalities with a population between 10,000 and 50,000, and the remainder were municipalities with a population over 50,000 (12%). The respondents included a range of upper, lower, and single tier municipalities. 35% of municipalities that responded to the survey were single tier, while 58% were lower tier and 6% were upper tier. The highest number of responses came from municipalities in Northern and Southwestern Ontario (32% and 30% respectively), while 22% of municipalities were from Eastern Ontario and 16% from Central Ontario. While the sample was not chosen to be statistically representative of the province, as seen in Table 1 the municipalities included in AMCTO's survey are a relatively good representation of the province.

4 FINDINGS

Full-time versus Part-time Councils

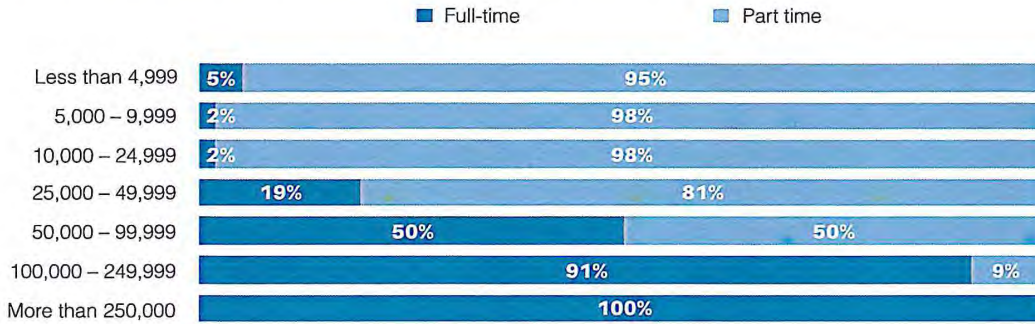
Most municipalities in the province classify their councils as part-time. However, municipalities are slightly more likely to have full-time heads of council than members of council. Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.

Chart 3.
Full-time vs. Part-time Councils



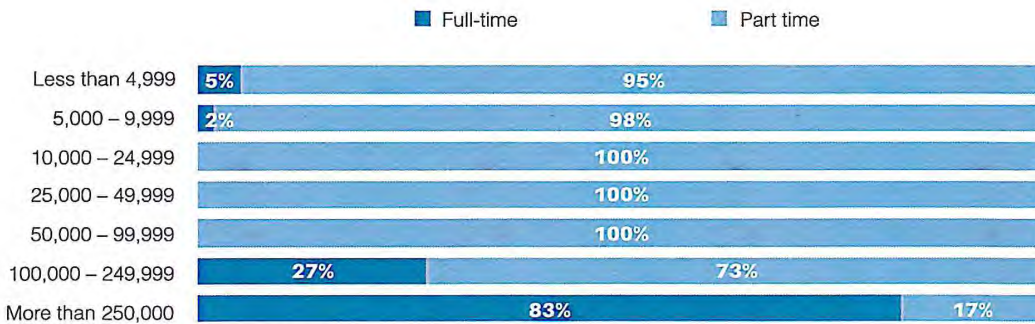
Population clearly impacts whether or not a municipality's council is full- or part-time. Municipalities with a full-time head of council are more likely to have a population over 50,000. For instance, 100% of municipalities with a population over 250,000, 91% of municipalities with a population over 100,000, and 50% of municipalities with a population over 50,000 have full-time heads of council. Comparatively, fewer than 5% of municipalities with a population below 50,000 have a full-time head of council.

Chart 4.
Full-time vs. Part-time Heads of Council, by population



Similarly, while municipalities are slightly less likely to have full-time members of council, the same population-effect can be observed. For instance, 83% of municipalities with a population over 250,000 and 27% of municipalities with a population over 100,000 have full-time councillors. The only municipalities with a population above 250,000 that have part-time councillors are upper-tier municipalities whose councillors also serve on lower-tier councils. By contrast, the majority of municipalities with a population below 100,000 have only part-time councillors.

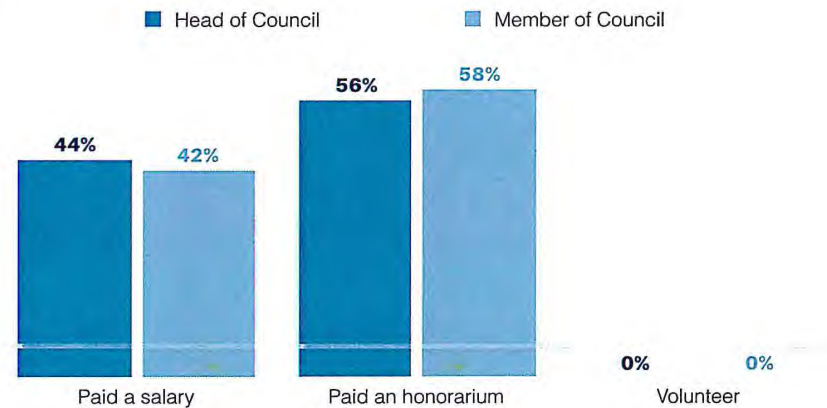
Chart 5.
Full-time vs. Part-time Members of Council, by population



Paid versus Volunteer Councils

Though the majority of councils are part-time, all councillors and heads of council are compensated for their work, either through a salary, honorarium or stipend. Heads of council are slightly more likely to be paid a salary versus an honorarium, with 44% of heads of council paid a salary and 56% paid an honorarium or stipend. By contrast 42% of members of council are paid a salary and 58% are paid an honorarium/stipend. None of the municipalities that responded to this survey have councils that are completely volunteer.

Chart 6.
Paid vs. Volunteer Council



Whether a municipality labels the compensation that it pays a salary or honorarium is also closely tied to the size of the municipality. 64% of municipalities with a population over 10,000 pay their head of council a salary, while municipalities with a population below 10,000 are more likely to pay their head of council an honorarium (Chart 7). Similarly, for members of council the majority of municipalities with a population over 10,000 pay their councillors a salary, while the majority of those with a population below 10,000 pay their councillors an honorarium or stipend (Chart 8).

Chart 7.
Salary vs. Stipend, *Heads of Council*, by population

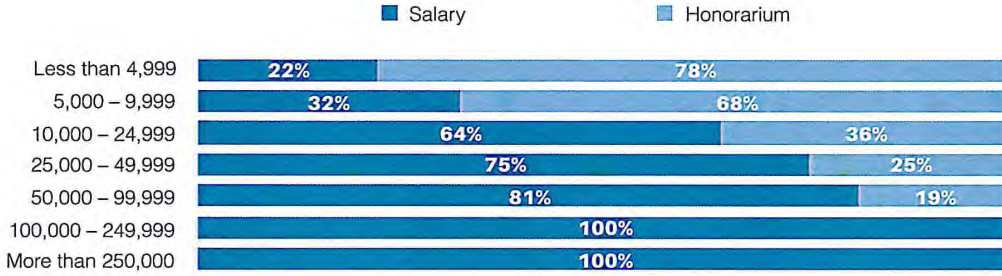
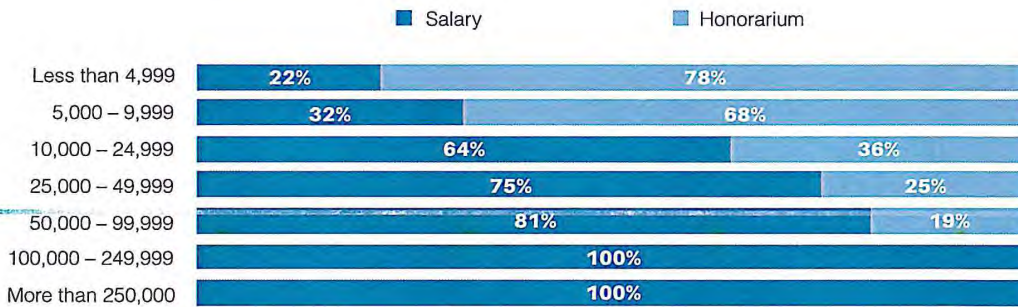


Chart 8.
Salary vs. Stipend, *Members of Council*, by population



There is also a regional impact to whether or not a municipality refers to its compensation as a salary or honorarium (Charts 9 and 10). For instance, municipalities in Central and Southwestern Ontario are more likely to offer a salary, while municipalities in Eastern and Northern Ontario are more likely to offer an honorarium or stipend, rather than a salary. Municipalities in Northern Ontario far more likely to give their councillors a stipend than any other region in the province.

Chart 9.
Salary vs. Stipend, *Head of Council*, by region

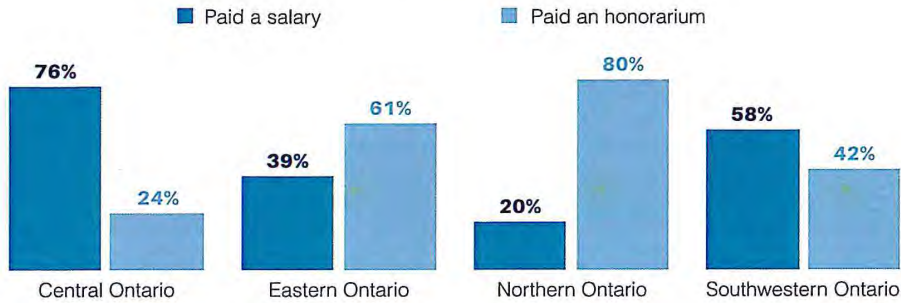
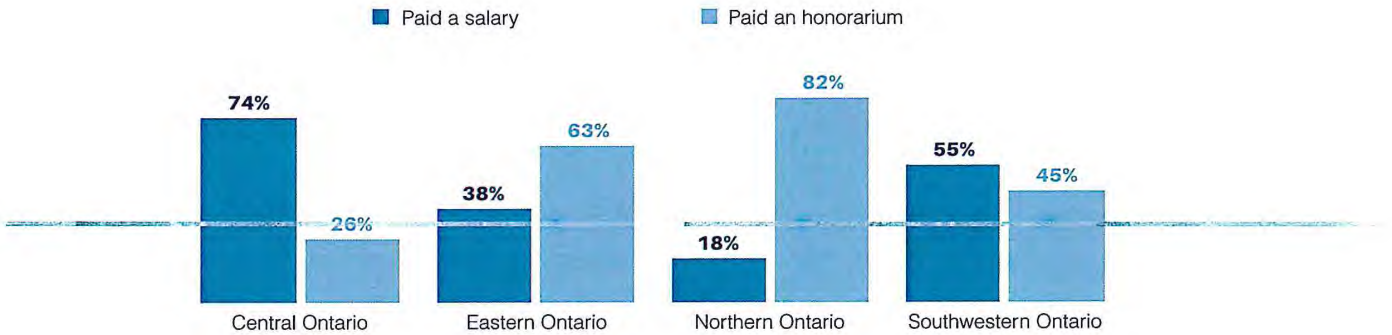


Chart 10.
Salary vs. Stipend, *Members of Council*, by region



However, if the regional disparities are broken down by population size as in Chart 11 and Chart 12, it becomes clear that while there is a regional effect, population size is the dominant factor. For instance, municipalities in Northern Ontario are more likely to pay their councils honorariums, however, while some of this can be attributed to regional disparities, the more powerful explanatory factor is population size. There are more small municipalities in Northern Ontario, which helps to explain why councillors in the north are more likely to be paid honorariums than councillors in the rest of the province. Similarly, most of the province's largest municipalities are concentrated in central Ontario, so it follows that they would be more likely to be paid a salary than an honorarium.

Chart 11.

Salary vs. Stipend, Heads of Council, by region/population

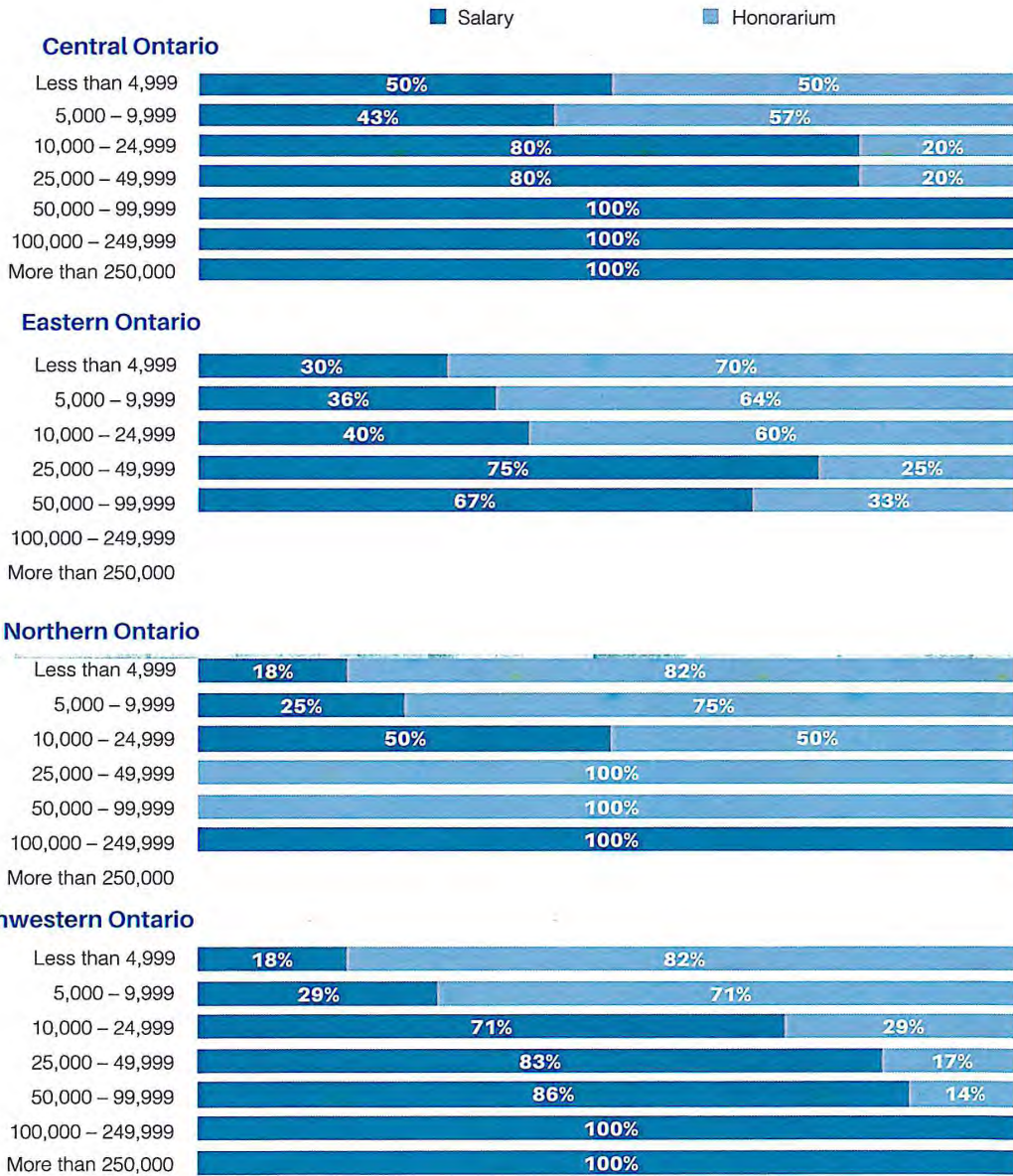
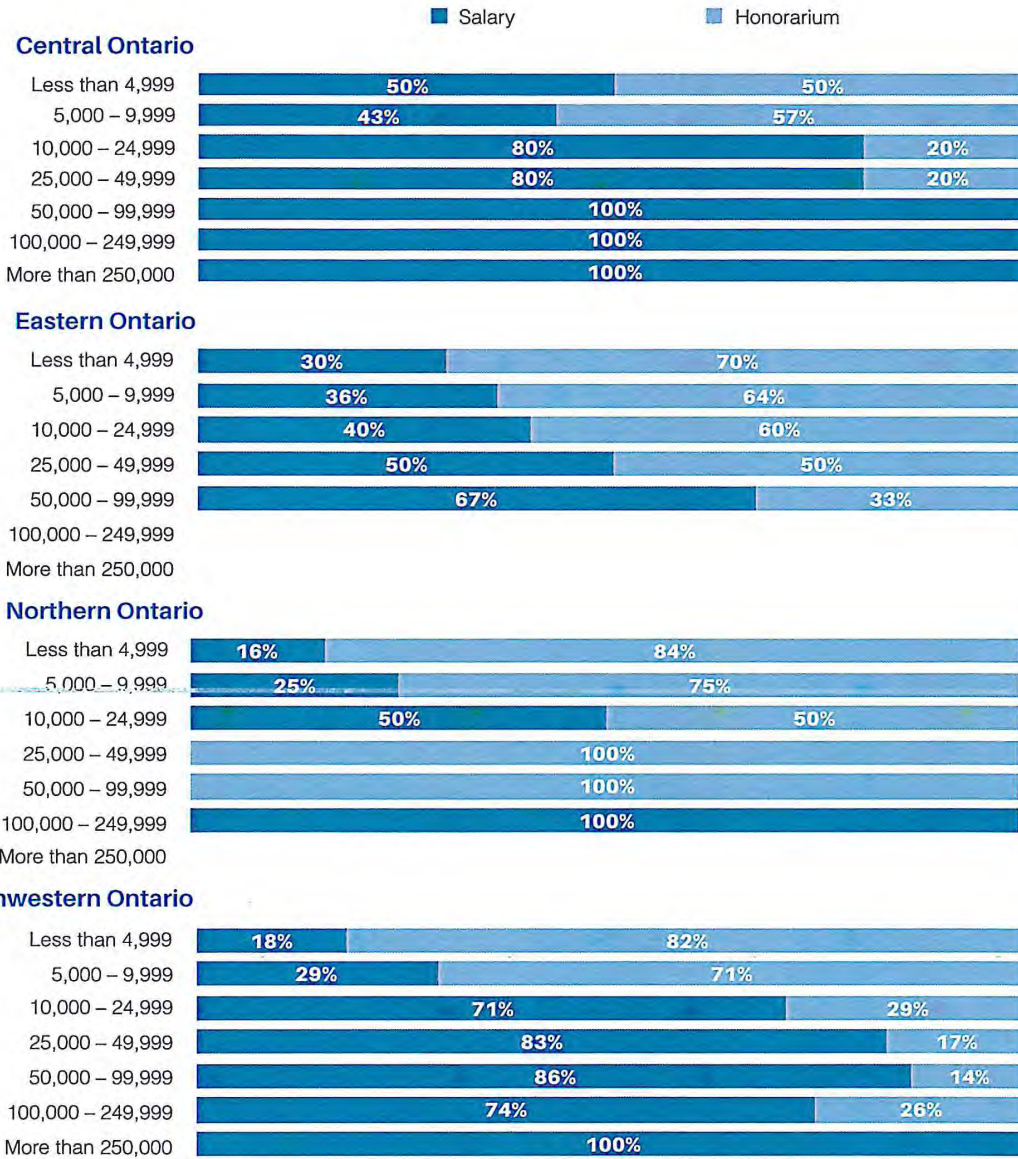


Chart 12.

Salary vs. Stipend, Members of Council, by region/population



Levels of Pay

While levels of pay vary widely across the province, the majority of councillors and heads of council in Ontario are paid less than \$40,000 per year. Most municipalities pay their members of council either an annual salary or an annual honorarium or stipend. Fewer than 10% of municipalities only pay their members of council a set rate per meeting. All of the municipalities that pay per meeting have a population below 5,000.

Chart 13.
Average Head of Council Compensation

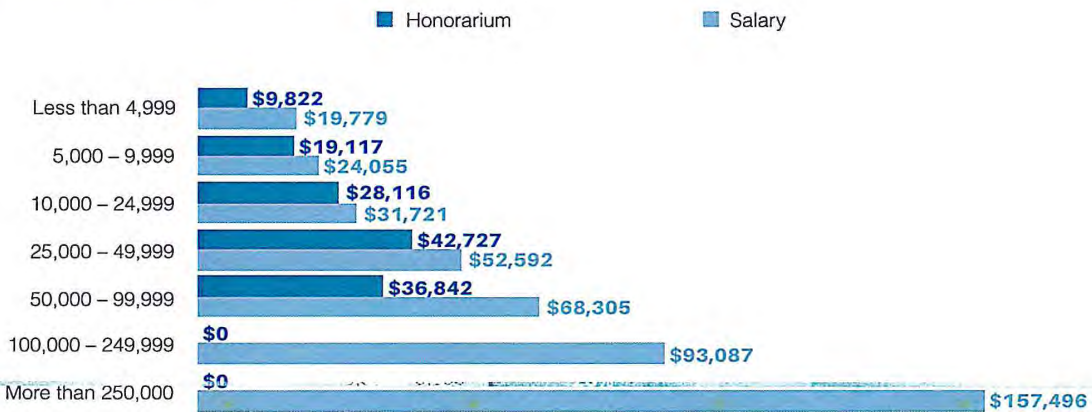


Chart 14.
Average Member of Council Compensation



Table 2.

Average Head and Member of Council Honorarium or Salary by Population Size, Region

REGION	POPULATION						
	Less than 4,999	5,000 – 9,999	10,000 – 24,999	25,000 – 49,999	50,000 – 99,999	100,000 – 249,000	More than 250,000
Head of Council Honorarium							
Province-wide	\$9,822	\$19,117	\$28,116	\$42,727	\$36,842.95	-	-
Eastern Ontario	\$13,901	\$14,075	\$30,129	\$22,584	\$23,434	-	-
Central Ontario	\$15,366	\$25,311	\$26,276	\$47,484	\$95,630	-	-
South-western Ontario	\$9,873	\$16,196	\$26,772	\$30,554	\$29,750	-	-
Northern Ontario	\$9,713	\$15,578	\$28,987	-	-	-	-
Member of Council Honorarium							
Province-wide	\$6,860	\$11,947	\$14,966	\$15,498	\$22,029.22	\$33,894	-
Eastern Ontario	\$10,020	\$10,089	\$16,090	\$7,362	\$13,278	-	-
Central Ontario	\$11,292	\$17,721	\$15,273	\$25,551	\$32,693	-	-
South-western Ontario	\$6,330	\$9,528	\$13,155	\$17,924	\$17,500	\$33,894	-
Northern Ontario	\$6,361	\$9,237	\$14,499	\$19,292	\$22,735	-	-
Head of Council Salary							
Province-wide	\$18,779	\$24,055	\$31,721	\$52,592	\$68,305	\$93,087	\$157,496
Eastern Ontario	\$34,962	\$43,054	\$34,429	\$45,396	\$54,964	-	-
Central Ontario	\$20,129	\$25,341	\$33,344	\$62,826	\$81,550	\$107,290	\$159,777
South-western Ontario	\$19,203	\$19,499	\$29,245	\$48,724	\$61,716	\$86,079	\$154,075
Northern Ontario	\$17,159	\$23,769	\$32,926	-	-	-	-
Member of Council Salary							
Province-wide	\$12,199	\$13,397	\$17,703	\$24,841	\$26,241	\$35,442	\$75,085
Eastern Ontario	\$18,632	\$20,689	\$18,309	\$16,006	\$22,416	-	-
Central Ontario	\$17,764	\$15,240	\$19,670	\$29,321	\$37,884	\$43,438	\$91,037
South-western Ontario	\$11,208	\$12,357	\$15,945	\$24,791	\$19,755	\$32,175	\$43,182
Northern Ontario	\$10,266	\$11,323	\$16,463	-	-	\$35,788	-

Heads of council are generally paid at a higher rate than members of council. For instance, 15% of heads of council who are paid a salary earn more than \$80,000 per year, while only 3% of councillors who are paid a salary earn the same amount. Similarly, approximately 32% of heads of council who are paid an honorarium earn above \$20,000, compared to just 5% of members of council. The highest salary paid to a head of council is \$228,453, while the lowest is \$7,344. In contrast, the highest salary paid to a councillor is \$137,878, while the lowest is \$5,388.

Chart 15.
Council Compensation—Honorariums/Stipends (per year)

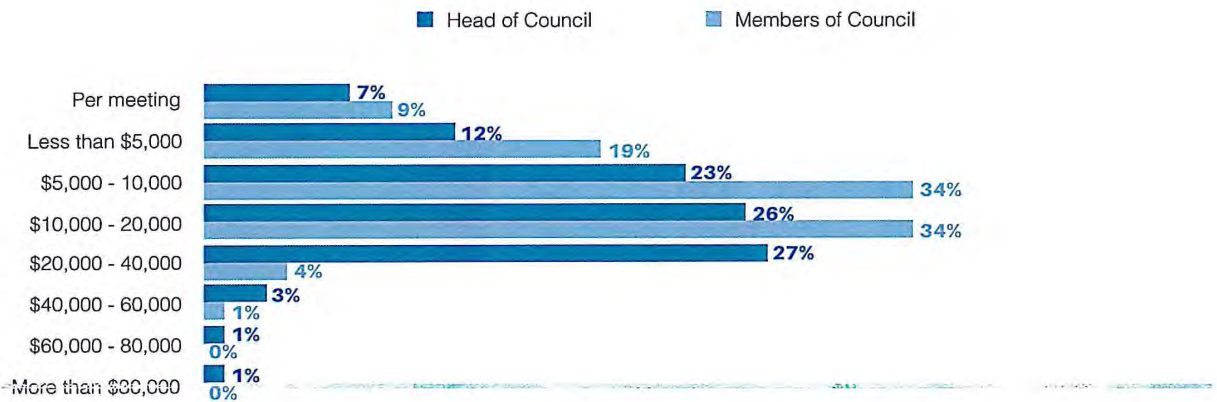
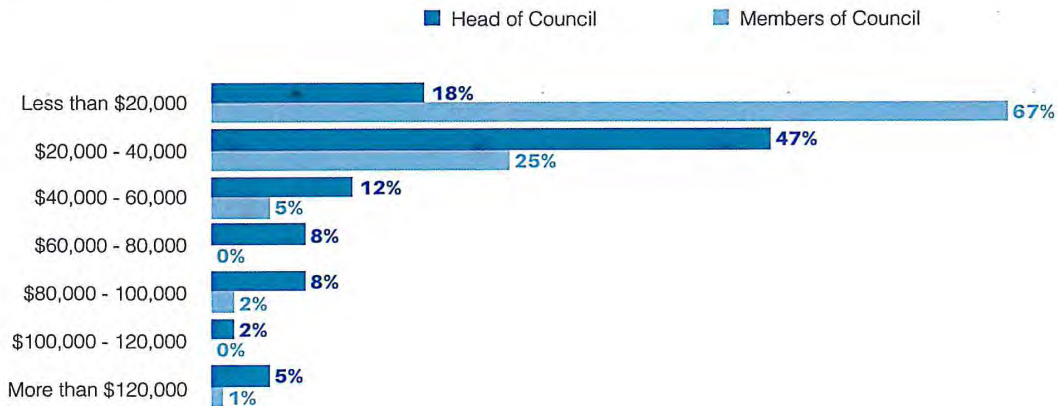


Chart 16.
Council Compensation—Salaries (per year)



Population Differences

The level of compensation that a municipality offers is closely correlated to its size. As seen in Tables 3 and 4, smaller municipalities are more likely to pay their members of council at a lower rate than larger municipalities. For example, the average salary for a head of a council with a population between 5,000 – 10,000 is \$24,055 per year, compared to an average of \$68,305 for the head of council of a municipality with a population between 50,000 – 100,000. Similarly, the average salary for a councillor in a municipality with a population of 5,000 – 10,000 is \$13,397 compared to \$26,241 for a municipality with a population of 50,000 – 100,000. No municipalities with a population over 100,000 offer an honorarium instead of a salary for their head of council and all the municipalities that pay their members of council exclusively by a per meeting rate have a population below 5,000.

Table 3.
Council Honorariums, by population size

	Per meeting	Less than 5,000	\$5,000 - 10,000	\$10,000 - 20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	More than 80,000
Heads of Council								
Less than 4,999	11%	19%	34%	30%	6%	-	-	-
5,000 – 9,999	-	3%	7%	33%	57%	-	-	-
10,000 – 24,999	-	-	5%	10%	75%	10%	-	-
25,000 – 49,999	-	-	-	-	50%	25%	25%	-
50,000 – 99,999	-	-	-	-	20%	20%	20%	20%
100,000 – 249,000	-	-	-	-	-	-	-	-
More than 250,000	-	-	-	-	-	-	-	-
Members of Council								
Less than 4,999	15%	25%	48%	11%	1%	-	-	-
5,000 – 9,999	-	13%	17%	67%	3%	-	-	-
10,000 – 24,999	-	5%	10%	80%	5%	-	-	-
25,000 – 49,999	-	-	40%	40%	20%	-	-	-
50,000 – 99,999	-	17%	-	33%	33%	17%	-	-
100,000 – 249,999	-	-	-	50%	-	50%	-	-
More than 250,000	-	-	-	-	-	-	-	-

Table 4.
Council Salaries, by population size

	Less than \$20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	\$80,000 - 100,000	\$100,000 - 120,000	More than \$120,000
Heads of Council							
Less than 4,999	56%	41%	4%	-	-	-	-
5,000 – 9,999	31%	69%	-	-	-	-	-
10,000 – 24,999	6%	81%	14%	-	-	-	-
25,000 – 49,999	-	33%	42%	17%	8%	-	-
50,000 – 99,999	-	8%	23%	38%	31%	-	-
100,000 – 249,999	-	-	-	27%	45%	9%	18%
More than 250,000	-	-	-	-	-	20%	80%
Members of Council							
Less than 4,999	96%	4%	-	-	-	-	-
5,000 – 9,999	100%	-	-	-	-	-	-
10,000 – 24,999	77%	23%	-	-	-	-	-
25,000 – 49,999	36%	55%	9%	-	-	-	-
50,000 – 99,999	33%	58%	8%	-	-	-	-
100,000 – 249,999	-	75%	25%	-	-	-	-
More than 250,000	-	17%	33%	-	33%	-	17%

Regional Differences

While population is the key difference when it comes to councillor compensation, there are also some regional differences. Part of the explanation for these regional disparities is the distribution of population size in each region, as discussed earlier. However, as seen in Table 2, even when controlling for population size the average salaries for councillors vary region by region.

Municipalities in Central Ontario consistently pay their councils at rates that are above the provincial average. Municipalities in Northern and Southwestern Ontario tend to pay their councils at rates that fall below the provincial average. Municipalities in Eastern Ontario fall into no clearly discernible pattern, sometimes paying above the provincial average, with others paying below.

Table 5.
Council Honorariums, by region

	Per meeting	Less than 5,000	\$5,000 - 10,000	\$10,000 - 20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	More than 80,000
Heads of Council								
Central Ontario	-	-	-	27%	55%	9%	-	9%
Eastern Ontario	6%	-	31%	17%	39%	8%	-	-
Northern Ontario	10%	24%	27%	25%	10%	-	3%	-
Southwestern Ontario	3%	6%	16%	38%	38%	-	-	-
Members of Council								
Central Ontario	-	-	8%	69%	15%	8%	-	-
Eastern Ontario	6%	8%	31%	47%	8%	-	-	-
Northern Ontario	15%	28%	42%	13%	1%	-	-	-
Southwestern Ontario	3%	18%	32%	44%	-	3%	-	-

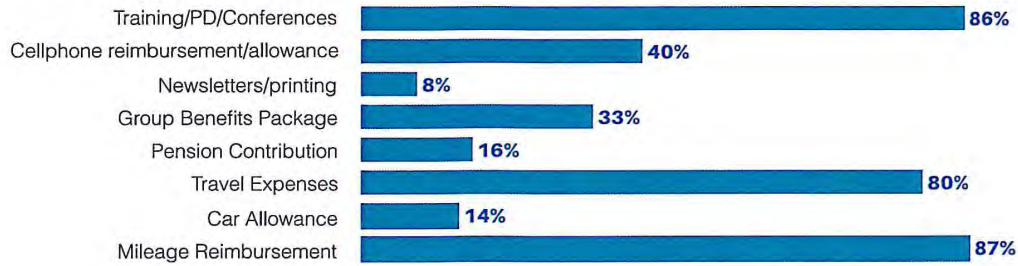
Table 6.
Council Salaries, by region

	Less than \$20,000	\$20,000 - 40,000	\$40,000 - 60,000	\$60,000 - 80,000	\$80,000 - 100,000	\$100,000 - 120,000	More than \$120,000
Head of Council							
Central Ontario	6%	41%	16%	9%	16%	3%	9%
Eastern Ontario	16%	68%	12%	4%	-	-	-
Northern Ontario	53%	41%	-	-	-	-	6%
Southwestern Ontario	15%	41%	13%	13%	11%	2%	4%
Members of Council							
Central Ontario	39%	39%	13%	-	6%	-	3%
Eastern Ontario	88%	13%	-	-	-	-	-
Northern Ontario	94%	6%	-	-	-	-	-
Southwestern Ontario	64%	31%	5%	-	-	-	-

Other Benefits

In addition to salaries, honorariums, and stipends, municipalities also provide a range of other benefits to their councils. For instance, a strong majority of municipalities provide mileage reimbursement, travel expenses, and dedicated funding for attending conferences, training and professional development. A smaller number of municipalities (40% and 33% respectively) provide an allowance or reimbursement for cellphones, and access to a group benefits package. Approximately 16% of municipalities provide a pension contribution, while 14% provide a car allowance, and 8% provide a budget for printing newsletters and other materials.

Chart 17.
Council Compensation—Salaries(per year)



As seen in Table 7, larger municipalities are more likely to provide optional benefits like cellphone reimbursement, newsletter printing or a pension contribution. For instance, most municipalities (83%) with a population over 250,000 provide reimbursement or an allowance for a cell phone, while less than a third of municipalities with a population below 10,000 do the same. Similarly, a majority of municipalities with a population above 100,000 provide pension contributions and a group benefits package while fewer than a third of municipalities with a population below 10,000 provide a group benefits package, and fewer than 7% provide a pension contribution.

Table 7.
Non-salary benefits provided by municipalities, by population size

	Cell phone reimbursement/ allowance	Newsletters / Printing	Group benefits package	Pension Contribution	Car Allowance
Less than 4,999	29%	1%	14%	7%	5%
5,000 – 9,999	32%	5%	32%	0%	5%
10,000 – 24,999	49%	8%	45%	21%	17%
25,000 – 49,999	69%	13%	63%	25%	44%
50,000 – 99,999	56%	25%	44%	44%	44%
100,000 – 249,999	64%	36%	73%	64%	36%
More than 250,000	83%	67%	83%	83%	33%

Reviewing Compensation

Approximately half of municipalities surveyed have reviewed their council compensation within the last four years, while 38% have done so within the last year (see Appendix A). There is no clear differentiation, based on either geography or population size for how often a municipality reviews council compensation (Appendix B). Municipalities use a range of factors to help them set their compensation levels. The most common practice that municipalities follow is to survey the compensation paid by neighbouring municipalities (74%). A smaller number (just under 40%) of municipalities work to ensure that councillor compensation is competitive. A similar number report that their ability to compensate councillors is determined by the fiscal capacity of the municipality. Relatively few municipalities (10%) use a comparison to the levels of pay that staff receive.

Chart 18.
Factors considered in council compensation reviews



There are some notable population-based differences, as seen in Table 8. Larger municipalities are far more likely to cite ensuring that councillor pay is competitive as a factor they use to set compensation levels. Very large municipalities, those with a population above 250,000, are far less likely to cite reviewing neighbouring municipalities compensation levels as a factor, while this is a common factor for most other municipalities.

Table 8.

Factors considered in council compensation reviews, by population size

	Ensuring councillor pay is competitive	Review of neighbouring municipalities compensation levels	Determined by fiscal capacity of the municipality	Comparison to staff levels of pay
Less than 4,999	28%	67%	42%	6%
5,000 – 9,999	41%	86%	39%	9%
10,000 – 24,999	43%	75%	32%	11%
25,000 – 49,999	50%	88%	38%	6%
50,000 – 99,999	50%	63%	44%	19%
100,000 – 249,999	64%	91%	45%	27%
More than 250,000	67%	50%	33%	17%

5 CONCLUSION

While compensation is not the only factor when considering representation on local councils, it is an important one. We hope that this report will serve as a valuable resource for municipalities as they review their council compensation. Going forward to hope to continue to conduct this survey and continue to equip municipalities with tools to make better evidence-based decisions.

6 APPENDICES

Appendix A. Full survey results

What is the population of your municipality?

Fewer than 10,000	60%
10,000 – 50,000	27%
50,000 – 100,000	6%
100,000 – 250,000	4%
More than 250,000	2%

What type is your municipality?

Upper Tier	6%
Lower Tier	58%
Single Tier	35%

Where is your municipality located?

Central Ontario	16%
Eastern Ontario	22%
Northern Ontario	32%
Southwestern Ontario	30%

How many members of council does your municipality have (including heads of council)?

5 Members	42.80%
6 Members	1.17%
7 Members	30.74%
8 Members	3.50%
9 Members	9.73%
10 Members	1.95%
11 Members	2.72%
12 Members	1.17%
13 Members	2.33%
16 Members	0.78%
17 Members	0.78%
18 Members	0.39%
21 Members	0.39%
23 Members	0.39%
25 Members	0.39%
31 Members	0.39%
45 Members	0.39%

Is the head of council in your municipality full-time or part-time?

Full time	14%
Part time	86%

Are the members of council in your municipality full-time or part-time?

Full time	6%
Part time	94%

Is the head of council in your municipality paid or volunteer?

Paid a salary	44%
Paid an honorarium/stipend	56%

Are the members of council in your municipality paid or volunteer?

Paid a salary	42%
Paid an honorarium/stipend	58%

If the head of council in your municipality is paid an honorarium, how much is it?

Per meeting	7%
Less than 5,000	12%
\$5,000 - 10,000	23%
\$10,000 - 20,000	26%
\$20,000 - 40,000	27%
\$40,000 - 60,000	3%
\$60,000 - 80,000	1%
More than 80,000	1%

If the head of council in your municipality is paid a salary how much is it?

Less than \$20,000	18%
\$20,000 - 40,000	47%
\$40,000 - 60,000	12%
\$60,000 - 80,000	8%
\$80,000 - 100,000	8%
\$100,000 - 120,000	2%
More than \$120,000	5%

If members of council in your municipality are paid an honorarium how much is it?

Per meeting	9%
Less than \$5,000	19%
\$5,000 - 10,000	34%
\$10,000 - 20,000	34%
\$20,000 - 40,000	4%
\$40,000 - 60,000	1%
\$60,000 - 80,0000	0%
More than \$80,000	0%

If the members of council in your municipality are paid a salary how much is it?

Less than \$20,000	67%
\$20,000 - 40,000	25%
\$40,000 - 60,000	5%
\$60,000 - 80,000	0%
\$80,000 - 100,000	2%
\$100,000 - 120,000	0%
More than \$120,000	1%

Do you provide any other remuneration or benefits for your councillors?

Mileage Reimbursement	87%
Car Allowance	14%
Travel Expenses	80%
Pension Contribution	16%
Group Benefits Package	33%
Newsletters/Printing	8%
Cellphone Reimbursement	40%
Training/Professional Development/Conference Attendance	86%

When was the last time that you reviewed council compensation in your municipality?

Not sure	13%
Within the last year	33%
Within the last four years	43%
Within the last ten years	11%

What factors did you use to determine compensation for your councillors/head of council?

Comparison to staff levels of pay	10%
Determined by fiscal capacity of the municipality	39%
Ensuring that councillor pay is competitive	39%
Review of neighbouring municipalities compensation levels	74%

Appendix B.

When was the last time that you review council compensation in your municipality?

	Within the last year	Within the last four years	Within the last ten years
By Population			
Less than 4,999	41%	46%	13%
5,000 – 9,999	36%	56%	8%
10,000 – 24,999	33%	52%	14%
25,000 – 49,999	21%	57%	21%
50,000 – 99,999	54%	38%	8%
100,000 – 249,999	30%	40%	30%
More than 250,000	50%	50%	0%
By Region			
Central Ontario	46%	38%	16%
Eastern Ontario	35%	54%	10%
Northern Ontario	37%	51%	12%
Southwestern Ontario	36%	50%	14%

7 SOURCES

Association of Municipalities Ontario (AMO). (December 1, 2017). "One-Third Tax Free Exemption for Municipal Elected Officials." <http://www.amo.on.ca/AMO-Content/Policy-Updates/2017/OnethirdTaxFreeExemptionforMunicipalElectedOfficia>

Association of Municipalities of Ontario (AMO). (2015). What's Next Ontario? Imagining a prosperous future for our communities.

Criscione, Peter. (September 30, 2015). "City councillors boost their salaries and scrap exemption." Brampton Guardian. <https://www.bramptonguardian.com/news-story/5939328-city-councillors-boost-their-salaries-and-scrap-tax-exemption/>

Deska, Ryan. (2016). Municipal Councillor Profile. Rural Ontario Institute.

Economist Intelligence Unit. (2018). Democracy Index 2017: Free speech under attack.

Edelman. (March 1, 2017). Edelman Trust Barometer 2017.

Neuman, Keith. (2016). "Canadian Public Opinion on Governance 2016," Environics Institute and the Institute on Governance.

Parkin, Andrew. (March 2018). "Portraits 2017: Immigrant & Diversity." Mowat Research #162.

Porter, Catherine. (September 17, 2014). "City councillor, a well-paid job for life." Toronto Star. <https://www.caledonenterprise.com/news-story/1376441-what-determines-compensation-municipal-councils-make-own-call-on-salary/>

Richmond, Randy. (December 2, 2016). "London city hall: Deputy mayor Paul Hubert pushing idea of fewer politicians, full-time pay." London Free Press.

Schobel, Kurt. (2014). "How much is enough? A study of municipal councillor remuneration." Canadian Public Administration, Volume 57, No. 1.


Shreve, Ellwood. (January 20, 2017). "Mayor's salary could surpass six-figure mark, plus new benefits." Chatham Daily News. <http://www.chathamdailynews.ca/2017/01/20/mayors-salary-could-surpass-six-figure-mark-plus-new-benefits>

Strader, Matthew. (December 2, 2012). "What determines compensation? Municipal Councils make own call on salary." Caledon Enterprise. <https://www.caledonenterprise.com/news-story/1376441-what-determines-compensation-municipal-councils-make-own-call-on-salary/>

The Economist. (October 29, 2016). "Liberty Moves North: Canada's example to the world."

Zakaria, Fareed. (November/ December 2016). "Populism on the March: Why the West is in Trouble." Foreign Affairs.



 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	May 14, 2018	
TITLE / SUBJECT:	Municipal Banner Display Policy	
REPORT DATE:	April 18, 2018	File #:

1.0 STRATEGIC PLAN
N/A

2.0 PUBLIC ENGAGEMENT
N/A

3.0 RECOMMENDATION
THAT Council receive the Staff report, entitled "Town of Cobourg Municipal Banner Policy" LEG-PW1; and

FURTHER THAT Council enact the Municipal Banner Policy to provide a structured and consistent approach for granting eligible organizations requesting to display banners within the Town of Cobourg and to outline the guidelines and requirements for displaying banners on Municipal property.

4.0 ORIGIN
The Town of Cobourg is reviewing existing protocols and developing, updating policies and procedures across all Municipal Departments.

6.0 ANALYSIS
The Town of Cobourg has multiple areas suitable for the placement of banners making community announcements and to promote local cultural, historical, recreational, civic events or activities that provide particular interest or benefit to the Town of Cobourg community.

This policy is designed to regulate the process related to the placement of banners on designated and assigned poles, and in any other location owned by the Town of Cobourg.

The Municipal Banner Display Policy requires that any eligible group seeking the placement of a banner(s) shall follow the attached policy and submit an Application Form to the Legislative Services department for review and approval.

In accordance with Section 2.4 of the draft policy, the application process and deadline each year will be October 30th in order to prepare a schedule for the upcoming year for displaying of banner(s).

The application process is modeled after the Municipal Community Grants Policy and application process. Municipal Staff will accept and receive applications in order to determine eligibility. All submissions are sent to General Government Services for final review and scheduling and finally the schedule will be sent to Council for information and final approval.

In order to provide opportunity for eligible organizations to display banner(s) for the current year the Town will receive applications to display banners immediately following the approval of the policy by Municipal Council while still following the provisions of the policy.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no direct financial or Budget implications associated with adopting the Municipal Banner Display Policy. There are fees associated with the procedure of erecting the banners on the designated poles by the Public Works Department, but this will be covered by the fees charged to the Applicant.

8.0 CONCLUSION

THAT Council receive the Staff report, entitled "Town of Cobourg Municipal Banner Policy" LEG-PW1; and

FURTHER THAT Council enact the Municipal Banner Policy to provide a structured and consistent approach for granting eligible organizations requesting to display banners within the Town of Cobourg and to outline the guidelines and requirements for displaying banners on Municipal property.

Approved By:

Ian Davey, Treasurer/Director of Corporate Services

Stephen Peacock, Chief Administrative Officer

Department:

Finance

CAO



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Banner Display- Operations

Section #

3-1

Policy #

LEG-ADM23

Purpose

To provide a structured and consistent approach for granting eligible organizations requesting to display banners within the Town of Cobourg and to outline the guidelines and requirements for displaying banners on Municipal property.

Policy

1. PROVISIONS

- 1.1 Eligibility for the displaying of banners in the Town of Cobourg include:
1. Banners promoting charitable organizations or their related functions/activities;
 2. Activities of a non-commercial nature; and
 3. Municipal sponsored functions and events.
- 1.2 All banners shall be installed and removed by the Public Works Department on the prescribed and assigned poles provided by the Town of Cobourg attached this policy as Appendix "A".
- 1.3 All banners must represent or promote local non-profit or cultural, historical, recreational civic events or activities or particular interest or benefit to the greater Town of Cobourg community.
- 1.4 Banners shall not be used for commercial advertising or to advertise or promote political candidates or issues.

2. REQUESTS AND APPLICATIONS

- 2.1 Any organization or agency wishing to place/hang a banner within the Town of Cobourg in designated areas shall complete an application and submit the application to the Town of Cobourg Legislative Services Department.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Banner Display- Operations

Section # 3-1
Policy # LEG-ADM23

-
- 2.2 Upon determination by the Legislative Services Department that:
- 1) The Banner Application is complete;
 - 2) The organization or agency applying for the proposed banner, meets the eligibility criteria listed within this policy; and
 - 3) All applicable fees have been received, the Legislative Services Department shall approve the application if deemed eligible provided the timeframe requested for the banner does not conflict with that of a banner previously approved by the Town of Cobourg.
- 2.3 Once an application has been reviewed and accepted by the Legislative Services Department, a completed listing of all applications will be generated and forwarded to General Government Services for final review and recommendation to Municipal Council.
- 2.3 Any applicant whose application is denied by the Legislative Services or General Government Services on determination of ineligibility may appeal to Municipal Council, who shall consider the matter at a Council Meeting whose decision shall be final and binding.
- 2.4 All Town of Cobourg Departments wishing to reserve banner locations and dates shall do so in the first week of October. All DBIA Banners (within the DBIA District) wishing to reserve a banner location and dates shall do so by application in the first week of October. A schedule for the upcoming year of Town of Cobourg and Downtown Business Improvement Area (DBIA) banners shall be established by the Legislative Services Division.
- 2.5 All eligible organizations and agencies banner requests shall be reserved on a first come first serve basis and sent to the Legislative Services Department no later than October 30th of each calander year through the banner application process with the Legislative Services Department of the Town of Cobourg.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Banner Display- Operations

Section #

3-1

Policy #

LEG-ADM23

3. REQUIRMENTS

3.1 Banner Specifications:

- Grommets must be steel, all other grommets will not be accepted;
- Banner material must be outdoor scrim vinyl: 18 oz minimum, 23 oz maximum
- Thread material must be outdoor marine grade;
- Banners over 27" in width must have wind vents; and
- Banners shall have a nylon belt woven across the fold top and bottom 18 oz minimum, 23 oz maximum.
- Banners proposed for downtown and the two (2) Elgin Street intersections shall be 20" wide X 71" high.

3.2 Approved banners shall be installed by the Public Works Division for a four (4) week period immediately prior to the date of a specific event. However if there are no other requests for banner installation, a banner may be displayed for a longer period of time at the discretion of the Town of Cobourg, giving consideration to significant municipal/community events.

3.3 All approved banners shall be permitted in the Downtown and at the Elgin Street, Division Street and Elgin Street, Burnham Street intersections, on poles already fitted with banner arms.

3.4 Banners are to be delivered to the Town of Cobourg Public Works Office by 11:00am on the Friday of the week prior to the scheduled time the banner(s) is to be hung.

3.5 Maintenance and storage of banners is the responsibility of the owner of the banner. The Town of Cobourg will not maintain or store any banner(s) beyond one (1) week from removal, and notification by the Division of such removal to the owner.

5. FEES

5.1 A permit fee shall be charged to hang banners in the Town of Cobourg, which shall be paid in full prior to the hanging of any approved banner by Public Works. All fees shall be approved through the Town of Cobourg Fees and Charges Schedule.



CORPORATION OF THE TOWN OF COBOURG

Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Banner Display- Operations

Section #

3-1

Policy #

LEG-ADM23

6. INDEMNIFICATION

- 6.1 The Town of Cobourg will not be held liable or responsible for the condition of banners, damage to a banner, or damage caused by any banner. All those seeking permission to hang a banner (other than the Town and their respective departments) as provided herein shall sign an agreement as provided by the Town of Cobourg that holds the Corporation of the Town of Cobourg harmless and indemnifies them from any liability in the event the banner causes damage to persons or property.

Scope

This policy shall apply to groups, organizations, Municipal Departments, charitable groups making requests to the Town of Cobourg to display banners.

Administration

The Chief Administrative Officer hereby designates the Director of Public Works or designate to implement and administer the terms of this policy and shall establish related operating procedures as required.

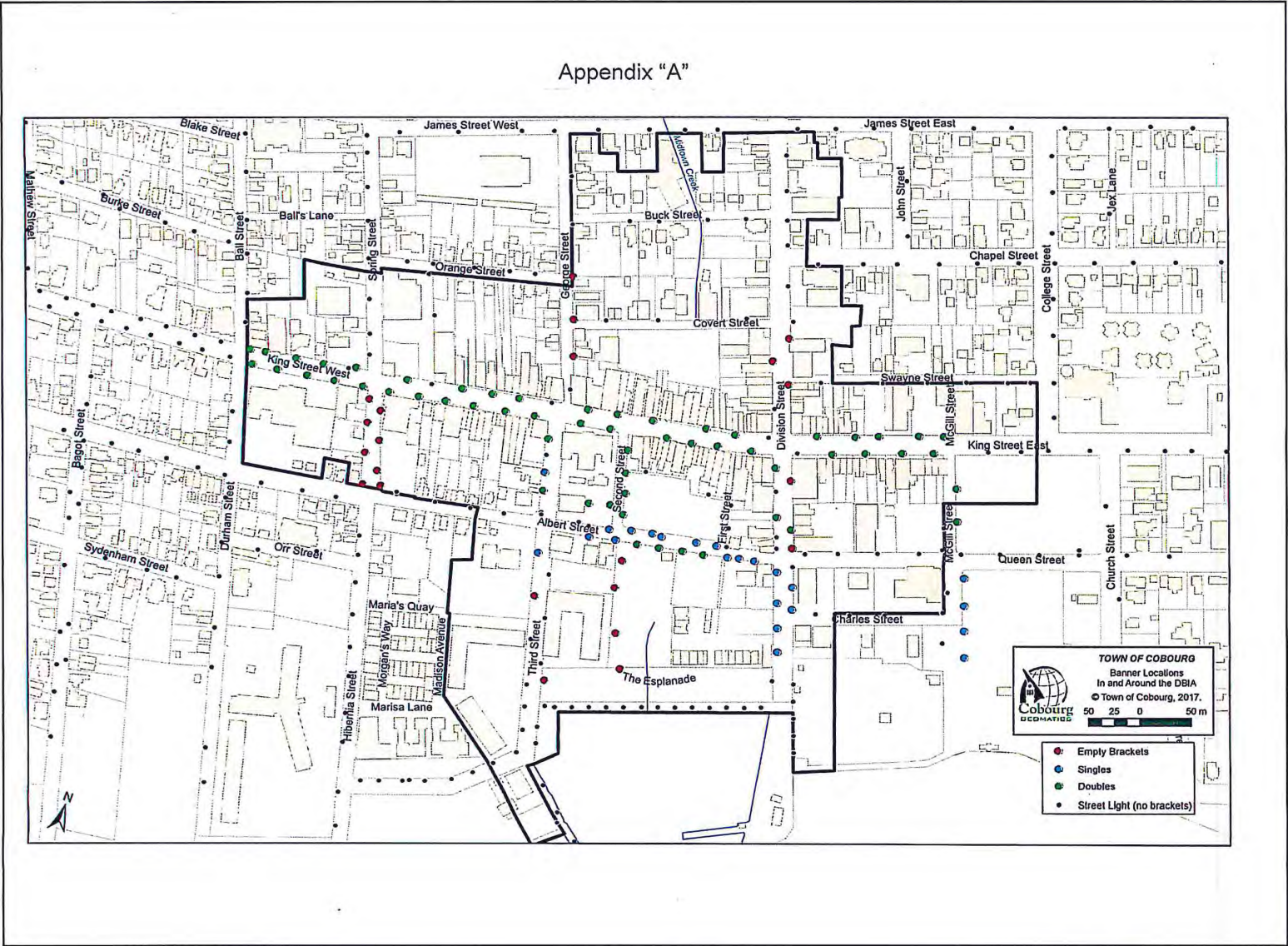
Cross Reference

Policy #

Procedure #

Resolution #	Revision Description:	Signature/Municipal Clerk:	Council Approval Date:

Appendix "A"



Cobourg Police Service Board

107 King Street West

Cobourg, Ontario K9A 2M4 Tel: (905) 372-1971 Fax: (905) 372-1729



May 1, 2018

Council-Corporation of the Town of Cobourg
55 King Street West
Cobourg, Ontario
K9A 2M2

Dear Council:

Re: Memorandum of Understanding-Business Services Unit-Non-Taxation Proceeds

Please find attached a Memorandum of Understanding (MOU) as approved by the Cobourg Police Services Board during its session of April 26, 2018.

The purpose of this document is to affirm mutual understanding between the Board and the Corporation of the Town of Cobourg concerning the Board's uses and approaches for future non-taxation proceeds that may be achieved by the Cobourg Police Services Board -Business Services Unit (BSU).

The MOU is intended to outline the key strategic considerations and decision frameworks that will guide use of the funds for the period 2018 through 2023. The agreement recognizes:

- The primary source of extraordinary non-taxation Business Services proceeds to be at *ongoing, acute risk* associated with potential change in Federal and/or Provincial legislation as well as and, in particular, the dynamics of operating within a highly competitive marketplace that in itself is subject to significant uncertainty from emerging and potentially transformative technologies that could lead to unprecedented market disruption.
- The importance of minimizing annual fluctuations in property tax rates arising from the annual operation of policing programs and services-reasonable moderation is targeted.
- The current opportunity to continue to develop the Business Services unit as a pathway to further non-taxation proceeds resulting in overall incremental community benefit.

Cobourg Police Service Board

107 King Street West

Cobourg, Ontario K9A 2M4 Tel: (905) 372-1971 Fax: (905) 372-1729

The risk of continuity of extraordinary proceeds coupled with the preference to insulate the community from acute fluctuations in the municipal tax base results in both streams of funding (taxation and non-taxation) remaining synchronized, though independent, for their distinct purposes.

Concurrently, the Board's approach and use of funds will be guided by disciplined fiscal management processes that:

- Manage the BSU independently with full absorption of ongoing direct costs and provision for possible future dissolution expenses.
- Establish an overall emergency reserve intended to cover unforeseen and unusual expenses as they arise in the case of unpredictable emergency.
- Establish a reserve to fuel future Business Services investments inclusive of:
 - Contemporized/next generation capital equipment intended to increase policing efficiencies.
 - Emerging technologies inclusive of hardware and software and associated analytics, incremental operating and adoption costs (e.g. training on new technologies).
 - Pilot projects and/or partnerships that may lead to targeted impacts and community benefits within defined and measured project parameters.
 - Those that may poise the unit for further business management and expansion through broadened market penetration-inclusive of strategic planning, market research, new product and resource development.

In summary, the intent is to continue to carefully grow the Business Services Unit with the goal of maximizing both its potential and resulting community benefit. However, in recognition of the inherent market risk, annual municipal tax rolls will be insulated from business fluctuations by the unit and its proceeds, remaining independent from core policing operations and funding.

On behalf of the Board and staff of the Cobourg Police Service I thank you in advance for your attention on this matter. The Board looks forward to clarifying these directions in an upcoming session of Council.

Best regards



Mr. Dean Pepper

Vice-Chairman-Cobourg Police Services Board

c.c. Cobourg-Police Services Board

Cobourg-Chief of Police, Kai Liu

Cobourg-Chief Administrative Officer-Stephen Peacock



Memorandum of Understanding

BETWEEN:

Cobourg Police Services Board

(hereinafter referred to as "the Board")

-and-

The Corporation of the Town of Cobourg

(hereinafter referred to as "the Town")

PURPOSE

The purpose of this document is to affirm mutual understanding between the parties concerning the Board's uses and approaches for future non-taxation proceeds that may be achieved by the Cobourg Police Services -Business Services Unit.

PREAMBLE

The parties agree that pursuant to the Safer Ontario Act (2018), the Board's primary responsibility remains in contributing to community safety and well-being by delivering superior policing services in the most efficient and cost effective manner possible.

Further, the Board expects to remain an active, collaborative partner in safety planning as led by the Town and will align its strategic plans with the Town's broader community safety and well-being plan. Overall, the Board expects to continue to work proactively with multiple

community partners to implement preventative programs, interventions and strategies to address identified risks before police response and enforcements are necessary.

The parties recognize that property taxation is the principle source of operating funds intended to cover expenditures, staffing and service levels while concurrently contributing to replacement of capital assets as may be required in delivering core policing services.

Both parties respect the importance of minimizing annual fluctuations in property tax rates arising from the operation of policing programs and services. Prudent financial management of annual budgets and reserves coupled with multi-year forecasting, both operational and capital, is conducive to stabilizing impacts on property taxation.

The parties recognize the Board, through its independent effort, has developed a parallel business unit (Business Services) that applies successful commercial strategies in a highly competitive marketplace to contribute cogent non-taxation proceeds to the organization. These proceeds are considered an extraordinary asset that to date, and at the Board's discretion, served to leverage core funds as provided by the Town.

Funds have, in part, been utilized to address unfunded municipal liabilities associated with policing services (e.g. decentralizing communications and associated exit expenses). Funds have also been deployed against acquisition of capital assets that could reasonably be determined as incrementally contemporizing and enhancing core policing services. In addition, non-taxation proceeds have fueled investments in the parallel Business Services Unit leading to further growth in market penetration, associated revenue and broader social impact of increased local employment.

Importantly, the parties recognize the primary source of extraordinary non-taxation Business Services proceeds to be at ongoing, acute risk associated with potential change in Federal and/or Provincial legislation as well as and, in particular, the dynamics of operating within a highly competitive marketplace that in itself is subject to significant uncertainty from emerging and potentially transformative technologies that could lead to unprecedented market disruption.

These uncertainties coupled with the mutual preference to minimize disruptive fluctuations in property tax rates associated with core policing expenditures result in the understanding that non-taxation proceeds will remain within the purview of the Board, to continue be deployed at its discretion in enhancing community well-being. For greater certainty, proceeds will not be used to displace or otherwise underwrite annual municipal funding of core policing operations.

APPROACH AND USE OF NON-TAXATION PROCEEDS

The parties are desirous to empowering the Board, and by extension the Town, for financial acuity and further investments that may lead to expansion of superior policing services and business growth while poising for enhanced effectiveness and efficiency in delivering a safe community.

These investments may, from time to time, lead to secondary economic spin-off (e.g. job growth) though their primary purpose remains focused on development of optimal, nimble and next generation policing services. In that, the funds will leverage core operational municipal investment as legislated and long-term municipal fiscal processes inclusive of capital planning and development charges reserves.

The Board's primary scope and approach toward management of non-taxation proceeds and resulting investments will include:


- Full absorption of all direct costs of operating the Business Services Unit inclusive of "fair share" management oversight time.
- Immediate establishment, annual monitoring and sustainment of a Business Services Reserve intended to cover all projected liabilities associated with potential business unit wind down inclusive of employment related costs, long term leases, liabilities and disposal of hard and intangible assets.
- Establishment of reserve to fuel future investments inclusive of:
 - Contemporized/next generation capital equipment intended to increase policing efficiencies.
 - Emerging technologies inclusive of hardware and software and associated analytics, incremental operating and adoption costs (e.g. training on new technologies).
 - Pilot projects and/or partnerships that may lead to targeted impacts and community benefits within defined and measured project parameters.
 - Those that may poise the unit for further business management and expansion through broadened market penetration-inclusive of strategic planning, market research, new product and resource development.

In addition, the Board will work to establish an overall operating emergency reserve intended to minimize the impact of taxation fluctuations in the case of an unforeseen situation of an urgent nature, presenting an unacceptable risk to the health and safety of persons or to property requiring an immediate expenditure of funds. The parties agree the reserve will grow, over 5 years, to an amount currently estimated at \$600,000 but in no case greater than 10% of the annual operating budget. Once established, and subject to potential withdrawals in the case of occurrence of its intended use, the reserve will be maintained annually. The emergency reserve is not intended to displace other reserves covering capital or development charges which themselves will remain independent for their intended purpose.


Interest on all reserves will accrue to the established reserve.

This understanding is scheduled for review in 2023 or as may be led earlier by the Board.

Signatories:


Chairman-Cobourg Police Services Board

Mayor-Corporation of the Town of Cobourg


Date

Date



THE CORPORATION OF THE TOWN OF COBOURG REPORT

STAFF REPORT

TO:	Mayor and Council Members	
FROM:	Shannon Murphy - Emergency Planner	
DATE OF MEETING :	May 15, 2018	
REPORT TITLE/SUBJECT:	Memorandum of Understanding - Use of The Cobourg Community Centre	
REPORT DATE	April 27, 2018	File #

1.0 Purpose

To request Council approves signing of MOU with Haliburton, Kawartha, Pine Ridge District Health Unit

2.0 Background

Haliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU) is requesting the Memorandum of Understanding for the use of the Cobourg Community Centre for the intended purpose of using the Cobourg Community Centre as an Emergency Mass Health Protection Clinic in the event of a public health emergency. HKPRDHU approached us to help facilitate this MOU for use of the CCC. Recently they have set up an MOU with Brighton, to service that community. Director D Hustwick is aware of the request from HKPRDHU.

3.0 Recommendation

Recommendation to sign MOU, aiding Cobourg in our emergency plan in compliance with Emergency Management and Civil Protection Act (EMCPA) having a plan in place and recognizing HKPRDHU is responsible under the Health and Protection Act (HPPA) we will supply the venue to them. MOU attached

Title:	Signing Official:	Signature:	Date:
Emergency Planner	S. Murphy		April 27 2018
Fire Chief	M. Vilneff		April 27, 2018
CAO	S. Peacock		May 7/18

**HALIBURTON, KAWARTHA, PINE RIDGE DISTRICT HEALTH UNIT
MEMORANDUM OF UNDERSTANDING
FOR THE USE OF THE COBOURG COMMUNITY CENTRE, COBOURG, ONTARIO
FOR THE PURPOSE OF EMERGENCY MASS HEALTH PROTECTION CLINICS**

An agreement to authorize the use of The Cobourg Community Centre, 750 D'Arcy Street, Cobourg, ON, K9A 0G1, for the purpose of holding mass health protection clinics:

The purpose of this agreement is to establish the framework through which the Haliburton, Kawartha, Pine Ridge District Health Unit (HKPRDHU) will have access to 750 D'Arcy Street, Cobourg in the event a declared or un-declared public health emergency mass health protection clinic is required. This location will be used as a mass clinic for the purpose of administering vaccine, anti-viral or other public health clinic intervention to the population for a duration pending the conditions of the need.

This agreement made _____ day of _____, 20_____, between:

The Haliburton, Kawartha, Pine Ridge District Health Unit and
The Corporation of the Town of Cobourg

WHEREAS, the legal basis for emergency management in the province of Ontario is in part provided for in the Emergency Management and Civil Protection Act (EMCPA). The EMCPA requires ministries and municipalities to develop and implement an emergency management program consisting of emergency plans, training programs, exercises, and public education, as well as infrastructure to support emergency response. An Order-in-Council (OIC) under the EMCPA identifies the specific emergency management responsibilities for ministries of the Crown. The Ministry of Health and Long-Term Care, for example, has the OIC responsibility for taking a lead role in emergencies relating to human health, disease and epidemics and health services during an emergency.

AND WHEREAS, the Health Protection and Promotion Act (HPPA) identifies the powers and responsibilities of boards of health, medical officers of health and the Chief Medical Officer of Health (CMOH). The purpose of the HPPA is to "provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Ontario."

Health protection is a cornerstone of the HPPA and of public health activities in the province of Ontario. Boards of health have a responsibility for identifying and preventing, reducing, or eliminating health hazards and addressing communicable diseases. The HPPA provides legal authority for the boards of health to respond to a public health emergency that has been determined to be a health hazard or as the result of a communicable disease.

AND WHEREAS, the HPPA makes provision under the Ontario Public Standard Protocols programs and services for the control of communicable diseases and reportable diseases, including provision of immunization services to children and adults;

NOW THEREFORE, the parties hereby agree to the following:

DEFINITIONS

In this agreement:

- a) **“Town of Cobourg”** means The Town of Cobourg residing in Northumberland County;
- b) **“Facility”** means any building, grounds, apparatus, equipment, vehicles owned or under the control of The Cobourg Community Centre, 750 D’Arcy Street, Cobourg, Ontario;
- c) **“Emergency Mass Health Protection Clinic”** means an event that demands a large-scale administration of vaccine or other medical intervention to a population in responding to a public health emergency;
- d) **“Municipality”** means any town, village or township located within the jurisdiction of the Health Unit.

NOTIFICATION

To activate an **Emergency Mass Health Protection Clinic** event, the Medical Officer of Health or her/his designated alternate of the HKPRDHU will advise The Town of Cobourg of the requirement to use the facility by notifying the respective facility director, or her/his designated alternate in writing. The written request shall be set out as outlined in Schedule “A”. Such request shall be responded and confirmed in writing within one business day by the Town of Cobourg.

LIAISON

Upon activation of an Emergency Mass Health Protection Clinic event, the HKPRDHU will supply, but not be limited to, a Health Unit staff member to manage the activities in the facility. On receipt of an Emergency Mass Health Protection Clinic notification from the HKPRDHU, the Town of Cobourg will be prepared to provide a facility liaison person to advise the staff members of the HKPRDHU.

The liaison person will be expected to provide the Health Unit staff member with information related to measures being employed to safeguard staff, and to protect the facility.

USE OF FACILITY

In the event that an Emergency Mass Health Protection Clinic is required, The Town of Cobourg agrees to make available to the HKPRDHU as much of the facility as may be needed. The Health Unit and The Town of Cobourg will give due consideration to the requirements of the facility for safe accommodation of staff.

Notwithstanding the above paragraph and following the declaration of a local state of emergency to exist, final authority for the use and control of the facility shall rest with The Town of Cobourg.

STAFFING

The Town of Cobourg shall have one or more members of its staff on the facility premises at all times to assist with the operation and maintenance of the facility.

The HKPRDHU will have one or more members of its staff on the facility premises at all times to assist with the operation and maintenance of the Emergency Mass Health Protection Clinic services under the direction of the Health Unit.

DILIGENCE AND CARE

The HKPRDHU and other parties having authority to use the facility shall exercise due diligence and care and shall not interfere with any of the facility activities unless deemed necessary as part of the response to the Emergency Mass Health Protection Clinic event.

Prior to the use of the facility, a duly authorized representative of the facility and a duly authorized representative of the Health Unit shall jointly inspect the facility and/or equipment to be used. Schedule "B" will then be signed by both parties outlining any pre-use damage or deficiencies.

Upon termination of use by the Health Unit, both parties shall again inspect the facility and/or equipment, making note of any damage, deficiencies or other such factors resulting from the Health Unit's use of said facility. Schedule "C" will then be signed by both parties to confirm any post-use damage or deficiencies.

INDEMNITY

The HKPRDHU hereby agrees to save harmless and indemnify The Town of Cobourg , its Officers, and Employees from and against all claims, demands or causes of action whether at law or in equity, in respect of its use of the said facility as herein provided, and from and against all damages, losses, costs, charges and expenses which the facility may sustain or incur or be liable for in consequence of such claims or demands or causes of action, from any source whatsoever, excluding claims arising from negligence by The Town of Cobourg, including but not necessarily limited to:

- a) claims, demands or causes of action by, or on behalf of, any staff of The Health Unit or its agents, employees or representatives;
- b) claims, demands or causes of action by any other person or persons using the facility pursuant to this agreement.

INSURANCE

The parties hereto further covenant and agree that their public liability insurer(s) have been presented a copy of this agreement. The said insurer(s) will confirm full coverage under existing policies to include usage of the facility by officers and representatives of the parties hereto, their employees and agents and members of the public pursuant to the provisions of this agreement.

In addition, the parties further covenant to provide to the other party hereto a confirmation letter from its insurer(s). The letter will confirm receipt of the agreement and confirms and

acknowledges its liability coverage for bodily injury and property damage related to those individuals utilizing the facility as set out in this clause and pursuant to the provisions of the agreement.

The HKPRDHU will provide Proof of Liability Insurance annually in the form of a Certificate of Insurance in the amount of 2,000,000 and will add The Town of Cobourg as an Additional Insured. The Town of Cobourg will also agree to provide Proof of Insurance to the Health Unit annually.

COSTS

HKPRDHU will only use the facility for providing public health protection services in response to public health emergency and therefore will be a mutual collaboration between the Town of Cobourg and the Health Unit. For this reason, the Health Unit will be exempted from the current Town of Cobourg by-law regarding facility rental fee.

The HKPRDHU hereby agrees to reimburse The Town of Cobourg for extraordinary costs arising from the Health Unit's use of the facility or equipment. Such costs may include, but are not limited to, the actual costs of supplies, overtime wages or salaries paid to facility employees, additional utility costs for heating and lighting, additional expenses incurred in cleaning the premises, additional security costs, and long-distance telephone charges.

Where possible, agreement shall be sought by The Town of Cobourg from The Health Unit before such extraordinary expenditures are made by The Town of Cobourg. Advance approval shall be sought in all cases for any single expenditure expected to exceed \$2,500.00.

Such payment will be made within 60 days of the submission of an invoice to the Health Unit.

Nothing in this agreement shall preclude The Health Unit from taking action to recover such costs paid to The Town of Cobourg from such person or agency as may be found responsible for causing the emergency, or from seeking federal or provincial funding to cover any or all costs incurred by the Health Unit.

Upon payment by The Health Unit to The Town of Cobourg, The Town of Cobourg relinquishes all rights to seek damages or compensation from such person or agency as may be found responsible for causing the emergency, or from federal or provincial sources.

VOLUNTEERS

Individual volunteers, or volunteer groups and agencies such as Red Cross, Salvation Army, or St. John Ambulance who are engaged by The Health Unit to manage or assist with the operation of clinics at the facility shall be considered as agents of the Health Unit.

CONDUCT ON FACILITY PREMISES

The Health Unit agrees to take all reasonable precaution against vandalism, mischief or behavior contrary to provincial or federal statutes by any party or parties who are accommodated in the facility, or who make use of the facility or equipment and may retain a private security provider.

If required, The Town of Cobourg may request that the Cobourg Police Service be present at such facility to maintain order.

FEEDING

No food preparation or consumption will be carried out at the facility in locations other than those normally set aside for such activities. No stoves or other cooking devices other than those normally and permanently installed by The Town of Cobourg in such facility shall be used.

RETURN OF EQUIPMENT AND SUPPLIES

The HKPRDHU will be responsible for removing borrowed, donated or purchased equipment from the facility upon termination of the Emergency Mass Health Protection Clinic.

TERMINATION

This agreement may be terminated by any of the parties hereto, by 60 days' notice given in writing to the other parties by delivering the same in person or by ordinary mail. Any notice shall be deemed to have been given on the third business day following the date on which it was mailed.

SUCCESSORS AND ASSIGNS

This agreement will inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have hereunto affixed their seals attested by the proper officers in that behalf.

Haliburton, Kawartha, Pine Ridge District Health Unit

Mark Lovshin, Board of Health Chair

Dr. Lynn Noseworthy
Medical Officer of Health

The Corporation of the Town of Cobourg

Gil Brocanier Mayor

Brent Larmer, Municipal Clerk

SCHEDULE "A"

Memorandum of Understanding: Emergency Mass Health Protection Clinic Event

I, _____, Medical Officer of Health of the Haliburton, Kawartha, Pine Ridge District Health Unit, duly authorized to do so by the Board of Health, do hereby request of the use of the **Cobourg Community Centre**, 750 D'Arcy St, Cobourg, Ontario for an Emergency Mass Health Protection Clinic starting on this _____ day of _____, 20_____.

SCHEDULE "B"


Memorandum of Understanding: Facilities Pre-Used Damage or Deficiency

Upon joint inspection by HKPRHU staff, name of the staff _____, and
Cobourg Community Center facility staff, name of the staff _____, on
this _____ day of _____, 20_____. The following pre-used damage
and deficiency have been identified:

SCHEDULE "C"

Memorandum of Understanding: Facilities Post-Used Damage or Deficiency

Upon joint inspection by HKPRHU staff, name of the staff _____, and
Cobourg Community Center facility staff, name of the staff _____, on
this _____ day of _____, 20_____. The following post-used damage
and deficiency have been identified:


	THE CORPORATION OF THE TOWN OF COBOURG REPORT	
	ACCESSIBILITY ADVISORY COMMITTEE MOTION	
TO:	Mayor and Council Members	
FROM:	Desta McAdam, Secretary Accessibility Advisory Committee	
DATE OF MEETING:	April 18, 2018.	
REPORT TITLE/SUBJECT:	Accessibility Advisory Committee Motion	

At a regular meeting of the Accessibility Advisory Committee held on April 18, 2018, the Committee discussed plans for National AccessAbility Week.

Following the discussion, the following motion was put forth:

Moved by J. Warren "The Accessibility Committee requests Council to declare the week of May 27th to June 2nd, as National AccessAbility Week in Cobourg."

CARRIED


	<p align="center">THE CORPORATION OF THE TOWN OF COBOURG REPORT</p>	
	<p align="center">ACCESSIBILITY ADVISORY COMMITTEE MOTION</p>	
TO:	Mayor and Council Members	
FROM:	Desta McAdam, Secretary Accessibility Advisory Committee	
DATE OF MEETING:	April 18, 2018.	
REPORT TITLE/SUBJECT:	Accessibility Advisory Committee Motion	

At a regular meeting of the Accessibility Advisory Committee held on April 18, 2018, the Committee discussed the efforts made by Linmac Developments Inc. with regard to accessibility at Victoria Place, 955 Elgin Street West.

Following the discussion, the following motion was put forth:

Moved by G. Maynard "That the Mayor consider recognizing Linmac Developments Inc. at a Council Meeting during AccessAbility Week for their efforts towards accessibility with the Victoria Place development at 955 Elgin Street West."

CARRIED

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	COMMITTEE OF THE WHOLE REPORT	
TO:	Mayor and Council	
FROM: TITLE:	Desta McAdam Planner I - Development	
DATE OF MEETING:	May 14 th , 2018.	
TITLE / SUBJECT:	Application for Site Plan Approval - Development Agreement: Block 89, Densmore Road RFA Planning Consultant / 2020910 Ontario Ltd. (Leblanc Enterprises)	
REPORT DATE:	May 2 nd , 2018.	File #: SPA-01-16

1.0 STRATEGIC PLAN

Objective #4: Managing Sustainable Growth and Development

2.0 PUBLIC ENGAGEMENT

The Planning Act R.S.O 1990, c.P. 13, as amended does not prescribe any statutory public notice or engagement requirements for Site Plan Applications and Amendments, as these particular applications are recognized as being a detailed, technical review of matters relating to site development, including building layout, access, parking, landscaping, servicing and grading to name a few.

However, the Municipality requires that the applicant provide notice by posting a 1 m x 1.8 m sign on the Subject Lands, in an area visible from the public realm, notifying the public that an application for Site Plan approval has been submitted to the Municipality. The sign must include a contact number for both the applicant and the Town of Cobourg Planning Department, where plans can be made available for the public to view. The sign was posted on the frontage of the subject property in accordance with this procedure, although it has since been removed as a result of on-site pre-construction soil and grading activity.

Additionally, the Planning Department provided written notice of the Complete Site Plan Application to Council on March 21, 2016, and all Site Plan

Applications are considered by Council in open session prior to final approval.

3.0

RECOMMENDATION

THAT the attached By-law be endorsed and be presented to Council for adoption which authorizes the Mayor and Municipal Clerk to execute a Development Agreement with 2020910 Ontario Ltd. and Lakefront Utility Services Inc. for a medium density residential development consisting of six, single storey, four-plex buildings for a total of twenty-four dwelling units at Block 89, Plan 39M-853 Densmore Road, subject to the finalization of details by municipal staff and applicable agencies.

4.0 **ORIGIN**

In March of 2016, the Cobourg Planning Department received an application for Site Plan Approval from RFA Planning Consultant Inc. on behalf of 2020910 Ontario Ltd. (LeBlanc Enterprises) for a medium density residential condominium development consisting of six, single storey, four-plex buildings for a total of twenty-four units, on the parcel of land known as Block 89, Plan 39M-853.

The subject property is a vacant, 9,225.5 m² (2.28 ac) parcel of land located generally to the west of 325 Densmore Road (60-unit condominium development), and to the east of 255 Densmore Road (Rosewood Estates Retirement Home). Refer to **Figure 1 - Location Map** attached.

The review of the latest plans by the municipal Development Review Team is now complete and the application is now in a position to be approved by Council.

5.0 **ANALYSIS**

The Subject Lands are designated High Density Residential in the Elgin Densmore Secondary Plan. In 2015, the property was rezoned to Multiple Residential Exception Fifteen Holding Zone [R4-15 (H)] as amended in the Comprehensive Zoning By-law No. 85-2003 by By-law No. 033-2015.

The following attachments are included for reference purposes:

- Figure 1 – Location Map**
- Figure 2 – Site Plan**
- Figure 3 – Landscape Plan**
- Figure 4 – Building Elevations**
- Figure 5 – Agreement Authorization By-law**

Summary of Key Points:

The following are the key points associated with the proposal:

- The proposal is for a medium density residential condominium development consisting of six, single storey, four-plex buildings for a total of twenty-four condominium dwelling units (see **Figure 2 – Site Plan** attached).
- The proposal is essentially a continuation of the land use that presently occupies the property immediately to the east, 325 Densmore Road. The single storey, four-unit buildings proposed in this application are of similar design and quality as those at 325 Densmore Road, and the proposed site configuration positions the buildings along a 6.0 m wide internal lane.
- The single-storey four unit buildings are sited in clusters over the subject property, distributing the building mass and residential density throughout the site, minimizing impact on the low-density residential properties on the north side of Densmore Road, and also on Ashland Drive, immediately to the south of the subject property.
- Front porch entry features will frame the individual units, and internal walkways ranging from 1.2 m to 2.0 m in width connect the front entries of each unit to the on-site parking area, as well as to a proposed 1.5 m wide concrete sidewalk along the frontage of the property.
- A total of 32 parking spaces are provided in accordance with the Zoning By-law, including 3 barrier-free spaces.
- The proposed development responds to the accessibility requirements of the Ontario Building Code, and incorporates two accessible dwelling units with corresponding accessible parking spaces.
- The proposal includes an extensive planting plan (see **Figure 3 – Landscape Plan**), which will provide for 61 new on-site trees, perennial gardens within the parking area islands, and attractive garden beds between the new residential buildings, and proposed internal walkways, creating a lively, pedestrian oriented environment.
- A private, on-site stormwater management facility is proposed in the northwest corner of the property. Maintenance of the facility will be carried out by the property owner, and proof of annual maintenance of the storm system will be provided to the Municipal Engineer to ensure that the private system continues to work properly and not adversely impact the Town's downstream storm sewer network.
- Given the topographic conditions of the Subject Lands, the use of

armourstone retaining walls is required along portions of the Densmore Road frontage, as well as adjacent to the east side property line.

- A 1.5 m (5.0 ft) wide road allowance dedication is required along the frontage of Densmore Road.
- The proposed development supports transit and active transportation in the Town of Cobourg as it is situated within close proximity to an existing Town of Cobourg transit route (Transit Route 2 operates along Densmore Road, with a regular stop at the Rosewood Estates property immediately abutting of the Subject Lands).
- The construction of the proposed development will coincide with the reconstruction of Densmore Road from Rosewood Estates to Parkview Hills Drive by the Municipality, including new sanitary and storm sewers, curb, gutter and a municipal sidewalk connection. The developer will be responsible for a portion of the costs of extending municipal infrastructure to the Subject Lands while the remaining work is primarily funded by Development Charges and approved in the 2018 Cobourg Capital Works budget.

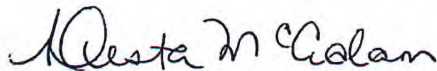
6.0 **FINANCIAL IMPLICATIONS/BUDGET IMPACT**

There are no anticipated negative financial implications imposed on the municipality as a result of granting final approval of the Site Plan application. The Owner has submitted the requisite Site Plan application fee and deposit in the amount of \$4,000.00. A municipal tree levy of \$3,112.00 applies to the proposed development.

7.0 **CONCLUSION**

It is the opinion of the Planning Department that the application by RFA Planning Consultant on 2020910 Ontario Ltd. to permit a medium density residential development consisting of six, single storey, four-plex buildings for a total of twenty-four dwelling units at Block 89, Plan 39M-853 Densmore Road meets all applicable policies and standards, subject to the finalization of details by municipal staff and external agencies.

Yours very truly,
THE CORPORATION OF THE TOWN OF COBOURG



Desta McAdam, MCIP, RPP
Planner I – Development

FIGURE 1: LOCATION MAP

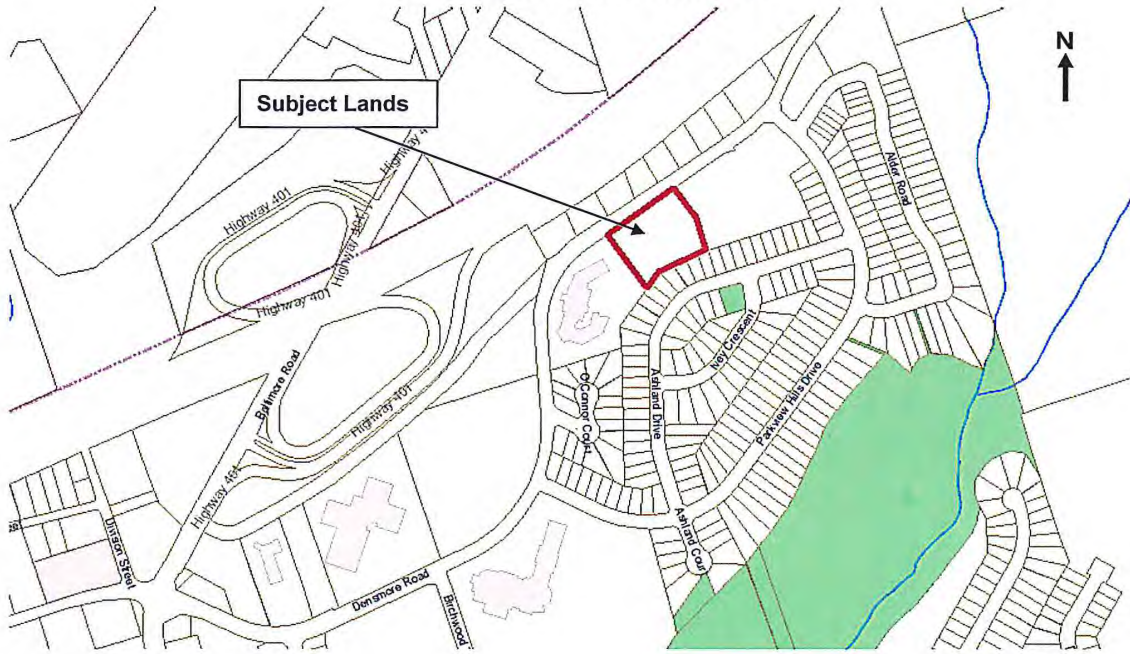
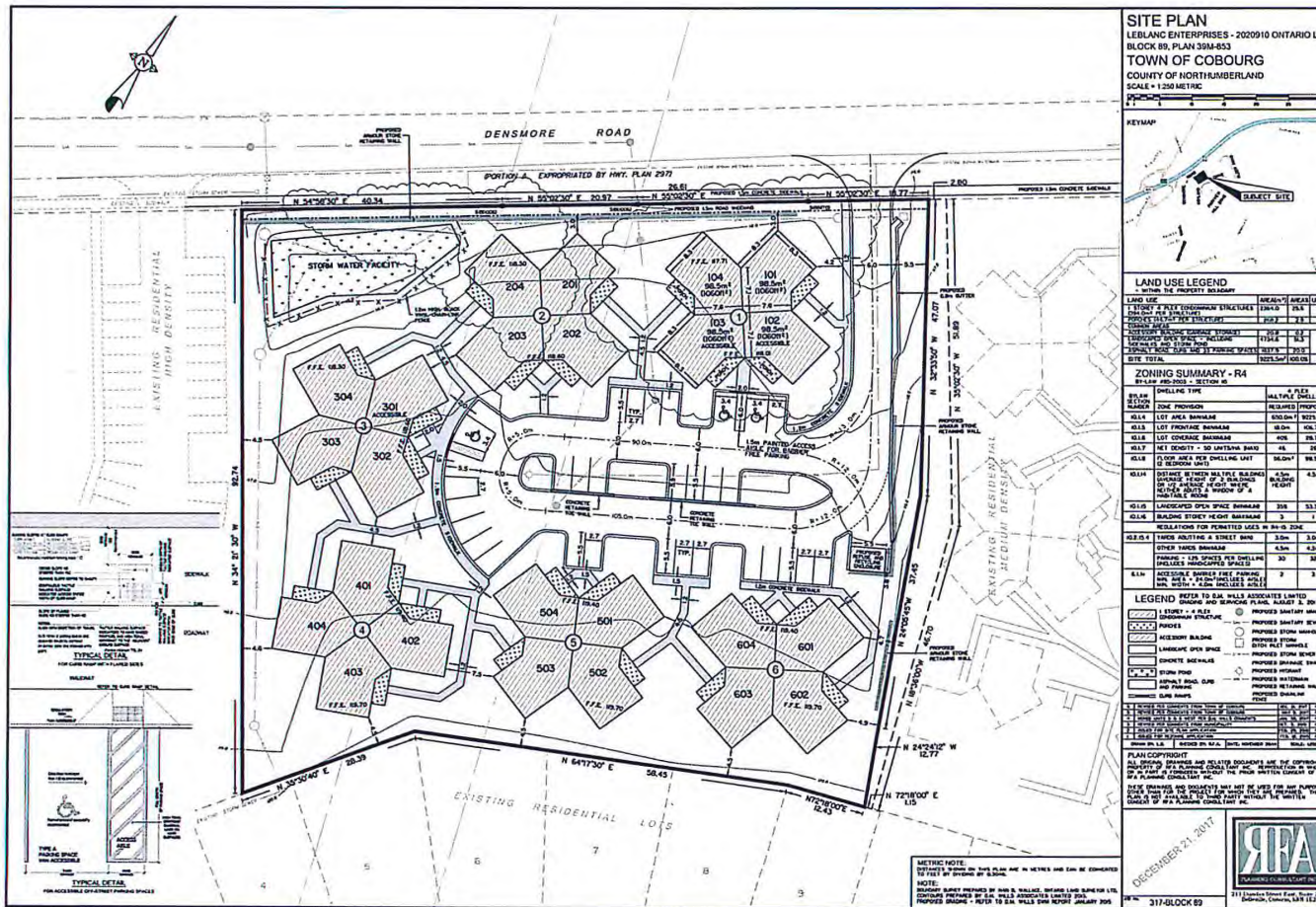


FIGURE 2: SITE PLAN



SITE PLAN
 LEBLANC ENTERPRISES - 2020910 ONTARIO LTD
 BLOCK 89, PLAN 39M-853
 TOWN OF COBOURG
 COUNTY OF NORTHUMBERLAND
 SCALE = 1:250 METRIC

KEYMAP

LAND USE LEGEND
 WITHIN THE PROPOSED DEVELOPMENT

LAND USE	AREA (sq. METERS)	PERCENT OF TOTAL AREA
1. RESIDENTIAL MEDIUM DENSITY	10,124.00	100.00%
2. RESIDENTIAL HIGH DENSITY	0.00	0.00%
3. COMMERCIAL	0.00	0.00%
4. INDUSTRIAL	0.00	0.00%
5. OPEN SPACE	0.00	0.00%
6. PARKING	0.00	0.00%
7. STORM WATER FACILITY	0.00	0.00%
SITE TOTAL	10,124.00	100.00%

ZONING SUMMARY - R4

REQUIREMENT	PROPOSED	REQUIRED
6.1.1.1. MINIMUM LOT AREA	100.00 sq.m	100.00 sq.m
6.1.1.2. MINIMUM LOT WIDTH	12.00 m	12.00 m
6.1.1.3. MINIMUM FRONT SETBACK	3.00 m	3.00 m
6.1.1.4. MINIMUM SIDE SETBACK	3.00 m	3.00 m
6.1.1.5. MINIMUM REAR SETBACK	3.00 m	3.00 m
6.1.1.6. MAXIMUM GROUND COVER	30.00%	30.00%
6.1.1.7. MAXIMUM BUILDING HEIGHT	12.00 m	12.00 m
6.1.1.8. MAXIMUM NUMBER OF STOREYS	3	3
6.1.1.9. MAXIMUM NUMBER OF UNITS PER LOT	4	4
6.1.1.10. MAXIMUM NUMBER OF UNITS PER STOREY	4	4
6.1.1.11. MAXIMUM NUMBER OF UNITS PER BLOCK	16	16
6.1.1.12. MAXIMUM NUMBER OF UNITS PER PHASE	16	16
6.1.1.13. MAXIMUM NUMBER OF UNITS PER PHASE PER STOREY	4	4
6.1.1.14. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER STOREY	4	4
6.1.1.15. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE	16	16
6.1.1.16. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE PER STOREY	4	4
6.1.1.17. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE PER STOREY PER PHASE	4	4
6.1.1.18. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE PER STOREY PER PHASE PER STOREY	4	4
6.1.1.19. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE PER STOREY PER PHASE PER STOREY PER PHASE	4	4
6.1.1.20. MAXIMUM NUMBER OF UNITS PER PHASE PER BLOCK PER PHASE PER STOREY PER PHASE PER STOREY PER PHASE PER STOREY	4	4

LEGEND

REFER TO DIM. WALLS ASSOCIATES LIMITED FOR DIMENSIONS AND DIMENSIONS PLANS, ASSETS & 2017

PLAN COPYRIGHT
 ALL RIGHTS RESERVED AND RELATED DOCUMENTS ARE THE PROPERTY OF ASSOCIATES LIMITED. NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF ASSOCIATES LIMITED.

DATE DRAWN AND CHECKED BY: [Name] DATE: [Date]
 DATE CHECKED BY: [Name] DATE: [Date]
 DATE APPROVED BY: [Name] DATE: [Date]

317-4LOCK 89

DECEMBER 21, 2017

ASSOCIATES LIMITED
 2111 Highway 7 East, Unit 101
 Richmond Hill, Ontario L4B 1L2

FIGURE 3: LANDSCAPE PLAN

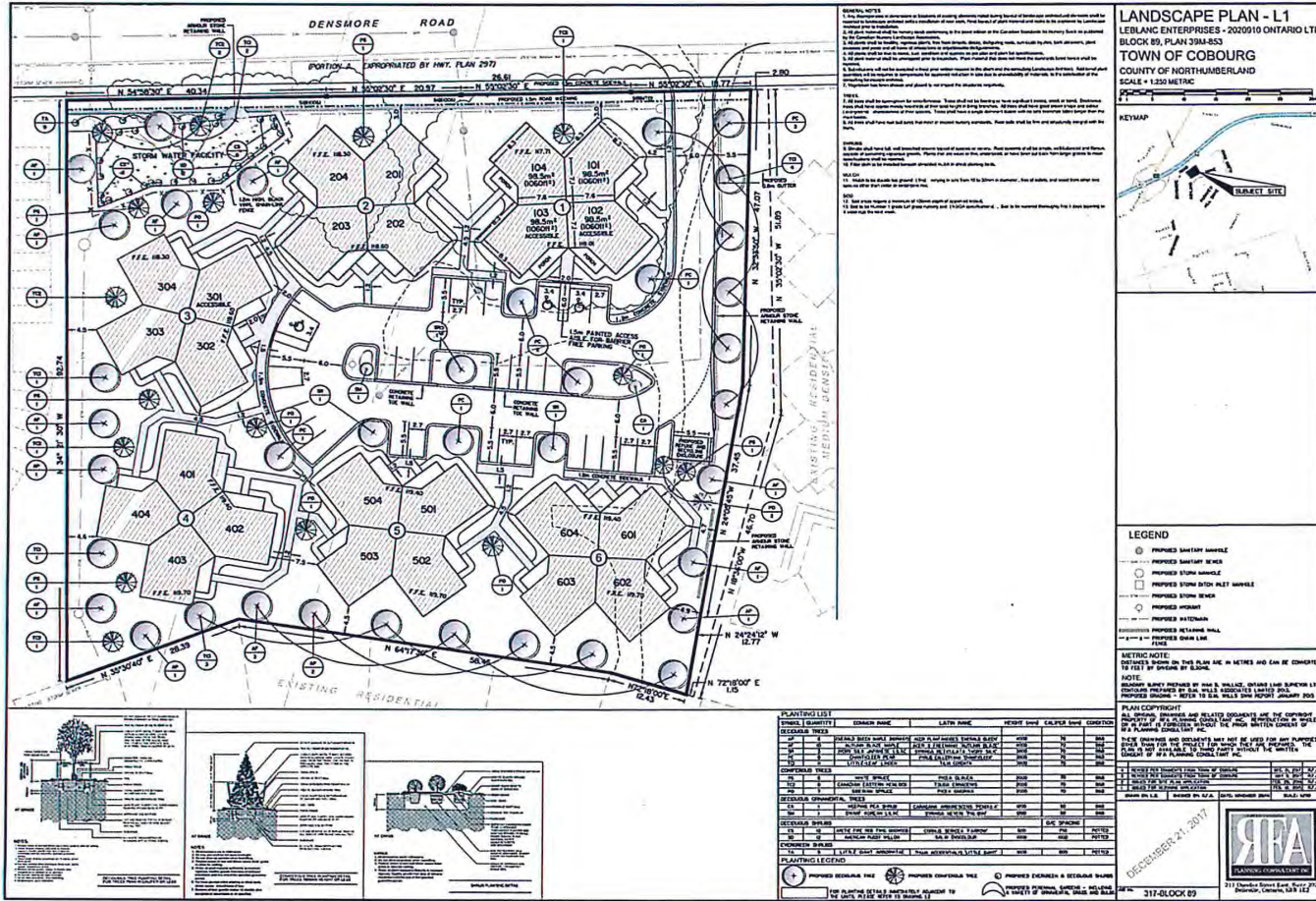


FIGURE 4: BUILDING ELEVATIONS

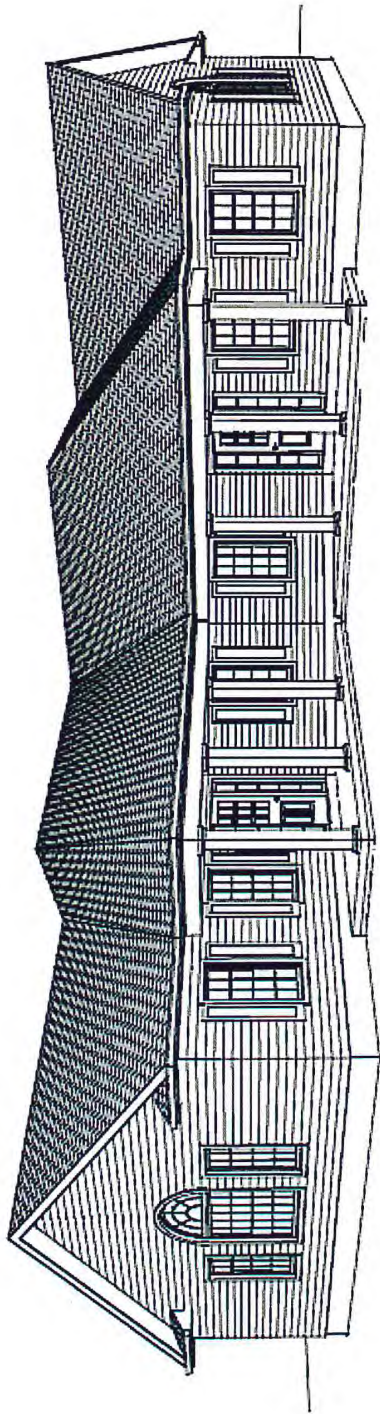



FIGURE 5: AGREEMENT AUTHORIZATION BY-LAW

 <p>COBOURG</p>	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER <u> -2018 </u>

A BY-LAW TO AUTHORIZE EXECUTION OF A DEVELOPMENT AGREEMENT WITH 2020910 Ontario LTD., LAKEFRONT UTILITY SERVICES INC. AND THE CORPORATION OF THE TOWN OF COBOURG. (BLOCK 89 PLAN 39M-853, DENSMORE ROAD, COBOURG)

WHEREAS pursuant to Section 41(7) of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Site Plan Control;

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 an agreement with 2020910 Ontario Ltd., Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg for a medium density residential development consisting of six, single storey four-plex buildings, for a total of twenty-four new residential units at Block 89, Plan 39M-853, Densmore Road, Cobourg.
2. THAT this By-law come into effect as of its final passing thereof, and shall expire three (3) years from the date of passing.

By-law read and passed in Open Council this ___ day of ___ 2018.

MAYOR

MUNICIPAL CLERK

DEV Site Plan Agreement 2020910 Ontario Ltd. Block 89 Plan 39M-853, Densmore Road
By-law No. -2018

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	PLANNING AND SUSTAINABILITY ADVISORY COMMITTEE MOTION
TO:	Mayor and Members of Council
FROM:	Adriane Miller, Secretary
DATE OF MEETING	April 17, 2018
SUBJECT:	Sustainability Resources

The following motion was adopted at the April 17, 2018 regular meeting of the Planning and Sustainability Advisory Committee (PSAC)

Moved by T. Stopps,

"WHEREAS the planning and Sustainability Advisory Committee (PSAC) has considered the attached Sustainability Resources Preliminary Analysis report – Attachment A; and the Town resources applied to sustainability; and the risks the Town may face when it does not complete sustainability work in a timely way.

THEREFORE, PSAC recommends "THAT Council request the Chief Administrative Officer (CAO) consider and report back on the extension of staff resources to ensure integrated action on the many sustainability issues presenting challenges for the Town; and

Council receive the report in time for consideration during the current Council mandate, including investigating grant applications, and any necessary referrals to a new Council"

CARRIED

Adriane Miller, Secretary
Planning and Sustainability Advisory Committee

ATTACHMENT A

Sustainability Resources at Town Hall a consideration by the Planning & Sustainability Advisory Committee

Preliminary Analysis

Key Cobourg Sustainability Issues

- The Town of Cobourg (through Council, Advisory Committees, and/or Administration) has identified a number of areas of ‘sustainability’ that have some level of priority, today, in its ongoing planning, legislative and operations delivery; among others; these include:
 - Climate Change;
 - Public Works (including storm water management);
 - Urban Forest Management;
 - Comprehensive Energy Management;
 - Full Implementation of the Official Plan; and development of the
 - Community Sustainability Plan.
- These tasks require one or more of:
 - initial planning – of ‘evergreen’ plans and incremental action;
 - implementation – acquiring funding (e.g., application for grant funding) and integrating action (e.g., other levels of government, business, and community players);
 - community communication; and
 - regular reviews and renewed planning.

Past and Present Impacts

- Despite taking many significant actions over the past decade, the Town has also missed opportunities to complete plans, deliver and communicate. Examples include:
 - Cobourg’s 2010 Climate Action Plan – a draft plan was prepared and accepted by Council, registered with the *Federation of Canadian Municipalities (FCM)* as a ‘draft plan’; and activities implemented. Yet, the plan was never registered as a ‘final plan’ and was not well communicated nor were additional actions/ongoing needs considered in an updated plan.
 - Cobourg’s Corporate Energy Conservation and Demand Management Plan – was prepared by Public Works in 2014. The Plan called for the town to produce an annual Energy Consumption and Greenhouse Gas Emission Template for operations. To date, we’ve not been able to find a single report published for Cobourg.
 - Community Energy Planning – Cobourg has been a leader in community energy. Many past examples exist, perhaps starting with LED traffic lights a couple of decades ago;

and more recently, renewable energy implementation at our waste water treatment plant, public, commercial and residential buildings. However, recently, we were unable to respond to suggestions (by a community partner) that Cobourg participate in a national community energy planning and scorecard pilot project being implemented by *Quality Urban Energy Systems of Tomorrow (QUEST-Canada)*. To date, Cobourg has not completed -- or even started -- Municipal Energy Planning, a value added activity supported by both federal and provincial governments.

Economic Implications

- At risk is the timely implementation and progress to manage climate change; public works; urban forest management; comprehensive energy management planning; development planning; and community sustainability planning.
- Cobourg could miss out on the economic, social and environmental benefits that accompany full implementation of these activities (e.g., renewable energy projects).
- Economic risks include the risk of:
 - lost or reduced operational cost savings (particularly energy costs);
 - inadvertent misdirection of public (and private) capital investments;
 - increased potential for future stranded assets (i.e., capital investments that fail to meet the planned lifetime of the investment).

What Are Leading Sustainable Municipalities Doing?

- Larger Municipalities
 - Kingston (pop. ~130,000) – jointly approved plan and delivery partnership (Kingston and Sustainable Kingston); City Director of Environment, delivery partnership Board of Directors, staff and volunteers
 - Burlington (pop. ~180,000) – plan and Senior Sustainability Coordinator
- ‘Smaller’ Municipalities
 - Halton Hills (pop. ~60,000) – Plan and implementation by an Office of Sustainability
 - Caledon (pop. ~66,000) – Plan and Manager, Sustainability
 - Collingwood (pop. ~20,000) – 2008 Plan and integrated town delivery
 - Huntsville (pop. ~20,000) – Plan and Sustainability Coordinator

What Staffing Needs/Options Does Cobourg Have?

- Needs:
 - coordinate/integrate actions across organizations (e.g., between town departments, with the County, with local utilities and other community partners);
 - seek funding (e.g., provincial and federal governments, FCM, AMO, GreenOn);

- lead communications and public reporting;
- engage the public;
- initiate/manage/integrate ongoing data collection, reporting and planning cycles.

Staffing Options


- broad issues, like sustainability are commonly integrated into all staff job descriptions;
 - staff leadership/coordination – use of an organizational ‘point resource’ is also common. Such a resource could strengthen cross-department and cross-partner (e.g., County) integration activities. Options include:
 - staff member (e.g., Sustainability Coordinator or Senior Sustainability Coordinator);
 - mid-management (e.g., Sustainability Manager);
 - Senior Management (e.g., Chief Sustainability Officer; Director, Sustainability).
- Timing Considerations
 - Immediate Action – adding staff resources now would entail funded from within (e.g., savings from staff vacancies). Such resourcing would enable immediate work on current issues, without prejudice to a future Council. For example, the Town could:
 - *Seek funding* – for initial staffing, baseline studies, and option assessment for early opportunities (see *Key Cobourg Sustainability Issues*), since this may be helpful to future Town decisions;
 - *Get a head start on current policy work* – e.g., draft guidelines on sustainability references in Cobourg’s Official Plan (e.g., reference to ‘sustainability strategy’ and updated site design guidelines); and
 - *immediately work to engage internal partners* – over recent or past decisions (e.g., sustainable forest management activities; collection of existing data for Cobourg’s for internal use or future reporting).
 - Future Decisions – any new (or temporary) staff would need to be ‘regularized’ into Town staffing and salary allocations (and passed with the Town Budget). This stage presents a new Council with an opportunity to ‘put their stamp’ on new initiatives and make decisions on funding for staff resources. Such resourcing could enable:
 - *Community Sustainability Planning, Climate Change Adaptation, updates to Park Planning, Integrated Delivery of Urban Forest Plans and other Sustainability Projects* – that Council wants to endorse.

- Salary Funding Strategies
 - mature salary justification – should be based on the value added (e.g., return on investment – ROI) from initiated projects
 - initial salary could be funded from one or more of: town resources; and/or grant-funding (e.g. Ontario Municipal Energy Plan Program; FCM Green Municipal Fund).

Prepared by:

Terry Stopps, Chair
Planning & Sustainability Advisory Committee

Date: April 17, 2018

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT	
TO:	Cobourg Heritage Advisory Committee	
FROM: TITLE:	Dave Johnson Planner I - Heritage	
DATE OF MEETING:	May 2, 2018	
TITLE / SUBJECT:	HP-2018-010: 202 Church Street – Front Porch Re- construction	
REPORT DATE:	April 27, 2018	File #: HP-2018-010

1.0 STRATEGIC PLAN

Objective 2: Support the preservation and enhancement of the Town's arts, culture and heritage.

2.0 PUBLIC ENGAGEMENT

The Cobourg Heritage Advisory Committee (CHC) operates in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

In general, the CHC is comprised of seven (7) members: one (1) member of Council and six (6) citizen members which reflect the diverse interests of the community.

The agenda for a CHC meeting is prepared and distributed to all committee members and is posted on the Municipal Website at least forty-eight (48) hours in advance of the scheduled meeting date, in an electronic format where possible.

Existing heritage legislation does not prescribe public notification or meetings for approval of alterations to designated properties, however the Cobourg Heritage Master Plan and implementing Heritage Conservation District Plans and associated regulations/guidelines underwent extensive public consultation and engagement prior to their approval. Review and approval of Heritage Permits by the Town are undertaken within the context of these documents.

The CHC also receives public delegations and communications/correspondence from citizens in accordance with the Advisory Committee and Local Board Policy and Procedures for municipal boards and committees in the Town of Cobourg.

3.0 RECOMMENDATION

IT IS RECOMMENDED THAT Heritage Permit #HP-2018-010 as submitted by Keith Colterman on behalf of Anne Marie Cummings at 202 Church St. be approved subject to the finalization of details by staff:

- Restoration of a previously-existing porch/verandah which was demolished in the early 1920's;
- Porch/verandah is proposed to be wood (cedar) and metal as was once there;
- To be painted in a cream colour (M40 of the Heritage Colour Palette), metal to be painted black;
- Wood work (ginger breading and decorative brackets) to be all hand carved by a heritage carpenter who studied heritage restoration;
- Roof to be cedar shake with aluminum flashings;
- All materials and features to match as best as possible through photographic evidence.

ORIGIN

- 4.0 An application for a Heritage Permit was received on April 16th, 2018 from Keith Colterman on behalf of Anne Marie Cummings to reconstruct a previously-existing porch on the front (west facing) elevation of the subject structure.

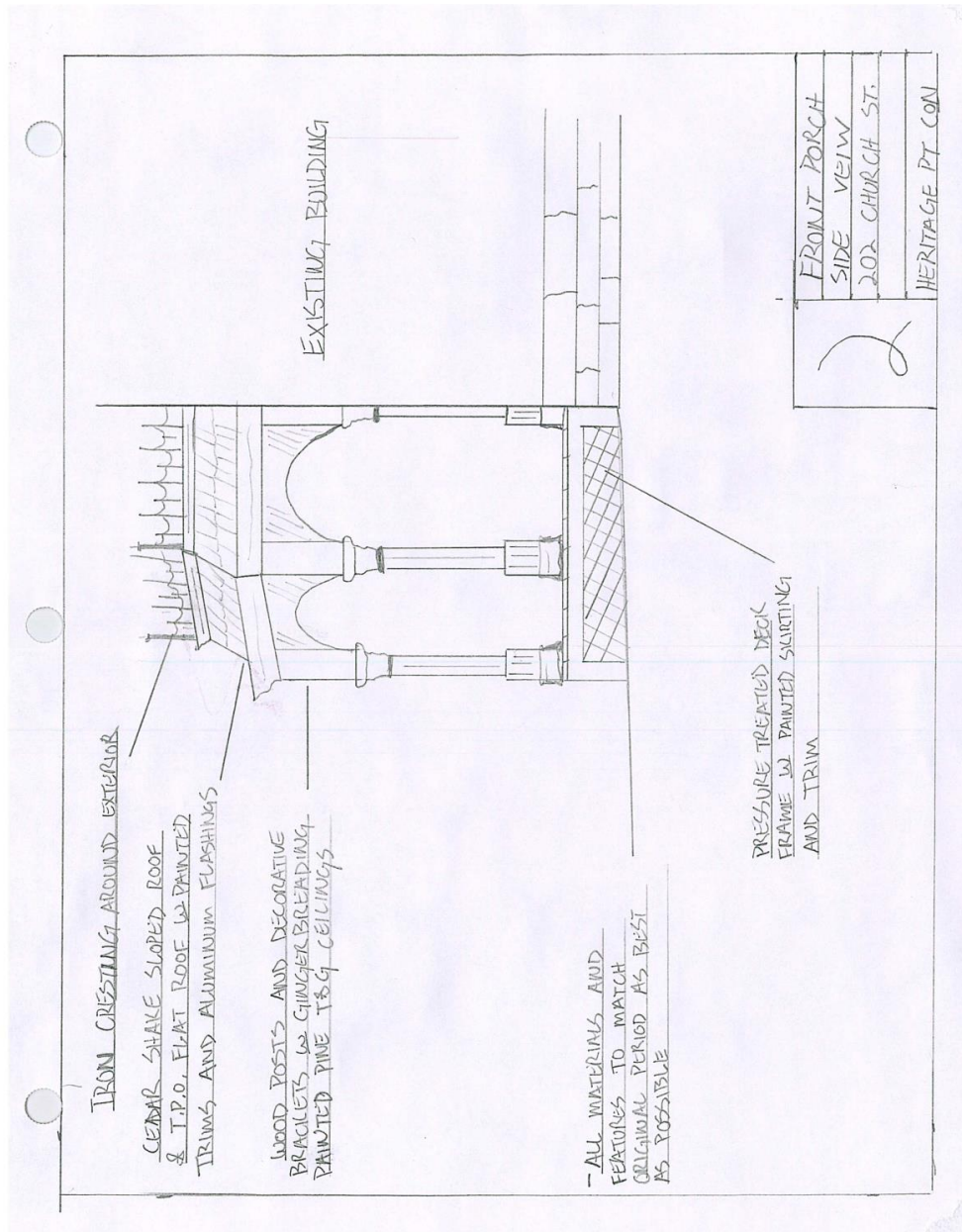
The subject property is located in the East Heritage Conservation District designated under Part V of the *Ontario Heritage Act*, and by By-law #27-90 as amended by By-law #118-91.

In accordance with the *Ontario Heritage Act*, the 90-day deadline for Council to deal with the application is July 18, 2018

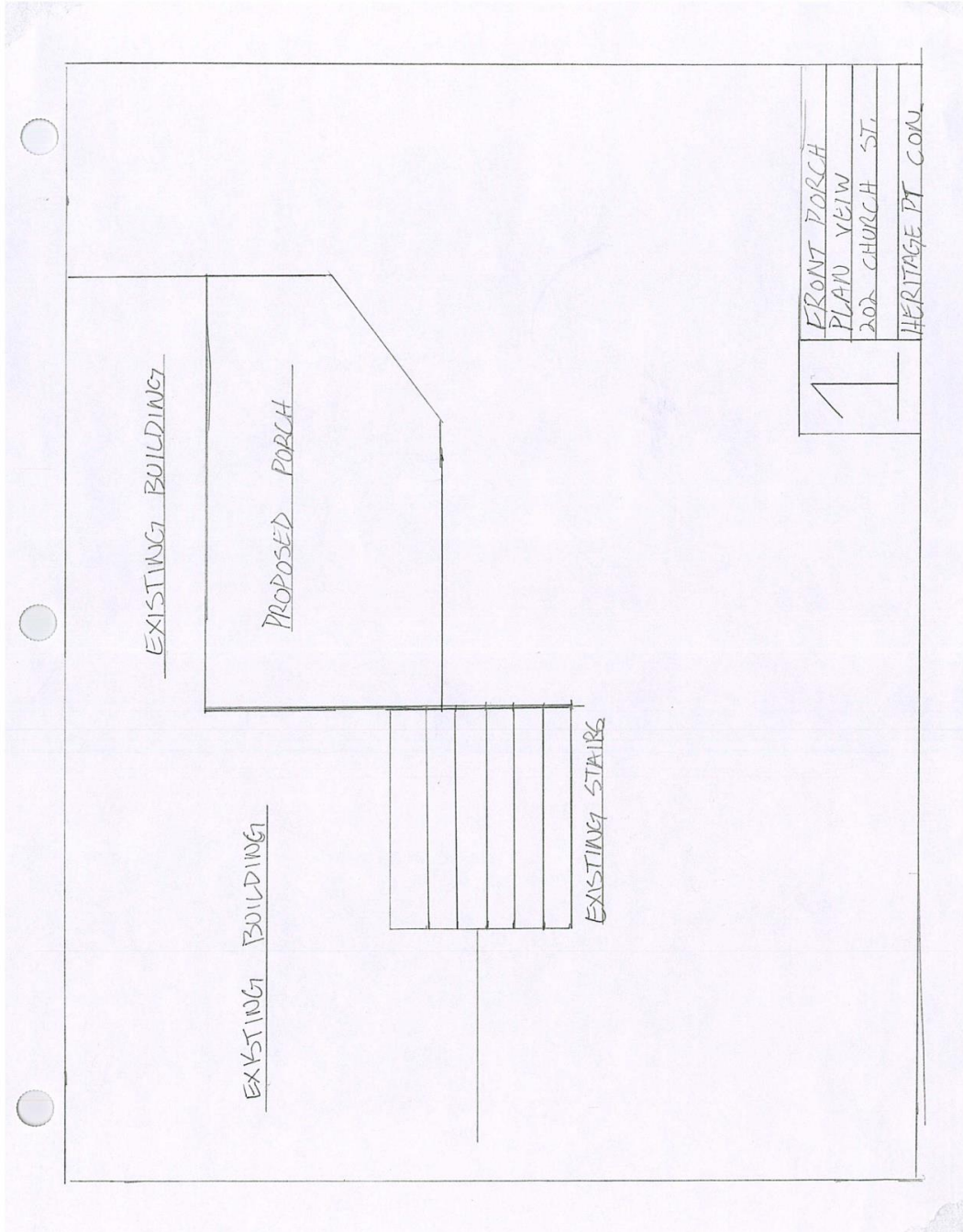
Proposed Scope of Work

The applicant is proposing to reconstruct a previously-existing porch/verandah on the front of the subject structure in the same scale, character, architectural style and material as was once used almost 100 years ago:

- Restore a previously-existing porch/verandah which was demolished in the early 1920's.
- Porch/verandah is proposed to be wood (cedar) and metal as was once there
- To be painted in a cream colour (M40 of the Heritage Colour Palette), metal to be painted black
- Wood work (ginger breading and decorative brackets) to be all hand carved by a heritage carpenter who studied heritage restoration
- Roof to be cedar shake with aluminum flashings
- All materials and features to match as best as possible through photographic evidence



Above Image: Proposed porch restoration drawing.

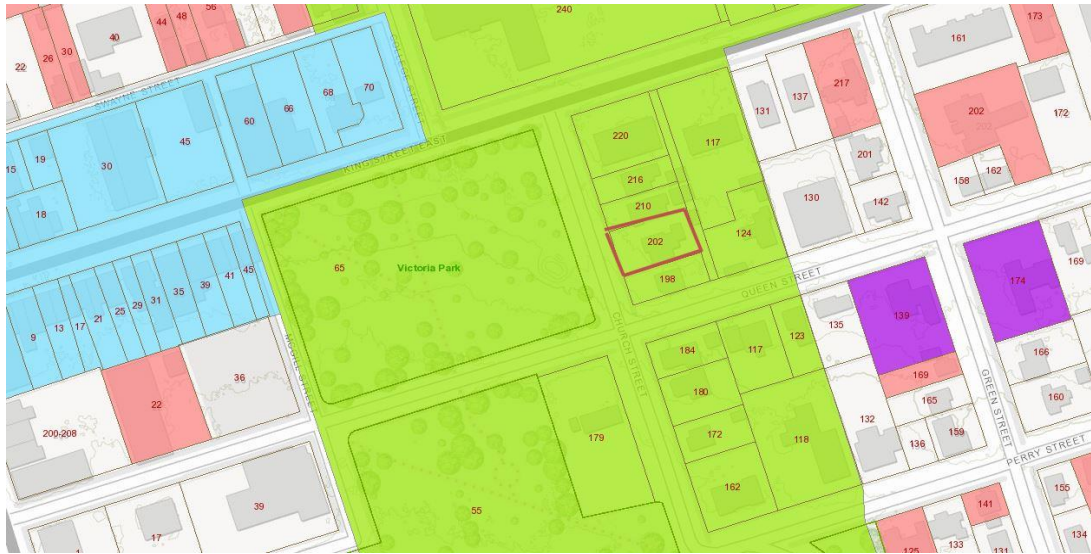


Above Image: Plan of proposed porch as it relates to the existing structure

5.0 BACKGROUND

The subject property is located at 202 Church St on the east side of Victoria Park.

Below: The subject property is shown outlined in red. The East Heritage Conservation District is indicated in green, nearby properties designated under Part IV of the Ontario Heritage Act are shown shaded in purple. The properties shaded in pink are listed on the Municipal Heritage Register but are not formally designated. Properties shaded in blue are located in the nearby Commercial Core HCD.





Above: An aerial photograph depicting the subject property, outlined in red.

Historical and Architectural Context

According to our property file prepared by Robert Mikel, 202 Church is Cobourg's finest surviving example of the Italianate Villa style home. The structure was built in 1878 by Robert Mulholland. The house, like other Italianate Villas, is built in an asymmetrical L-plan with a short square tower. The windows of 202 Church are crowned by semi-circular arches. The house features an ornate roof cornice, pediments and iron cresting above the bay window emphasize the sense of grandeur. One would be remiss to not mention the ornate doorway containing elaborate wood-work and etched glass.

Robert Mulholland was a wealthy merchant who after building the house at 202 Church Street relocated to Port Hope. It was subsequently owned by first the Hoppers, and then the Blacks at around the turn of the century. The house was then bought by the Howards and later became an apartment. The front verandah porch was removed sometime in the late 1920s.

Mary Painter Howard had the verandah porch removed as she believed they shut out too much light. Mary was an American Widow from Pittsburgh who bought the residence and moved with her seven children. It is said, she moved to Cobourg because of the many existing American Summer Colony residents she was acquainted with and stretch the American Dollar further (Cobourg Library).



Above Image: 202 Church St taken in 1878, notice the verandah porch still existing.



Above Image: 202 Church St. taken in 1920 with porch still existing. Taken at the Time Mary Painter Howard bought and moved into the house, photo looking east.



Above Image: 202 Church St. taken in 1920 looking north.

6.0 ANALYSIS

The Town of Cobourg's Heritage Master Plan was adopted by Council to direct conservation and management of the Town's heritage resources. As part of this project, the existing Heritage Conservation District guidelines for all of the Town's Heritage Conservation Districts designated under Part V of the *Ontario Heritage Act* were reviewed, and Heritage Conservation District Plans were prepared. The East Heritage Conservation District Plan was adopted by By-law 043-2016 on May 24th, 2016.

The Plan contains policies and guidelines for conservation and the management of growth and change in the East HCD. Policies are requirements that must be followed when undertaking alterations to buildings or changes to properties. Guidelines are best-practice suggestions to be considered when undertaking alterations to buildings or changes to properties.

The following section of this report provides excerpts from the East Heritage Conservation District Plan that are relevant to the evaluation of the proposed scope of work.

4.4 *Entrances*

Policies

c) *The design and construction of a new entrance / porch is required to be compatible with the character of the building. Restoration of a missing porch must be based upon historical, pictorial and physical documentation.*

Guidelines

g) *Wood is encouraged to be used in the construction of new entrances and porches. Other materials, such as synthetic wood products are discouraged on façades facing the street, and will be considered on a case by case basis through the heritage permit process.*

Discussion

Prior to Council's adoption of the East Heritage Conservation District (HCD) Plan in 2016, Heritage Permit applications were primarily evaluated against the Town of Cobourg's Heritage Conservation District Guidelines and Parks Canada's *Standards and Guidelines for the Conservation of Historic Places in Canada*. The East HCD Plan provides the same level of heritage conservation using best practices as expressed in the *Standards and Guidelines for the Conservation of Historic Places in Canada*, while continuing with a similar management of future change and potential new development within the East HCD as the previous HCD guidelines. The East HCD Plan is also consistent with the 2005 changes to the *Ontario Heritage Act*, the 2014 Provincial Policy Statement and the Ontario Heritage Toolkit.

Pre-consultation was conducted by Planning and Heritage Staff with the applicant on April 4th, 2018. During the meeting it was noted that the property owner has a strong desire to restore a missing architectural feature at the subject property. The property owner has retained a carpenter who studied heritage carpentry at Algonquin College in Perth.

Due to the fact that there are many surviving photographs of subject structure, and the property owner's retention of a heritage contractor, planning staff is confident that the reconstruction of the verandah porch at 202 Church meets the policies set out in the East HCD Plan. Specifically, the design, materials and construction of the verandah porch will proceed as closely as possible to the original through the supporting photographic documentation.

The reconstruction will not detract from the architectural style of the dwelling and in fact could be a welcome addition to the property. The materials will be as closely matched as possible to the original. However, it was noted by the contractor that cedar wood probably would not have been used for the floor in the 1870s. The contractor noted that cedar is preferred as it is more resilient to the elements, and will therefore be more cost effective to maintain into the future. Therefore, it is recommended that the application, as submitted, be approved.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT
N/A

8.0 CONCLUSION

The proposal to reconstruct a missing architectural feature at 202 Church Street located in the East HCD satisfies the policies set out in the HCD Plan. The reconstruction is being overseen and constructed by a qualified contractor who studied heritage carpentry. Therefore, Planning Staff is confident the proposal will not negatively impact the heritage character and attributes of the subject property. Furthermore, given the fact there is an abundance of surviving photographic documentation, Planning Staff is assured that the reconstruction will enhance the heritage character and landscape of the subject property.

10.0 AUTHORIZATION/SIGNATURES

Approved By:
Glenn McGlashon
Rob Franklin

Department:
Planning
Planning

	PLANNING & DEVELOPMENT DEPARTMENT <i>MEMORANDUM</i>
	COBOURG HERITAGE ADVISORY COMMITTEE
TO:	Brent Larmer- Municipal Clerk /Manager of Legislative Services
FROM:	Adriane Miller, Secretary
DATE:	May 4, 2018
SUBJECT:	HP-2018-010: 202 Church Street – Front Porch Re-Construction

The following motion was adopted at the May 2, 2018 meeting of the Cobourg Heritage Advisory Committee (CHC):

Moved by B. McMillan

“THAT Heritage Permit #HP-2018-010 as submitted by Keith Colterman on behalf of Anne Marie Cummings at 202 Church St. be approved subject to the finalization of details by staff:

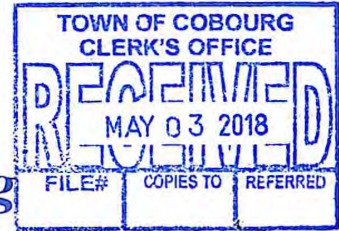
- Restoration of a previously-existing porch/verandah which was demolished in the early 1920’s;
- Porch/verandah is proposed to be wood (cedar) and metal as was once there;
- To be painted in a cream colour (M40 of the Heritage Colour Palette), metal to be painted black;
- Wood work (ginger breading and decorative brackets) to be all hand carved by a heritage carpenter who studied heritage restoration;
- Roof to be cedar shake with aluminum flashings; and
- All materials and features to match as best as possible through photographic evidence”.

CARRIED



Rotary Club of Cobourg

Charter Number 997 District 7070
P.O. BOX 882 COBOURG, ONTARIO K9A 4S3
Meetings Friday, 12:10, Best Western Cobourg Motor Inn



May 1, 2018

Town of Cobourg
Municipal Clerk's Office
55 King Street West
Cobourg, Ontario
K9A 2M2

To whom it may concern;

To comply with the requirements of the Special Occasion Permit the Rotary Club of Cobourg is notifying the municipal clerk's department that the club is hosting the Northumberland Ribfest on August 17th, 18th, and 19th in Victoria Park.

The event will consist of a fenced in area of approximately 100,000 square feet in which there will be a refreshment tent, food vendors, entertainment, and market place. The license area will be contained inside the fenced portion that will be from the Bandshell northerly to Queen Street and easterly to the Lion's Pavilion.

The hours of operation will be as follows. **Fri. Aug. 17/2018**

Refreshment tent	12 noon to 11pm
Entertainment	2pm to 10pm

Sat. Aug. 18/2018

Refreshment tent	11am to 11pm
Entertainment	Noon to 10pm

Sun. Aug. 19/2018

Refreshment tent	Noon to 7pm
Entertainment	Noon to 7pm

Further to this notice, there is a requirement that events of municipal significance must be designated as such by a resolution of the municipal council. Could you please put this issue on the agenda for the next available meeting and furnish me with a copy of the resolution when past so I can include it with the Special Occasion Permit Application. If you have any questions or need further information, please contact me at 905-377-1638.

Sincerely

Tom McLean