



## REGULAR COUNCIL AGENDA

**Date:** Monday February 3, 2020  
**Time:** 6:00 P.M.  
**Location:** Council Chambers, 3rd Floor East  
Victoria Hall Municipal Building  
55 King Street West,  
Cobourg, Ontario


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

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	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>REGULAR COUNCIL AGENDA</b>
	Monday, February 3, 2020 at 6:00 P.M.  Council Chambers, Victoria Hall, Cobourg

A Committee of the Whole meeting of the Cobourg Municipal Council will be held on Monday, February 3, 2020 at 6:00 p.m. in Council Chambers, Victoria Hall, Cobourg.

**I     CALL TO ORDER**

**II     MOMENT OF REFLECTION**

**III    ADDITIONS TO THE AGENDA**

1. Delegation, Lindsey Edwards, regarding the Summer Social 4 Shelter Events.

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

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

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

1. Adoption of the January 13, 2020 Regular Council Meeting Minutes. 10 - 16

Action Recommended: THAT Council adopt the Minutes of the Regular Council meeting held on January 13, 2020.

**VI     PRESENTATIONS**

1. David Piccini, MPP for Nothumberland-Peterborough South, regarding updates on the OCIF Funding, the Municipal Modernization Funding, the ICIP CCR Stream, the Ministry of Solicitor General's Court Security and Prisoner Transportation Grant and ROMA. 17 - 18

**VII    DELEGATIONS**

1. Judy Sherwin, Cobourg Resident, regarding parking meters, violations and fines in the Town of Cobourg. 19 - 20

2. Lindsey Edwards, regarding the Summer Social 4 Shelter Events. 21 - 24

## **VIII** DELEGATION ACTIONS

## **IX** REPORTS

### General Government Services

1. Committee of the Whole meeting notes held on January 27, 2020. 25 - 36

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on January 27, 2020 for information purposes.

2. Committee of the Whole 2020 Budget Meeting Notes held on Thursday, January 9, 2020. 37 - 47

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

3. Committee of the Whole 2020 Budget Meeting Notes held on Friday, January 10, 2020. 48 - 53

Action Recommended: THAT Council receive the notes of the Committee of the Whole 2020 Budget Meeting held on January 10, 2020 for information purposes.

4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Town of Cobourg Chief Administrative Officer (CAO) Selection Committee Terms of Reference. 54 - 61

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

FURTHER THAT the proposed Chief Administrative Officer (CAO) Selection Committee Terms of Reference, as attached to this report as Appendix "A", be adopted by Council.

### Planning and Development Services

1. Memo from the Senior Planner - Development, regarding a Severance Agreement for lands generally known municipally as the "DePalma Developments Ltd. Lands" (De Palma Developments Limited). 62 - 69

Action Recommended: THAT Council receive the Memo for information purposes.

## **X** MOTIONS

## **XI** General Government Services

1. Motion from the Committee of the Whole to approve the 2020 Operating and Capital Budgets for the Town of Cobourg. 70 - 71
2. Motion from the Committee of the Whole to approve the 2020 Environmental Operating and Capital Budgets for the Town of Cobourg. 72 - 74
3. Motion from the Committee of the Whole, regarding the Memorandum of Understanding (MOU) between the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club (CDBCC). 75 - 87
4. Motion from Regular Council, regarding the Town of Cobourg Chief Administrative Officer (CAO) Selection Committee Terms of Reference. 88 - 92

#### Planning and Development Services

1. Motion from the Committee of the Whole, regarding the County of Northumberland/Town of Cobourg Affordable Housing Strategies (AHS). 93

#### Public Works Services

1. Motion from the Committee of the Whole, regarding the unfinished business item 'Wheels Transit Options for Boarding/Disembarking'. 94
2. Motion from the Committee of the Whole, regarding the awarding of the Biosolids Haulage Contract. 95

#### Parks and Recreation Services

1. Motion from the Committee of the Whole, regarding the Delegation Action, on the proposed Adult Fitness Park in the Town of Cobourg. 96

#### Protection Services

1. Motion from the Committee of the Whole, regarding the Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination. 97

#### Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole, regarding the Sustainability and Climate Change Advisory Committee request to support other Advisory Committees in the Town of Cobourg. 98

## **XII BYLAWS**

#### General Government Services

1. By-law 005-2020, being a by-law to Authorize an Interim Tax Levy and to Provide for the Collection of Taxes and Penalty and Interest Charges for the Town of Cobourg. 99 - 100



Action Recommended: THAT Council adopt By-law 005-2020, being a by-law to Authorize an Interim Tax Levy and to Provide for the Collection of Taxes and Penalty and Interest Charges for the Town of Cobourg.

2. By-law 006-2020, being a by-law to Authorize Borrowing from Time to Time 101 -  
to meet Current Expenditures during the Fiscal Year Ending December 31, 102  
2020.

Action Recommended: THAT Council adopt By-law 006-2020, being a by-law to Authorize Borrowing from Time to Time to meet Current Expenditures during the Fiscal Year Ending December 31, 2020.

3. By-law 007-2020, being a by-law to execute an agreement between the Town 103 -  
of Cobourg and Her Majesty the Queen in Right of Ontario as represented by 128  
the Solicitor General for the Court Security and Prisoner Transportation  
(CSPT) Program Agreement.

Action Recommended: THAT Council adopt By-law 007-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute a Court Security and Prisoner Transportation Program (CSPT) agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Solicitor General.

#### Planning and Development Services

1. By-law 008-2020, being a by-law to execute a Severance Agreement with 129  
Katharine Ann Spavins on the property known municipally as 163 Sydenham  
Street, Cobourg.

Action Recommended: THAT Council adopt By-law 008-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Katharine Ann Spavins for the development of a new residential lot on the property known municipally as 163 Sydenham Street, Cobourg.

2. By-law 009-2020, being a bylaw to execute a Severance Agreement with De 130  
Palma Developments Ltd., Duca Financial Services Credit Union Ltd., J.  
Berger Investments Ltd., Graylane Holdings Inc., and the Corporation of the  
Town of Cobourg (De Palma Development Ltd. Lands).

Action Recommended: THAT Council adopt By-law 009-2020, being a bylaw to execute a Severance Agreement with De Palma Developments Ltd., Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., Graylane Holdings Inc., and the Corporation of the Town of Cobourg (De Palma Development Ltd. Lands).

#### General Government Services

1. THAT the following bylaw(s) be passed:
  1. Bylaw 005-2020 being a by-law to Authorize an Interim Tax Levy and to Provide for the Collection of Taxes and Penalty and Interest Charges for the Town of Cobourg;

2. Bylaw 006-2020 being a by-law to Authorize Borrowing from Time to Time to meet Current Expenditures during the Fiscal Year Ending December 31, 2020;
3. Bylaw 007-2020 being a by-law to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented by the Solicitor General for the Court Security and Prisoner Transportation (CSPT) Program Agreement;
4. Bylaw 008-2020 being a by-law to execute a Severance Agreement with Katharine Ann Spavins on the property known municipally as 163 Sydenham Street, Cobourg; and
5. By-law 009-2020, being a bylaw to execute a Severance Agreement with De Palma Developments Ltd., Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., Graylane Holdings Inc., and the Corporation of the Town of Cobourg (De Palma Development Ltd. Lands).

Action Recommended: THAT leave be granted to introduce bylaws 005-2020 to 009-2020 and to dispense with the reading of the bylaws by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

### **XIII    PETITIONS**

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

- |    |  |                 |
|----|--|-----------------|
| 1. | <ul style="list-style-type: none"> <li>• Accessibility Advisory Committee - Nov 20 &amp; Dec 18, 2019;</li> <li>• Transportation Advisory Committee - Nov 28, 2019;</li> <li>• Heritage Advisory Committee - Dec 11, 2019;</li> <li>• Cobourg Police Service Board - Dec 17, 2019; and</li> <li>• Planning and Development Advisory Committee - Dec 17, 2019.</li> </ul> | 131    -<br>148 |
|----|--|-----------------|

### **XV    CORRESPONDENCE**

- |    |  |                 |
|----|--|-----------------|
| 1. | Correspondence from Susan Spicer, on behalf of Derek Paul, Lakefront Utility Services Inc., regarding LUSI's comments in response to the January 6, 2020 Cobourg Tax Association (CTA)'s submission to Council. (General Government) | 149    -<br>152 |
|----|--|-----------------|

Action Recommended: THAT Council receive the correspondence for information purposes.

- |    |   |                 |
|----|---|-----------------|
| 2. | Correspondence from the Minister of Children, Community and Social Services, regarding the launch of the Poverty Reduction online survey. (General Government Services) | 153    -<br>154 |
|----|---|-----------------|

Action Recommended: THAT Council receive the correspondence for information purposes.

3. Correspondence from Keith Oliver, Cobourg Fitness Park Working Group, 155 -  
regarding an update on the experience of the volunteer Cobourg Fitness Park 158  
Working Group and its efforts to assist in the design and creation of a  
Cobourg Adult Outdoor Fitness Park. (Parks and Recreation Services)

Action Recommended: THAT Council receive the correspondence for information purposes.

4. Correspondence from Stuart Booth, Cottage Country Craft Shows, regarding 159 -  
an exemption to the Itinerant Bylaw (005-2015) to hold a Christmas Craft 162  
Show at the Cobourg Community Centre on November 7 and 8, 2020.  
(Protection Services)

Action Recommended: THAT Council receive the correspondence for information purposes.

5. Correspondence from Gary Lumsden, Cobourg Resident, regarding the 163 -  
parking bylaw and the snow removal from roofs and sidewalks bylaw. 164  
(Protection Services)

Action Recommended: THAT Council receive the correspondence for information purposes.

#### **XVI NOTICE OF MOTION**

1. Councillor Adam Bureau, Coordinator of Arts, Culture and Tourism Services, 165  
regarding a proposed Memorandum of Understanding (MOU) between the  
Cobourg Public Library Board and the Town of Cobourg.

Action Recommended: THAT Council refer the Notice of Motion to the February 18, 2020 Committee of the Whole meeting for consideration.

#### **XVII COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

#### **XVIII UNFINISHED BUSINESS**

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

1.

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	Jan 27, 2020
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	Feb 9, 2020
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	Feb 18, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	Feb 18, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	12-02-19	CAO	Mar 9, 2020
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	Jun 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

## **XIX CLOSED SESSION**

1. THAT Council meet in Closed Session following the Committee of Whole Meeting in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

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

### **1. Personnel Matters.**


## **XX CLOSED SESSION ACTION ITEM**

## **XXI CONFIRMATORY BY-LAW**

1. Bylaw 010-2020, being a bylaw to confirm the proceedings of the Council Meeting of February 3, 2020. 166 -  
167

Action Recommended: THAT leave be granted to introduce Bylaw 010-2020 and to dispense with the reading of the bylaw by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on February 3, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

## **XXII** ADJOURNMENT

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>REGULAR COUNCIL MEETING MINUTES</b>
	<b>Monday, January 13, 2020 Council Chambers, Victoria Hall, Cobourg</b>

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

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

**Staff present:** Ian Davey, Treasurer/ Interim Chief Administrative Officer  
Glenn McGlashon, Director of Planning and Development  
Laurie Wills, Director of Public Works  
Brent Larmer, Municipal Clerk/Manager of Legislative Services  
Kara Euale, Manager, Marketing and Events

**CALL TO ORDER**

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

**ADDITIONS TO THE AGENDA**

**DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

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

**ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the December 2, 2019 Regular Council Meeting Minutes.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty  
THAT Council adopt the Minutes of the Regular Council meeting held on  
December 2, 2019.

001-20

**Carried**

**PRESENTATIONS**

**DELEGATIONS**

Rick Miller, Marie Dressler Foundation, regarding an update on the status of the design for the 'Revitalization of Marie Dressler House'.

R. Miller attended the meeting on behalf of the Marie Dressler Foundation, to present an update on the status of the design for the 'Revitalization of Marie Dressler House'. After a question and answer period, R. Miller was excused from the Meeting (6:16 P.M.).

**DELEGATION ACTIONS**

**REPORTS****General Government Services**

Committee of the Whole meeting notes held on Monday January 6, 2020.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council receive the notes of the Committee of the Whole meeting held on Monday January 6, 2020 for information purposes.

002-20

**Carried**

**MOTIONS****General Government Services**

[Motion from the Committee of the Whole, regarding the Recruitment of the Town of Cobourg Chief Administrative Officer \(CAO\).](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Human Resources Manager, regarding the presentation of options to Municipal Council for the Recruitment of the Town of Cobourg Chief Administrative Officer (CAO);

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

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

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

003-20

**Carried**

[Motion from the Committee of the Whole, regarding the Pay Equity Compensation Review update for Management and Non-Management positions.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Manager of Human Resources, regarding the Pay Equity/Job Evaluation Compensation Review update for Management, Non-Management and Non-Union positions; and

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to move forward with the recommended Option #3 noted in the Report to place all adjusted positions in their new pay band at the nearest rate above what the current incumbent is currently receiving and place all other positions at the nearest rate in their approved salary band above what the current incumbent is currently receiving, which would cost \$45,127.09 for salaries and a \$6,626.58 increase to OMERS contributions for a total of \$51,753.67 in the 2020 budget year; and

FURTHER THAT Council direct Staff to move forward with an implementation date of January 1, 2020 for the increase to Management, Non-Management and Non-Union base salaries for the Town of Cobourg as identified in the Staff Report; and

FURTHER THAT Council refer the Non-Union-Compensation – Salary Structure Policy (HR-NU-C1) to General Government for review as part of the 2020 Organizational Review.

004-20

**Amended**

**Motion to Amend:**

Moved by Councillor Brian Darling, Seconded by Councillor Adam Bureau THAT the motion be amended to substitute the following wording: THAT Council direct Staff to move forward with the recommended Option #1 noted in the Report to place all adjusted positions at their new approved pay band and at the current step the incumbent in that position is at. This option would cost \$140,573.27 for salaries and a \$19,680.26 increase to OMERS contributions. Total \$160,253.53 in the 2020 budget year.

005-20

**Carried**

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley: WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered Memo from the Manager of Human Resources, regarding the Pay Equity/Job Evaluation Compensation Review update for Management, Non-Management and Non-Union positions; and

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to move forward with the recommended Option #1 noted in the Report to place all adjusted positions at their new approved pay band and at the current step the incumbent in that position is at. This option would cost \$140,573.27 for salaries and a \$19,680.26 increase to OMERS contributions. Total \$160,253.53 in the 2020 budget year; and

FURTHER THAT Council direct Staff to move forward with an implementation date of January 1, 2020 for the increase to Management, Non-Management and Non-Union base salaries for the Town of Cobourg as identified in the Staff Report; and

FURTHER THAT Council refer the Non-Union-Compensation – Salary Structure Policy (HR-NU-C1) to General Government for review as part of the 2020 Organizational Review.

006-20

**Carried****Planning and Development Services**

[Motion from the Committee of the Whole, regarding Heritage Permit #HP-2019-071 for 37-39 King Street East, Cobourg \(Amit Sofer on behalf of TVM Group\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Secretary of the Heritage Advisory Committee, regarding Heritage Permit #HP-2019-071 for 37-39 King Street East, Cobourg (Amit Sofer on behalf of TVM Group);

NOW THEREFORE BE IT RESOLVED THAT Council endorse the comments of the Heritage Advisory Committee and grant Heritage Permit #HP-2019-071 submitted by Amit Sofer on behalf of TVM Group to permit a roof replacement at 37-39 King Street East, Cobourg, subject to the finalization of details with Planning and Heritage Staff.

007-20

**Carried****Protection Services**

[Motion from the Committee of the Whole, regarding a Request for an Exemption to Sign By-law 008-2009 Swiss Chalet —70 Strathy Road, Cobourg.](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Chief Building Official, regarding a Request for an Exemption to Sign By-law 008-2009 Swiss Chalet —70 Strathy Road, Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council grant an exemption to Sign By-law 008-2009 to permit Swiss Chalet to erect twelve (12) additional signs on the four (4) building elevations to maintain its national brand standards as shown on Attachments B, C, and D, and described as follows:



- Five (5) new fascia signs (labelled 2,3,4,6, and 8) and two awning signs
- (labelled 5 and 7) on the south elevation;
- Two (2) new fascia signs (labelled 1 and 2) on the west elevation;
- One (1) new fascia sign (labelled 1) and one (1) new awning sign (labelled 2) on the east elevation; and,
- One (1) new fascia sign (labelled 1) on the north elevation.

All subject to the finalization of details by Municipal Staff.

008-20

**Carried**

### **Arts, Culture and Tourism Services**

#### **[Motion from the Committee of the Whole, regarding the definition of 'Sustainability'.](#)**

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee, regarding the definition of Sustainability;

NOW THEREFORE BE IT RESOLVED THAT Council endorse the definition of 'Sustainability' from the Sustainability and Climate Change Advisory Committee, as follows:

"Sustainability is environmental, economic, social and cultural actions that meet the needs of the present without compromising the ability of future generations to meet their own needs".

009-20

**Carried**

### **BY-LAWS**

#### **Planning and Development Services**

##### **[By-law 001-2020, being a by-law to exempt Blocks 123, Plan 39M-901 \(New Amherst Blvd. and Charles Wilson Parkway\) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the \*Planning Act\*, R.S.O. 1990, c.P. 13, as amended.](#)**

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 001-2020, being a by-law to exempt Blocks 123, Plan 39M-901 (New Amherst Blvd. and Charles Wilson Parkway) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended.

010-20

**Carried**

##### **[By-law 002-2020, being a by-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 \(Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.\) in East Village Phase 4 from the Part Lot Control provisions of the \*Planning Act\*, R.S.O. 1990, c.P. 13, as amended.](#)**

Moved by Councillor Nicole Beatty, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 002-2020, being a by-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 (Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.) in East Village Phase 4 from the Part Lot Control provisions of the *Planning Act*, R.S.O. 1990, c.P. 13, as amended,

011-20

**Carried**

#### **Public Works Services**

##### **[By-law 003-2020, being a by-law to enter into an amending Subdivision Agreement with Vandyk - West Park Village Limited, West Park Village Subdivision, Cobourg \(PIN 51085-1298 Lots 1 to 81, Both Inclusive and Blocks 82 to 110, Both Inclusive - Plan 39M-876\).](#)**

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council adopt By-law 001-2020, being a by-law to authorize the Mayor and Municipal Clerk to execute an amending Subdivision Agreement with Vandyk - West Park Village Limited.

012-20

**Carried**

**General Government Services**

THAT the following By-law(s) be passed:

1. By-law No. 001-2020 being a By-law to being a by-law to exempt Blocks 123, Plan 39M-901 (New Amherst Blvd. and Charles Wilson Parkway) in the New Amherst Community Stage 2, Phase 1, from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13*, as amended;
2. By-law No. 002-2020 being a By-law to exempt Lots 18-23 inclusive, Lots 28-32 inclusive, Lots 88-91 inclusive and Blocks 94-99 inclusive, Plan 39M-875 (Rollings St., Bennett Ave., Lonsberry Dr., Drewery Rd., and Hayward St.) in East Village Phase 4 from the Part Lot Control provisions of the *Planning Act, R.S.O. 1990, c.P. 13*, as amended,
3. By-law No. 003-2020 being a By-law to authorize the Mayor and Municipal Clerk to execute an amending Subdivision Agreement with Vandyk - West Park Village Limited West Park Village Subdivision, Cobourg (PIN 51085-1298 Lots 1 to 81, Both Inclusive and Blocks 82 to 110, Both Inclusive - Plan 39M-876).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT leave be granted to introduce By-law # 001-2020 to By-law # 003-2020 and to dispense with the reading of the by-law by the Municipal Clerk and that the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

013-20

**Carried**

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

- Water Committee - Sep 10, 2019;
- JACMB - Oct 23, 2019;
- PRAC - Nov 5 and Dec 3, 2019
- DBIA - Nov 7, 13 and 19, 2019;
- GRCA Nov 21, 2019;
- SCCAC Dec 4, 2019; and
- DBIA Dec 5, 2019.

**CORRESPONDENCE**

[Correspondence, Dean Pepper, Chair of the Cobourg Police Services Board, response to Cobourg Council Resolution requesting a report on the level of crime and disruption in the immediate area of Transition House. \(Protection Services\)](#)

Moved by Councillor Aaron Burchat, Seconded by Councillor Brian Darling THAT Council receive the correspondence from the Cobourg Police Services Board for information purposes.

014-20

**Carried**

[Correspondence from the Ganaraska Region Conservation Authority \(GRCA\), regarding the proposed Natural Heritage Waterfront Park. \(Planning And Development Services/Public Works Services\).](#)

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes.

015-20

**Amended**

**Motion to Amend:**

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes; and

FURTHER THAT Council refer the GRCA Report to Parks and Recreation Staff to include in their Natural Heritage Waterfront Park staff report due back to Council on February 9, 2020.

016-20

**Carried**

Moved by Councillor Nicole Beatty, Seconded by Councillor Adam Bureau THAT Council receive the correspondence for information purposes; and

FURTHER THAT Council refer the GRCA Report to Parks and Recreation Staff to include in their Natural Heritage Waterfront Park staff report due back to Council on February 9, 2020.

017-20 Carried

Correspondence from Nancy Johnston, Executive Director, regarding clarification on the role and benefits of the Cornerstone Family Violence Prevention Centre. (General Government Services).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the correspondence for information purposes.

018-20 Carried

**NOTICE OF MOTION**

**COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

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

**UNFINISHED BUSINESS**

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Review of the Taxicab by-law, with the inclusion of ride sharing transportation such as Uber or Lyft, and with input by the public and taxicab owners and operators. <b>(Originally due November 25, 2019)</b>	02-19-19	Legislative Department	<b>Jan 27, 2020</b>
Report on procedural, contractual or budgetary requirements to sustain door-to-door service that includes boarding and disembarking assistance for the accessible transit system.	25-11-19	Public Works	<b>Jan 27, 2020</b>
MOU to be provided to Council Re Cobourg Dragon Boat and Canoe Club <b>(Originally due December 2, 2019)</b>	07-22-19	Community Services	<b>Jan 27, 2020</b>
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	<b>Jan 27, 2020</b>
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	<b>Feb 9, 2020</b>
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	<b>Feb 18, 2020</b>
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	<b>Feb 18, 2020</b>
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	<b>Mar 2020</b>

Staff Report outlining the process and requirements to become a Certified Living Wage Employer.	12-02-19	CAO	Mar 9, 2020
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	Apr 30, 2020
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	Jun 2020
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**CLOSED SESSION**

**CLOSED SESSION ACTION ITEM**

**CONFIRMATORY BY-LAW**

[By-law No. 004-2020, being a by-law to confirm the proceedings of the Council Meeting of January 13, 2020.](#)

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT leave be granted to introduce By-law No. 004-2020 and to dispense with the reading of the by-law by the Municipal Clerk to confirm the proceedings of the Council of the Town of Cobourg at its Regular meeting held on January 13, 2020 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

019-20

**Carried**

**ADJOURNMENT**

Moved by Councillor Adam Bureau, THAT the meeting be adjourned (7:48 P.M.).

020-20

**Carried**

\_\_\_\_\_  
Municipal Clerk

\_\_\_\_\_  
Mayor



The Corporation of the Town of Cobourg  
Legislative Services Department  
55 King Street West  
Cobourg, ON K9A 2M2

## Delegation Request Form

Please submit the completed Delegation Request Form to the Municipal Clerk in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2, by e-mail to [clerk@cobourg.ca](mailto:clerk@cobourg.ca), or by fax to (905) 372-7558.

### 1. GENERAL INFORMATION

**Name of Delegate(s):**

David Piccini - MPP for Northumberland-Peterborough South

**Group/Organization/Business Delegation Represents (if applicable):**

Government of Ontario

### 2. MEETING SELECTION

**I wish to appear before:**

☐ Committee of the Whole    ☒ Regular Council    ☐ Advisory Committee or Local Board

**If appearing before an Advisory Committee or Local Board please specify:**

Press to Select a Committee of Board

**Meeting Date Requested:**

Monday February 3rd

### 3. DELEGATION REQUEST

**General Nature/Purpose of the Delegation:**

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

MPP Piccini would like to bring a delegation to discuss and update council on the following topics:

1. OCIF Funding
2. Municipal Modernization Funding - Review of Fire Service within the County of Northumberland – Approved Funding for Joint Project
3. ICIP CCR Stream – Victoria Square and Harbour/East Pier
4. Ministry of Solicitor General's Court Security and Prisoner Transportation Grant
5. ROMA



**Recommendation to Council/Committee/Board:**  
(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☐ Yes ☒ No

**4. PRESENTATION MATERIAL**

Will you have an oral or written presentation? ☒ Oral ☐ Written

Do you have any equipment needs? ☐ Yes ☒ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

**Note:** Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.



The Corporation of the Town of Cobourg  
Legislative Services Department  
55 King Street West  
Cobourg, ON K9A 2M2

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### 1. CONTACT INFORMATION

Name of Delegate(s):

Judy Sherwin

Group/Organization/Business Delegation Represents (if applicable):

Phone:

[REDACTED]

E-Mail:

[REDACTED]

### 2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole ☒ Regular Council ☐ Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

Feb. 3, 2020

### 3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

To discuss parking meters, violations and fines



**Recommendation to Council/Committee/Board:**

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

lowering fines for residents of Cobourg

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☐ Yes ☒ No

**4. PRESENTATION MATERIAL**

Will you have an oral or written presentation? ☒ Oral ☐ Written

Do you have any equipment needs? ☐ Yes ☒ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

**Note: Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.**

I have read and understood the Delegation Rules and Guidelines attached to this Form and acknowledge that information contained on this Form, including any attachments, will become public documents and listed on the Town of Cobourg Meeting Agenda.

Judy L Sherwin

Print Full Name

Signature

2020/01/29

Date (YYYY/MM/DD)

Municipal Clerk or Designate

Personal information, as defined in the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA. Personal information collected in relation to materials submitted for an agenda will be used to acknowledge receipt, however, please be aware that your name is subject to disclosure by way of publication of the agenda. All meetings are open to the public except where permitted to be closed to the public under legislative authority. Questions regarding the collection, use and disclosure of personal information contained in this Form may be directed to Brent Larmer, Municipal Clerk/Manager of Legislative Services at (905) 372-4301 extension 4401, or at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca).

**LEGISLATIVE SERVICES DEPARTMENT** | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2  
T.905.372.4301 | F.905.584.4325 | [www.cobourg.ca](http://www.cobourg.ca) | [clerk@cobourg.ca](mailto:clerk@cobourg.ca)





The Corporation of the Town of Cobourg  
Legislative Services Department  
55 King Street West  
Cobourg, ON K9A 2M2

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### 1. GENERAL INFORMATION

Name of Delegate(s):

Lindsey Edwards

Group/Organization/Business Delegation Represents (if applicable):

### 2. MEETING SELECTION

I wish to appear before:

☐ Committee of the Whole    ☒ Regular Council    ☐ Advisory Committee or Local Board

If appearing before an Advisory Committee or Local Board please specify:

Press to Select a Committee of Board

Meeting Date Requested:

February 3, 2020

### 3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

(Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)

I stood before council on May 13th, 2019 to provide info on a charity challenge I was embarking on in late 2019, that would benefit cornerstone Family violence Prevention centre. I once again, stand before council to offer a synopsis on my fundraising efforts, and the 100km trek I completed in the Sahara Desert, in support of the Royal LePage shelter Foundation, which directly benefitted cornerstone.

On Jan 30th, during an event organized to offer thanks for the incredible community support that was received thru my many fundraisers leading up to the trek, I presented a cheque for 530,000 to cornerstone.

I would further like to thank council for their support in my 4 evenings of the summer social 4 shelter events at the beach canteen, and unveil what the total dollars raised from those events were, and my perception of the impact the events had on the community.

**Recommendation to Council/Committee/Board:**

(Please indicate below what action you would like the Town to take with respect to the above-noted subject matter)

I would propose, to allow myself, and a team of volunteers, to put on four nights, over two weekends, in the same beach canteen location, following the same premise as last year, to raise money for cornerstone Family Violence Prevention centre.

The two weekends of the summer social 4 shelter, were a huge success. From the well received community involvement, downtown small business participation, local musicians, and of course the main reason for the events, to support an incredibly important local charity - I would hate to let down any of the above, by not repeating.

Have you appeared before the Town of Cobourg's Council or its Committees or Boards in the past to discuss this issue?

☒ Yes ☐ No

**4. PRESENTATION MATERIAL**

Will you have an oral or written presentation? ☒ Oral ☐ Written

Do you have any equipment needs? ☐ Yes ☒ No

If selecting yes, please indicate the type of equipment needed for your presentation:

Please Select the Type of Equipment

**Note:** Delegates are required to provide one (1) copy of all background material/presentations prior to the deadline provided in the Delegation Rules and Guidelines below, or it will not be included in the Agenda.

Council Meeting February 3<sup>rd</sup>  
Lindsey Edwards


Background Notes:

- Among a chosen group of 120 individuals from Royal LePage offices across Canada, I participated in a 100 km walk in the Sahara Desert, which spanned 5 days, from Nov 23-27, 2019 to raise money for women's shelters across Canada.
- 80% of all monies each individual raised, would be donated to their local women's shelter, with the additional 20% being spend nationwide on programs and education for the prevention of domestic violence
- Each participant was required to raise \$5000 and pay for all of their own travel, hospitality and expenses (insurance, vaccines, etc).
- I set an initial goal of \$10,000 in Nov 2018 when I was accepted into the challenge. I quickly changed that goal to \$15,000, and continued to increase up until weeks before I left for the trip.
- I raised money and awareness through a number of events and community support:
  - Flocked 4 Shelter
  - Summer Social 4 Shelter
  - Shelter 2 Shelter Walk
  - Lip Sync 4 Shelter
  - Pints 4 Shelter
  - LocalAF t-shirt fundraiser
  - Individual Donations
- I was able to raise a grand total of \$37,500!!
  - I presented \$30,000 (80%) to Cornerstone at an appreciation event held on January 30, 2020
  - I finished in 2<sup>nd</sup> place nationwide for fundraising. The first place gal, from Winnipeg, raised \$1000 more than I.
- As a collective, we raised \$1.137M nationwide.
- My top fundraising event, and the second highest netting event across the country was the Summer Social 4 Shelter.
  - I donated \$12,068.77 from those 4 evenings
  - I partnered with local downtown businesses: The El (ElCamino) and George & Orange, who looked after the bar portion

- Purchased beer from both local breweries, who poured their own beers at the events: William Street and Northumberland Hills Brewery
  - The Cobourg Beach Canteen provided the food
  - I had local musicians for each of the nights:
    - John Holst, Carl Cotton & Nya Livia, Jeff Biggar & Kyler Tappscott, Northern Hearts
  - Admission was donate what you wish (\$5727 was raised just from admissions)
  - Approx 980 total people attended
  - People continue to talk so positively about the entire experience
- A huge thanks to council, from myself, Cornerstone, and the community, for allowing us to move forward with the “beach bar” in 2019. It was everything we could have ever asked for.
  - I would recommend continuing with the Summer Social 4 Shelter in 2020, using the same ideals, same number of evenings, and the money going to the same charity.

This last year from start, to finish, has been incredible. The experience in Morocco, walking 100 kms in the Sahara desert, was truly mind-blowing. But at the end of the day, it was the way the community came together, realized the needs of Cornerstone, basked in their ability to enjoy a number of new events, is what I will remember, more than the walk itself.

Should you wish to watch, I do have a video that I’ve posted on YouTube, and my social channels, that documents my trip, and gives a more first-hand idea of what I saw and experienced in Morocco.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COMMITTEE OF THE WHOLE MEETING REPORT</b>
	January 27, 2020 Council Chambers, Victoria Hall, Cobourg

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

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

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

### **CALL TO ORDER**

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

### **AGENDA ADDITIONS**

1. Delegation, Troy Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg;
2. Delegation, Keith Oliver, Cobourg Fitness Park Working Group, regarding the proposed fitness park;
3. Delegation, Lynn Taylor, Gwen Barnes and Miriam Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services; and
4. Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Court Security and Prisoner Transportation (CSPT) Program Agreement.

Moved by Deputy Mayor Suzanne Séguin, THAT the matters be added to the Agenda.

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

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

**PRESENTATIONS**

Kelly Martel of MHBC Planning to provide an update to Council on the progress of the development of the Affordable and Rental Housing Community Improvement Plan (CIP) for Cobourg.

K. Martel of MHBC Planning attended the meeting to present an update to Council on the progress of the development of the Affordable and Rental Housing Community Improvement Plan (CIP) for Cobourg. After a question and answer period, K. Martel was excused from the meeting (6:22 P.M.).

**DELEGATIONS**

Troy Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg.

T. Mills, Cobourg Resident, attended the meeting to discuss door-to-door service for accessible transit in the Town of Cobourg. After a question and answer period, T. Mills was excused from the meeting (6:36 P.M.).

Keith Oliver, Cobourg Fitness Park Working Group, regarding the proposed Fitness Park.

K. Oliver, representing the Cobourg Fitness Park Working Group, attended the meeting to discuss information on the proposed Fitness Park. After a question and answer period, K. Oliver was excused from the meeting (6:54 P.M.).

Lynn Taylor, Gwen Barnes and Miriam Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services.

L. Taylor, G. Barnes and M. Mutton, representing the Family Council - Golden Plough Lodge, attended the meeting to discuss stretcher transportation services in the Town of Cobourg. After a question and answer period, L. Taylor, G. Barnes and M. Mutton were excused from the meeting (7:03 P.M.).

**DELEGATION ACTIONS**

Delegation Action, T. Mills, Cobourg Resident, regarding door-to-door service for accessible transit in the Town of Cobourg.

Moved by Councillor Aaron Burchat, THAT Council receive the delegation from Troy Mills, Cobourg Resident for information purposes.

**Carried**



Delegation Action, K. Oliver, Cobourg Fitness Park Working Group, regarding the proposed Adult Fitness Park in the Town of Cobourg.

Moved by Councillor Emily Chorley, THAT Council receive the delegation from Keith Oliver, regarding the proposed Adult Fitness Park for information purposes; and

FURTHER THAT should the application for a \$25,000 New Horizons Grant be successful, that Council:

- Provide the Fitness Park Working Group with a letter of endorsement to aid their community fundraising efforts; and
- authorize staff to work with the fitness Park Working Group, where appropriate, to submit additional grant applications;

AND FURTHER THAT Council consider funding up to \$25,000 of the project, if needed, in the 2021 Capital Budget.

**Carried**

Delegation Action, L. Taylor, G. Barnes and M. Mutton, Family Council - Golden Plough Lodge, regarding stretcher transportation services.

Moved by Deputy Mayor Suzanne Séguin, THAT Council direct the Mayor to bring the correspondence forward to the Northumberland County; and direct the Municipal Clerk to forward the delegation to the County Clerk for County Council's information and provide information to the delegates on how to receive delegation status at County Council.

**Carried**

### **GENERAL GOVERNMENT SERVICES**

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

Memo from the Treasurer/Interim Chief Administrative Officer, regarding a Memorandum of Understanding between the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the Chief Administrative Officer to execute the Memorandum of Understanding between the Corporation of the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club as attached to this Report.

**Amended**

#### **Motion to Amend:**

Moved by Councillor Brian Darling, THAT the draft MOU between the Town and the Club be amended as follows:

**ITEM 1. TERM**

The MOU is for an initial period of two years, March 1, 2020 and ending February 28, 2022 with a five year extension if agreed to by both parties.

**ITEM 2. AGREEMENT FOR THE PROVISION OF A CLUB COMPOUND**

2. (b) Rent for the Club will be at the current rate of (\$0.50) fifty cents per square foot plus HST for the term of this MOU. This sentence will replace clause 2. (b) in the draft MOU.

2. (d) Incorporate "at their expense" into the clause in the draft MOU.

3. (g) be removed

**ITEM 3. RESPONSIBILITY OF THE TOWN**

3. (a) At the end of the clause, add: If a resolution cannot be reached Municipal Council will have the final say.

**ITEM 5. RESPONSIBILITIES OF THE CLUB**

5. (a) At the end of the clause in the draft MOU, add: If a resolution cannot be reached Municipal Council will have the final say.

**ITEM 7. ADMINISTRATION OF THIS MOU**

That the signing officer for the Club be the Board Chair/President. (the most senior signing authority with the organization); and

FURTHER: THAT the MOU be sent back to the CAO for wording of the final MOU which will be on the agenda for approval at the February 3, 2020 Council meeting.

**Divided**

**Motion to Divide**

Moved by Councillor Emily Chorley, THAT Council divide the Motion to Amend in eight (8) separate motions to vote on each amendment separately.

**Carried**

Moved by Councillor Brian Darling, THAT the MOU is for an initial period of two (2) years, March 1, 2020 and ending February 28, 2022 with a five (5) year extension if agreed to by both parties.

**Carried**

Moved by Councillor Brian Darling, THAT Section 2. (b), be amended to include Rent for the Club will be at the current rate of (\$0.50) fifty cents per square foot plus HST for the term of this MOU. This sentence will replace clause 2. (b) in the draft MOU.

**Carried**

Moved by Councillor Brian Darling, THAT 2. (d) be amended to incorporate "at their expense" into the clause in the draft MOU.

**Carried**



Moved by Councillor Brian Darling, THAT 2.1 Clause 2 (g) be removed from the MOU completely.

**Defeated**

Moved by Councillor Brian Darling, THAT 3. (a) be amended to include at the end of the clause, add: If a resolution cannot be reached Municipal Council will have the final say.

**Carried**

Moved by Councillor Brian Darling, THAT 5. (a) be amended to include at the end of the clause in the draft MOU, add: If a resolution cannot be reached Municipal Council will have the final say.

**Carried**

Moved by Councillor Brian Darling, THAT the MOU be amended to include the signing officer for the Club be the Board Chair/President. (the most senior signing authority with the organization)

**Carried**

Moved by Councillor Brian Darling, THAT the MOU be sent back to the CAO for wording of the final MOU which will be on the agenda for approval at the February 3, 2020 Council meeting.

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the Chief Administrative Officer to execute the Memorandum of Understanding as amended between the Corporation of the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club.

**Carried**

Memo from the Municipal Clerk Manager of Legislative Services, regarding the Town of Cobourg Taxicab By-law Review and Discussion on Transportation Network Companies - T.N.C.s and the Town of Cobourg Taxicab Public Engagement Report.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Report for information; and

FURTHER THAT Council authorize Staff to incorporate regulations through by- law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and

FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating By-law'; and

FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg.

**Amended**

**Motion to Amend:**

Moved by Councillor Emily Chorley, THAT the following wording be added to the Recommended Action:

THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the Report for information; and

FURTHER THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and

FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating By-law'; and

FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg; and

FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Court Security and Prisoner Transportation (CSPT) Program Agreement.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a bylaw to be endorsed and presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement between the Town of Cobourg and Her Majesty the Queen in Right of Ontario as represented

by the Solicitor General, substantially in the form attached as Appendix "B" to the Staff Report and all ancillary and associated documents, to secure Provincial funding allocation for 2020 under the Court Security and Prisoner Transportation Program (CSPT) administered by the Solicitor General.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from the Director of Planning and Development, regarding the County of Northumberland/Town of Cobourg Affordable Housing Strategies (AHS).

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information;

FURTHER THAT Council support the County of Northumberland's initiative to develop comprehensive strategies for lower tier municipalities to aid in the creation of new affordable housing units across the County; and

FURTHER THAT Council endorse the framework of recommended Actions and programs as outlined in the Town of Cobourg Affordable Housing Strategy and direct Staff to work collaboratively and in partnership with the County of Northumberland and its member municipalities, other levels of government, and key stakeholders to implement the Strategy to the fullest extent possible; and

FURTHER THAT staff provide Council with an annual report which summarizes the progress of the implementation of the Strategy.

**Carried**

Memo from the Senior Planner - Development, regarding Detailed Plans for Draft Plan of Subdivision Clearance: East Village - Phase 5 - Engage Engineering/JMCD Holdings.

Moved by Councillor Nicole Beatty, THAT Council receive and refer the Detailed Plans for Draft Plan of Subdivision Clearance: East Village - Phase 5 to the Planning Department for a Report.

**Carried**

Memo from the Senior Planner - Development, regarding a Severance Agreement for 163 Sydenham Street, Cobourg - Katharine Ann Spavins.

Moved by Councillor Nicole Beatty, THAT Council receive the Report for information; and

FURTHER THAT Council authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute a Severance Agreement with Katharine Ann Spavins for the development of a new residential lot on the property known municipally as 163

Sydenham Street, subject to the finalization of details by municipal staff and applicable agencies.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding a motion of support for a Natural Heritage Waterfront Park at the Cobourg Harbour.

Moved by Councillor Nicole Beatty, THAT Council receive the Memo for information purposes.

**Carried**

Notice of Hearings of the Committee of Adjustment and Planning Staff Reports regarding:

File No. A-08-19      415 King Street West, Cobourg (Glover & Co. Inc. & AMR Investments Inc.)

File No. A-09-19      30 James Street West, Cobourg (Catherine Taylor)

Moved by Councillor Nicole Beatty, THAT Council receive the Notices and Reports for information purposes.

**Carried**

Memo from the Secretary of the Heritage Advisory Committee, regarding the 2019 Town of Cobourg Heritage Conservation Awards.

Moved by Councillor Nicole Beatty, THAT Council receive the Memo for information; and

FURTHER THAT Council formally award the recipients of the 2019 Town of Cobourg Heritage Conservation Awards at the February 18, 2020 Committee of the Whole Meeting.

**Carried**

Motion to Recess

Moved by Councillor Brian Darling, THAT Council take a five (5) minute recess.

**Carried**

**PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Director of Public Works, regarding the unfinished business item 'Wheels Transit Options for Boarding/Disembarking'.

Moved by Councillor Brian Darling, THAT Council endorse the following options recommended by Staff for consideration in the 2020 budget deliberations:

Option 2: Retro Fit Current Vehicle - InQLine Assist Winch; and

Option 3: Retro Fit Current Vehicle - Grab and Stability Bar.

AND FURTHER THAT Option 1 being to Purchase a New Vehicle to use as main Wheels bus, be referred to the Accessibility Advisory Committee for further consideration upon receiving confirmation of transit funding for rolling stock.

**Amended**

**Motion to Amend**

Moved by Councillor Emily Chorley, THAT the motion be amended to include the following recommended action:

THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and

FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.

**Carried**

Moved by Councillor Brian Darling, THAT Council endorse the following options recommended by Staff for consideration in the 2020 budget deliberations:

Option 2: Retro Fit Current Vehicle - InQLine Assist Winch; and

Option 3: Retro Fit Current Vehicle - Grab and Stability Bar.

AND FURTHER THAT Option 1 being to Purchase a New Vehicle to use as main Wheels bus, be referred to the Accessibility Advisory Committee for further consideration upon receiving confirmation of transit funding for rolling stock; and

FURTHER THAT Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and

FURTHER THAT the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.

**Carried**

Memo from the Environmental Services Manager, regarding the awarding of Contract for Biosolids Haulage.

Moved by Councillor Brian Darling, THAT Council award the Contract for Biosolids Haulage to Enviroland Services Inc. for the 2020 and 2021 haulage seasons, at the lowest cost at \$11.00 per cubic meter.

**Carried**

**PARKS AND RECREATION SERVICES**

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

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding the Urban Forest Management Plan – Community Stewardship Coordinator Position.

Moved by Councillor Emily Chorley, THAT Council receive the Memo for information purposes.

**Carried**

Memo from the Secretary of the Parks and Recreation Advisory Committee, regarding an increase in the 2020 budget for tree planting.

Moved by Councillor Emily Chorley, THAT Council receive the Memo for information purposes.

**Carried**

**PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination.

Moved by Councillor Aaron Burchat, THAT Council receive the Report for information; and

FURTHER THAT Council provide direction to staff to exercise the Town's option to withdraw from the Board and terminate participation in the Joint Animal Control Municipal Service Board (JACMSB) program by providing twenty-four (24) months written notice pursuant to section 30.4 of the Joint Animal Control Municipal Services Board Agreement; and

FURTHER THAT Council direct the Municipal Clerk to send correspondence to the Joint Animal Control Municipal Services Board to inform the Board that the two (2) year notice has been established by the Town of Cobourg to take effect on the final resolution passing date; and

FURTHER THAT Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.

**Carried**

### **ARTS, CULTURE AND TOURISM SERVICES**

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

Memo from the Secretary of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding the SCCAC's request to support other Advisory Committees in the Town of Cobourg.

Moved by Councillor Adam Bureau, THAT Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and authorize and request other Advisory Committees of the Town of Cobourg to work with the SCCAC to discuss the climate emergency we are facing and to work with the SCCAC to develop guidance on climate crisis measures the respective Advisory Committees would consider when fulfilling their mandate.

**Carried**

### **UNFINISHED BUSINESS**

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

Unfinished Business Item	Meeting Date	Department/Division	Deadline Date
Report on procedural, contractual or budgetary requirements to sustain door-to-door service that includes boarding and disembarking assistance for the accessible transit system.	25-11-19	Public Works	Jan 27, 2020
Traditional Land Acknowledgment Statement to be read at Council Meeting	05-13-19	Legislative Department	Jan 27, 2020
Report on the proposed Natural Heritage Waterfront Park proposed by the Willow Beach Field Naturalist	11-04-19	Community Services	Feb 9, 2020
Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing. <b>(Originally due November 25, 2019)</b>	01-28-19	Legislative Department	Feb 18, 2020
Information requested regarding Emergency Shelters Downtown Cobourg (County of Northumberland and CPSB).	02-12-19	Multiple Departments/ Organizations	Feb 18, 2020
Staff Report in response to the Lifesaving Society's Aquatic Safety Audit Report for the Town of Cobourg Harbour, with input from the PRAC and all user groups.	09-23-19	Community Services	Mar 2020
Staff Report outlining the process and	12-02-19	CAO	Mar 9, 2020

requirements to become a Certified Living Wage Employer.			
Report outlining suggestions for enhancing the amenities for anglers and the regulation of fishing-related activities at the Cobourg Marina	09-03-19	Community Services	<b>Apr 30, 2020</b>
Report in response to the LUSI request regarding the Radio Frequency Water Meter Replacement Program.	01-06-20	CAO	<b>Jun 2020</b>
Revisions to the Long Service Recognition Policy from General Government Services.	09-23-19	Human Resources	

**COMMITTEE OF THE WHOLE OPEN FORUM****CLOSED SESSION**

Moved by Deputy Mayor Suzanne Séguin, THAT Council meet in Closed Session in accordance with Section 239 of the *Municipal Act, 2001*, regarding:

**s. 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees:**

1. Personnel Matter

The Committee of the Whole reconvened in Open Session at 9:36 P.M.

**Carried**

**ADJOURNMENT**


Moved by Councillor Adam Bureau, THAT the Meeting be adjourned (9:37 P.M).

**Carried**

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Municipal Clerk



	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	2020 OPERATING AND CAPITAL BUDGET REVIEW MEETING COMMITTEE OF THE WHOLE  MEETING REPORT
	January 9, 2020  Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met at 6:00 p.m. in the Council Chambers, Victoria Hall, Cobourg, to review the 2020 Operating and Capital Budgets with the following persons in attendance:

**Members present:** Chair, Deputy Mayor Suzanne Seguin  
Mayor John Henderson  
Councillor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Emily Chorley  
Councillor Brian Darling

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

### **CALL TO ORDER**

Deputy Mayor Seguin called the Budget Meeting to Order at 10:05 A.M.

### **AGENDA ADDITIONS**

There were no additions to the Agenda.

### **DISCLOSURE OF PECUNIARY INTEREST**

**Councillor Aaron Burchat** declared a Pecuniary Interest on four (4) items related to the Draft 2020 Operating and Capital Budget:

On the Draft 2020 Capital Budget:

Page 5 - Municipal Council Chamber Microphones and Equipment;

Page 88 - Closed Circuit Cameras Video Surveillance System.

On the Draft 2020 Operating Budget:

Page 37 and 38 - 1400550 System Contracts - Alarm Monitoring

Page 220 and 223 - 7410550 Building Maintenance Contracts - Alliance Security - Fire Systems & AED.

Councillor Burchat is an employee of Compton Telecommunication Services and the company may participate in a bid on the work that the Town has budgeted.

**Councillor Brian Darling** Declared a Pecuniary Interest on the Community Grants Section of the Budget and on the deliberation of one Application submitted by Children's Foundation as his Daughter sits on the Board of Directors.

## **PRESENTATIONS**

### **DELEGATIONS**

Terry Marrocco, Cobourg Resident, regarding comments on the Cobourg Urban Forestry Master Plan and recommendations for actions to be implemented in the 2020 Town of Cobourg Budget.

T. Marrocco, Cobourg Resident attended the meeting to address Council on the Cobourg Urban Forestry Master Plan and recommendations for actions to be implemented in the 2020 Town of Cobourg Budget. After a question and answer period, C. Bromley was excused from the meeting (10:14A.M.).

### **BUDGET INTRODUCTION**

*Introductory Remarks Chair: Deputy Mayor Seguin - General Government Services Coordinator.*

Chair, Deputy Mayor Seguin/General Government Services Coordinator provided an overview of the status of the current 2020 Budget Deliberations and explained the meeting process, the order of the Budget Meeting agenda, and the documentation provided to Council and the public as set out in the Agenda Package.

## **2020 OPERATING AND CAPITAL BUDGET REVIEW**

### **2020 Public Budget Meeting Submissions Discussion**

Chair, Deputy Mayor Seguin provided an overview of the September 16, 2019 Public Budget Meeting Submissions presented to Council for consideration during Council's Budget discussions. Council has the opportunity to bring forward any motions from the public submissions during the appropriate budget line for Council consideration and potential inclusion within the 2020 Municipal Council Budget.

Protection Services Operating and Capital Budgets:

Cobourg Police Service Budget - Pages 50-74 and Pages 18-23

Cobourg Fire Services Budget - Pages 76-84 and Pages 24-26

Building Department and By-law Enforcement Services - Pages 86-99 and Page 27

Cobourg Police Chief P. Vandegraaf and Cobourg Police Services Board Chair D. Pepper were in attendance to respond to any questions regarding the proposed 2020 Cobourg Police Service and Police Services Board's Capital and Operating Budgets. The Chief explained new special projects and enforcement in regards to changes in legislation and public engagement outreach programs. The Chair explained a request for the rearranging of the Capital Budget request because there was a line missing of \$25,000, which will be recovered by the CPS Business Operating Budget to keep the Budget the same as presented earlier in November to Council and the Public.

The Police Chief and Chair of the Board left the meeting at 10:30 A.M.

Fire Chief Mike Vilneff and Deputy Fire Chief Gene Thompson were in attendance to respond to any questions regarding the proposed 2020 Fire Department and Emergency Planning Operating and Capital Budgets. Members asked questions of clarification in regards to the Draft Budget submission from the Cobourg Fire Department.

The Fire Chief and Deputy Fire Chief left the Meeting at 11:00 A.M.

G.J. McGlashon, Director of Planning and Development, and B. Larmer, Municipal Clerk, were in attendance to respond to any specific questions regarding Protection Services Operating and Capital Budgets for Building Code Enforcement, Property Standards and By-law Enforcement.

Cobourg Public Library Operating and Capital Budgets - Pages 258-259

Tammy Robinson, CEO of the Cobourg Public Library, was in attendance to respond to any questions regarding the proposed 2019 Cobourg Public Library Capital and Operating Budgets. The CEO discussed the slight increase to the Library Budget from past years, due to the decreased amount of funding from the province to contribute to the Library Budget as a result of earlier cuts to Libraries by the Province in 2018.

T. Robinson left the meeting at 11:11 A.M.

Art Gallery of Northumberland Budget Review - Pages 239-240

Moved by Councillor Emily Chorley, THAT Council provide a grant to the Art Gallery of Northumberland in the amount of \$205,000 and change Recoveries - HOLDCO to \$45,000.

**Amended**

Moved by Councillor Adam Bureau,

Motion to Amend:

THAT the Motion include an amended grant amount of \$215,000, with \$45,000 to be funded from the HOLDCO Reserve Account.

**Carried**

Moved by Councillor Emily Chorley, THAT Council provide a grant to the Art Gallery of Northumberland in the amount of \$215,000 and change Recoveries - HOLDCO to \$45,000.

**Carried**

**Motion to Recess**

Chair, Deputy Mayor Seguin called a brief ten (10) minute recess and for Council to return at 11:45 A.M.

**Carried**

**Municipal Grant Application Recommendations - Pages 247-249**

The 2020 Municipal Community Grants Listing Requests, attached hereto as Appendix "A", based on applications received from various local community groups and organizations by the October 31, 2019 deadline, as reviewed by the Deputy Mayor, and Councillor Bureau with the administrative assistance of the Municipal Clerk. The type and amount of grants requested were reviewed and approved as presented with exception of variances based on the following corresponding motions:

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Cobourg and District Historical Society in the amount of \$875.00 + HST of \$113.75 for a total of \$988.75, as an in-kind contribution to be used towards the cost of Seven (7) room rentals for the Civic Forum. Due to a lack of funds, the request for security costs of \$527.94 is respectfully denied.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg Municipal Community Grant requested by Cobourg Collegiate Institute of \$350 be withdrawn, as the request does not meet the requirements of the Municipal Community Grant Policy.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Cobourg Ecology Garden in the amount of \$2,000.00 as a cash grant to be used for fixed costs, garden maintenance and enhancement, equipment maintenance and signage, community engagement including two annual events.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg Municipal Community Grant requested by Cobourg Farmers' Market Association of \$7,929.00 be withdrawn, as the request does not meet the requirements of the Municipal Community Grant Policy.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Cobourg Highland Games in the amount of \$2,000 as a cash grant to be used for signage, bleachers and parking permits.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Cobourg Museum Foundation in the amount of \$8,500.00 as a cash contribution to be used towards operations for the museum. Municipal taxes of \$4,100.00 will be deducted from the grant and the remaining \$4,400.00 to be used for repair of a roof drainage system of the Exhibit Hall and for the hiring of two (2) summer students.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Community Care Northumberland in the amount of \$2,000.00 as a cash contribution to be used towards the Meals on Wheels Program for Cobourg residents.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Grant to the Fern Blodgett Sunde Commemoration in the amount of \$1,000 as a cash grant to be used towards the sculptures unveiling to provide chairs, risers, etc.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Green Wood Coalition in the amount of \$2,000.00 as a cash grant to be used towards their one day conference 'Imagine' and to help cover the rental of the Victoria Hall Concert Hall/Citizen's Forum on Thursday, April 16, 2020.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the La Jeunesse Choirs in the amount of \$1,200 as a cash grant to be used towards subsidizing children to attend concerts.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Les Amis in the amount of \$2,000.00 as a cash grant to be used towards paying fees for musical performers participating in the Les AMIS Concerts in Cobourg.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Marie Dressler Foundation in the amount of \$4,000.00 as a cash grant to be used towards the project to expand the scope of Marie Dressler Museum to include "Canada's Women Film Pioneers".

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Northumberland 89.7 in the amount of \$720.00 as a cash grant to be used towards 8 rentals of the band shell in Victoria Park for the 2020 Summer Music Series.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Northumberland Community Counselling Centre in the amount of \$2,000.00 as a cash grant to be used towards Clinical support to help decrease a 4-month wait-list.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg Municipal Community Grant requested by Northumberland Learning Connection (NLC) of \$3,000.00 be respectfully denied due to lack of sufficient funds.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Northumberland Orchestra Society in the amount of \$1,000.00 as a cash grant to be used towards the rental of the Concert Hall for their annual general meeting and season finale gala.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Oriana Singers in the amount of \$1,000.00 as a cash grant to be put towards their spring 2020 concert "Celebrate!" for their 50th anniversary.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the OSGA District 12 Senior Games of \$250.00 to help with the operating costs of their Senior Games events.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Sounds of the Next Generation (SONG) in the amount of \$1,500.00 as a cash grant to be put towards instructions, uniforms and instruments, and for healthy snacks at rehearsals and events.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg Municipal Community Grant requested by Terry Fox Public School - Learning Life Skills Classes of \$528.00 be withdrawn, as the request does not meet the requirements of the Municipal Community Grant Policy.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Help Centre in the amount of \$2,000 as a cash grant to be used for the ESL Program.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Therapeutic Paws of Canada in the amount of \$242.95 as a in-kind contribution of \$215 + HST of \$27.95 for a total of \$242.95 to be used towards the rental cost of the Market Building for 1-2 occasions in 2020 for the purpose of conducting evaluations for therapy dogs and cats.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Victoria Hall Volunteers in the amount of \$5,000.00 as a cash grant to be used towards property/ facilities, material or resources within Victoria Hall in order to conduct business and present fundraising opportunities.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the VOS Theatre in the amount of \$1,000.00 as a cash grant to be used towards the rental costs of the Concert Hall.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Horizons of Friendship in the amount of \$500.00 as a cash grant to be used towards support of the Migrant Worker Outreach Program.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to Northumberland Hispanic Cultural Club in the amount of \$500.00 as a cash grant to be used to offset the cost of their Hispanic Heritage Month in October 2020.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Children's Foundation in the amount of \$1,000 as a cash grant to be used towards two (2) Cobourg Children.

**Carried**

Moved by Councillor Adam Bureau, THAT the Town of Cobourg 2020 Budget include a Municipal Community Grant to the Transition House Coalition in the amount of \$1,673.00 as a cash grant to be used to offset the Lakefront Utilities electricity charges.

**Carried**

**Recess for Lunch 12:30 P.M - 1:00 P.M.**

All other Operating Items:

Moved by Mayor John Henderson, THAT \$250,000 be added to the Town of Cobourg 2020 Budget under Tax Cancellations.

**Carried**

Moved by Mayor John Henderson, THAT the Budget line Item under General Government Services - Council called Carpet Replacement in the amount of \$12,000 be removed from the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Brian Darling, THAT the Budget line Item under General Government Services - Communications Department called Hometown Hockey Event be amended to \$10,000 in the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Brian Darling, THAT the Budget line Item under General Government Services - Admin Building Victoria Hall in the amount of \$4,000 for Vehicle Maintenance and Repair be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Adam Bureau, THAT the Budget line Item under General Government Services - CAO in the amount of \$10,000 to support developing partnerships for a coordinated community response at the local level to host a community-wide summit in partnership with Cobourg Police Service to be held in February 2020 about the opioid crisis as a way to educate and engage the public on the matter be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Aaron Burchat, THAT the Budget line Item under Public Works Division - Engineering - Accessibility Expenses in the amount of \$1,000 for the Town of Cobourg Accessibility Advisory Committee Accessibility Event be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Aaron Burchat, THAT the Budget line Item under Public Works Services - Transit Special Project in the amount of \$5,600 for Retro-Fit Wheels Transit Bus - Wench, be added to the 2020 Town of Cobourg Operating Budget and to be funded from the HOLDCO Reserve Account.



**Carried**

Moved by Councillor Nicole Beatty, THAT Council allocate \$6,000 in the 2020 Family and Social Services budget to support the collaborative efforts of Green Wood Coalition, NHH Community Mental Health and Northumberland Community Health Centres to coordinate and provide a drop-in outreach program in the Town of Cobourg pending Council's approval of final partnership program details and its location.

AND FURTHER that Council consult with the DBIA and Cobourg Police about the final details of the program.

AND FURTHER Council request the program partners to provide a six-month update to assess its impact once implemented.

AND FURTHER Council acknowledges the generous charitable donation of \$6,000 from an anonymous Cobourg citizen towards the program.

**Carried**

Moved by Councillor Nicole Beatty, THAT Council increase the Affordable Housing Assistance in the Family and Social Services 2020 Budget to \$125,000 to \$165,000 with \$40,000 coming from the Building Efficiencies Funding.

**Carried**

Moved by Councillor Emily Chorley, THAT the Budget line Item under Community Services - Port-A-Potties in the amount of \$15,000 to provide port-a-potties in Victoria Park in the summer to meet demand be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Adam Bureau, THAT the Budget line Item under Community Services- Butterfly Wings in the amount of \$10,000 be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Emily Chorley, THAT the Budget line Item under Community Services - for a special project - Trash to Treasure Garbage Cans in the amount of \$2,000 be added to the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Emily Chorley, THAT Council increase funding for tree planting from \$50,000 to \$70,000, given the recommendation for additional funding from the Parks and Recreation Advisory Committee, and to help compensate for the loss of Emerald Ash Trees removed due to the Emerald Ash Borer Beetle; and

FURTHER THAT the Budget for years 2021 and 2022 is also increased to \$70,000.

**Carried**

Moved by Councillor Emily Chorley, THAT the Tree Levy allocation be increased by 20,000, to cover the cost of the additional Tree Planting.

**Carried**

Moved by Councillor Brian Darling, THAT the \$27,000.00 budgeted for utilities for the Furnace Street Arenas be reduced by \$12,000.00 to \$15,000.00 for 2020 Operating Budget.

**Carried**

Moved by Councillor Emily Chorley, THAT Council instruct Staff to refrain from filling the vacant position of the Manager of Recreation and Cultural until after the completion of the 2020 Organization review and

FURTHER THAT the funds allocated for this position be removed from the Town of Cobourg Community Services 2020 Operating Budget.

**Recorded Vote requested by Deputy Mayor Séguin:**

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Nicole Beatty		<b>X</b>	
Councillor Aaron Burchat		<b>X</b>	
Councillor Adam Bureau	<b>X</b>		
Councillor Emily Chorley	<b>X</b>		
Councillor Brian Darling		<b>X</b>	
Mayor John Henderson		<b>X</b>	
Deputy Mayor Suzanne Séguin	<b>X</b>		
<b>TOTAL:</b>	<b>3</b>	<b>4</b>	

**Defeated**

**MOTION TO ADJOURN**

Moved by Councillor Brian Darling, THAT the Committee of the Whole 2020 Operating and Capital Budget be Adjourned until Friday January 10, 2020 at 10:00 A.M in Council Chambers to continue and complete all outstanding matters to be discussed as part of the Town of Cobourg 2020 Budget.

**Carried**

**Meeting Adjourned until 10:00 A.M. on Friday January 10, 2020 in Council Chambers.**

All other Capital Budget Items  
General Government Services - Pages 2-16  
Public Works Services - Pages 28-59  
Community Services - Pages 60-97

Water and Environmental Services Operating and Capital Budgets

Municipal Council Remuneration

Additional Items for 2020 Budget Consideration and corresponding motions as required

**COMMITTEE OF THE WHOLE OPEN FORUM**

**2020 DRAFT BUDGET APPROVAL**


Motion to approve Draft 2020 Operating and Capital Budgets

**CLOSED SESSION**

**ADJOURNMENT**

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Municipal Clerk

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	2020 OPERATING AND CAPITAL BUDGET REVIEW MEETING COMMITTEE OF THE WHOLE  MEETING REPORT
	January 10, 2020  Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met at 10:00 a.m. in the Council Chambers, Victoria Hall, Cobourg, to review the 2020 Operating and Capital Budgets with the following persons in attendance:

**Members present:** Chair, Deputy Mayor Suzanne Seguin  
Mayor John Henderson  
Councillor Nicole Beatty  
Councillor Aaron Burchat  
Councillor Adam Bureau  
Councillor Emily Chorley  
Councillor Brian Darling

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

### **CALL TO ORDER**

Deputy Mayor Seguin called the Budget Meeting to Order at 10:00 A.M.

### **AGENDA ADDITIONS**

There were no additions to the Agenda.

### **DISCLOSURE OF PECUNIARY INTEREST**

**Councillor Aaron Burchat** declared a Pecuniary Interest on four (4) items related to the Draft 2020 Operating and Capital Budget:

On the Draft 2020 Capital Budget:

Page 5 - Municipal Council Chamber Microphones and Equipment;

Page 88 - Closed Circuit Cameras Video Surveillance System.

On the Draft 2020 Operating Budget:

Page 37 and 38 - 1400550 System Contracts - Alarm Monitoring

Page 220 and 223 - 7410550 Building Maintenance Contracts - Alliance Security - Fire Systems & AED.

Councillor Burchat is an employee of Compton Telecommunication Services and the company may participate in a bid on the work that the Town has budgeted.

**Councillor Brian Darling** Declared a Pecuniary Interest on the Community Grants Section of the Budget and on the deliberation of one Application submitted by Children's Foundation as his Daughter sits on the Board of Directors.

### **PRESENTATIONS**

### **DELEGATIONS**

### **DELEGATION ACTIONS**

### **BUDGET INTRODUCTION**

*Introductory Remarks Chair: Deputy Mayor Seguin - General Government Services Coordinator.*

**The Deputy Mayor explained the meeting held today on January 10, 2020 is the Second Half of the Budget Meeting that was Adjourned from January 9, 2020 at 5:00 P.M.**

### **All other Operating Items:**

Moved by Councillor Aaron Burchat, THAT Council fund in the 2020 Operating Budget, Special Project-Canteen for the Point of Sale (POS) and Software portion in the 2020 Budget in the amount of \$5,500 from the Building Efficiencies Fund; and

FURTHER THAT the Fryer Oil Dispenser Unit be funded by the Tax Levy in the amount of \$1,500; and

FURTHER THAT the total amount for the Special Canteen be \$7,000.

**Carried**

Moved by Councillor Adam Bureau, THAT the Budget line Item under Special Events - Garbage Removal in the amount of \$8,000 be adjusted in the 2020 Town of Cobourg Operating Budget.

**Carried**

Moved by Councillor Emily Chorley, THAT Council instruct Staff to adjust the budget line 'Special Project' Christmas Magic as follows:

- Christmas Magic Lights - \$20,000
- Downtown Pole Lights - \$30,000
- Recovery- DBIA Donation for Pole Lights - \$16,000.

**Carried**

Moved by Councillor Emily Chorley, THAT Council increase the Budget for Community Events - Transportation/Shuttle Services from \$3,500 to \$7,000 to cover both the Waterfront Festival and the Sandcastle Festival.

**Carried**

Moved by Councillor Emily Chorley, THAT Council allocate \$75,000 to Tourism and Advertising and Promotions in 2020 instead of \$100,000 as proposed.

**Carried**

Moved by Councillor Adam Bureau, THAT Council include \$126,000 in the 2020 Operating budget with \$85,000 to be funded from Northam Reserve and \$41,000 be funded from the Federal Gas Tax for the cost of an Integrated Community Sustainability Plan, Green Development Standards and a contract Part-Time Staff Person to implement these projects.

**Carried**

Moved by Councillor Emily Chorley, THAT Council set the Budget for Economic Development Studies and reviews in 2020 to \$0.

**Carried**

**Recess for Lunch 12:30 P.M - 1:00 P.M.**

All other Capital Budget Items

Moved by Councillor Brian Darling, THAT the \$50,000 for the replacement of the Fitzhugh Park Staircase be moved into the 2020 Budget forecast and removed from the 2020 Parks and Recreation Capital Budget.

**Carried**

Moved by Councillor Brian Darling, THAT the Water Bottle Filling Stations Capital Budget Item for 2020 be reduced to \$15,000; and for a detailed design and costing be brought back to Council for further review prior to purchase and installation.

**Carried**

Moved by Councillor Brian Darling, THAT the Capital Budget Item - Adult Fitness Park be removed from the 2020 Budget.

**Carried**

Moved by Mayor John Henderson, THAT the Parks and Recreation Capital Budget include the Donegan Diamond Reconditioning of \$35,000 in the 2020 Town of Cobourg Capital Budget.

**Carried**

Moved by Councillor Emily Chorley, THAT Council instruct Staff to fund the Tennis Court Resurfacing at Peter Delanty Park at a cost of \$53,000 from the Federal Gas Tax, pending confirmation of eligibility from the Treasurer.

**Carried**

**Motion to Recess**

Chair, Deputy Mayor Seguin called a brief ten (10) minute recess and for Council to return at 3:11 P.M.

**Carried**

Moved by Mayor John Henderson, THAT Council add the commission of a Public Washroom Design of \$20,000 that has application to multiple Park Locations and meets AODA Building Code Requirements to be financed from the issuance of a Debenture.

**Carried**

Moved by Councillor Emily Chorley, THAT Council move the Marina Security Gates Capital Project of \$60,000 as a projected budget project in 2021 and remove from the 2020 Town of Cobourg Capital Budget.

**Carried**

Moved by Councillor Brian Darling, THAT Council approve \$20,000 to be funded from the Building Efficiencies Provincial Grant to fund the Venture 13 Innovation Centre – Office Expansion in the 2020 Town of Cobourg Capital Budget.

**Carried**

**Water and Environmental Services Operating and Capital Budgets**

The Water and Environmental Services Operating and Capital Budgets were presented by the Director of Public Works. There were no Motions to Amend for the Water and Environmental Services Operating and Capital Budgets.

**Municipal Council Remuneration**

Moved by Councillor Emily Chorley, THAT the General Government Services Council Operating Council Budget be adjusted to reflect Council Resolution 344-19 passed on September 9, 2019 that Council set the salary for members of Council as follows effective January 1, 2020 and pending approval in the 2020 Operating Budget:

- that the position of Mayor be set at \$48,100;
- that the position of Deputy Mayor be set at \$38,480; and
- that the position of Municipal Councillor be set at \$33,670.

**Recorded Vote requested by Deputy Mayor Séguin:**

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Nicole Beatty	<b>X</b>		
Councillor Aaron Burchat		<b>X</b>	
Councillor Adam Bureau	<b>X</b>		
Councillor Emily Chorley	<b>X</b>		
Councillor Brian Darling		<b>X</b>	
Mayor John Henderson		<b>X</b>	
Deputy Mayor Suzanne Séguin		<b>X</b>	
<b>TOTAL:</b>	<b>3</b>	<b>4</b>	

**Defeated****COMMITTEE OF THE WHOLE OPEN FORUM****2020 DRAFT BUDGET APPROVAL**Motion to approve Draft 2020 Town of Cobourg Operating and Capital Budgets

Moved by Mayor John Henderson, WHEREAS the Committee of the Whole has considered the 2020 Town of Cobourg Operating and Capital Budget recommendations as presented at the Committee of the Whole Budget Meeting held on January 9 and January 10, 2020;

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2020 Capital Budget in the amount of \$8,982,728; and

FURTHER THAT Council approve the 2020 Operating Budget with the Municipal Levy of 24,761,992 which represents a %3.2 increase over the 2019 Operating Budget and a 2.2% net increase after allowing for New Assessment Growth of 1%.

**Carried**Motion to approve the Draft Water and Environmental Services Operating and Capital Budgets

Moved by Mayor John Henderson, WHEREAS the Committee of the Whole has considered the 2020 Town of Cobourg Environmental Services Budget recommendations as presented at the Committee of the Whole Budget Meeting held on January 9, 2012;



NOW THEREFORE BE IT RESOLVED THAT Council approve the 2020 Operating Budget for Environmental Services for the Town of Cobourg indicating Total Revenue of \$6,535,755 and Total Expenditures of \$3,795,050 resulting in a Net Operating Surplus of \$(2,740,705) which will be transferred to the Sewer Rates Reserve; and

FURTHER THAT Council approve the 2020 Capital Budget for Environmental Services for the Town of Cobourg in the amount of \$3,915,000 as outlined on the summary report.


**Carried**

**CLOSED SESSION**

**ADJOURNMENT**

---

Municipal Clerk

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor, Deputy Mayor and Members of Council	
FROM:	Brent Larmer, Municipal Clerk/Manager of Legislative Services	
TITLE:		
DATE OF MEETING:	Monday February 3, 2020	
TITLE / SUBJECT:	Town of Cobourg Chief Administrative Officer (CAO) Selection Committee Terms of Reference.	
REPORT DATE:	January 30, 2020	File #:

**1.0 CORPORATE STRATEGIC PLAN OBJECTIVE**

This report outlines a proposed CAO Selection Committee Terms of Reference for the recruitment of a new CAO that will provide management and administrative leadership to ensure delivery of the Municipal Council approved Term of Council Strategic Plan and Priorities.

**2.0 RECOMMENDATION**

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

FURTHER THAT the proposed CAO Selection Committee Terms of Reference, as attached to this report as Appendix "A", be adopted.

**3.0 PUBLIC ENGAGEMENT**

Not Applicable

**4.0 ORIGIN AND LEGISLATION**

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

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

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

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

#### 5.0 BACKGROUND

At the September 3, 2019 and January 6, 2020 Council meetings, Municipal Council received reports from the Human Resources Officer and reviewed options for hiring a new Chief Administrative Officer for the Town of Cobourg.

On January 13, 2020, Council passed the following Resolution #003-20:

*Moved by Deputy Mayor Seguin, and Seconded by Councillor Burchat: WHEREAS at the Committee of the Whole Meeting on January 6, 2020, Council considered a Memo from the Human Resources Manager, regarding the presentation of options to Municipal Council for the Recruitment of the Town of Cobourg Chief Administrative Officer (CAO);*

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

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

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

This report outlines proposed Terms of Reference for the newly established CAO Selection Committee to oversee the recruitment process for recruiting the CAO position for the Town.

#### 6.0 ANALYSIS

The Chief Administrative Officer Selection Committee as approved through Municipal Council Resolution #003-20 has met and drafted a Committee Terms of Reference in order to provide Council with the approval of the mandate, duties,



privacy considerations and other important provisions in order to help guide the CAO Selection Committee comprised of the Mayor, Deputy Mayor and a Councillor, being Councillor Emily Chorley; to assist with the CAO recruitment process, including working with the External Executive Recruitment Firm to develop a job posting, determine interview questions and short-list candidates for interviewing by all members of Council.

The Proposed Terms of Reference for the Committee, are set out in Appendix "A" to this report.

CAO Selection Committee Terms of Reference outlines the following recruitment phases in summary:

#### Phase One — Pre-Recruiting Preparations

- This phase entails the necessary preparations for the recruitment process; including, but not be limited to, identifying and completing the process of creating the Request for Proposal to select an External Executive Recruitment Firm to be approved by Council to assist with the recruitment, and confirming the candidate position profile and job description as outlined within the Terms of Reference.

#### Phase Two — Recruitment with External Executive Search Firm

- Supported by an External Executive Recruitment Firm who consults with the CAO Selection Committee, perform phase two matters including, but not be limited to: advertisement of position; targeting, sourcing and screening candidates; receipt and assessment of candidate resumes/applications; preparation and review of short list of candidate profiles; personal assessments; and referencing.

#### Phase Three —Municipal Council Interviews

- Pending the completion of phase two, the CAO Selection Committee shall recommend a final candidate(s) to Council for interviews facilitated by the External Executive Search Firm. Pending Council approval and negotiation of employment contract, a CAO would be appointed and the recruitment process would end with the Appointment of a CAO by Council in Open Session.

As part of the CAO Selection Committee Term of Reference, Section 4.0 - Privacy Considerations were discussed being in the utmost importance of the CAO Selection Committee regarding confidentiality within the recruitment process. As such, it was determined and agreed upon that each Member, (Council Member and Staff) shall sign a Confidentiality and Non-Disclosure Agreement in order to maintain insurance that all confidential matters and

information reviewed will be kept in high and strict confidence concerning matters dealt with by the CAO Selection Committee.

In addition to the above stages as outlined and provided for in this report and through the Terms of Reference, Council will receive additional reports and items as part of the CAO Recruitment process such as; Chief Administrative Officer Hiring Policy, and the updated and revised Council approved terms of employment to provide for the duties and responsibilities of the Chief Administrative Officer to be approved through By-law to amend By-law No.74-2009.

7.0 FINANCIAL IMPLICATIONS/STAFFING/BUDGET IMPACT

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

8.0 CONCLUSION

This report recommends Terms of Reference for Council's approval to guide the newly established CAO Selection Committee to facilitate an open and transparent recruitment process to fill the position of Chief Administrative Officer for the Town of Cobourg.

9.0 POLICIES AFFECTING THE PROPOSAL

Not Applicable

10.0 COMMUNICATION RESULTS

The Terms of Reference will be available on the Town of Cobourg Municipal Website.

11.0 ATTACHMENTS (IF APPLICABLE)

Appendix "A" – Chief Administrative Officer Selection Committee Terms of Reference.

12.0 AUTHORIZATION ACKNOWLEDGMENT (SENIOR MANAGEMENT/CAO)

Brent Larmer  
Municipal Clerk



APPENDIX "A"

MUNICIPAL COUNCIL TERMS OF REFERENCE



Chief Administrative Officer  
Selection Committee  
Terms of Reference

---

<b>Reporting to:</b>	Municipal Council
<b>Established by:</b>	Council Resolution No. 003-20
<b>Composition:</b>	<p><b>Committee Chair:</b> Mayor Henderson</p> <p><b>Committee Members:</b> Deputy Mayor Suzanne Séguin Councillor Emily Chorley</p> <p><b>Non-Members - Municipal Staff Liaison:</b> Municipal Clerk Brent Larmer Interim Human Resources Manager, Colleen McBride</p>
<b>Term of Appointment:</b>	Until Council has appointed a new Chief Administrative Officer.
<b>Supported by:</b>	<p>External Executive Recruitment Firm, the Town's contracted recruiter to coordinate the recruitment process with the CAO Selection Committee Members and Municipal Council when necessary.</p> <p>The Municipal Clerk will provide required scheduling, meeting management and decision reporting support to the CAO Selection Committee. Human Resources and Municipal Clerk will provide assistance and support to the CAO Selection Committee, as required.</p>

**1.0 Mandate**

The mandate of the Chief Administrative Officer (CAO) Selection Committee is to facilitate the recruitment process for the Corporation of the Town of Cobourg Chief Administrative Officer Position, to work with the External Executive Recruitment Firm to Short-List Candidates for the CAO position to be interviewed by Municipal Council for consideration and appointment.

## APPENDIX "A"

### 2.0 Duties

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

1. Creation of an External Executive Search Firm Request for Proposal (RFP).
2. CAO Selection Committee to select an External Executive Search Firm, as per the Town of Cobourg Purchasing Policy By-law 016-2012.
3. External Executive Search Firm to develop the key CAO core competencies required, in consultation with the CAO Selection Committee, to drive results forward in the Corporation of the Town of Cobourg and to be brought forward to Council for comment and approval.
4. External Executive Search firm to undertake national candidate search, with active engagement of the CAO Selection Committee.
5. Work in collaboration with the successful External Executive Search Firm.

The CAO Selection Committee's duties shall include the following:

1. CAO Selection Committee Members actively participate in a transparent, competitive and comprehensive recruitment process, while holding in strict confidence all information concerning matters dealt with by the Committee.
2. Confirm the position profile and job description as the basis for the recruitment process.
3. Work directly with the External Executive Search Firm during the recruitment process.
4. Upon completion of the recruitment process the CAO Selection Committee shall recommend to Council for approval a preferred shortlist recommended candidate(s) for the position.
5. Council shall have the opportunity to interview and assess the final candidates.
6. Upon Council direction as a whole on the Committee's recommendations, Council delegates to the CAO Selection Committee authority to extend the Municipal Council approved terms of employment to the preferred candidate, in form satisfactory to the Municipal Clerk in consultation with the Interim Manager of Human Resources and the External Executive Search Firm.



## APPENDIX "A"

The Executive External Search Firm duties shall include the following:

- a) Target, source and screen candidates;
- b) Receive and assess candidate resumes/applications;
- c) Prepare and review short listed candidate profiles with the CAO Selection Committee;
- d) Assist the Committee in identifying candidates worthy of being interviewed Municipal Council;
- e) Draft interview questions for the Selection Committee's consideration and approval;
- f) Conduct personal assessments; and
- g) Complete Reference Checks.

### 3.0 Staff Support to Committee

The Municipal Clerk will function in an advisory capacity to the CAO Selection Committee and the selected External Executive Search Firm. The Interim Manager of Human Resources will provide expertise throughout the process, as needed and help to coordinate the External Executive Search Firm and the CAO Selection Committee.

### 4.0 Privacy Considerations

Information provided to the CAO Selection Committee, specifically pertaining to applicants for the position of the CAO, their current or former employment status and any other information that may be relevant to the CAO Selection Committee in making its recommendation will be protected under the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The CAO Selection Committee shall hold in strict confidence all confidential information concerning matters dealt with by the CAO Selection Committee. This includes, but is not limited to maintaining the integrity of the information and not communicating it via electronic or other methods of communication to internal or third parties. Failure to do so may result in the expulsion of the CAO Selection Committee Member or Support Staff.

Municipal Council will comply with all in-camera meeting provisions pursuant to Section 239 (2)(b) of the *Municipal Act*, 2001 as amended: (*Personal matters about an identifiable individual, including municipal or local board employees.*) when engaging in the final stages of the process with all of Municipal Council participating.



## APPENDIX "A"

### **5.0 Attendance**

A recruitment best practice is that all Candidates are interviewed by a consistent interview panel, in support of fair transparent and comprehensive recruitment process. It is incumbent that all Members of Council participate in the interview process with specific attention paid to attending all CAO candidate interviews facilitated by the External Executive Search Firm who will guide Council in Human Resources best practices when conducting interviews and posing the Interview Questions.

### **6.0 Reporting**

The CAO Selection Committee will provide Regular updates to Council, with Notice to the Municipal Clerk to be provided in Closed Session as subject to Municipal Act requirements, as significant progression by the CAO Selection Committee is realized.

### **7.0 Meetings**


The CAO Selection Committee Meetings shall be convened at the call of the CAO Selection Committee and in conjunction with recommendations and timelines of the External Executive Search Firm.

### **8.0 Dissolving of CAO Selection Committee**

The CAO Selection Committee shall cease at the conclusion of a successful recruitment of a new Chief Administrative Officer as approved by Municipal Council in Open Session.

### **9.0 Amendment to the Terms of Reference**

Proposals to amend the Terms of Reference shall require approval of the majority of the Committee members present. Proposed amendments to the Terms of Reference shall be submitted to Council for approval and only take effect upon the approval of Council.

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>COMMITTEE OF THE WHOLE REPORT</b>	
TO:	Mayor and Council	
FROM:	Desta McAdam, MCIP, RPP	
TITLE:	Senior Planner - Development	
DATE OF MEETING:	February 3 <sup>rd</sup> , 2020.	
TITLE / SUBJECT:	Severance Agreement Lands generally north of Elgin Street West, south of Highway 401, west of DePalma Drive, and east of the Municipal Boundary, known municipally as the "DePalma Developments Ltd. Lands" De Palma Developments Limited	
REPORT DATE:	January 30 <sup>th</sup> , 2020.	File #: B-01/19

1.0 **CORPORATE STRATEGIC PLAN OBJECTIVE**

N/A

2.0 **RECOMMENDATION**

THAT the By-law attached to this Report as *Figure 3* be endorsed and adopted by Council which authorizes the Mayor and Municipal Clerk to execute a Severance Agreement with De Palma Developments Limited, Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., and Graylane Holdings Inc., for the development of a new 0.75 ha business park lot on the lands generally north of Elgin Street West, south of Highway 401, west of DePalma Drive, and east of the Municipal Boundary, municipally known as the "De Palma Developments Ltd. Lands" subject to the finalization of details by municipal staff and applicable agencies.

3.0 **PUBLIC ENGAGEMENT**

An application for Consent to Sever a new 0.75 ha business park lot from the DePalma Developments Ltd. Lands was submitted to the Committee of Adjustment in December 2018, and approved on February 20, 2019 with conditions.

With regard to this application, the Municipality followed the statutory notice requirements of the Planning Act R.S.O. 1990, c.P. 13, as amended, including providing notice by personal service or ordinary service mail to every land owner within a 60 m radius of the area to which the application applies, and publication in a newspaper that is of sufficient circulation in the area which the application applies. Following the public meeting held to consider the application, a Notice of Decision was provided to the applicant and any interested persons and companies who requested a Notice of Decision.

#### 4.0 **ORIGIN AND LEGISLATION**

On February 20 2019, the Owner was granted Provisional Consent to sever a new 0.75 ha business park lot (the “Severed Parcel”) from the lands generally north of Elgin Street West, south of Highway 401, west of DePalma Drive, and east of the Municipal Boundary, known municipally as the “DePalma Developments Ltd. Lands,” see *Figure 1: Location Map*.

One of the conditions of consent requires that a 30.0 m right-of-way across the entire south lot frontage of the Severed Parcel be conveyed to the Municipality and dedicated as a public highway to the specifications and approval of the Municipal Engineer. To fulfill this condition, a Severance Agreement with the Municipality is recommended to ensure that appropriate engineering standards and financial securities for the new road construction are secured by the Municipality and that the public road dedication will occur prior to the severance of the new lot. All conditions of Consent are to be to the satisfaction of the Municipality and Municipal Engineer, and the implementation of a Severance Agreement to be registered on title will satisfy this Consent condition.

In accordance with the provisions of the Planning Act, if the conditions of the Consent are not satisfied within one (1) year of the decision (February 20, 2020), the Consent lapses and the Owner would need to re-apply. Section 53(12) of the Planning Act, R.S.O. 1990, c.P. 13, as amended, authorizes the Municipality to enter into Agreement(s) with the proponent as a condition of approval for the Consent.

#### 5.0 **BACKGROUND**

The Severed Parcel is designated ‘Employment Area Special Policy 14.3.2.6.2’ in the Cobourg West Business Park Secondary Plan as enacted by Cobourg Municipal Council in Official Plan Amendment 69 and subsequently approved by the Local Planning Appeal Tribunal (LPAT) in May of 2018, and zoned Business Park Exception 9 Holding (BP-9 [H]) Zone in the Town of Cobourg's Comprehensive Zoning By-law #85-2003.

On February 20, 2019, the Committee of Adjustment approved a Consent to sever a new 0.751 ha lot from the DePalma Developments Ltd. Lands with a total of two (2) conditions, one of which is:

1. That a 30.0 m right-of-way across the entire south lot frontage of the Severed Parcel be conveyed to the Municipality, and dedicated as a public highway to the specifications and approval of the Municipal Engineer.

The other condition specifies that all conditions are subject to the Town's specification and approval.

### **ANALYSIS**

6.0

The following attachments are included in this Report for reference purposes:

**Figure 1 – Location Map**

**Figure 2 – Reference Plan**

**Figure 3 – Agreement Authorization By-law**

The following are the key points associated with the proposal:

- The De Palma Developments Ltd. Lands are approximately 12.79 ha in lot area with frontage on Elgin Street West and DePalma Drive. See Figure 1: Location Map.
- Provisional Consent was granted by the Committee of Adjustment on February 20, 2019, which permitted the creation of a .75 ha lot that would have 83.5 m frontage along the future extension of DePalma Drive. The land for the DePalma Drive extension across the entire south lot frontage of the Severed Parcel is being transferred to the Municipality, and technical design matters associated with the road extension have been satisfied to the approval of the Municipal Engineer. See Figure 2: Reference Plan.
- As a standard procedure arising out of this condition of Consent, a Severance Agreement with the Town will ensure that the applicable engineering design specifications, development provisions and required financial securities for the future construction of the DePalma Drive extension across the south lot frontage of the Severed Parcel are approved and secured by the Municipality, prior to effecting the severance of the new lot.
- In accordance with Planning Act regulations, if conditions to a Provisional Consent are not fulfilled within one year of the decision (February 20,

2020), the Consent lapses. The Severance Agreement will serve to satisfy the Consent condition within the prescribed timeline.

- The subject proposal conforms to the applicable policies of the Official Plan, particularly the Employment Area Special Policy 14.3.2.6.2 policies, complies with Comprehensive Zoning By-law #85-2003, and satisfies Condition #1 of the Consent Decision.

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

There are no anticipated negative financial implications imposed on the Municipality as a result of authorizing the Severance Agreement. Site Plan Approval fees, Development Charges and Building Permit fees will be applied to the vacant lot at the development approval stage. All legal, registration and other costs incurred by the Municipality shall be borne by the Owner.

#### 8.0 **CONCLUSION**

It is the opinion of the Planning Department that the submission made by the Owner to clear Condition #1 of the Consent for the land area known municipally as the De Palma Developments Ltd. Lands satisfies this condition of approval, subject to the finalization of details by planning staff and applicable agencies, and the registration of the Severance Agreement.

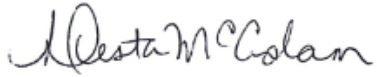
#### 9.0 **POLICIES AFFECTING THE PROPOSAL**

The Cobourg Official Plan is the primary municipal policy affecting this proposal, and it is the opinion of Planning staff that the proposal conforms to the Plan.

#### 10.0 **COMMUNICATION RESULTS**

THAT the By-law attached to this Report as *Figure 3* be endorsed and adopted by Council which authorizes the Mayor and Municipal Clerk to execute a Severance Agreement with De Palma Developments Limited, Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., and Graylane Holdings Inc. for the development of a new business park lot on the lands generally north of Elgin Street West, south of Highway 401, west of DePalma Drive, and east of the Municipal Boundary, municipally known as the “De Palma Developments Ltd. Lands,” subject to the finalization of details by municipal staff and applicable agencies.

Yours very truly,  
THE CORPORATION OF THE TOWN OF COBOURG



Desta McAdam, MCIP, RPP  
Senior Planner - Development

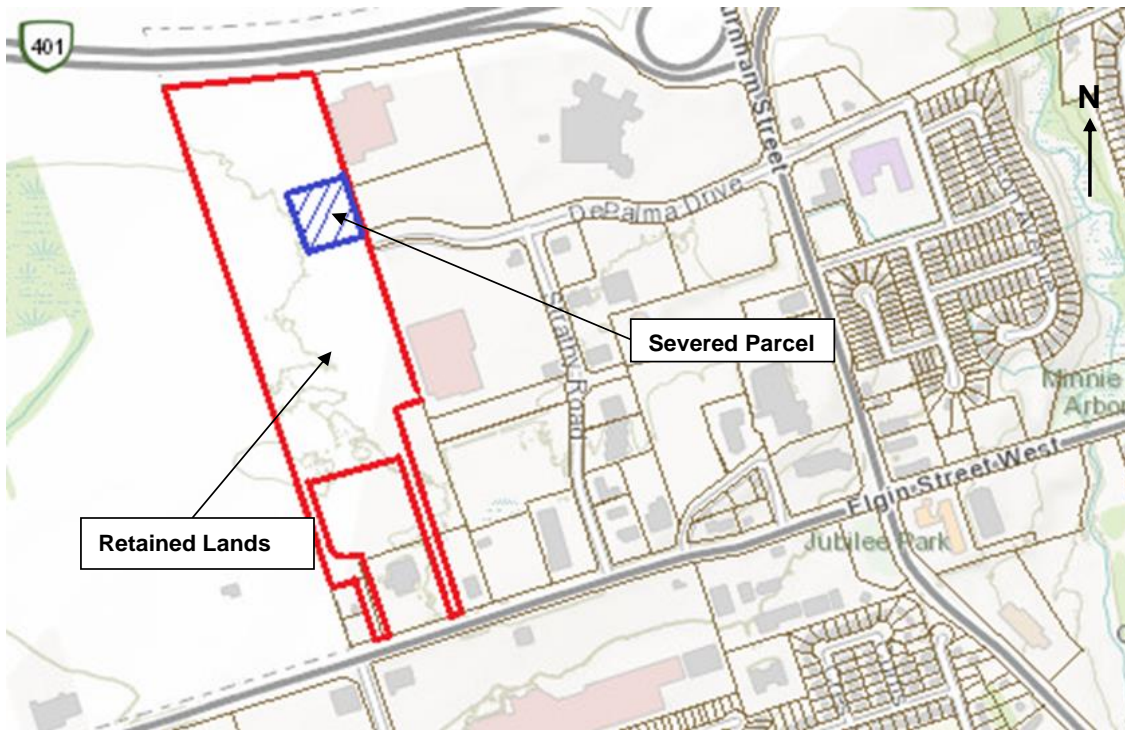
Reviewed by:



Glenn J. McGlashon, MCIP, RPP  
Director of Planning & Development

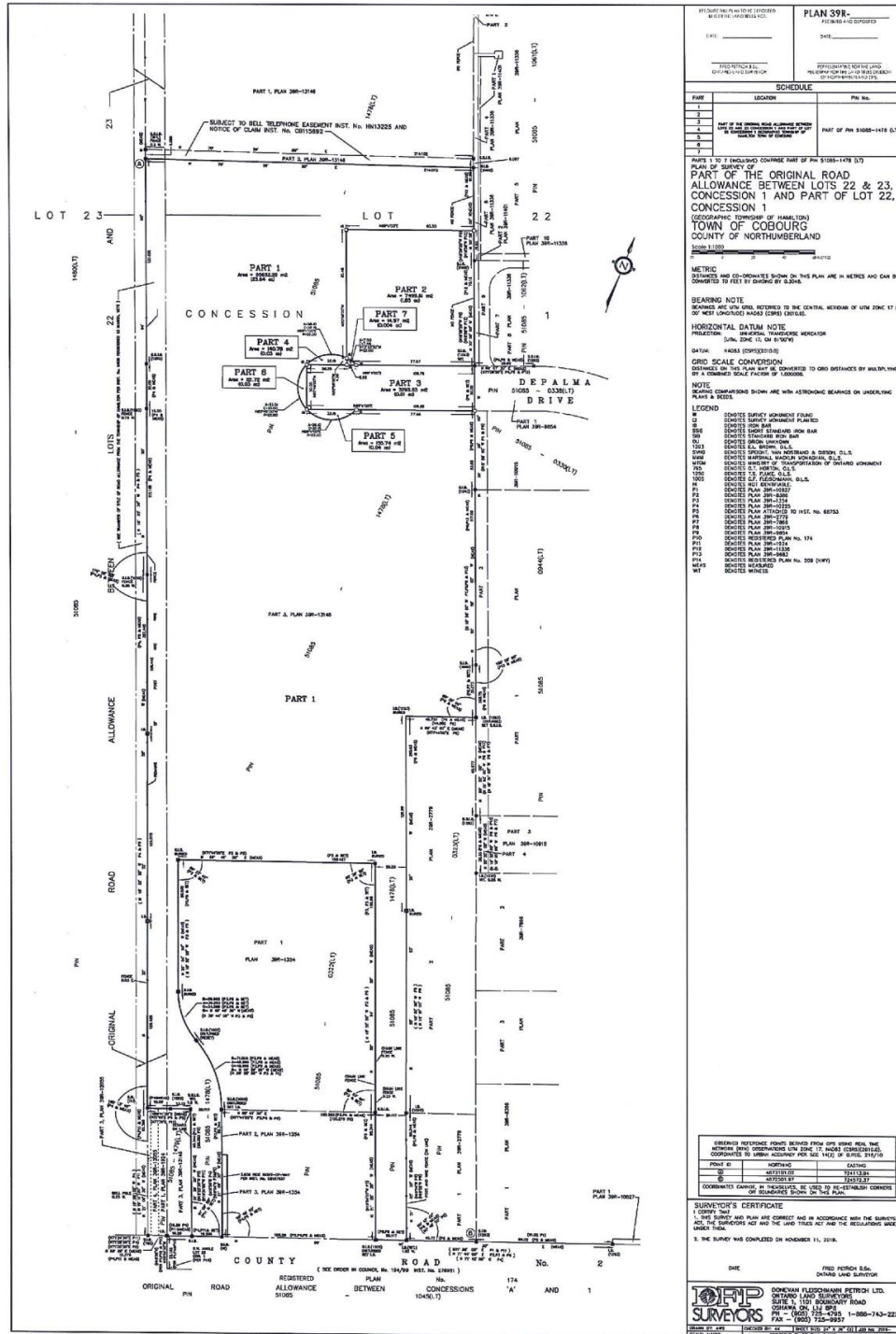


**FIGURE 1: LOCATION MAP**






## FIGURE 2: DRAFT REFERENCE PLAN





### FIGURE 3: AGREEMENT AUTHORIZATION BY-LAW

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

**A BY-LAW TO AUTHORIZE THE EXECUTION OF A SEVERANCE AGREEMENT WITH DE PALMA DEVELOPMENTS LIMITED, DUCA FINANCIAL SERVICES CREDIT UNION LTD., J. BERGER INVESTMENTS LTD., GRAYLANE HOLDINGS INC. AND THE CORPORATION OF THE TOWN OF COBOURG (DE PALMA DEVELOPMENTS LTD. LANDS).**

**WHEREAS** the Committee of Adjustment for the Town of Cobourg granted Consent to sever from the De Palma Developments Ltd. Lands one (1) new business park lot by virtue of application B-01-19 along with one (1) retained lot;

**AND WHEREAS** as a condition of the Consent, the Committee of Adjustment required the Owner to satisfy the Municipality with respect to all Conditions.

**AND WHEREAS** the Municipality requires the Owner to enter into an agreement with the Municipality in accordance with the provisions of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, and in particular Section 53(12) and 51(26) which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Subdivision of Land and Consent to Sever;

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

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Severance Agreement with De Palma Developments Limited, Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., and Graylane Holdings Inc. for the development of one (1) business park lot on the property known municipally as the De Palma Developments Ltd. Lands, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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

**1** DePalma Developments Ltd. Lands (De Palma Developments Limited) By-law No. \_\_\_\_\_-2020



**The Corporation of the  
Town of Cobourg**

## Resolution

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

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

**Resolution No.:**

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

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

**Council Date:**

February 3, 2020

**WHEREAS** the Committee of the Whole has considered the 2020 Town of Cobourg Operating and Capital Budget recommendations as presented at the Committee of the Whole Budget Meetings held on January 9 and January 10, 2020;

**AND WHEREAS** Council received the "Committee of the Whole Budget Review Meeting Report" of January 9 2020 and January 10, 2020, as recorded by the Municipal Clerk for information purposes, at the February 3, 2020 Regular Council Meeting;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the 2020 Capital Budget in the amount of **\$8,982,728**.

**AND FURTHER THAT** Council approve the 2020 Operating Budget with the following Amendments:

- a) Based on a request from the Chair of the Cobourg Police Service Board at the January 9, 2020 Committee of the Whole Budget Meeting, the Police General operating budget be reduced by \$25,000 and the Police Capital Budget for Firearms Acquisition be amended to include a \$25,000 contribution from the Municipal Tax Levy; and
- b) Based on Council Resolution 006-20 dated January 13, 2020, that the personnel budget be increased by \$105,000 to fund the January 1, 2020 increase to non-union, non-management and management base salaries and OMERS Contributions as identified as Option #1 in the Staff Report; and
- c) Based on Staff recommendations the Forestry Services operating Budget be increased by \$20,000 from the tax levy and the transfer from the Tree Levy Reserve be reduced by \$20,000.
- d) THAT an additional transfer be made to the 2020 Operating Budget in the amount of \$200,000 from the Holdco Dividend Reserve Account;

**AND FURTHER THAT** with the above amendments the revised Municipal Tax Levy be **\$24,686,992** which represents a **2.9%** increase over the 2019 Operating Budget and a **1.9%** net increase after allowing for New Assessment Growth of **1.0%**; and

**FURTHER BE IT RESOLVED THAT** Council direct staff to prepare a 2020 Tax Rate By-law for presentation to Council once the County of Northumberland have finalized their budget and the Province of Ontario have provided the 2020 Education Tax rates.



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

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

**Council Date:**

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

February 3, 2020

**WHEREAS** the Committee of the Whole has considered the 2020 Town of Cobourg Environmental Services Budget recommendations as presented at the Committee of the Whole Budget Meeting held on January 10, 2020;

**AND WHEREAS** Council received the "Committee of the Whole Budget Review Meeting Report" of January 10, 2020, as recorded by the Municipal Clerk for information purposes, at the February 3, 2020 Regular Council Meeting;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the 2020 Operating Budget for Environmental Services for the Town of Cobourg indicating Total Revenue of **\$6,535,755** and Total Expenditures of **\$3,795,050** resulting in a Net Operating Surplus of **\$2,740,705** which will be transferred to the Sewer Rates Reserve attached hereto as Appendix "A"; and

**FURTHER BE IT RESOLVED THAT** Council approve the 2020 Capital Budget for Environmental Services for the Town of Cobourg in the amount of **\$3,915,000** as outlined on the summary report attached hereto as Appendix "B".

# Appendix 'A'

## TOWN OF COBOURG 2020 OPERATING BUDGET ESTIMATES

### ENVIRONMENTAL SUMMARY

FUNCTION	2019 BUDGET	2019 YTD	2020 DEPT REQUEST	%	2020 FINAL APPROVED	%	2021 FORECAST	2022 FORECAST
WPCP #1	1,658,213	1,239,457	1,742,320	5.1		0 (100.0)	1,743,411	1,792,479
WPCP #2	1,462,113	1,166,489	1,443,851	(1.2)		0 (100.0)	1,489,362	1,535,778
SUB TOTAL	3,120,326	2,405,946	3,186,171	2.1		0 (100.0)	3,232,773	3,328,257
SANITARY SEWERS	581,035	357,625	808,879	4.8		0 (100.0)	620,641	630,488
TOTAL EXPENDITURES	3,701,361	2,763,571	3,795,050	2.5		0 (100.0)	3,853,414	3,958,745
TOTAL REVENUE	-6,209,232	-4,345,342	-6,535,755	5.3		0 (100.0)	-7,153,795	-7,652,163
NET OPERATING	-2,507,871	-1,581,771	-2,740,705	-		0 -	-3,300,381	-3,693,418
CAPITAL REQUIREMENT	1,375,000		915,000				2,135,000	3,500,000
NET	-1,132,871		-1,825,705			0	-1,165,381	-193,418

**TOWN OF COBOURG**  
**CAPITAL BUDGET 2020 - 2022**

PROJECT DESCRIPTION	2020 CAPITAL BUDGET			2021		2022	
	TOTAL COST	REVENUE	NET COST	TOTAL	NET	TOTAL	NET
Water Pollution Control Plants							
Sequence Batch Reactor Expansion	3,000,000	-3,000,000	0	0	0	0	0
WPCP Plant #1 SCADA Phase II	260,000	-260,000	0	0	0	0	0
Biosolids Holding Tank Repairs	85,000	-85,000	0	0	0	0	0
Sanitary Sewer Line for Scum Trough	200,000	-200,000	0	0	0	0	0
Standby Return Pump - Plant #2	30,000	-30,000	0	0	0	0	0
Tertiary Filter Media Replacement	50,000	-50,000	0	0	0	0	0
Solvent Shed Replacement - Plant #1	15,000	-15,000	0	0	0	0	0
Replacement Pump McGill Pump Station	150,000	-150,000	0	0	0	0	0
Channel Grinder Cartridge McGill Pump Station	35,000	-35,000	0	0	0	0	0
Pump Hoist - Plant #1	15,000	-15,000	0	0	0	0	0
Headworks Ventilation System - Plant #1	75,000	-75,000	0	0	0	0	0
Contact Chamber Engineering Design	0	0	0	50,000	0	2,000,000	0
Co-Gen System	0	0	0	1,000,000	0	0	0
Forth St Pump Station	0	0	0	1,000,000	0	1,000,000	0
Heat Exchanger - Plant #1	0	0	0	75,000	0	0	0
King St Pump Station Upgrade	0	0	0	10,000	0	500,000	0
Total Environmental	3,915,000	-3,915,000	0	2,135,000	0	3,500,000	0



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Treasurer/Interim Chief Administrative Officer, regarding a Memorandum of Understanding between the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club;

**NOW THEREFORE BE IT RESOLVED THAT** Council authorize the Chief Administrative Officer to execute the Memorandum of Understanding (MOU) between the Corporation of the Town of Cobourg and the Cobourg Dragon Boat and Canoe Club (CDBCC) as provided in Appendix 'A'.



# Appendix 'A'

1

This Memorandum of Understanding (MOU) replaces all previous lease agreements made between

## **THE CORPORATION OF THE TOWN OF COBOURG**

Hereinafter called the "Town"

OF THE FIRST PART

-and-

## **THE COBOURG DRAGON BOAT AND CANOE CLUB**

Hereinafter called the "Club"

OF THE SECOND PART

**WHEREAS** the Town owns the land used, operated and maintained by the Club, located by the West Harbour north of the Cobourg Yacht Club compound (**Schedule "A"** shows the exact location of the Club compound);

**WHEREAS** the Club is a volunteer-based, incorporated not-for-profit corporation;

**WHEREAS** the Club occupies space on Town-owned land for the purpose of having a compound to provide leisure, recreational and competitive programs and services to the community for the benefit of the citizens of the Town of Cobourg and Northumberland County;

**WHEREAS** the Club has proven to be a valuable volunteer-based partner to the Town and the parties are interested in continuing this volunteer-based partnership in the future for the purposes of further developing sustainable and accessible programming on these Town-owned lands;

**WHEREAS** the parties are committed to preserving and increasing the well-being of people who live, work, learn and play in the Town and encouraging healthy lifestyles across all age groups, with the pursuit of a vibrant, healthy Ontario community being of mutual concern to both parties;

**WHEREAS** effective cooperation between the Town and the Club enhances certainty of performance and promotes public confidence and sound planning;

**WHEREAS** this MOU is considered the first formal step to establishing a strong, enduring and collaborative relationship between the Town and the Club; and

**WHEREAS** the following principles are to be modeled by both the Town and the Club:

- **Respect for public:** The parties shall respect the interests of all taxpayers and members of the public in Ontario. As such, neither party will restrict the enjoyment of public lands for leisure and recreation.
- **Respect for area of jurisdiction:** The parties shall endeavour to discharge their responsibilities with this MOU, while respecting each party's area of jurisdiction. For example, the Town will respect the knowledge and expertise of the Club providing paddling programs and the Club will respect the knowledge and expertise of the Town to meet their municipal objectives.



- **Respect for policies:** The conditions in this MOU models an evidence-based rationale for roles and responsibilities supported by governing policies for both parties.
- **Respect for cooperation:** The parties will cooperate in implementing this MOU consistent with the above principles.

**NOW THEREFORE** in consideration of the provisions above, the parties, each intending to be bound by this MOU, agree as follows:

**1. TERM**

The MOU is for an initial period of two years commencing March 1, 2020 and ending February 28, 2022 with a five year extension if agreed to by both parties.

**2. AGREEMENT FOR THE PROVISION OF A CLUB COMPOUND**

The terms of this agreement are related to the Club compound located adjacent to the north of the Cobourg Yacht Club compound (approximately 4,000 sq ft):

- The Town agrees to work with the Club to erect a compound fence that encloses an area of approximately 4,000 sq ft and includes two gates to meet fire safety standards.
- Rent for the Club will be at the current rate of fifty cents (\$.50) per square foot plus HST for the term of this MOU.
- The Club has access to the Marina building's washrooms and the Marina building for safe haven from inclement weather, if needed.
- The Town agrees that an enclosed single-story building no larger than 600 sq ft with a roof no higher than 10 ft, that meets building codes and includes hydro, may be erected in the Club compound at their expense. This building may be used for safe haven in the event of inclement weather.
- The Club is responsible for the annual utility costs for the use of hydro, if applicable, for the site.
- The Club, at their expense, will provide all racks, storage and program infrastructure needed to securely store necessary equipment.
- As the property owners, the Town is responsible for addressing any issues of flooding and/or other weather-related damage that impacts the viability of the Club compound.
- The Club will notify the Town as soon as possible if the Club compound incurs any weather-related damage.
- The Club is solely responsible and liable for all maintenance activities on the Club compound as defined under Schedule "A" not related to weather damage.
- The Town would permit the location of a port-a-potty in the compound for emergency use (e.g., during inclement weather).
- The Club compound will not be used for overnight programs.

**3. RESPONSIBILITY OF THE TOWN**

- The Town will communicate via email to the President and the Executive Director of the Club any concerns related to the compound and/or programs, and how the concern and any recommended actions are related to municipal, provincial and/or federal policy. The Town agrees to submit this information within five (5) days of when the concern occurred. Within two weeks, if the concern cannot be addressed via email

communication, a meeting must be held between the Town and the Club to dialogue and identify a mutually agreeable solution. **If a resolution cannot be reached the Municipal Council will have the final say.**

- b. The Town acknowledges the rights of the public, other user groups, and the Club's right to access the water at any time.
- c. The Town will consider suggestions by the Club regarding rest areas, garbage cans, signage and safe parking to increase the enjoyment and use of the West Beach area.
- d. The Town will work with the Club to provide signage (e.g., wayfinding, information) so the public knows the location and function of the Club.
- e. The Town will provide and maintain safe access to and from the Club compound to the water. This may include the Town surveying the parking lot, beach area and grass to identify hazards and to provide ground maintenance for safe debris- and obstacle-free walking.
- f. The Town recognizes the policy that governs the Club's programs is the Canoe Kayak Canada Code of Safety (2019). This is the code of safety to which the Club is required to adhere. When this code of safety is updated, a copy will be provided to the Town by the Club. Safety requirements by the Town that are above and beyond the Canoe Kayak Canada Code of Safety (2019) would be implemented at the expense of the Town.
- g. If safety concerns arise, the Town will work with the Club, other user groups, and the public to identify potential solutions.
- h. The Town will seek input from the Club, other user groups, and the public regarding the provision of an accessible dock for people with disabilities.
- i. The Town will provide as much notice as possible if the areas approaching and/or surrounding the West Beach and/or the West Beach specifically has been booked under a Special Events Permit.
- j. The Town will dialogue and work with the Club to pursue grant opportunities to enhance the West Beach area and the enjoyment of leisure and recreation activities.

#### **4. DESCRIPTION OF CLUB PROGRAMS**

- a. Governance, management and operation of a Dragon Boat and Canoe/Kayak Club and Club Compound.
- b. The on-water season is approximately April to late-October, weather permitting, with general operating hours of dawn to dusk. Dryland training programs may continue through the fall/winter.
- c. Establishment and administration of a membership program to ensure equitable access to the Club by the public and various users.
- d. Provision of recreational programs including dragon boat and canoe/kayak instruction to children, youth, adults, seniors and those with disabilities, as well as competitive training and development programs *including but not limited to:*
  - i. Dragonboat
  - ii. Masters Canoe and Kayak
  - iii. Paddle All (programs for individuals with disabilities)
  - iv. Canoe Kids Programs (including Summer Day Camp)
  - v. Outrigger Canoe



- vi. Para-canoe
- vii. Special Olympics
- viii. Dryland weight training/cardio
- ix. Corporate, Community or Team Outings Team Building
- x. Coaching, Official and Instructor Certification

Sanctioned/approved programs by Canoe Kayak Ontario's insurance is listed in **Schedule "B"**. Not all programs are implemented each year. The Club will provide an updated list of the sanctioned/approved programs annually.

#### **5. RESPONSIBILITIES OF THE CLUB**

- a. The Club will communicate via email to the CAO or a designate of the Town any concerns it may have related to the compound and/or West beach area. The Club will submit this within five (5) days of when the concern occurred. Within two weeks, if the concern cannot be addressed via email communication, a meeting must be held between the Town and the Club to dialogue and identify a mutually agreeable solution. **If a resolution cannot be reached the Municipal Council will have the final say.**
- b. All work undertaken by the Club shall be consistent with the Canoe Kayak Canada Code of Safety (2019) for the type of service provided, as described in **Schedule "B"**.
- c. The Club must, at all times, supervise and control the programming that is provided under this agreement and provide adequate direction and training to those leading/providing the programs. The Club shall put into place reasonable practices necessary to minimize the possibility of injury or property damage. The Club is responsible for the implementation and enforcement of the Canoe Kayak Canada Code of Safety (2019) for all programs that fall under their authority.
- d. The Club shall respond swiftly and appropriately to all incidents of critical and personal injury, property damage, vandalism, criminal, unlawful or inappropriate behaviour and/or activity at the compound or during the period that the program/service is offered.
- e. Critical injuries (defined under **Schedule "C"**) will be reported to the CAO or designate of the Town responsible for this agreement.
- f. The Club may use the enclosed building in the Club compound as a safe haven during inclement weather. Further, the Club may use the marina building as an emergency shelter in the event of sudden and unexpected inclement weather; not as an alternative camp location for prolonged periods of time.
- g. When there is lightning and/or thunder, all on-water program participants must immediately head for the nearest shoreline to seek shelter. In the event of lightning and thunder, a 30-minute rule will be implemented. All program participants must remain sheltered and off the water for 30 minutes after the last incident of thunder and lightning, as per the Canoe Kayak Canada Code of Safety.
- h. The Club shall obtain a Special Events Permit for activities that are outside the described programs and/or that will impede with the public use of the West Beach area.
- i. The Club shall comply with all applicable federal and provincial laws, regulations and applicable municipal by-laws during the provision of the services provided under this MOU.

- j. The Town and Club understand and agree that this agreement does not confer any right or obligation to the Club or its members to carry out by-law enforcement activities. The Club can call the by-law officer or police if infractions are witnessed.
- k. The Town shall not be liable to the Club or any other party in relation to the programs/activities provided by the Club pursuant to the terms of this agreement and the parties agree that the Club shall not be deemed to be an agent of the Town for any purpose under this agreement.
- l. The Club shall obtain and maintain during the term of the agreement comprehensive/commercial general liability insurance for an amount no less than Five Million Dollars (\$5,000,000), inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. This insurance certificate is provided by Canoe Kayak Ontario for member clubs of which the Club is a member.
- m. Evidence of insurance, with the Town named as additional insured entity on the Club policy, shall be provided to the Town by May 1<sup>st</sup> annually.
- n. The Club will dialogue and work with the Town to pursue grant opportunities to enhance the West Beach area and the enjoyment of leisure and recreation activities.

## **6. APPLICABLE STRATEGIC DIRECTIONS AND POLICIES**

This section lists municipal strategic directions and policies that have been adopted by Council that are applicable to the Club and those adopted by the Club:

**Town of Cobourg Strategic Plan (2019-2022)**, which includes the following objectives:

- The Town supports and cares for the social and physical well-being of its citizens; and
- The Town engages in strong, sustainable public-private partnerships to improve the quality of life for everyone.

### **Canoe Kayak Canada Code of Safety (2019)**

**Federal Policy:** The water component of the West Harbour is under the jurisdiction of the federal government and is governed under the Canadian Navigable Water Act (2019), which is designed to protect the public's right to navigation. Any municipal regulation governing this water component must comply with this federal legislation.

## **7. ADMINISTRATION OF THIS MOU**

The lead contacts for administrating this MOU:

**Chief Administrative Officer (CAO):**      Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Chair / President of the Board** Name (Print) \_\_\_\_\_

### of Directors of the Club

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Schedule "A"****Site Location of Club Compound**

<To be submitted by the Town>





## Schedule "B"

### Canoe Kayak Sanctioned/Approved Activities



#### Sanctioned Activities Whitewater, Sprint, Marathon Disciplines

February, 2019

- supervised\* on water training and practices including:
  - programs for all skill levels
  - Special O/PaddleAll programs
  - para programs
  - Canoe Kids programs
  - canoe polo
- training and practices may use a variety of boat types, including:
  - sprint boats
  - war canoes
  - dragon boats
  - stand up paddleboards
  - outriggers
  - other non-motorized recreational boats
  - marathon boats
  - whitewater boats
  - voyageur canoes
  - surf skis
  - prone paddle boards
- supervised\* river trips
- sanctioned training camps
- competitions
  - sanctioned regattas and races
  - club and intra-club competitions
  - canoe polo
  - loading and unloading boats for travel to and from regattas
- clinics
  - coaching and instructor certification
  - official certification
  - motor boat safety (on and off water training)
- off water training programs including:
  - running
  - weight training
  - ergometer training
  - aerobic training
  - paddle pool training
  - cross country skiing
  - soccer and other aerobic games
  - swimming
  - strength training





- general maintenance activities including:
  - installing and removing club docks
  - installing and removing race course
  - boat and motor maintenance and repair
  - maintenance of club and grounds
- other activities
  - year end banquets, sports awards, social events (subject to alcohol service policy)
  - promotional activities including:
    - "try-it-outs"
    - demonstrations
    - distribution of promotional material

\*Supervised means overseen by sanctioned leader(s) per CKO affiliate safety policy.

#### **Safety Policy Adherence**

As a requirement of a CKO sanction, it is understood that all activities will be conducted in accordance with the Sprint, Marathon and Whitewater safety policies as posted on the respective websites:

[Sprint Safety Policy](#)

[Whitewater Safety Policy](#)

[Marathon Safety Policy](#)

The Sprint Safety Policy applies to the Club and is available at the Canoe Kayak Canada website. The Whitewater and Marathon Safety Policies are not applicable to the Club.

If your organization experiences any sort of incident during a CKO sanctioned activity, that leads to a potential Sport Accident Insurance claim or legal claim, you must submit all details and relevant claim submission forms directly to CKO.

#### **Activities that are NOT sanctioned by CKO include:**

- Any event/activity where alcohol service is included and does not meet the standards of the service of alcohol policy
- Unsupervised paddling activities
- Dragon Boat rentals
- Dragon Boat festivals
- Fundraising activities such as golf tournaments, bonspiels etc.
- Other activities not listed and as defined by CKO



#### **Service of Alcohol Policy - Sanctioned Activities**

A CKO member activity, that includes the service and consumption of alcohol, will be eligible for a CKO sanction if it meets the following standards:

- The service of alcohol must be conducted by a third party and not the CKO member. Alcohol service is fully managed and conducted by the third party, and all service providers are fully trained and certified.
- The CKO member must verify that the third party has liquor liability insurance coverage. A certificate of insurance with a minimum coverage of \$2 million is required from the third party, listing CKO and the CKO member as additional insured.
- The service of alcohol takes place within a facility that is fully licensed for alcohol service and that adheres to all regulations as outlined by the Alcohol and Gaming Commission of Ontario. A copy of this license may be requested by CKO.
- The activity meets the satisfaction of CKO, who reserves the right to decline a sanction at its discretion.

**Schedule "C"****Critical Injury Definitions**

**Critical injury**, as defined under the Ontario Occupational Health and Safety Act (2019), is an injury of a serious nature that:

- Places life in jeopardy
- Produces unconsciousness
- Results in substantial loss of blood
- Involved the fracture of a leg or arm (but not a finger or a toe)
- Involved the amputation of a leg, foot, arm, or hand (but not a finger or a toe)
- Consists of burns to a major portion of the body, or
- Causes the loss of sight in an eye(s)



**The Corporation of the  
Town of Cobourg**

## Resolution

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

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

**Resolution No.:**

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

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

**Council Date:**

February 3, 2020

**WHEREAS** at the Regular Meeting on January 27, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services regarding the Town of Cobourg Chief Administrative Officer (CAO) Selection Committee Terms of Reference;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the Chief Administrative Officer (CAO) Selection Committee Terms of Reference, as attached to this Motion as Appendix "A".

## APPENDIX "A"

### MUNICIPAL COUNCIL TERMS OF REFERENCE



#### Chief Administrative Officer Selection Committee Terms of Reference

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<b>Reporting to:</b>	Municipal Council
<b>Established by:</b>	Council Resolution No. 003-20
<b>Composition:</b>	<b>Committee Chair:</b> Mayor Henderson  <b>Committee Members:</b> Deputy Mayor Suzanne Séguin Councillor Emily Chorley  <b>Non-Members - Municipal Staff Liaison:</b> Municipal Clerk Brent Larmer Interim Human Resources Manager, Colleen McBride
<b>Term of Appointment:</b>	Until Council has appointed a new Chief Administrative Officer.
<b>Supported by:</b>	External Executive Recruitment Firm, the Town's contracted recruiter to coordinate the recruitment process with the CAO Selection Committee Members and Municipal Council when necessary.  The Municipal Clerk will provide required scheduling, meeting management and decision reporting support to the CAO Selection Committee. Human Resources and Municipal Clerk will provide assistance and support to the CAO Selection Committee, as required.

#### 1.0 Mandate

The mandate of the Chief Administrative Officer (CAO) Selection Committee is to facilitate the recruitment process for the Corporation of the Town of Cobourg Chief Administrative Officer Position, to work with the External Executive Recruitment Firm to Short-List Candidates for the CAO position to be interviewed by Municipal Council for consideration and appointment.



## APPENDIX "A"

### 2.0 Duties

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

1. Creation of an External Executive Search Firm Request for Proposal (RFP).
2. CAO Selection Committee to select an External Executive Search Firm, as per the Town of Cobourg Purchasing Policy By-law 016-2012.
3. External Executive Search Firm to develop the key CAO core competencies required, in consultation with the CAO Selection Committee, to drive results forward in the Corporation of the Town of Cobourg and to be brought forward to Council for comment and approval.
4. External Executive Search firm to undertake national candidate search, with active engagement of the CAO Selection Committee.
5. Work in collaboration with the successful External Executive Search Firm.

The CAO Selection Committee's duties shall include the following:

1. CAO Selection Committee Members actively participate in a transparent, competitive and comprehensive recruitment process, while holding in strict confidence all information concerning matters dealt with by the Committee.
2. Confirm the position profile and job description as the basis for the recruitment process.
3. Work directly with the External Executive Search Firm during the recruitment process.
4. Upon completion of the recruitment process the CAO Selection Committee shall recommend to Council for approval a preferred shortlist recommended candidate(s) for the position.
5. Council shall have the opportunity to interview and assess the final candidates.
6. Upon Council direction as a whole on the Committee's recommendations, Council delegates to the CAO Selection Committee authority to extend the Municipal Council approved terms of employment to the preferred candidate, in form satisfactory to the Municipal Clerk in consultation with the Interim Manager of Human Resources and the External Executive Search Firm.

## APPENDIX "A"

The Executive External Search Firm duties shall include the following:

- a) Target, source and screen candidates;
- b) Receive and assess candidate resumes/applications;
- c) Prepare and review short listed candidate profiles with the CAO Selection Committee;
- d) Assist the Committee in identifying candidates worthy of being interviewed Municipal Council;
- e) Draft interview questions for the Selection Committee's consideration and approval;
- f) Conduct personal assessments; and
- g) Complete Reference Checks.

### 3.0 Staff Support to Committee

The Municipal Clerk will function in an advisory capacity to the CAO Selection Committee and the selected External Executive Search Firm. The Interim Manager of Human Resources will provide expertise throughout the process, as needed and help to coordinate the External Executive Search Firm and the CAO Selection Committee.

### 4.0 Privacy Considerations

Information provided to the CAO Selection Committee, specifically pertaining to applicants for the position of the CAO, their current or former employment status and any other information that may be relevant to the CAO Selection Committee in making its recommendation will be protected under the *Municipal Freedom of Information and Protection of Personal Privacy Act* (MFIPPA).

The CAO Selection Committee shall hold in strict confidence all confidential information concerning matters dealt with by the CAO Selection Committee. This includes, but is not limited to maintaining the integrity of the information and not communicating it via electronic or other methods of communication to internal or third parties. Failure to do so may result in the expulsion of the CAO Selection Committee Member or Support Staff.

Municipal Council will comply with all in-camera meeting provisions pursuant to Section 239 (2)(b) of the *Municipal Act*, 2001 as amended: (*Personal matters about an identifiable individual, including municipal or local board employees.*) when engaging in the final stages of the process with all of Municipal Council participating.



## APPENDIX "A"

### **5.0 Attendance**

A recruitment best practice is that all Candidates are interviewed by a consistent interview panel, in support of fair transparent and comprehensive recruitment process. It is incumbent that all Members of Council participate in the interview process with specific attention paid to attending all CAO candidate interviews facilitated by the External Executive Search Firm who will guide Council in Human Resources best practices when conducting interviews and posing the Interview Questions.

### **6.0 Reporting**

The CAO Selection Committee will provide Regular updates to Council, with Notice to the Municipal Clerk to be provided in Closed Session as subject to Municipal Act requirements, as significant progression by the CAO Selection Committee is realized.

### **7.0 Meetings**

The CAO Selection Committee Meetings shall be convened at the call of the CAO Selection Committee and in conjunction with recommendations and timelines of the External Executive Search Firm.

### **8.0 Dissolving of CAO Selection Committee**

The CAO Selection Committee shall cease at the conclusion of a successful recruitment of a new Chief Administrative Officer as approved by Municipal Council in Open Session.

### **9.0 Amendment to the Terms of Reference**

Proposals to amend the Terms of Reference shall require approval of the majority of the Committee members present. Proposed amendments to the Terms of Reference shall be submitted to Council for approval and only take effect upon the approval of Council.





**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Director of Planning and Development, regarding the County of Northumberland/Town of Cobourg Affordable Housing Strategies (AHS);

**NOW THEREFORE BE IT RESOLVED THAT** Council support the County of Northumberland's initiative to develop comprehensive strategies for lower tier municipalities to aid in the creation of new affordable housing units across the County; and

**FURTHER THAT** Council endorse the framework of recommended Actions and programs as outlined in the Town of Cobourg Affordable Housing Strategy and direct Staff to work collaboratively and in partnership with the County of Northumberland and its member municipalities, other levels of government, and key stakeholders to implement the Strategy to the fullest extent possible; and

**FURTHER THAT** staff provide Council with an annual report which summarizes the progress of the implementation of the Strategy.



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Director of Public Works, regarding the unfinished business item 'Wheels Transit Options for Boarding/Disembarking';

**NOW THEREFORE BE IT RESOLVED THAT** endorse the following options recommended by Staff for consideration in the 2020 budget deliberations:

**Option 2:** Retro Fit Current Vehicle - InQLine Assist Winch; and

**Option 3:** Retro Fit Current Vehicle - Grab and Stability Bar; and

**FURTHER THAT** Option 1 being to Purchase a New Vehicle to use as main Wheels bus, be referred to the Accessibility Advisory Committee for further consideration upon receiving confirmation of transit funding for rolling stock; and

**FURTHER THAT** Council instruct staff to draft an accessible transit service policy, in consultation with the Accessibility Advisory Committee and the proposed Accessibility Coordinator, for presentation to Council by June 1, 2020; and

**FURTHER THAT** the issues raised by the delegations from Troy Mills and the Golden Plough Lodge Family Council be considered when drafting the policy.



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Environmental Services Manager, regarding the awarding of Contract for Biosolids Haulage;

**NOW THEREFORE BE IT RESOLVED THAT** Council award the Contract for Biosolids Haulage to Enviroland Services Inc. for the 2020 and 2021 haulage seasons, at the lowest cost at \$11.00 per cubic meter.



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a delegation from Keith Oliver, Cobourg Fitness Park Working Group, regarding the proposed Adult Fitness Park in the Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** should the application for a \$25,000 New Horizons Grant be successful, that Council:

- Provide the Fitness Park Working Group with a letter of endorsement to aid their community fundraising efforts; and
- authorize staff to work with the fitness Park Working Group, where appropriate, to submit additional grant applications;

**AND FURTHER THAT** Council consider funding up to \$25,000 of the project, if needed, in the 2021 Capital Budget.



**The Corporation of the  
Town of Cobourg**

## Resolution

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

**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Joint Animal Control Municipal Services Board (JACMSB) - Notice of Agreement Termination;

**NOW THEREFORE BE IT RESOLVED THAT** Council provide direction to staff to exercise the Town's option to withdraw from the Board and terminate participation in the Joint Animal Control Municipal Service Board (JACMSB) program by providing twenty-four (24) months written notice pursuant to section 30.4 of the Joint Animal Control Municipal Services Board Agreement; and

**FURTHER THAT** Council direct the Municipal Clerk to send correspondence to the Joint Animal Control Municipal Services Board to inform the Board that the two (2) year notice has been established by the Town of Cobourg to take effect on the final resolution passing date; and

**FURTHER THAT** Council direct the Municipal Clerk to provide a report to Council within the two (2) year notice period and prior to the exiting of the agreement to explain and provide an overview on the proposed operational model by the Town's By-law Enforcement Department in order to provide all Animal Control Enforcement internally for the residents of the Town of Cobourg.



**The Corporation of the  
Town of Cobourg**

## Resolution

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


**Resolution No.:**

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

**Council Date:**  
February 3, 2020

**WHEREAS** at the Committee of the Whole Meeting on January 27, 2020, Council considered a Memo from the Secretary of the Sustainability and Climate Change Advisory Committee (SCCAC), regarding the SCCAC's request to support other Advisory Committees in the Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the comments of the Sustainability and Climate Change Advisory Committee (SCCAC) and authorize and request other Advisory Committees of the Town of Cobourg to work with the SCCAC to discuss the climate emergency we are facing and to work with the SCCAC to develop guidance on climate crisis measures the respective Advisory Committees would consider when fulfilling their mandate.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	BY-LAW NUMBER 005-2020

**A BY-LAW TO AUTHORIZE AN INTERIM TAX LEVY AND TO PROVIDE FOR THE COLLECTION OF TAXES AND PENALTY AND INTEREST CHARGES.**

**WHEREAS** the Municipal Act, 2001, Section 317(1) provides that the council of a local municipality may in 2020 before the adoption of the estimate of the year, pass a by-law to levy on the whole of the assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying 50% of the total 2019 tax rate to residential, farm assessment and pipelines;

**WHEREAS** the Municipal Act, 2001, Section 317(1) provides that the council of a local municipality may in 2020 before the adoption of the estimate for the year, pass a by-law to levy on the whole assessment for real property according to the last revised assessment roll, a sum not to exceed that which would be produced by applying 50% of the notional tax rates that the municipality is required to calculate to commercial, industrial and multi-residential assessment and the assessment that relates to railways, hydro corridors, airports and other such unique properties, and;

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

1. THAT the following interim tax is hereby levied for the year 2020.
  - a) A levy on the whole of the assessment for real property in the residential, farm and pipeline classes according to the last revised assessment roll and applying a tax rate equal to 33 1/3 percent of the 2019 tax rate.
  - b) A levy on the whole of the assessment for real property according to the last revised assessment roll and applying a tax rate equal to 50 percent of the 2019 tax rate in the commercial / industrial and multi-residential classes.
  - c) A special charge in respect of the Cobourg Downtown Business Improvement Area upon persons in the area assessed as commercial taxable sufficient to provide a sum of 50 percent of the 2019 levy.
2. THAT the said interim tax levy for residential farm and pipeline properties shall become due and payable on the 28<sup>th</sup> of February, 2020.
3. THAT the said interim levy for all other properties shall become due and payable 50 percent on February 28<sup>th</sup>, 2020 and 50 percent on May 29<sup>th</sup>, 2020.
4. THAT a percentage charge is hereby imposed and the Treasurer is authorized to impose the percentage charge as a penalty for non-payment of taxes in accordance with the provision of By-Law Numbers 20-83 and 21-83.


5. THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. THAT the collector may mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
7. THAT taxes are payable into the office of the Tax Collector of the Town of Cobourg.
8. THAT this by-law shall come into force upon the final passing hereof.

By-law read and passed in Open Council this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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



	<p style="text-align: center;"><b>THE CORPORATION OF THE TOWN OF COBOURG</b></p> <hr/> <p style="text-align: center;"><b>BY-LAW NUMBER    <u>006-2020</u></b></p>
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**A BY-LAW TO AUTHORIZE BORROWING FROM TIME TO TIME TO MEET CURRENT EXPENDITURES DURING THE FISCAL YEAR ENDING DECEMBER 31, 2020.**

**WHEREAS** the Municipal Act, 2001, Section 407, provides authority for a Council by by-law to authorize the head of Council and the Treasurer to borrow from time to time, by way of promissory note or banker’s acceptance, such sums as the council considers necessary to meet, until taxes are collected and other revenues received, the current expenditures of the Corporation for the year; and

**WHEREAS** the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Corporation, except with the approval of the Municipal Board, is limited by Section 407 of the Municipal Act;

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

1. THAT Head of Council and the Treasurer are hereby authorized to borrow from time to time by way of promissory note or banker’s acceptance during the year 2020 (hereinafter referred to as the current year) such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Corporation and the other amounts that are set out in Section 407 (1) of the Municipal Act.
2. THAT the lender(s) from whom amounts may be borrowed under authority of this by-law shall be the Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of Council.
3. THAT the total amount which may be borrowed at any one time under this by-law, together with the total of any similar borrowing that have not been repaid, shall not exceed from January 1<sup>st</sup> to September 30<sup>th</sup> of the current year, 50 percent of the total, and from October 1<sup>st</sup> to December 31<sup>st</sup> of the current year, 25 per cent of the total of the estimated revenues of the Corporation as set forth in the estimates adopted for the current year or \$6,000,000.00, whichever is less.
4. THAT the Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in Section 2 determining the lender) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of Section 407 of the Municipal Act that have not been repaid.
5. a) THAT if the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the limitation on total borrowing, as set out in Section 3 of this by-law, shall be calculated for the

time being upon the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year.


b) THAT if the estimates for the current year have not been adopted at the time an amount is borrowed under this by-law, the statement furnished under Section 4 shall show the nature and amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the current preceding year and the nature and amount of the received for and on account of the current year.

- 6. THAT all or any sums borrowed under this by-law shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for any preceding years as and when such revenues are received; provided that such charge does not defeat or affect and is subject to any prior charge then subsisting in favour of any other lender.
- 7. THAT the Treasurer is hereby authorized and directed to apply in payment of all or any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and preceding years or from any other source, which may lawfully be applied for such purpose.
- 8. THAT Promissory Notes or banker's acceptances made under Section 1 shall be signed by the Treasurer and the head of council or by such other person as is authorized by by-law to sign it.
- 9. THAT this by-law shall take effect upon third reading thereof.

By-law read and passed in Open Council this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG
	<p style="text-align: center;"><b>BY-LAW NUMBER <u>007-2020</u></b></p>

**A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL RELATED TO FUNDING PROVIDED BY THE PROVINCE OF ONTARIO TO THE TOWN OF COBOURG UNDER THE COURT SECURITY AND PRISONER TRANSPORTATION (CSPT) PROGRAM.**

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

**AND WHEREAS** the purpose of the Court Security and Prisoner Transportation (CSPT) Program Fund is to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;

**AND WHEREAS** an expenditure-based model is used to determine allocation of CSPT funds to Municipalities across Ontario and the Corporation of the Town of Cobourg has been allocated funds in the amount of \$72,028.80 for year 2020;

**AND WHEREAS** in recognition that the Town of Cobourg (“Recipient”) is a Municipality who is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors between correctional institutions, custodial facilities and court locations for the purposes of court attendance;

**AND WHEREAS** the Cobourg Municipal Council has expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Solicitor General through the Court Security and Prisoner Transportation (CSPT) Program;

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

- 1. THAT** the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation an Agreement with Her Majesty the Queen in Right of Ontario, as represented by the Solicitor General for the Court Security and Prisoner Transportation (CSPT) Program.
- 2. THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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

## **ONTARIO TRANSFER PAYMENT AGREEMENT**

**THE AGREEMENT** is effective as of the 1st day of January, 2020

### **B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Solicitor General**

**(the “Province”)**

**- and -**

**Town of Cobourg**

**(the “Recipient”)**

### **BACKGROUND**

- A. The Province implemented the Court Security and Prisoner Transportation (CSPT) Program (the “Program”) in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions;
- B. The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2020;
- C. The Recipient is a municipality which is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court; and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance;
- D. The Recipient has provided its 2018 CSPT costs, as confirmed in the 2018 Annual Financial Report submitted by the Recipient;
- E. Funding is allocated based on the Recipient’s relative share of the total 2018 provincial CSPT costs.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

- Schedule "A" - General Terms and Conditions
- Schedule "B" - Project Specific Information and Additional Provisions
- Schedule "C" - Project
- Schedule "D" - Payment Plan and Reporting Schedules
- Schedule "E" - Court Security and Prisoner Transportation Services and Activities Eligible for Funding
- Schedule "F" - Template for Annual Financial Report, and any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 AMENDING THE AGREEMENT**

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to

organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

- (b) Her Majesty the Queen in right of Ontario has issued expenses, perquisites, and procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);
- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the Project; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- 4.2 The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**- SIGNATURE PAGE FOLLOWS -**

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Solicitor General**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Oscar Mosquera  
Title: A/Director, External Relations Branch  
Public Safety Division

**Town of Cobourg**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:  
  
I have authority to bind the Recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:  
Title:  
  
I have authority to bind the Recipient.

**SCHEDULE "A"**  
**GENERAL TERMS AND CONDITIONS**

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**A1.0 INTERPRETATION AND DEFINITIONS**

**A1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) "include", "includes" and "including" denote that the subsequent list is not exhaustive.

**A1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**"Additional Provisions"** means the terms and conditions set out in Schedule "B".

**"Agreement"** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

**"Business Day"** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year's Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

**"Court Security and Prisoner Transportation Services"** means the services and activities eligible for funding, as set out in Schedule "E".

**"Effective Date"** means the date set out at the top of the Agreement.

**"Event of Default"** has the meaning ascribed to it in section A13.1.

**"Expiry Date"** means the expiry date set out in Schedule "B".

**"Funding Year"** means:

- (a) in the case of the first Funding Year, the period commencing on the



Effective Date and ending on the following December 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on January 1 following the end of the previous Funding Year and ending on the following December 31.

**“Funds”** means the money the Province provides to the Recipient pursuant to the Agreement.

**“Indemnified Parties”** means Her Majesty the Queen in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

**“Notice”** means any communication given or required to be given pursuant to the Agreement.

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “F”.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:

- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (d) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true

and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient's organization;
- (b) procedures to enable the Recipient's ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with Schedule "D"; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.1; or
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to make any such payment, and, as a consequence, the Province may:
  - (i) reduce the amount of Funds and, in consultation with the Recipient, change the Project; or
  - (ii) terminate the Agreement pursuant to section A12.1.

**A4.3 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) use the Funds only on activities and services eligible for funding as set out in Schedule "E"; and
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or

organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Ministry will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

#### **A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

A5.2 **Disposal.** The Recipient shall sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided only in accordance with its asset disposal policies and procedures, unless the Province agrees otherwise.

#### **A6.0 CONFLICT OF INTEREST**

A6.1 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

**A6.3 Disclosure to Province.** The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

**A7.0 REPORTS, ACCOUNTING, AND REVIEW**

**A7.1 Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1, all Reports in accordance with the timelines and content requirements as provided for in Schedules "D" and "F", or in a form as specified by the Province from time to time;
- (b) submit to the Province at the address referred to in section A17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Project and the Recipient's allocation and expenditure of the Funds and, for these purposes,

the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in section A7.2;
- (b) remove any copies made pursuant to section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the Project, or both.

A7.4 **Disclosure.** To assist in respect of the rights provided for in section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

A7.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the Project; and
- (b) ensure that the acknowledgement referred to in section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

A9.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages, and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits, or other proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement,

unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

#### **A10.0 INSURANCE**

**A10.1 Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

**A10.2 Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

#### **A11.0 TERMINATION ON NOTICE**

**A11.1 Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

**A11.2 Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;

- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
  - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

#### **A12.0 TERMINATION WHERE NO APPROPRIATION**

**A12.1 Termination Where No Appropriation.** If, as provided for in section A4.2(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project and permit the Recipient to offset such costs against the amount owing pursuant to section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to section A12.2(c), the Province determines that the costs to wind down the Project exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

#### **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:



- (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A7.1, Reports or such other reports as may have been requested pursuant to section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
  - (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
  - (d) the Recipient ceases to operate.

A13.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the

Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A13.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

A13.5 **When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

A14.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A15.0 FUNDS UPON EXPIRY**

A15.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

A16.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement,

the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A16.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such Funds or other amount will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amount to the Province immediately, unless the Province directs otherwise.

A16.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A16.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

## **A17.0 NOTICE**

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery, or fax, and will be addressed to the Province and the Recipient respectively as provided for Schedule "B", or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email, personal delivery, or fax, one Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, or fax.

#### **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

#### **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

#### **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

#### **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

#### **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will

extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

#### **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

#### **A24.0 FURTHER ASSURANCES**

A24.1 **Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

#### **A25.0 JOINT AND SEVERAL LIABILITY**

A25.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

#### **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

A26.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

#### **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A27.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

## **A28.0 SURVIVAL**

**A28.1 Survival.** The following Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 3.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.2(d), A4.5, section A5.2, section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, section A11.2, sections A12.2, A12.3, sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

**- END OF GENERAL TERMS AND CONDITIONS -**

**SCHEDULE "B"**  
**PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS**

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<b>Maximum Funds</b>	<b>\$72,028.80</b>
<b>Expiry Date</b>	December 31, 2020
<b>Insurance</b>	\$5,000,000.00
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Name:</b>  Ministry of the Solicitor General  Public Safety Division, External Relations Branch  Program Development Section</p> <p><b>Address:</b>  25 Grosvenor Street  Toronto ON M7A 2H3</p> <p><b>Attention:</b>  Fionne Yip, Community Safety Analyst</p> <p><b>Fax:</b>  416-314-3092</p> <p><b>Email:</b>  Fionne.Yip@ontario.ca</p>
<b>Contact information for the purposes of Notice to the Recipient and to respond as required to requests from the Province related to the Agreement</b>	<p><b>Name:</b>  Town of Cobourg</p> <p><b>Address:</b>  55 King Street West  Cobourg ON K9A 2M2</p> <p><b>Attention:</b>  Mr. Ian Davey  Director of Corporate Services - Treasurer</p> <p><b>Email:</b>  idavey@cobourg.ca</p>

**Additional Provisions:**

None

**SCHEDULE "C"**  
**PROJECT**

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The Province implemented the Program in 2012 to assist municipalities in offsetting their costs of providing CSPT services in their jurisdictions.

The Province will upload CSPT costs from municipalities to a maximum of \$125 million in 2020.

The Recipient is responsible for the costs of providing security for court premises during hours of court operations and security of persons attending court, and/or the costs of transporting prisoners and custodial minors (i.e., persons between twelve and seventeen years of age) between correctional institutions, custodial facilities and court locations for the purposes of court attendance.



**SCHEDULE "D"**  
**PAYMENT PLAN AND REPORTING SCHEDULES**

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The Funds in the amount of **\$72,028.80** will be provided to the Recipient according to the following schedule:

- A. First instalment: **\$18,007.20** will be paid to the Recipient once the Recipient has signed the Agreement, provided adequate proof of insurance to the Province in accordance with section A10.2 of the Agreement, and the Agreement has then been signed by the Province.
- B. Second Instalment: **\$18,007.20** will be paid to the Recipient, following the Province's receipt and approval of the 2019 Annual Financial Report (due April 15, 2020). *Subsequent payments will not be released until the Province has received and approved the 2019 Annual Financial Report.*
- C. Third Instalment: **\$18,007.20** will be paid to the Recipient by the end of September 2020.
- D. Final instalment: **\$18,007.20** will be paid to the Recipient by the end of December 2020.
- E. The Recipient must submit the 2020 Annual Financial Report to the Province by April 15, 2021.

**SCHEDULE “E”  
COURT SECURITY AND PRISONER TRANSPORTATION  
SERVICES AND ACTIVITIES ELIGIBLE FOR FUNDING**

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**A. COURT SECURITY includes:**

**1. Facility Perimeter Security**

Costs associated with external and/or internal police presence during regular or non-regular hours to secure the perimeter of the facility, to respond to a specific threat or for high-profile matters.

**2. Courtroom Security**

Costs associated with the presence of police staff in the courtroom to ensure the safety and security of the proceedings and attendees.

**3. General Courthouse Security Presence**

Costs associated with the use of screening stations to screen all public visitors to the courthouse, including the use of magnetometers and x-ray machines, and police staff assigned to perform roving patrols of the court facility.

**4. Prisoner Movement in Courthouse**

Costs associated with monitoring the movement of prisoners between holding cells and other areas within the courthouse.

**5. Prisoner Guarding in Holding Cells**

Costs associated with guarding and monitoring of prisoners brought to court for trial and held in courthouse holding cells (where applicable).

**6. Prisoner Feeding**

Costs associated with the provision of meals to prisoners required while in the custody of local police services for the purpose of attending court.

**B. PRISONER TRANSPORTATION includes:**

**1. Prisoner Transport**

Costs associated with the movement of prisoners between correctional institutions and court locations for the purposes of attending court.

**2. Prisoner Transport - Youth**

Costs associated with the movement of custodial minors (i.e. 12-17 years old) between correctional and/or custodial facilities and court locations for the purposes of attending court.

\*PRISONER includes: Persons being held in custody as a result of provincial or federal offence proceedings, including persons under immigration detention.

**C. TRAINING, EQUIPMENT AND RECRUITING includes:**

1. Costs associated with training that is relevant to court security and prisoner transportation only.
2. Cost associated with equipment that is unique to the provision of court security and prisoner transportation and does not include equipment that would be utilized for other purposes.
3. Costs associated with recruiting that is relevant to the staffing of court security and prisoner transportation only. Costs may include advertising for applicants, physical fitness and/or psychological testing, applicant screening, interviews or any other related human resources expense.

**COURT SECURITY AND PRISONER TRANSPORTATION do NOT include:**


**Court Administration**

Costs associated with performing court administrative duties including the scheduling of staff for daily deployment, the service of legal documents, the preparation/maintenance of Crown Brief materials, the entry of data into court information systems, preparing or swearing/affirming legal documentation, scheduling of court appearances or other duties of a related nature.

## SCHEDULE "F"

### TEMPLATE FOR ANNUAL FINANCIAL REPORT

<b>REPORTING MUNICIPALITY: (please select from drop down list)</b>			
<b>CONTACT INFORMATION:</b>			
Salutation:	First Name:	Last Name:	Title:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tel:	Ext:	Fax:	E mail:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:			
<input type="text"/>			
City:		Postal Code:	
<input type="text"/>		<input type="text"/>	
<b>LOCAL POLICE SERVICE:</b>			
Name of Municipal or Regional Police Service or OPP Detachment:			
<input type="text"/>			
<b>ANNUAL EXPENDITURE SUMMARY:</b>			
PLEASE COMPLETE THE FOLLOWING SECTION IN RELATION TO THE COURT SECURITY AND PRISONER TRANSPORTATION SERVICES/ACTIVITIES ELIGIBLE FOR FUNDING LISTED IN SCHEDULE B (ATTACHED).			
For lines b, c, d, g, h, and i, please provide details on a separate page, identifying the name of the municipality/funding source and the amount of funding.			
Allocation:		<input type="text"/>	
<b>COURT SECURITY COSTS</b>			
a) Total gross annual court security costs:		<input type="text"/>	
b) Total annual payments provided to other municipalities for court security:		<input type="text"/>	
c) Total annual payments received from other municipalities for court security:		<input type="text"/>	
d) Total annual payments received from other funding sources for court security:		<input type="text"/>	
<b>e) Total net annual court security costs (a + b - c - d):</b>		<b>\$0.00</b>	
<b>PRISONER TRANSPORTATION COSTS</b>			
f) Total gross annual prisoner transportation costs:		<input type="text"/>	
g) Total annual payments provided to other municipalities for prisoner transportation:		<input type="text"/>	
h) Total annual payments received from other municipalities for prisoner transportation:		<input type="text"/>	
i) Total annual payments received from other funding sources for prisoner transportation:		<input type="text"/>	
<b>j) Total net annual prisoner transportation costs (f + g - h - i):</b>		<b>\$0.00</b>	
<b>Total Net Annual Court Security and Prisoner Transportation Costs (e + j):</b>		<b>\$0.00</b>	
Variance (Allocation - Total Net Annual Costs):		<b>\$0.00</b>	
<b>SIGNATURE OF AUTHORIZED OFFICIAL:</b>			
<i>I, hereby certify that the information provided in the Annual Financial Report is true and correct and is in agreement with the books and records of the municipality and its consolidated entities.</i>			
Title:	Print Name:		
<input type="text"/>	<input type="text"/>		
Signature:	<input type="text"/>		Date:
<input type="text"/>	<input type="text"/>		<input type="text"/>

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER 008-2020</p>
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**A BY-LAW TO AUTHORIZE THE EXECUTION OF A SEVERANCE AGREEMENT WITH KATHARINE ANN SPAVINS AND THE CORPORATION OF THE TOWN OF COBOURG (163 SYDENHAM STREET).**

**WHEREAS** the Committee of Adjustment for the Town of Cobourg granted Consent to sever from the Subject lands one (1) new residential lot by virtue of application B-02-19 along with one (1) retained lot;

**AND WHEREAS** as a condition of the Consent, the Committee of Adjustment required the Owner to enter into an agreement with the Municipality in accordance with the provisions of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, and in particular Section 53(12) and 51(26) which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Subdivision of Land and Consent to Sever;


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

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Severance Agreement with Katharine Ann Spavins for the development of one (1) residential lot on the property known municipally as 163 Sydenham Street, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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

	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER 009-2020</p>
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**A BY-LAW TO AUTHORIZE THE EXECUTION OF A SEVERANCE AGREEMENT WITH DE PALMA DEVELOPMENTS LIMITED, DUCA FINANCIAL SERVICES CREDIT UNION LTD., J. BERGER INVESTMENTS LTD., GRAYLANE HOLDINGS INC. AND THE CORPORATION OF THE TOWN OF COBOURG (DE PALMA DEVELOPMENTS LTD. LANDS).**

**WHEREAS** the Committee of Adjustment for the Town of Cobourg granted Consent to sever from the De Palma Developments Ltd. Lands one (1) new business park lot by virtue of application B-01-19 along with one (1) retained lot;

**AND WHEREAS** as a condition of the Consent, the Committee of Adjustment required the Owner to satisfy the Municipality with respect to all Conditions.

**AND WHEREAS** the Municipality requires the Owner to enter into an agreement with the Municipality in accordance with the provisions of the *Planning Act*, R. S. O. 1990, c. P. 13, as amended, and in particular Section 53(12) and 51(26) which provides in part that a municipality has the authority to enter into one or more agreements in dealing with matters subject to Subdivision of Land and Consent to Sever;


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

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Severance Agreement with De Palma Developments Limited, Duca Financial Services Credit Union Ltd., J. Berger Investments Ltd., and Graylane Holdings Inc. for the development of one (1) business park lot on the property known municipally as the De Palma Developments Ltd. Lands, subject to the finalization of details by municipal staff and applicable agencies.
2. THAT this By-law shall come into force and effect upon final passing hereof, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES</b>
	November 20, 2019 Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

**PRESENT**

Kathryn Richards, Chair  
Troy Mills, Vice Chair  
Beth Sheffield  
Estelle Morrill  
Jerry Ford  
Sue Caron  
A. Burchat, Councillor  
Desta McAdam, Secretary  
Laurie Wills, Director of Public Works & Engineering

**CALL TO ORDER**

T. Mills called the meeting to order at 10:02 a.m.

**APPROVAL / ADDITIONS TO THE AGENDA**

Agenda dated November 20th, 2019 was approved as amended.

**DECLARATIONS OF INTEREST BY MEMBERS**

N/A

**ADOPTION OF MINUTES**

Minutes dated October 16, 2019.

Moved by S. Caron: That the Minutes dated October 16, 2019 be adopted.

**Carried**

**PRESENTATIONS / DELEGATIONS**

N/A

**COMMUNICATIONS / CORRESPONDENCE**

Page 1 of 3



N/A

**REPORTS**

N/A

**UNFINISHED BUSINESS**

**Accessible Taxi**

- No update

**Accessibility Audit Planning**

- L. Wills to discuss Asset Management Plan with D. Hustwick.

**Cobourg Police Services Building**

- A. Burchat reported that changes to existing physical conditions are not currently planned, however, supervision policies have been reviewed to ensure safety.

**Accessible Transit Extended Hours**

- L. Wills suggested that the new service provider attend a meeting in the new year.

**NEW BUSINESS**

**Accessibility Event Planning**

- Creation of a sub-Committee to organize the event was discussed.

Moved by B. Sheffield: WHEREAS, The Accessibility Advisory Committee discussed the organization of the accessibility event approved in the 2020 Work Plan;

THEREFORE, The Accessibility Committee recommends that Council endorse the creation of Sub-Committee to organize a downtown accessibility awareness experience event in May 2020 during National AccessAbility Week;

AND THAT members of Council, Committees of Council, and interested members of the public be invited to be part of the Sub-Committee.

**Carried**

**County Archives and Museum at 200 Ontario St.**

- No update.

**Site Plan Review: 311-325 University Ave. W. & 387 William St.**

- D. McAdam provided an update to the Committee.

**East Village Ph. 5 Detailed Engineering Plans**

- D. McAdam showed the Committee detailed engineering plans for East Village Ph.5.

**Changes to Wheels Protocol for Assisting Users**

- L. Wills provided the Committee terms of reference, and explained the current contract for Wheels drivers to the Committee.

Moved by T. Mills: WHEREAS, the Accessibility Advisory Committee discussed that contractually, Wheels transit drivers are not to assist Wheels users on and off the bus, and concerns with regard to maintaining an accessible door-to-door service in absence of an attendant were raised;


THEREFORE, The Accessibility Committee requests that Council investigate implementing a Wheels service that includes a driver and/or attendant to assist Wheels transit users on and off the bus.

**Carried**

**ADJOURNMENT**

Meeting was adjourned at 11:15 a.m.

The next regularly scheduled meeting will be **10:00 a.m., Wednesday, December 18, 2019** in the 1st Floor Conference Room, Victoria Hall, Cobourg.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>ACCESSIBILITY ADVISORY COMMITTEE MEETING MINUTES</b>
	December 18, 2019 Conference Room

The regular meeting of the Cobourg Accessibility Advisory Committee was held at 10:00 a.m. at the Conference Room, Victoria Hall with the following persons in attendance:

**PRESENT**

Kathryn Richards, Chair  
Troy Mills, Vice Chair  
Sue Caron  
Estelle Morrill  
Jerry Ford  
Beth Sheffield  
Aaron Burchat, Councillor  
Laurie Wills, Director of Public Works & Engineering  
Desta McAdam, Secretary  
Anne Newman, Community Care Northumberland

**ABSENT:**

N/A

**CALL TO ORDER**

K. Richards called the meeting to order.

**APPROVAL / ADDITIONS TO THE AGENDA**

The Agenda dated December 18, 2019 was adopted as presented.

**DECLARATIONS OF INTEREST BY MEMBERS**

N/A

**ADOPTION OF MINUTES**

Adoption of Minutes dated November 20, 2019.

Moved by E. Morrill: That the Minutes dated November 20, 2019 be adopted.

**Carried**

**PRESENTATIONS / DELEGATIONS**

Anne Newman, Community Care Northumberland

- A. Newman provided a presentation to the Committee regarding transportation services available across the County of Northumberland, through Community Care.
- A. Newman described Community Care's "Connecting Northumberland" brand, which includes different transportation services, including door-to-door, rural-to-urban, and specialized options.
- A. Newman explained the Community Care "Ticket to Ride" campaign, which provides a free rural round-trip.
- A. Newman discussed the enhanced rural living subsidy program funded through United Way.
- A. Newman discussed how users can transfer from the Community Care system to Cobourg Municipal Transit.

**COMMUNICATIONS / CORRESPONDENCE**

N/A

**REPORTS**

N/A

**UNFINISHED BUSINESS**

Accessible Taxi

- No update.

Accessibility Audit Planning

- Pending budget approval, the Community Services Department will be undertaking an Asset Management Plan in 2020.

Accessible Transit Extended Hours

- Extending the accessible transit service requires budget approval.

Wheels Service

- L. Wills to bring report back to Council regarding Wheels policies and options for consideration by Council.
- L. Wills also showed a video for the motorized QStrait system that they are looking into as a retrofit.

Moved by B. Sheffield: WHEREAS, The Accessibility Advisory Committee reviewed a motorized winch system as a possible retrofit to assist with passenger onboarding and deboarding on Wheels Transit;

THEREFORE, That the Accessibility Committee endorses a motorized winch system as a retrofit for the Wheels Transit service, and recommends that Council includes the motorized winch system in the 2020 budget.

**Carried**


**NEW BUSINESS**

Accessibility Event Planning Sub-Committee Formation

- Event to be organized May 25-31st 2020.
- Kathy, Sue & Troy to be members of Sub-Committee.
- D. McAdam to circulate request for interest to Council members and Advisory Committees.

**ADJOURNMENT**

The next regularly scheduled meeting will be **10:00 a.m., Wednesday, January 15th, 2020** in the 1st Floor Conference Room, Victoria Hall, Cobourg.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>TRANSPORTATION ADVISORY COMMITTEE MEETING MINUTES</b>
	November 28, 2019 Committee Room

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

**Members present:** Councillor Brian Darling  
Anneke Russell  
Harry Meester  
Randall Ross  
William Glover  
Randy Curtis, Chair

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

**Regrets:** Bruce Bellaire, Vice Chair

### **CALL TO ORDER**

Meeting called to order by Randy Curtis, Chair, at 9:01 A.M.

### **APPROVAL/AGENDA ADDITIONS**

Additions:

Randall Ross requesting TAC to have discussion on Munro Street regarding traffic concerns and resident complaints

Councillor Darling requesting to discuss item from TAC annual work plan regarding increasing paid parking areas and to discuss options for meter and pay and display areas

Moved by Randall Ross that the Agenda be approved as presented

.

**Carried**

**ADOPTION OF MINUTES**

Adoption of minutes from Thursday October 24th, 2019 Transportation Advisory Committee

Moved by Harry Meester that the minutes from Thursday October 24, 2019 TAC meeting be adopted as presented.

**Carried**

**REPORTS**

**1. Public Works - Terry Hoekstra**

Working on budget towards Capital projects with Director to be submitted to Council

It was determined that Albert Street plan and reconstruction would not be placed on 2020 budget, will be looked at for 2021 budget

Mathew is on budget, pending approval for 2020 budget

Items also on budget are Terry Fox pond clean out, and Kerr street development is be set to go out for tender early 2020

**2. Public Transit - Bobby-Jo Preston**

Advised committee that presentation was done at Williams Academy with students for Transit information, and since many students have purchased transit passes and were able to ask questions regarding service

Update that the Transit contract is signed with Century Transportation and they will begin new contract January 1, 2020

**3. TAC Sub Committee update- William Glover**

Committee met again this month and further are discussion and research on options for municipality kits/guidelines for cycling safety standards

**NEW BUSINESS**

**Resolution 444-19, regarding the purchasing and installation of bicycle racks in the Town of Cobourg**

Reviewed and provided copy to Advisory Committee for future reference. Determined that the racks would be ordered in New Year to ensure that the storage would not be a factor, and would be ready and placed in Spring 2020.

**Munro Street Concerns**

Determined and provided by Director Wills that a study was done on this area within the last couple years. At that times it was not determined that there was a concern that regarding immediate attention.

It was recommended that this item be suggested to residents to submit a complaint online at Town of Cobourg website and can be placed to the designated area in Public Works to investigate this issues. That making a motion by the TAC will not get immediate results, due to time constraints and processes that residents can explain concerns so items can be looked at in a timely manner.  
<https://forms.cobourg.ca/Report-a-Problem> is link to report a problem.



**Parking Fine Rate Increases, Additional Paid Parking Areas**

Brian discussed how at Council the item of Parking was brought to the table and that the revenue could be increased with more parking spaces. That often many concerns that there is lost revenue when people come to Town of Cobourg and many Waterfront streets have no parking regulation, and often many streets are congested and lined with potential of revenue.

Being that the increase parking spaces was an item on Committee's Work plan, would like to see a motion to support the idea and move towards staff to do a report for determine areas that would best suited. Also designating what is the believed best methods that would provide the Town of Cobourg the most increased revenue.

In 2016 it was requested for a parking report to be done, but at time there was a study being completed for the Waterfront, so it was tabled for a later date which did not proceed. The assessment for Waterfront for users took approximately 2 years and had few recommendations for parking, as often these fell just outside the parameters.

Memo prepared for Council regarding motion to increase revenue through additional user pay parking areas, report to be developed by staff, and be phased in starting May 2020.

**UNFINISHED BUSINESS**


**Introduction to Transit System**

Reported that Bobby-Jo Preston attended William Academy on behalf of Cobourg Transit to give information and have students ask questions to help them better understand the Transit system in Cobourg. Many have since purchased monthly student passes and have become regular Transit riders.

Randy Curtis, Chair, stated that he would like this item to be looked at by the TAC committee that we can start to target groups we wish to reach and provide this information to. Believes that many residents have not ridden the Transit system in Cobourg and with aging population there is a need for this information to get to residents. Wishes to begin further discussion on work plan for this item and wants to review the item at next TAC meeting, hoping to add this into the work plan for 2020.

**ADJOURNMENT**

Randy Curtis, Chair, adjourned meeting at 10:41 A.M.

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>COBOURG HERITAGE ADVISORY COMMITTEE MEETING MINUTES</b>
	December 11, 2019 Victoria Hall, Committee Room 3:00PM

A regular meeting of the Cobourg Heritage Advisory Committee held on December 11, 2019 at 3:00 PM in the Committee Room, Victoria Hall. The following members were present:

Graham Andrews, Chair  
 Kenneth Bagshaw, Vice-Chair  
 Councillor Nicole Beatty  
 Felicity Pope  
 Loren Turner

The following staff were present:  
 R.Franklin, Manager of Planning Services  
 D.Johnson, Planner 1-Heritage  
 A. Miller, Recording Secretary

Regrets:  
 Catherine Richards

### **CALL TO ORDER**

The meeting was called to order by the Chair at 3:02PM

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

No additions to the agenda were made

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

No declarations of interest by members were made

### **HERITAGE PERMIT APPLICATIONS**

HP-2019-071  
 Amit Sofer – TVM Group  
 37 King St. E  
 Urgent Roof replacement – **verbal report**

Moved by Member N.Beatty

**Cobourg Heritage Advisory Committee Meeting**  
**Minutes**

**DECEMBER 11, 2019**

WHEREAS, Planning and Heritage staff has reviewed the proposed roof replacement at 37-39 King Street East and has determined that the proposal would constitute a compatible alteration to the heritage structure and would conform to the provisions of the Commercial Core Heritage Conservation District;

THEREFORE, it is recommended that Heritage Permit Application HP-2019-070 as submitted by Amit Sofer for TVM Group to permit a roof replacement be approved, subject to the finalization of details with Planning and Heritage Staff.

**Carried**

**UNFINISHED BUSINESS**

22 Queen Street

Staff D.Johnson to provided a status update on January 15, 2020 to the committee on the documentation of the demolition of 22 Queen Street.

Heritage Natural Waterfront Park

Member F.Pope to bring forward a draft motion for review at the January 15, 2020 committee meeting

**NEW BUSINESS**

2019 Committee Year in Review.

Committee members discussed the committee year in review, accomplishments and the upcoming Heritage Week event Feb 17- 23, 2020.

Certo Building Update – R.Franklin

Staff provided a verbal update to the committee on the 1st stage approval of a heritage permit to remove the HVAC equipment from the CERTO building.

Town of Cobourg Heritage Conservation Award

Members to bring forward nominations to the January 15, 2020 meeting.  
This recognition award to be presented at a future Council meeting- date TBD

**STAFF APPROVAL SUMMARY LISTS**

Memo dated December 6, 2019 – D. Johnson


Received as information

**ADJOURNMENT**

Meeting adjourned at 4:00PM

**NEXT MEETING**

Wednesday January 15, 2020 Victoria Hall - Committee Room 4:00PM

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	<b>Planning &amp; Development Advisory Committee</b> <b>MINUTES</b>
	<b>December 17, 2019 at 4:00 PM</b>

A regular meeting of the Cobourg Planning & Development Advisory Committee was held on December 17, 2019 at 4:00 PM in the Committee Room, Victoria Hall.

The following members were in attendance:

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

The following staff were present:

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

Regrets:

K.Nairn

### **CALL TO ORDER**

The Chair called the meeting to order at 4:01PM

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

There were no declarations by members made

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

No additions were added to the agenda

### **ADOPTION OF MINUTES**

Approval of the minutes from the November 19, 2019 committee meeting

Moved by member G.Kamphorst "That the minutes from the November 19, 2019 meeting be accepted as written"

**Carried**

### **REPORTS**

No reports

**NEW BUSINESS**

**Affordable and Rental Housing CIP Draft Background Study (MHBC) – Discussion**

PDAC members and staff provided MHBC comments on the CIP Draft Background Study.

ACTION: MHBC to reach out to the municipalities listed within Section 7 of the Draft Background Study to obtain insight and information on what works well within those CIP programs and what areas require improvement.

ACTION: MHBC to explore the suggestions provided by the public listed in Section 9 of the Draft Background Study under "Public Ideas"

ACTION: It was suggested that SHS include a test case study in section 11.0 of the Draft Background Study simulating CHMC's 20%-80% split

Additional comments and questions can be forwarded to Director McGlashon until Friday December 20th

**2020 Committee Meeting Calendar** - Received as Information

**UNFINISHED BUSINESS**

Tannery District Sustainable Master Plan

No updates to report

Comprehensive Zoning By-law Review


Staff working towards providing PDAC a draft zoning By-law for review and comment by early 2020.

**ADJOURNMENT**

Meeting was adjourned at 5:15PM

**FUTURE MEETINGS**

Next Regular Meeting Scheduled for Tuesday January 14, 2020 at 4:00PM - Victoria Hall, Committee Room 3rd Floor

	COBOURG POLICE SERVICES BOARD
	Meeting Report
	<b>December 17, 2019</b> 9:00 a.m. 739 D'Arcy Street, Cobourg, Venture 13 CPS Corporate Services Board Room (2nd Floor)

A public meeting of the Cobourg Police Services Board was held on December 17, 2019 at 739 D'Arcy Street - Venture 13, Corporate Services Board Room, with the following persons in attendance:

**Members present:** Chair Dean Pepper  
 Vice-Chair Ronald Kerr  
 Mayor John Henderson  
 Councillor Aaron Burchat  
 Member Sean Graham

**Staff present:** Inspector Sheils  
 Katie Darling, Executive Assistant to the CPSB

**Regrets:** Chief Paul VandeGraaf

### **WELCOME AND INTRODUCTIONS**

### **MOTION TO OPEN PUBLIC MEETING**

Public meeting began at 9:01a.m.

**Carried**

### **DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest reported by the Board Members.

### **APPROVAL OF PREVIOUS MINUTES**

Moved by: Mayor Henderson, seconded by: Member Kerr That the Minutes dated November 19, 2019, be adopted.

**Carried**

### **ADDITIONS TO THE AGENDA**

There were no additions to the agenda



**CHAIR'S OPENING REMARKS**

[Chair Opening Remarks Dec 2019](#)

**PRESENTATIONS**

Petra Hartwig and Bruce Bellaire, of Go Green - Cycle Transitions, presented regarding bike security enhancements for the Town of Cobourg and the Downtown area. After their presentation, the Board participated in a brief question and answer period pertaining to bike registry options and procedures. The presenters were excused at 9:23a.m.

Delegation Rick Lovekin, a resident of Chapel Street, in Cobourg and member of the Good Neighbours Coalition, presented his questions and concerns as they relate to the presence of a low-barrier, adult-only homeless shelter (Transition House), on Chapel Street. After a question and answer period with the Board, Mr. Lovekin was excused at 9:35a.m.

**COMMUNICATIONS/CORRESPONDENCE**

Correspondence from Martin and Cindy Blower, residents of Cobourg, regarding their appreciation for Sgt. Legere's actions, during an emergency call.

Correspondence from Rebound Child & Youth Services, regarding the Kilometres for Kids Run.

Correspondence from Xavier Family

Correspondence from the Big Rigs Team, regarding their appreciation of the Cobourg Police Services continued support in their fundraising event.

Moved by Member Graham, seconded by Member Burchat: THAT the Board receive all Correspondence, for informational purposes. **Carried**

**CHIEF'S REPORT**

Cram-A-Cruiser event  
Report received for informational purposes.

Council Request, response regarding Emergency Shelter Downtown Cobourg

Moved by Member Kerr, seconded by Member Burchat: THAT the Cobourg Police Services Board receives the following report for informational purposes;

FURTHER THAT the Board respond to Council, requesting they provide clarification on their request for reporting about the "level of crime" in the "...immediate area of Transition House".

**Carried**

**CHAIR'S REPORT**

Financial Policy - verbal report

Vice-Chair Kerr discussed the drafting of the Financial Policy.

Moved by Member Kerr, seconded by Member Graham: That this Financial Policy is hereby enacted by the Cobourg Police Services Board on this 17th day of December 2019 and shall take effect on this date. All reference to financial policy, previously enacted, shall be repealed.

**Carried**

CPSB Performance Evaluation

Chair Pepper thanked the Board Members for completing the Board's 2019 evaluation report. Results will be summarized, and a 2020 vision plan shall be established, by the Board, based on the feedback provided.

**DATE OF NEXT MEETING**

Next Regular Meeting - January 21st, at 9:00 a.m., at 739 D'Arcy Street, Cobourg, 2nd Floor Board Room - Venture 13.

**CLOSED SESSION**

Moved by Member Kerr, seconded by Member Graham: That the Board move into Closed Session at 10:15a.m. in accordance with Section 35(4) of the Police Services Act, regarding:

**Section 35(4)(a) of the Police Services Act, R.S.O. 1990, c. P.15**

Matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public.

**Section 35(4)(b) Police Services Act, R.S.O. 1990, c. P.15**

Intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public. **Carried**

1. Intimate financial details
2. Litigation matters
3. Personnel matters

**CPSB Meeting DRAFT Minutes**

DECEMBER 17, 2019

Moved by Member Burchat, seconded by Member Graham: THAT the Board return to Open Session. **Carried**

Moved by Member Burchat, seconded by Member Kerr: THAT the Board act upon all decisions made in Closed Session. **Carried**

**ADJOURNMENT**

Meeting adjourned at 11:30a.m.



Lakefront  
Utility  
Services  
Inc.

207 Division St., P.O. Box 577, Cobourg, ON K9A 4L3 • www.lusi.on.ca • Tel.: (905) 372-2193 • Fax: (905) 372-2581

January 8<sup>th</sup>, 2020

The Corporation of the Town of Cobourg  
55 King Street West  
Cobourg, ON K9A 2M2

Attention: Mr. Brent Larmer, Municipal Clerk

RE: COMMENTS ON CTA SUBMISSION TO COUNCIL

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Dear Mr. Larmer,

Attached please find Dereck Paul's comments on the CTA Submission to Council at their January 6<sup>th</sup>, 2020 meeting, as requested by Deputy Mayor Seguin and Councillor Darling. Would you please ensure that they receive a copy.

Please let me know if you have any questions Brent or require anything further.

Yours truly,

A handwritten signature in blue ink, appearing to read "Susan Spicer", with a stylized flourish at the end.

Susan Spicer, CHRL (Ret)  
Corporate Secretary  
Encl 5



The material presented by my staff, in the Committee of the Whole agenda, related to the request to borrow \$2.3M to complete the water meter changeouts in Cobourg, I believe, speaks for itself.

I will attempt to answer questions raised by the CTA regarding their submission and presentation, which are riddled with inaccuracies:

1. Waterworks is not “similar to Northam Industrial Park.” Rather, Waterworks is a self-sustained non-profit, full cost recovery water system;
2. Ontario Clean Water Agency (OCWA) is not a competitor to LUSI when it comes to Cobourg. OCWA makes a profit operating various Municipalities’ water systems, whereas LUSI uses a non-profit model for Cobourg with a cost pass-through system;
3. Yes, the LUSI Board approved a resolution on December 13<sup>th</sup>, 2018 to request borrowing the funds to complete the water meter project change-out. We started the initiative over three years ago and have been prudent – spending \$425K per year to change out 1,000 meters annually, having completed half of all meters, with 4,000 remaining to be changed. There are a number of reasons the request did not come in front of Council until a year later:
  - a. We would have preferred to continue on the path of 1,000 meters per year and not incur any debt, however, the business analysis indicated we are at a tipping point and it did not make sense to continue paying the same metering and administrative costs to manually read less than half the amount of meters. Cobourg is one of the few Municipalities in the Province that has never borrowed funds for their water system; LUSI is proud of that, as well as the way we manage the system prudently. Having said that, for decades prior to 2011 we underspent on the system and contained rates, which is why we have one of the lowest rates in the Province today, however, if we continue to ignore major issues, our system will be compromised;
  - b. We did not have the resources and manpower to project manage this initiative in 2019 as we were focused on the completion of the Strathy Road Water Tower and several other major projects i.e., the Henry Street watermain/sewer replacement project.
  - c. We did discuss this initiative in early 2019 with the Town’s CAO to bring the request forward but we were advised to hold off while the William Street Beer metering dispute was being handled; that dispute took over nine months to be resolved.
4. The request to borrow funds was discussed at the Annual Meeting with Council in June of 2019 and sent to the Town on November 15<sup>th</sup>, 2019. With all due respect, this was a considerable length of time prior to the Christmas holidays; there is no intent by LUSI to operate under a cloak of darkness or some sinister plan, as the CTA is insinuating.
5. LUSI explored several alternative sources for the meter change-out program. First of all, both ERT of Ingersol and Sensus-Xylem have been long-term vendor/partners with Lakefront for the past 20 years, similar to Neptune, and all were investigated as alternatives. Secondly, most of the meters in question are over 30 to 40 years old, with approximately 20% being over 50 years old, and way beyond their useful life. It would actually cost more to repair these meters than to replace – similar to attempting to





- repair a 40-year-old TV, computer or car. Quite frankly, the concept of repairing 30 to 50-year-old meters with 30 to 50-year old spare parts, as suggested by the CTA, is ridiculous, makes no sense whatsoever and is unheard of for residential meters - commercial meters, case by case, perhaps.
6. As for Cobourg's footprint regarding a sustainable future, I take offence to the suggestion that LUSI is not an environmentally conscious corporation. I can safely say that Lakefront has done more for Greenhouse Gas reduction in our community than the CTA is aware or informed about. Neptune does recycle the old meters in every way possible;
  7. Of course, LUSI verified the information from Neptune with regard to the analysis of our internal data, and the view taken that Neptune salesmen tried to 'pull a fast one' on LUSI is absurd and disrespectful. Our relationship with Neptune is built on trust and respect. Before we partner with any company or contractor, LUSI follows a strict procurement policy and selection process. The meters Neptune provide are warranted for 20 years and have a useful life of up to 30 years. The SEER software that the CTA references is specifically for Commercial meters. In fact, Neptune used SEER software to identify and recommend the change-out of our 30+ year old Commercial meters. This only demonstrates the lack of knowledge and ignorance of the issues by the CTA member(s). Our water staff are the experts – with a combined total of over 160+ years of experience. I would trust them to know what they are talking about;
  8. Yes, there will be impact to businesses, including more accurate billing which is a positive for our community. Business will be able to better see and manage their usage patterns at hourly intervals and, in fact, 15-minute intervals compared to monthly. They can better predict their water usage costs, plan, forecast and budget. The potential for an additional \$114K revenue from more accurate water billings, not to mention wastewater as well, is a good thing for the Municipality – not a bad thing! Right now, that is lost revenue. We treated and distributed water that was not billed 100% accurately due to the old meters. It is not our goal to have residential customers subsidizing our businesses.

I want to remind Councillors, the Mayor, Deputy Mayor and the Public again that LUSI operates the Town of Cobourg Waterworks as a non-profit system with pass-through costs. There is no slight of hand happening here or any hidden agenda, as the CTA seems to suggest on every issue when it comes to Lakefront Utilities. We are very proud of our Board and Staff and the work we do running an extremely efficient system. Over the last decade we have cut staffing by approximately 25% being more productive, efficient, and utilizing more automation. We have contained costs at 2011 figures and the water rates are one of the lowest in the area. LUSI started managing the water system for the Town just over 19 years ago, prior to that it was managed by the Public Utilities Commission who allowed the meters to age to this level without replacement. So yes, the accuracy of the meters has gradually declined over decades, and this initiative is the corrective action being taken.

Increases of 9% annually have been driven from the Water Rate Study in order to replenish the under-budgeting and underspending of those prior decades. This is true for a number of jurisdictions such as Toronto, London, Durham, Quinte, Guelph, Niagara Falls, etc.



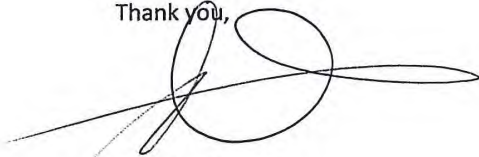
In closing, I want to say that it seems that the CTA is positioning themselves as subject matter experts when in fact the Town invested and hired actual water experts (as previously mentioned, with over 160+ years of experience) and Councillors should make the determination of whose experience can be trusted. The CTA should allow the experts that were hired, and that have experience in this area, to do their job.

Council therefore has two choices, either to approve the borrowing to complete the initiative, or not approve it. If approved, the benefits include:

- a. \$193,000 immediate savings;
- b. decrease in meter reading costs of approximately \$70,000 annually;
- c. \$114K + compounded annually, accurate additional revenues;
- d. the ability of RF meters to identify leaks and provide early notification to residents and businesses;
- e. the ability to obtain all readings at the same time and bill at the same time which improve efficiencies;
- f. improve cash flows for both waterworks and wastewater;
- g. update and bring our system into the modern era over the next 2-3 decades.

One final consideration—we can look at borrowing the funds on a shorter term – perhaps 6 years, thereby reducing interest costs.

Thank you,



Dereck C. Paul  
President & CEO



**Ministry of Children,  
Community and Social  
Services**

Minister's Office

438 University Avenue  
7<sup>th</sup> Floor  
Toronto, Ontario  
M7A 1N3

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**Ministère des Services à  
l'enfance et des Services  
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438, avenue University  
7<sup>e</sup> étage  
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M7A 1N3

Tél. : (416) 325-5225  
Télec. : (416) 325-5240



127-2020-968

January 30, 2020

Dear Municipal Partner:

First, I want to take the opportunity to wish you a Happy New Year.

Further to the letter I sent you on December 16, 2019, I am pleased to notify you that our survey to inform the development of Ontario's next Poverty Reduction Strategy is now live on [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey) and will be available online until March 30, 2020.

Our government believes that the people of Ontario are the province's greatest asset and when the people of Ontario succeed, our economy and province succeed. It is our shared responsibility to create the best conditions for people to reach their potential. We need and we want to listen to municipalities, Indigenous partners, members of the community, service providers, employers, and local partners to find new and innovative ways to support people during challenging times and create the conditions that will help them build a better life.

To support the development of our new Poverty Reduction Strategy, we are asking residents of Ontario to take 30 minutes and answer our survey as we seek new ideas on how we can:

- Encourage job creation and connect people to employment
- Provide people with the right supports and services
- Lower the cost of living and make life more affordable.

As part of a new strategy, we will set a target for poverty reduction and identify indicators to measure progress to ensure we are achieving results.

The survey can be accessed at [Ontario.ca/povertysurvey](https://ontario.ca/povertysurvey). Please feel free to share the survey link with your community members and colleagues.

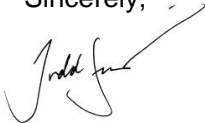
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In addition, we are also welcoming written submissions that can be sent by e-mail to [prso@ontario.ca](mailto:prso@ontario.ca) or by mail to Poverty Reduction Strategy, 3rd Floor, 315 Front Street West, Toronto ON, M7A 0B8. If there are any questions on how any personal information such as names and addresses that are included with a submission will be used, please contact: Manager, Strategic Policy Unit, MCCSS by e-mail at [prso@ontario.ca](mailto:prso@ontario.ca) or by telephone at (647) 308-9963.

I encourage you to share information about this consultation, including the survey link, with service providers, Indigenous partners and businesses in your community. I look forward to receiving input from Ontario residents as we work together to make a difference in reducing poverty in the province.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith", with a long, sweeping horizontal stroke extending to the right.

Todd Smith  
Minister

February 3/4, 2020

To: **Cobourg Town Council, and Members of the Parks Recreation Advisory Committee**

From: Keith Oliver, Coordinator, Cobourg Fitness Park Working Group  
[REDACTED]

Re: **An up-to-date summary of the experience of the volunteer Cobourg Fitness Park Working Group (FPWG) and its efforts to assist in the design/creation of a Cobourg Adult Outdoor Fitness Park (AOF, the Project) ... and where the Project stands today.**

**Our concern:**

Exactly 8 months ago a process began that quickly included a highly credible group of citizens as they tried to work with Town Council and Staff on the development and implementation of a new Project that satisfies many Policy Objectives of the Town Government as well as Strategic Objectives adopted by this Town Council. This Project is now at a cross-roads.

One particular irony is that one of the 5 Pillars/Objectives of the Strategic Plan is “Partnerships” which recommends that ...

*“The Town engage in strong, sustainable public-private partnerships to improve the quality-of-life for everyone!”*

**Question: ... whether to continue the Project or to simply write it off as a bad experience?**

**Context:**

The Project is included in the 2018 Waterfront User Needs and Detail Plan and is listed as 31<sup>st</sup>, putting it in roughly the top 1/3rd of some 83 projects that make up the Plan. Factors that determined project placement included votes cast by those who attended a series of public meetings. This placed the Project well ahead of improvements to bathrooms and washrooms, parking and accessibility, and a number of boating improvements. 1038 citizens signed a petition after the Project, in all its details and costs, was explained to them. Those from out-of-town were asked not to sign. Several stated that a Project such as this “... was typical of Cobourg!”

**The possibility of an AOF comes to life:**

The Project was initiated by a group of Cobourg citizens with the goal of creating an AOF to serve all Cobourg adults. The Group gained knowledge through the experience of others by visiting 11 Fitness Parks from Smith’s Falls to Elmira north of Kitchener. In talking to 5 parks managers, it became clear that such a facility would have a larger influence and be more widely used if proactive measures were undertaken to encourage its’ use.

As a consequence the FPWG developed a draft outline of the goals for a followup program entitled **Fit4LifeCobourg** (the Program) that would encourage all citizens to become more physically fit, physically active, regardless of their physical health or age. CatsMedia provided an estimate for the graphic design and publication of the Program in several forms.

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### **The involvement of the Town Government:**

This project, in one form or another, has been part of the agenda of the Town of Cobourg since June 4, 2019, when Keith Oliver presented the first concept to the Advisory Committee on Parks and Recreation. The committee then forwarded to Town Council the following draft resolution ...

*"THAT Council accept for information purposes the Outdoor Adult Fitness Park report ... presented to the Parks and Recreation Advisory Committee (on) June 4<sup>th</sup>, 2019 and*

*FURTHER THAT Council consider the concept and determine the potential time-lines for implementation."*

At its' June 10<sup>th</sup> meeting, following a Delegation by Keith Oliver, Council passed the following resolution which included;

*"THAT staff work with Keith Oliver to submit a funding application under the **Federal New Horizons for Seniors Program**, if possible by June 21, 2013; and*

*THAT Council consider the proposed Adult Fitness Park as part of the 2020 Budget ...*

*FURTHER THAT staff deliver a report to Council by Oct 15<sup>th</sup> that contains the following*

- \* the estimated cost of installing, maintaining an Adult Fitness Park in Cobourg;*
- \* recommended location for an Adult Fitness Park;*
- \* information about applicable safety regulations, the safety record of equipment;*
- \* relevant usage information/statistics regarding other parks in Ontario;*
- \* additional funding opportunities from government/community programs.*

As an immediate result an application was created and submitted to the New Horizons Program by the June 21 deadline. The Town of Cobourg acted as the Agent.

In respect to the goals of the New Horizons Program to involve/benefit seniors in several ways ...

- seniors participation took the form of a Fitness Park Working Group (FPWG) with 3 of the 5 members over the age of 70 and 3 with professional experience in physiotherapy, fitness training and geriatric nursing. Another was active in local sports, the other had construction management experience and a knee replacement
- the Project was broken into four stages, 1) the base or slab, 2) the "passive" or seniors exercise equipment; 3) the "more active" or challenging equipment; and 4) the site amenities which included, special signage, benches, shading, etc.
- the FPWG produced three lettres-of-recommendations including one from the HKPR Health Unit and three hard proposals to built the base, supply and install the passive equipment.

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We are awaiting the final decision by New Horizons for a grant of 25,000, expected by the end of March, or first thing in April which is the beginning of the Federal Fiscal Year 2020-2021.

**The FPWG worked throughout the summer to collect information relevant to the AOFP:**

The list of contacts for those sources of information is three pages long and contains private cell phone numbers of those who were interested in the goals of the FPWG and its success.

Based on information from others the FPWG decided to recommend a different process for the design and realization of the Park. Instead of following the standard practice of issuing a **Request For Proposal (RFP)**, and buying a pre-determined single package of equipment, plus base, plus installation from one "turn-key" source, the FPWG recommendation is that selected equipment be purchased from at least three manufacturers, that the base and installation be done locally through in-kind donations of material and labour. Cobourg is a small town where most people know each other. In the development of the Sifton-Cook Heritage Centre over 33 local business that made in-kind donations. We believe this process is unique and that the outcome will result in the best value for local taxpayer dollars, government grants, and monetary and in-kind donations.

**There are many more details upon which the recommendations of the FPWG are based:**

*A two page letter intended to bring Members of the Parks and Rec Advisory Committee up-to-date was not delivered in time for their November 5<sup>th</sup> meeting. Instead the letter was delivered to their homes by the end of November 6<sup>th</sup>.*

All information gathered and recommendations by the FPWG were brought together in the form of a 90+ page "**State of the Project Report**" (the Report), final draft dated Oct 15<sup>th</sup>. A number of attempts to show the Report to Staff and Councilors failed. In one of the few e-mail replies that we received from Staff the statement was made that;

*"The Adult Fitness Park is simply a concept until Council approves it and our job is to provide council with the facts to facilitate a decision."*

If it is simply a concept why the approval by Council to apply on June 21<sup>st</sup> for funds to finance it? Is it really a Federal Government grant program that will determine whether or not the Project is recognized by the Town?

**The possibility of the Park becoming an official Town Project fails:**

The December 13<sup>th</sup> first draft of the Town 2020 Budget allotted 25,000 toward the construction of the Park. For that amount which we believed would not be exceeded, along with the success we were having in acquiring monetary and in-kind donations, the Town would acquire a low maintenance asset worth 125,000 plus the Fit4Life Program that would benefit all citizens.

On January 10<sup>th</sup>, while the FPWG was in the middle of a Funding Request to Cobourg Rotary for another 25,000, when the Town removed the 25,000 from the 2020 Budget. The question was asked, "Where is the Town's commitment?" and the discussion with Rotary ended.

At the January 27<sup>th</sup> meeting of Council the FPWG Delegation proposed that, considering other Budget priorities, if an allocation of 25,000 was not possible, and with the outcome of the New

3/4



Horizons grant pending, a compromise might be to direct Staff to find 25,000 that could be reallocated to a Park should the New Horizons Grant be successful, eg. 25,000 annually to replace pavers at the waterfront or the upgrade of trailer park bathrooms. If the grant was not forthcoming the allocations would not be changed. This was a compromise that did not affect the total Budget. The Council meeting past the following resolution:

*"AND FURTHER THAT should the application for a 25,000 New Horizons grant be successful, that Council:*

- \* provide the Fitness Park Working Group with a letter of endorsement to aid their community fundraising efforts; and*
- \* authorize staff to work with the Fitness Park Working Group, where appropriate, to submit additional grant applications;*

*AND FURTHER THAT Council consider funding up to 25,000 of the project, if needed, in the 2021 Capital Budget."*

**And so we're basically where we were 8 months ago.**

Waiting the outcome of a grant application which will have to be spent by December.

Little or no communication with Staff or Council to convey information, seek approval.

No meaningful endorsement by the Town making serious fund-raising practically impossible

**The result is that two members of the FPWG have stepped down and we are in limbo.**

Those of us who care, who believe this is a worth while project to be carried out with little expense to the Town, by people who have proved their competence, are puzzled! As a Delegate to the February 4 meeting of the Parks and Rec Advisory Committee and in regard to this up-date, I will present more details if asked and discuss what I think went wrong, how situations like the one the FPWG finds itself in today can be avoided.

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Dec. 14/2020

To the Members of the Cobourg Town Council:

**Re: Exemption to the Itinerant By-law No. 005-2015**

**My purpose in writing is to request an exemption to the above listed bylaw for Cottage Country Craft Shows to hold a 2 day Christmas craft event on Nov. 7 and 8, 2020, and to have this become an annual event well into the future.** The Itinerant By-law states in Section 3.13 that “no person shall sell goods of any kind in any public park, public playground, or other public property within the municipal limits of the Town of Cobourg unless prior written consent is obtained from Council by the Itinerant Vendor” and therefore I am applying for an exemption under Section 5.1(g) which states that a licence would not be required for persons selling goods as part of an approved craft or trade show.

**Our organization has organized a minimum of 4 large 125 to 150 vendor craft shows per year in the Peterborough and Lindsay areas for the past 5 years. We have included a copy of our show posters for the Christmas shows in 2019, as atypical of the type of ads we place in newspapers, flyers and digital moving media promoting our events. Average daily visitor attendance for our current Christmas shows, over the past 4 years is 1500 paid admissions, with cost of admission being \$2 for adults, kids 12 and under free.**

**All proceeds from admission, raffles, door prizes and candle sales are in support of the Peterborough Electric City Special Needs Hockey Programs. The craft shows raised in excess of \$15,000 per year in each of the past 3 years in support of special needs hockey in the Ptbo area. For every show, the “team “ provide the volunteers for the show, and their efforts consist of putting out lawn signs and distributing flyers, to helping with the layout, assisting vendors with setting up , managing the entrance admission table to carrying out raffles , assisting vendors to “load out” and finally to the req’d clean up at the end of each show and picking up all of the lawn signs .**

**Each show we put on consists of 85% artisans selling their own creations, and 15% direct sales companies such as Thirty One Bags and Epicure. We have a reputation in Peterborough and the Kawartha Lakes areas for having very well organized and advertised shows that attract vendors from Kingston to London and as far north as Sudbury and Sault Ste. Marie. Typically, 85% of vendors in any show are repeat vendors that have done previous shows with us. All of our food vendors are health unit compliant and we have submitted the list of potential food vendors for this show to Krista Williams and she has approved them.**

**The show will run from 11am to 4pm on both days, with vendor setup taking place from 7:30am on Saturday, Nov. 7, and take down from 4pm to 6pm on Nov. 8. We will require access to the venue for layout only (no vendor setup) for 2 hours on Nov. 6 and we will be using the special masking tape purchased from the community centre for this purpose.**

**We will follow all municipal and venue rules and guidelines...and will cooperate fully with venue staff in all matters pertaining to our event. We have a lot of volunteers and do not leave the venue until we have put away all tables and chairs and cleaned the areas to the satisfaction of venue staff.**

**Upon request, we would be pleased to supply the contact names for the different venue managers in whom we have dealt over the past 5 years, as references to how our organization has conducted itself in their venues and**



municipalities. In conclusion we hope that we meet the standards required by the municipality of Cobourg and we can move forward together in establishing this show as an annual event.

Sincerely

Nancy and Stuart Booth

Cottage Country Craft Shows

**cottage country  
presents**

**4TH  
ANNUAL  
LINDSAY  
CHRISTMAS  
CRAFTSHOW**

**LINDSAY  
FAIRGROUNDS**

**11 TO 4  
SATURDAY/SUNDAY  
NOV.30 AND  
DEC.01**



COTTAGE COUNTRY PRESENTS  
**PETERBOROUGH'S 4th ANNUAL**  
**CHRISTMAS CRAFT SHOW**

**SUNDAY: DEC.08 : 11 TO 4**

**\$2 ADMISSION TO SUPPORT SPECIAL NEEDS HOCKEY**

**M O R R O W   B U I L D I N G**  
**130+ VENDORS**



**COME OUT AND TAKE A PHOTO WITH SANTA**  
**FACEBOOK: COTTAGE COUNTRY CRAFT SHOW**

**January, 20, 2020**

**To: Mayor Henderson and Cobourg Council Members**

When speaking with an employee at the Cobourg city office regarding the bylaw of “no overnight winter parking”, I was informed that the Council would be discussing changes to the bylaw.

Therefore, I am in favour of a total ban of overnight parking during the winter months for the following reasons.

- a. The public service plows can do a much more efficient and less stressful job, while keeping our roads safe at less cost to the taxpayer.
- b. The people who park all night, instead of using both their garage and laneway to park, as 95% of our neighbours do, cause the plow to avoid them and after they move their car the next morning, leave an icy two foot high snowbank in the middle of the street that is a major hazard to the neighbourhood drivers, as well as, school buses and emergency vehicles.

If an accident should ever happen and I hope it never would occur, who could be held liable? The city of Cobourg and/or the car owner?

My second concern is regarding the bylaw of residents cleaning their sidewalks.

It was explained to me that the city of Cobourg only reacts (sometimes) to complaints from residents.

I reported an occurrence on Carlisle of a elderly woman needing my assistance to maneuver through slippery ice and snow to check



her mail. She could have easily fallen and injured herself because of the resident not following the city bylaw.

This incident reminded me of the same approach by the city of Cobourg regarding their 2010 bylaw stating that Air Conditioners could only be placed in the front or backyard of a new house in West Park, but the developer did not abide by the bylaw, so it was up to the new resident to challenge his new neighbour instead of the city of Cobourg enforcing it.

I know that bylaw was rescinded, but inaccessibility to backyards by emergency materials to many houses still exists.

My thoughts are that city councils follow the policies for betterment and safety of the majority of its Cobourg citizens rather than being controlled by profit makers or selfish individuals.

Sincerely,

[REDACTED]

Gary Lumsden

[REDACTED]



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

## Notice of Motion Form

**Printed Name:** Councillor Adam Bureau, Coordinator of Arts, Culture and Tourism

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

**Subject:** Library / Town of Cobourg MOU

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

WHEREAS a lack of clearly defined roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg negatively affects budget requests, deliberations and approvals for the Cobourg Public Library; and

WHEREAS a Memorandum of Understanding (MOU) would provide clear direction on roles and responsibilities between the Cobourg Public Library Board and the Town of Cobourg;

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

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

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

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

Jan 16/20  
\_\_\_\_\_  
**Date**

### CLERK'S USE ONLY


**Date and Time Received on:**

**For the**

Regular Council

**Meeting on**

Regular Meeting Feb 3<sup>rd</sup>

	<div>THE CORPORATION OF THE TOWN OF COBOURG</div> <div>BY-LAW NUMBER 010-2020</div>
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**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON FEBRUARY 3, 2020.**

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

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

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

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

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

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

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



- 5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its February 3, 2020 Regular Council proceedings;
- 6. **THAT** the Mayor and Clerk, or the Treasurer and Chief Administrator Officer, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents;
- 7. **THAT** this by-law shall come into full force on the day it is passed.

Read a first, second, third time and finally passed in Open Council on this 3<sup>rd</sup> day of February, 2020.

\_\_\_\_\_  
MAYOR

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