

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	Regular Council <b>AGENDA</b>
	Monday February 4, 2019 at 4:00 PM Council Chambers, Victoria Hall, Cobourg

A Regular Council meeting of the Cobourg Municipal Council will be held on Monday, February 4, 2019 at 4:00 P.M. in the Council Chambers, Victoria Hall, Cobourg.

**I CALL TO ORDER**

**II MOMENT OF REFLECTION**

**III ADDITIONS TO THE AGENDA**

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

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

1. Adoption of the January 14, 2019 Regular Council Meeting Minutes. 8 - 17

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on January 14, 2019.

**VI PRESENTATIONS**

1. Rob Franklin, Manager of Planning Services, as James Cockburn, a former Father of Confederation, Cobourg Council Member and Cobourg Solicitor, regarding acknowledgement of James Cockburn's upcoming 200th birth date on February 13, 1819.
2. Wendy Gibson, Cobourg Economic Development Officer and TJ Flynn, Manufacturing and Attraction Specialist, presenting the Cobourg Economic Development Update. 18 - 46

**VII DELEGATIONS**

1. Mary Perron, Cobourg Resident, in opposition to the Animal Control By-law (By-law No. 21-2014) exemption received by Council at its January 14, 2019 Regular Council Meeting.
2. Simon Chorley, Cobourg Resident, regarding the proposed By-law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.
3. Gigi Ludorf-Weaver, Sustainable Cobourg, regarding the Terms of Reference By-law and the establishment of a 'Culture of Sustainability' that will support the new position of a Sustainability Officer for Cobourg and the Northumberland County. 47 - 49

## VIII DELEGATION ACTIONS

## IX REPORTS

### General Government Services

1. Committee of the Whole Meeting Notes held on January 28, 2019. 50 - 57

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on January 28, 2019 for information purposes.

2. Memo, from the Municipal Clerk/Manager of Legislative Services, regarding an exemption request to By-law No. 021-2014 (Animal Control By-law) for the number of dogs permitted within a dwelling unit for properties with two (2) of more dwelling units. 58 - 60

Action Recommended: THAT Council respectfully deny the request from Linda MacDonald for an exemption under Section 2.9 of By-law No.021-2014 being the By-law for the Licensing and Registration of Dogs, for the Regulation of Dogs and for the Prohibiting of Running at Large of Animals in Cobourg (Animal Control By-Law); and

FURTHER THAT Council direct this matter to remain with the Town's Legislative Services/By-law Enforcement Department to be dealt with in accordance with the Town of Cobourg's Animal Control By-law until such By-law is amended or repealed by Council.

## X MOTIONS

### Protection Services

1. Motion from the Committee of the Whole, approving an exemption to By-law No.005-2015, to hold a Baby and Kids Market at the Cobourg Community Centre. 61

### Planning and Development Services

1. Motion from the Committee of the Whole to grant a Heritage Permit for the demolition of an accessory garage structure, for the property located at 228 University Avenue West, Cobourg.(Stacey Raymond) (HP-2018-080). 62
2. Motion from the Committee of the Whole to deny a Heritage Permit for the window alteration for the property located at 275 George Street, Cobourg. (Dan Panaitescu) (HP-2019-001). 63

### Arts, Culture and Tourism Services

1. Motion from the Committee of the Whole, approving the Municipal Community Event 'Poutine Feast Cobourg' to be held in Victoria Park, Cobourg, from August 29, 2019 to September 1, 2019. 64

## **XI BY-LAWS**

### General Government Services

1. By-Law No.007-2019, being a by-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town Of Cobourg. 65 - 76

Action Recommended: THAT Council adopt By-law No.007-2019, being a by-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town Of Cobourg.

2. By-law No.008-2019, being a by-law to define the Terms of Reference for Internal Meeting Groups, Advisory Committees, Ad Hoc Committees, and Legislative Committees and Local Boards for the Town of Cobourg. 77 - 139

Action Recommended: THAT Council adopt By-law No.008-2019, being a by-law to define the Terms of Reference for Internal Meeting Groups, Advisory Committees, Ad Hoc Committees, and Legislative Committees and Local Boards for the Town of Cobourg.

3. By-law No.009-2019, being a by-law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg. 140 - 195

Action Recommended: THAT Council adopt By-law No.009-2019, being a by-law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.

4. By-law No.010-2019, being a by-law to authorize the preparation and execution of a ten (10) year lease of the Second Street Fire Hall Theater with the Northumberland Players to begin March 1, 2019 expiring February 27, 2029. 196

Action Recommended: THAT Council adopt By-law No.010-2019, being a by-law to authorize the preparation and execution of a ten (10) year lease of the Second Street Fire Hall Theater with the Northumberland Players to begin March 1, 2019 expiring February 27, 2029.

#### Public Works Services

1. By-law No.011-2019, being a by-law to Authorize Execution of an Agreement with her Majesty The Queen in Right of Ontario (as represented by the Minister of Transportation for the Province of Ontario) related to funding provided by the Province of Ontario to the Town of Cobourg under the Dedicated Gas Tax Funds for the Public Transportation Program. 197

Action Recommended: THAT Council adopt By-law No.011-2019, being a by-law to Authorize Execution of an Agreement with her Majesty The Queen in Right of Ontario (as represented by the Minister of Transportation for the Province of Ontario) related to funding provided by the Province of Ontario to the Town of Cobourg under the Dedicated Gas Tax Funds for the Public Transportation Program.

#### General Government Services

1. THAT the following By-law be passed:
  1. By-Law No.007-2019, a By-law to Establish Water Rates and Wastewater Rates upon the Owners or Occupants of Lands and Premises Connected to Municipal Water Mains and Sanitary Sewers within the Town of Cobourg.

THAT leave be granted to introduce By-law # 007-2019 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.

2. THAT the following By-laws be passed:
  1. By-Law No.008-2019, a By-law to define the Terms of Reference for Internal Meeting Groups, Advisory Committees, Ad Hoc Committees, and Legislative Committees and Local Boards for the Town of Cobourg;
  2. By-Law No.010-2019, a By-law to authorize the preparation and execution of a ten (10) year lease of the Second Street Fire Hall Theater

with the Northumberland Players to begin March 1, 2019 expiring February 27, 2029; and

3. By-Law No.011-2019, a By-law to Authorize Execution of an Agreement with her Majesty The Queen in Right of Ontario (as represented by the Minister of Transportation for the Province of Ontario) related to funding provided by the Province of Ontario to the Town of Cobourg under the Dedicated Gas Tax Funds for the Public Transportation Program.

THAT leave be granted to introduce By-law # 008-2019, 010-2019 and 011-2019 and to dispense with the reading of the by-laws 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.

3. THAT the following By-law be passed:

1. By-Law No.009-2019, a By-law to Establish the Rules of Order and Procedures for Municipal Council and Committee Meetings of the Corporation of the Town of Cobourg.

THAT leave be granted to introduce By-law # 009-2019 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.

## **XII** CORRESPONDENCE

1. Correspondence, Minister Steve Clark, regarding Bill 66 the proposed *'Restoring Ontario's Competitiveness Act'*. (Planning and Development) 198

Action Recommended: THAT Council receive the correspondence from the Minister of Municipal Affair and Housing for information purposes.

2. Resolution, Region of Durham, regarding the Go Rail Service Extension to Bowmanville. 199 -  
200

Action Recommended: WHEREAS Council has received a resolution from the Region of Durham regarding the Go Rail Service Extension to Bowmanville Ontario;

NOW THEREFORE BE IT RESOLVED THAT the Town of Cobourg Municipal Council support the Region of Durham resolution in support of the Go Rail Service Extension to Bowmanville and request that the Province of Ontario and Metrolinx stand by the commitment to complete the project by 2024;

FURTHER THAT Municipal Council recognizes that the expansion of the GO

Rail Service Extension system eastward would be in Cobourg's best interests to be part of the process to ensure consideration of the need of its citizens; and

FURTHER THAT copies of this resolution be forwarded to the Honourable Doug Ford, Premier of the Province of Ontario; the Honourable Jeff Yurek, Minister of Transportation; Northumberland Peterborough South MPP David Piccini; and the President and Chief Executive Officer of Metrolinx.

3. Correspondence, Larry Francis, regarding an amendment to By-law 072-2011, 201 a by-law to prohibit the operation of motorized snow and all-terrain vehicles in the Town of Cobourg, to allow ATV's to clear snow from driveways.

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

### **XIII COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

### **XIV UNFINISHED BUSINESS**

*The items listed in the order of the topics set out in the agenda of prior meetings which have not been disposed of by Council and the date of their first appearance on the agenda shall be noted and repeated on each subsequent agenda until disposed of by Council, unless removed from the agenda by leave of Council - Council Procedural By-law No. 079-2017.*


1.	08-21-17	Traffic Study Lower Division Street/Esplanade Area (Public Works)
	10-10-17	Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)
	04-30-18	Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act (Planning and Development)
	08-13-18	Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
	09-24-18	Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins
	09-24-18	Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg

11-26-18	Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)
01-07-19	Letter from Pere Bekederemo, regarding a request for an Exemption to Sign By-law 008-2009 for 1154 Division Street, Cobourg (Protection Services)
01-14-19	Petition from Debbie Davis, regarding amendments to the No Parking Restrictions on Riddell Street and the end of White Street (Public Works)
01-14-19	Correspondence from Linda MacDonald, requesting an exemption to Section 2.9 of the Animal Control By-law No. 021-2014 (Legislative Department)
01-28-19	Terms of Reference regarding a social planning and/or Community Development Advisory Committee, regarding affordable housing by June 2019 (Legislative Department)

**XV** CLOSED SESSION

**XVI** CLOSED SESSION ACTION ITEM

**XVII** ADJOURNMENT

	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	REGULAR COUNCIL MEETING MINUTES
	January 14, 2019 Council Chambers, Victoria Hall, Cobourg

A Regular meeting of the Cobourg Municipal Council was held this evening at 4:00 P.M. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

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

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

#### **CALL TO ORDER**

The Regular Council Meeting was called to order by Mayor Henderson at 4:00 P.M., and was opened with a Moment of Reflection.

#### **ADDITIONS TO THE AGENDA**

Presentation, Mandy Robinson, Cobourg Town Crier, regarding the history of the Town Crier through the Ages to Present Day.

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

Councillor Darling declared an interest in the General Government Services' Motion to appoint a Member to the Cobourg Police Services Board, as his daughter is a employee (Executive Assistant to the Board) of the Cobourg Police Services Board. Councillor Darling refrained from discussing and voting on this matter.

Councillor Chorley declared an interest in the Community Services' Motion to appoint Members to the Cobourg Public Library Board, as her Husband is a recommended appointment to the Cobourg Public Library Board. Councillor Chorley refrained from discussing and voting on this matter.

#### **ADOPTION OF MINUTES OF THE PREVIOUS MEETING**

Adoption of the Special Council Meetings held on November 26, 2018, and the Inaugural Council Meeting held on December 3, 2018.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat: THAT Council adopt the Minutes of the Special Council Meetings held on November 26, 2018, attached herewith as [Appendix 'A'](#) and [Appendix 'B'](#), and the Inaugural Council Meeting held on December 3, 2018, attached herewith as [Appendix 'C'](#).

001-19

**Carried**



**PRESENTATIONS**

Mandy Robinson, Town Crier, Town of Cobourg, regarding the History of the Town Crier and the transition of the Town Crier role to the present day.

M. Robinson provided a presentation on the history of the Town Crier and described the relationship of the Town Crier position with the British Monarch. M. Robinson presented the significance of the position and the daily duties that are performed on behalf of the Town Crier to those within the community. M. Robinson was excused from the meeting at 4:17 P.M.

**DELEGATIONS****DELEGATION ACTIONS****REPORTS****Economic Development Services**

Memo from the Economic Development Officer, regarding Lucas Point Business and Industrial Park Sale of Land.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau: THAT Council approve acceptance of an offer received for the purchase of 4.5 - acres in the amount of \$30,000.00 per acre and a Right of First Refusal for an additional 2 - acres of land, in Lucas Point Business and Industrial Park by 1978327 Ontario Ltd (Loadstar Trailers Trailers); and

FURTHER THAT Council authorize and endorse the preparation of a by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute a Commercial Development Agreement with 1978327 Ontario Ltd for the purchase of sale of land in Lucas Point Business Industrial Park. (Dodge Street, Cobourg).

002-18

**Carried**

Memo from the Economic Development Officer from April 17, 2017 regarding the purchase of land by 2364574 Ontario Inc (Vancor) and the Council approved Motion 144-17 and By-law No.033-2018 Development Agreement regarding 115 Dodge Street, Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the Memo from the Economic Development Officer for information purposes.

003-18

**Carried****General Government Services**

Committee of the Whole Meeting Notes held on December 6, 2018, December 20, 2018, and January 7, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council receive the Notes of the Committee of the Whole meetings on December 6, 2018, December 20, 2018, and January 7, 2019.

004-18

**Carried**

By-law No.00-2019 Town of Cobourg Municipal Council Procedural By-law updates and amendments.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council receive the Draft Municipal Council Procedural By-law as amended at the January 7th, 2019 Committee of the Whole Meeting for information purposes; and

FURTHER THAT Council refer the Draft Municipal Council Procedural By-law to be placed on the January 28, 2019 Public Meeting Agenda in order to receive public submissions on the amended Procedural By-law for Council consideration.

005-18

**Carried**

**Public Works Services**

Memo from the Manager of Engineering and Capital Projects regarding the Transfer of Lands of 53/55 Albert Street, Cobourg. (Millstone Breads).

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat THAT Council authorize and endorse the preparation of by-law to be presented to Council for adoption at a Regular Council meeting to authorize the Mayor and Municipal Clerk to execute an agreement with 2183419 Ontario Ltd (Known as Millstone Bread) for the transfer of lands known as Part 2 on Registered Plan 39R12127 (53 and 55 Albert Street, Cobourg).

006-18

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

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

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling:

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

NOW THEREFORE BE IT RESOLVED:

1. THAT ROYAL BANK OF CANADA ("Royal Bank") is appointed banker of the Customer.
2. THAT any two (2) of the Mayor, Deputy Mayor, Treasurer or CAO are authorized on behalf of the Customer from time to time:
  - a) to withdraw or order transfers of funds from the Customer's accounts by any means including the making, drawing, accepting, endorsing or signing of cheques, promissory notes, bills of exchange, other orders for the payment of money or other instruments or the giving of other instructions;
  - b) to sign any agreements or other documents or instruments with or in favour of Royal Bank, including agreements and contracts relating to products or services provided by Royal Bank to the Customer; and
  - c) to do, or to authorize any person or persons to do, any one or more of the following:
    - i. to receive from Royal Bank any cash or any securities, instruments or other property of the Customer held by Royal Bank, whether for safekeeping or as security, or to give instructions to Royal Bank for the delivery or other transfer of any such cash, securities, instruments or other property to any person named in those instructions;
    - ii. to deposit with or negotiate or transfer to Royal Bank, for the credit of the Customer, cash or any security, instrument or other property, and for those purposes to endorse (by rubber stamp or otherwise) the name of the Customer, or any other name under which the Customer carries on business, on any security or instrument;
    - iii. to instruct Royal Bank, by any means, to debit the accounts of third parties for deposit to the credit of the Customer; and
    - iv. to receive statements, instruments and other items (including paid cheques) and documents relating to the Customer's accounts with or any service of Royal Bank, and to settle and certify the Customer's accounts with Royal Bank.

3. THAT all instruments, instructions, agreements (including contracts relating to products or services provided by Royal Bank) and documents made, drawn, accepted, endorsed or signed (under the corporate seal or otherwise) as provided in this Resolution and delivered to Royal Bank by any person, shall be valid and binding on the Customer, and Royal Bank is hereby authorized to act on them and give effect to them.
4. THAT Royal Bank be furnished with:
  - a) a copy of this Resolution; and
  - b) a list of the names of the persons authorized by this Resolution to act on behalf of the Customer, and with written notice of any changes which may take place in such list from time to time, and with specimens of the signatures of all such persons;  
  
Each certified by the (1) Mayor and (2) Treasurer of the Customer; and
  - c) in writing, any authorization made under paragraph 2(c) of this Resolution.
5. That any document furnished to Royal Bank as provided for in paragraph 4 of this Resolution shall be binding upon the Customer until a new document repealing or replacing the previous one has been received and duly acknowledged in writing by the branch or agency of Royal Bank where the Customer has its account.

We hereby certify that the above is a true copy of a resolution passed at a meeting of the Council of the Town of Cobourg duly convened and regularly held in accordance with the law governing the Customer on the 14th day of January, 2019. Attached herewith as [Appendix 'D'](#).

007-19

**Carried**

Motion from the Committee of the Whole regarding the appointment a Municipal Integrity Commissioner, Municipal Ombudsman, and Closed Meeting Investigator for the Corporation of the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty:

WHEREAS the Committee of the Whole considered a Report from the Municipal Clerk/Manager of Legislative Services, regarding the appointment of the Town of Cobourg Municipal Integrity Commissioner, Municipal Ombudsman, and Closed Meeting Investigator;

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to proceed with three (3) separate Request for Proposals (RFP) in order to start the process for the appointment of a Integrity Commissioner, Closed Meeting Investigator and Municipal Ombudsman for the Town of Cobourg; and

FURTHER THAT the Town extend the appointment of John Ewart, Ewart O'Dwyer Barristers and Solicitors as the Town of Cobourg Integrity Commissioner, Ombudsman and Closed Meeting Investigator to conclude any final on-going investigations that remains with his office and report back to Council upon their conclusion pursuant to the Town of Cobourg Ombudsman Complaint Protocol Policy; and

FURTHER THAT Council direct Staff to bring forward a report to Council for decision to provide an overview and recommendation for the appointment of a Integrity Commissioner, Ombudsman and Closed Meeting Investigator for the Town of Cobourg; and

FURTHER THAT Staff look at the option of having three (3) different individuals forming each position of Integrity Commissioner, Municipal Ombudsman and Closed Meeting Investigator separately or having one (1) individual perform all three roles. Attached herewith as [Appendix 'E'](#).

008-19

**Carried**

Motion from the Committee of the Whole, regarding the Unfinished Business/Referred Items from the 2014 – 2018 Council Term.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty:

WHEREAS the Committee of the Whole considered a Report from the Municipal Clerk/Manager of Legislative Services, regarding Unfinished Business/Referred Items from the 2014 – 2018 Council Term;

NOW THEREFORE BE IT RESOLVED THAT Council adopt the following list of Unfinished and Referred Business Items to be added to the Unfinished Business Item heading of the Committee of Whole and Regular Council Agenda;

08-21-17	Traffic Study Lower Division Street/Esplanade Area (Public Works)
10-10-17	Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street(Public Works)
04-30-18	Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act(Planning and Development)
08-13-18	Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)
09-24-18	Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins.
09-24-18	Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg
11-26-18	Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018.

Attached herewith as [Appendix 'F'](#).

009-19

**Carried**

Motion from the Committee of the Whole, regarding Private Retail Cannabis Establishments in the Town of Cobourg.

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

WHEREAS the Committee of the Whole considered a Report from the Municipal Clerk/Manager of Legislative Services, regarding Cannabis Retail Establishments in the Town of Cobourg;

NOW THEREFORE BE IT RESOLVED THAT Council direct the Municipal Clerk/Manager of Legislative Services to notify the Alcohol and Gaming Commission of Ontario (AGCO) that the Town of Cobourg will permit private cannabis retail stores in the Town of Cobourg; and

FURTHER THAT Council delegate authority to the Municipal Clerk/Manager of Legislative Services to develop a process and draft a Municipal Cannabis Policy Statement in order to identify the staff and reasons required to submit the Town of Cobourg's formal response to a cannabis retail site application(s) to the AGCO, and including in the response indication of:

1. Protecting public health and safety;
2. Protecting youth and restricting their access to cannabis;
3. Preventing illicit activities in relation to cannabis;

FURTHER THAT Council direct the Municipal Clerk/Manager of Legislative Services that the Town's formal responses to the AGCO be posted to the Town of Cobourg's Municipal website for accountability and transparency. Attached herewith as [Appendix 'G'](#).

	For	Against	Abstained	COI	Absent
<b>Deputy Mayor Suzanne Séguin (Moved By)</b>	x				
Mayor John Henderson		x			
Councillor Nicole Beatty	x				
Councillor Brian Darling	x				
<b>Councillor Adam Bureau (Seconded By)</b>	x				
Councillor Emily Chorley		x			
Councillor Aaron Burchat	x				
	5	2	0	0	0

010-19

**Carried**

Motion from the Committee of the Whole, to appoint various Members to the Cobourg Heritage Advisory Committee, the Committee of Adjustment/Property Standards Committee, and the Cobourg Downtown Business Improvement Area (DBIA) Board.

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

WHEREAS the Committee of the Whole considered applications to fill the vacant positions on the Cobourg Heritage Advisory Committee, the Committee of Adjustment/Property Standards Committee, and the Cobourg Downtown Business Improvement Area Board (DBIA);

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint members to the Cobourg Heritage Advisory Committee, the Committee of Adjustment/Property Standards Committee, and the Cobourg Downtown Business Improvement Area Board (DBIA). Attached herewith as [Appendix 'H'](#).

011-19

**Carried**

Motion from the Committee of the Whole regarding creation an Ad Hoc Committee regarding the location of Christmas Magic in Cobourg for 2019.

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

WHEREAS the Committee of the Whole considered a delegation from Bruce Moore, citizen of Cobourg, requesting the move of Christmas Magic to Victoria Park in 2019;

NOW THEREFORE BE IT RESOLVED THAT Council establish an Ad Hoc Committee regarding the location of Christmas Magic in Cobourg for 2019 with Staff involvement, and to include the item of moving Christmas Magic to Victoria Park in the 2019 Budget deliberations. Attached herewith as [Appendix 'I'](#).

012-19

**Carried**

Motion from the Regular Council Meeting, regarding the appointment of Council Coordinator Roles and their alternates, and the appointment of Council representatives to various Committees, Boards and Staff Working Groups.

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

WHEREAS the duly elected 2018 – 2022 Municipal Council of the Town of Cobourg will be assigned various Coordinator responsibilities and will also represent the Council on various Advisory Committees, Local Boards and Staff Working Groups;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council Coordinator Appointments from the December 3, 2018 Inaugural Council Meeting be amended to adopt the revisions to the Council Coordinator Appointments; and

FURTHER THAT Council appoint Council representatives to various Committees, Boards and Staff Working Groups, and make further Advisory Committee appointments at a later date following the review and recommendations of Municipal Staff on the potential creation, amendment or dissolution of Advisory Committees. Attached herewith as [Appendix 'J'](#).

013-19

**Carried**

Motion from the Committee of the Whole, to appoint a member to the Cobourg Police Services Board.

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

WHEREAS the Committee of the Whole considered applications to fill the vacant positions on the Cobourg Police Services Board;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint the member to the Cobourg Police Services Board. Attached herewith as [Appendix 'K'](#).

014-19

**Carried**

*Councillor Darling declared an interest at the start of the meeting and refrained from discussing and voting on this matter.*

### **Community Services**

Motion from the Committee of the Whole, to appoint various Members to the Cobourg Public Library Board.

Moved by Councillor Adam Bureau, Seconded by Councillor Nicole Beatty WHEREAS the Committee of the Whole considered applications to fill the vacant positions on the Cobourg Public Library Board;

NOW THEREFORE BE IT RESOLVED that the Cobourg Municipal Council appoint the members to the Cobourg Public Library Board. Attached herewith as [Appendix 'K'](#).

015-18

**Carried**

*Councillor Chorley declared an interest at the start of the meeting and refrained from discussing and voting on this matter.*

### **BY-LAWS**

#### **Economic Development Services**

By-law No.001-2019, being a by-law to authorize execution of a Sale of Land Agreement with 1978327 Ontario Ltd. (Loadstar Trailers), and the Town of Cobourg. (Dodge Street, Cobourg).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat THAT Council adopt By-law No.001-2019, being a by-law to authorize execution of a Sale of Land Agreement with 1978327 Ontario Ltd. (Loadstar Trailers Trailers), and the Town of Cobourg. Attached herewith as [Appendix 'L'](#).

016-18

**Carried**

By-law No.002-2019, being a by-law to authorize execution of a Sale of Land Agreement with 2364574 Ontario Ltd. (Vancor), and the Town of Cobourg. (Thompson Street and Dodge Street, Cobourg).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling THAT Council adopt By-law No.002-2019, being a by-law to authorize execution of a Sale of Land Agreement with 2364574 Ontario Ltd. (Vancor), and the Town of Cobourg. Attached herewith as [Appendix 'M'](#).

017-18

**Carried**

#### **General Government Services**

By-law No.003-2019, being a by-law to authorize an interim Tax Levy and to provide for the collection of taxes and penalty and interest charges.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty:

THAT Council adopt By-law No.003-2019 being a by-law to authorize an interim Tax Levy and to provide for the collection of taxes and penalty and interest charges. Attached herewith as [Appendix 'N'](#).

018-18

**Carried**

By-law No.004-2019, being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Adam Bureau: THAT Council adopt By-law No.004-2019 being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019. Attached herewith as [Appendix 'O'](#).

019-18

**Carried**

### **Public Works Services**

By-law No.005-2019, being a by-law to dedicate the lands Part 2, of Plan 39R-13825 (known as 100 University Avenue East, Cobourg) as a Public Highway within the Town of Cobourg.

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat: THAT Council adopt By-law No.005-2019 being a by-law to dedicate the lands Part 2, of Plan 39R-13825 (known as 100 University Avenue East, Cobourg) as a Public Highway within the Town of Cobourg. Attached herewith as [Appendix 'P'](#).

020-18

**Carried**

By-law No.006-2019, being a by-law to dedicate the lands, Part 2 on Registered Plan 39R12127 (known as 53 and 55 Albert Street, Cobourg - Millstone Bread) as a Public Highway within the Town of Cobourg.

Moved by Councillor Brian Darling, Seconded by Councillor Nicole Beatty: THAT Council adopt By-law No.006-2019 being a by-law to dedicate the lands Part 2 on Registered Plan 39R12127 (known as 53 and 55 Albert Street, Cobourg) as a Public Highway within the Town of Cobourg. Attached herewith as [Appendix 'Q'](#).

021-18

**Carried**

### **General Government Services**

THAT the following By-laws be passed:

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

1. By-Law No.001-2019, a By-law to authorize execution of a Commercial Development Agreement with 1978327 Ontario Ltd. (Loadstar Trailers Trailers), and the Town of Cobourg. (Dodge Street, Cobourg);
2. By-law No.002-2019, a By-law to authorize execution of a Sale of Land Agreement with 1317895 Ontario Ltd. (Vancor), and the Town of Cobourg. (Thompson Street and Dodge Street, Cobourg).
3. By-law No.003-2019, a By-law to authorize an interim Tax Levy and to provide for the collection of taxes and penalty and interest charges;
4. By-law No.004-2019, a By-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2019;
5. By-law No.005-2019, a By-law to dedicate the lands Part 2, of Plan 39R-13825 (known as 100 University Avenue East, Cobourg) as a Public Highway within the Town of Cobourg;
6. By-law No.006-2019, a By-law to dedicate the lands of Part 2 on Registered Plan 39R12127 ( known as 53 and 55 Albert Street, Cobourg) as a Public Highway within the Town of Cobourg.

THAT leave be granted to introduce By-law # 001-2019 to By-law # 006-2019 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.

022-18

**Carried**

**PETITIONS**

Petition submitted by Debbie Davis, on behalf of concerned parents from Terry Fox Public School, regarding amendments to the No Parking Restrictions on Riddell Street and the end of White Street. (Public Works Coordinator).

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat: THAT Council receive the petition for information purposes; and

FUTHER THAT Council direct the petition to Public Works Staff for a report back to Council.

023-19

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

**AMENDMENT:** THAT the motion be amended to add the wording 'Report back to Council at a Committee of the Whole Meeting within three (3) months.

024-19

**Carried**

Moved by Councillor Brian Darling, Seconded by Councillor Aaron Burchat: THAT Council receive the petition for information purposes; and

THAT Council direct the petition to Public Works Staff for a report back to Council for report back to Council at a Committee of the Whole Meeting within three (3) months.

025-19

**Carried**

**NOTICE OF MOTION**

Notice of Motion, Deputy Mayor Seguin, Coordinator of General Government Services, regarding the Floating Playground at Victoria Park Beach.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Emily Chorley: THAT Council refer the Notice of Motion to the January 28th, 2019 Committee of the Whole meeting for consideration.

026-19

**Carried**

**CORRESPONDENCE**

Minutes from the November 29th, 2018 Ganaraska Region Conservation Authority (GRCA) Board of Directors.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Nicole Beatty THAT Council receive the November 29, 2018 Ganaraska Region Conservation Authority (GRCA) Board of Directors Meeting Minutes for information purposes.

027-19

**Carried**

Correspondence from Linda Davis, President and CEO of Northumberland Hills Hospital, regarding recognition and thanks to the Town of Cobourg Parks Department in supplying the Hospital with Poinsettias for the Holiday Season.

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Brian Darling: THAT Council receive the correspondence for information purposes.

028-19

**Carried**

Correspondence from Linda MacDonald, requesting an exemption to Section 2.9 of the Animal Control By-law No.021-2014 regarding the number of Dogs allowed within any dwelling unit for properties with two (2) or more dwelling units. (Protection Services Coordinator).

Moved by Deputy Mayor Suzanne Séguin, Seconded by Councillor Aaron Burchat: THAT Council refer the request for an exemption to the Animal Control By-law No.021-2014 to the Legislative Services Department to be brought back to Council for a decision.

029-19

**Carried**



**COUNCIL/COORDINATOR ANNOUNCEMENTS**

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

- Mayor Henderson, Economic Development Services Coordinator
- Deputy Mayor Séguin, General Government Services Coordinator
- Councillor Beatty, Planning Services Coordinator
- Councillor Burchat, Protection Services Coordinator
- Councillor Bureau, Community Services Coordinator
- Councillor Chorley, Parks and Recreation Services Coordinator
- Councillor Darling, Public Works 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. 079-2017.*

**CLOSED SESSION**

**CLOSED SESSION ACTION ITEM**

**ADJOURNMENT**

Adjournment

Moved by Councillor Aaron Burchat, THAT the Meeting Adjourn (5:40 P.M.)

030-19

**Carried**

\_\_\_\_\_  
Mayor

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



# **ECONOMIC DEVELOPMENT UPDATE**

**February 4, 2019**

# Presentation Focus

1. 2015 – 2018 Strategic Plan
2. Economic Development Activities
3. 2018 Activities and Accomplishments
4. Statistics
5. Future Challenges & Priorities



# 2015 – 2018 Strategic Plan

# 2015 - 2018 Strategic Plan

1. Execution of Downtown Vitalization Action Plan
2. Marketing for Service/Retail Business Attraction
3. Manufacturing attraction with focused target markets
4. Business Retention & Expansion
5. Develop a Four Season Tourism Strategy

# 2016 – 2018 Strategic Plan

## Vision

- Cobourg is growing with businesses that are the healthiest in Ontario

## Mission

- Cobourg economic development efforts will attract and grow businesses and tourism in a fiscally responsible, timely and innovative manner



# **Economic Development Activities**

# Economic Development Activities



- Building relationships and networks
- Developing partnerships
- Nurturing business support programs



# Economic Development Activities

A photograph of a marina filled with numerous sailboats docked in a row. The water is calm and reflects the boats and the sky. The background shows a clear blue sky and some trees on the right side.

1. Venture13
2. Downtown Vitalization
3. Business Attraction – Service, Retail, Mfg. & Innovative Technology Businesses
4. Business Retention & Expansion/Corporate Aftercare
5. Small Business & Entrepreneurial Development



# 2018 Activities and Accomplishments



# Venture13

## Entrepreneurship & Innovation Centre

- 1<sup>st</sup> Quarter – Planning Stage
- 2<sup>nd</sup> Quarter – Move-in / implementation Stage
- 3<sup>rd</sup> & 4<sup>th</sup> Quarters – Development Stage



# Venture13

## Entrepreneurship & Innovation Centre

November 2018 Economic Impact Analysis:

- 21 new businesses (currently # is 23)
- \$2,704,552.00 in wages generated
- 66 jobs created in the community

To date:

- 150 + events/activities
- 3,800 + event guests

# Downtown Vitalization



1. Community Improvement Plan – 25 restorative projects approved
2. Completed the Downtown Marketing Plan
3. Developed and implemented the “Start Here” Ad Campaign – Completion March 2019
4. Compiled performance measures
5. Formulated a 5-10 year revised vision/mission

# Manufacturing Attraction

- On-line Advertising Campaign
- Lucas Point Land Sales:
  - 1.5 acres to Vancor = 10 – 15 jobs
  - 4.5 acres Loadstar Trailers = 23 jobs
  - 2 acres to Cardinal Industrial = 14 jobs
- Dialogue with private industrial land owners
- Feature properties listed on [InvestCobourg.ca](http://InvestCobourg.ca) landing page

# Manufacturing Attraction



- Meetings held with Northumberland County, Planning and Public Works regarding industrial land development
- 35 manufacturing inquiries
- Northumberland County, Manufacturing Attraction Specialist, TJ Flynn, hired May 2018 in partnership with Cobourg

# Manufacturing Attraction

A photograph of a marina filled with numerous sailboats docked at a pier. The water is a clear, light blue, and the sky is a pale, hazy blue. The sailboats have various colored sails and masts, creating a dense forest of vertical lines. In the background, there are some trees and a building on the shore.

- Inventory Development
- Relationship Development
  - Customers
  - Geo-political
  - Internal



# Manufacturing Attraction

A photograph of a marina filled with numerous sailboats docked in a row. The water is a clear, light blue, and the sky is a pale, hazy blue. The boats are mostly white with dark hulls and masts. Some have blue covers on their decks. The background shows a distant shoreline with some trees and buildings.

- Sales Tools Development
  - Website
  - Social Media Marketing Assessment
  - Asset Management Project
  - Industrial Land Sales through Real Estate Partner

# Business Retention & Expansion

- We promote Cobourg business
  - 11 business videos
  - Town of Cobourg business directory
  - Business Achievement Awards & Manufacturing Awards promoting success stories on social media
- 906 service/retail businesses contacted
- 46 manufacturing companies contacted
- 45 business visits (corporate calls)

# Business Retention & Expansion



- Program Development & promotion
  - Promote the Faster Forward Business Success Program
  - Develop and promote workforce development programs I.E. Elevate Plus; EARN; Watton Employment Funding Programs
- Business expansions
  - 15 industries have increased employment = 137 new jobs (preliminary numbers from survey)



# Statistics

# Employment & Business Statistics

	2015	2016	2017	2018
Manufacturing Jobs*	1872	1830	1937	2078
Retail/Service Jobs	8541	8823	8818	8898
Manufacturing Businesses	43	44	46	46
Retail/Service Businesses	912	898	895	906
* Preliminary #'s pending completion of survey				

# 2018 Inquiries

Type of Inquiry	Number
Manufacturing	35
Service	37
Retail	19
Other	28
Lead Generation (Retail/Service Business Attraction)	84
Telephone Outreach (Business Retention)	951
<b>TOTAL</b>	<b>1154</b>

70% of inquiries resulted from outreach

# 2018 Inquiries

- 84 companies researched through lead generation } 10 cold calls; 17 Explore The Core participants; 2 co's seeking bldg. purchase; 1 considering lease; 3 future potential
- Telephone outreach }
  - 45 Manufacturers
  - 906 Retail/ServiceResulted in 96 follow-up visits/calls & resolved issues



# FUTURE CHALLENGES



# Strategy & Work Plans



## **Strategic Plan**

- Provides a compass heading for programming in Economic Development

## **Work Plan and Budgets**

- Are the map we use to get us there.

# Future Challenges & Priorities

- ✓ New Economic Development Strategy
- ✓ Workforce Development
  - ✓ Labour shortage
  - ✓ Skills Development (STEM & Manufacturing)
  - ✓ BR+E and/or Workforce Needs Assessment
  - ✓ Housing shortage
- ✓ Manufacturing Attraction
  - ✓ Shortage of shovel ready greenfield sites
  - ✓ Shortage of existing buildings

# Future Challenges & Priorities

- ✓ Business Retention & Expansion
  - ✓ Strengthening partnerships and being pro-active to support businesses
  - ✓ Ensuring we keep the businesses we attract
- ✓ Downtown Vitalization
  - ✓ Reviewing the work that has been done
  - ✓ Determining next steps – keeping momentum

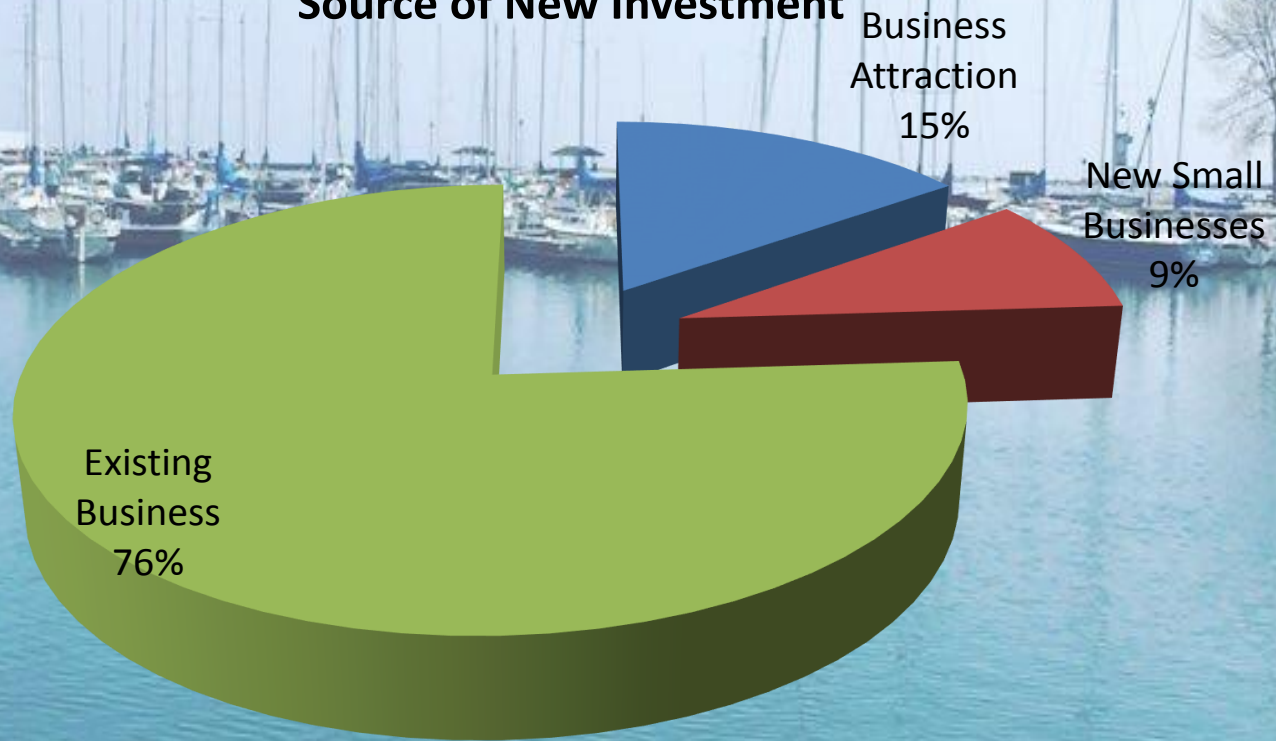
# Future Challenges & Priorities



- ✓ Growing Venture13
  - ✓ Staying focused on attracting and growing innovative and technology businesses to Cobourg
  - ✓ Ensuring VentureZone clients transition into Cobourg or County locations – cluster development downtown

# Economic Development Programming

Source of New Investment



Source Blane Canada Ltd.

# How Can Council Help?

- Take part in developing the next Economic Development Strategic Plan – Ensure the plan is realistic and that we have the resources to complete the plan
- Once established - support the Economic Development Strategy. Take a yearly temperature check and adjust
- Act as a listening post within the business community to bring successes, challenges and opportunities to our attention for celebration or follow-up



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.

<b>1. CONTACT INFORMATION</b>	
Name of Delegate(s): Gigi Ludorf-Weaver	
Group/Organization/Business Delegation Represents (if applicable): Sustainable Cobourg	
Phone:	E-Mail:
<b>2. MEETING SELECTION</b>	
I wish to appear before:	
<input checked="" type="checkbox"/> Regular Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Advisory Committee or Local Board	
If appearing before an Advisory Committee or Local Board please specify: Press to Select a Committee or Board	
Meeting Date Requested: Mon. Feb. 4 <sup>th</sup> 2019	
<b>3. DELEGATION REQUEST</b>	
General Nature/Purpose of Delegation: (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)	
<p>Purpose: To address establishing a "Culture of Sustainability" that will support the new position of a "Sustainability Officer," for Cobourg and the County of Northumberland.</p> <p>Information:</p> <ol style="list-style-type: none"> <li>1) the need to create a definition for Sustainability for Cobourg/Northumberland. (example from Sustainable Cobourg)</li> <li>2) the need to develop a "Sustainability Charter"</li> <li>3) creating a "Sustainability Climate Change Advisory Committee."</li> <li>4) creating a "Sustainability Office" within the Mayor's or CAO's office</li> <li>5) developing a model for all Advisory Committees where there is a designated "Sustainability Representative" on each one</li> </ol>	

TOWN OF COBOURG | VICTORIA HALL, 55 KING STREET WEST, COBOURG, ON K9A 2M2  
 T.905.372.4301 | F.905.584.4325 | [www.cobourg.ca](http://www.cobourg.ca)

who will report to the "Sustainability Officer."

b) provide workshops (Lunch & Learn) to ensure that Town administrators, its councillors, staff, volunteers, committee members all have the same understanding of what is meant by "Sustainability"



**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)

The Town to: 1) review these "Action Items for creating a Culture of Sustainability" in their Strategic Planning.  
2) to report in a timely manner the wording of the "Terms of reference" for each Advisory Committee as well as the Committee of Adjustments.  
3) to incorporate the Town's Vision for Sustainability in its Vision, Mission, and statements.

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 to the Legislative Services Department five (5) business days prior to the meeting date, 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.

(G. Ludorf)

G. LUDORF-WEAVER

Print Full Name


Signature

2019/02/01  
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).

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	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>
	COMMITTEE OF THE WHOLE MEETING REPORT
	January 28, 2019 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 4:00 P.M. in 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/Director of Corporate Services  
Glenn McGlashon, Director of Planning and Development  
Dean Hustwick, Director of Recreation and Culture  
Brent Larmer, Municipal Clerk/Manager of Legislative Services

### **CALL TO ORDER**

Mayor John Henderson called the meeting to order. (3:00 P.M.)

### **CLOSED SESSION**

Moved by Deputy Mayor Suzanne Séguin, THAT Council meet in Closed Session at 3:00 P.M. prior to the Committee of Whole Meeting in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

**s. 239(2)(c)** A proposed or pending acquisition or disposition of land by the municipality or local board.

**1. A potential sale of land.**

s. 239(2)(f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**1. Municipal Solicitor opinion regarding a third party agreement.**

The Committee of the Whole meeting reconvened at (4:01 P.M.) in Open Session.

**Carried**

**AGENDA ADDITIONS**

Memo from the Engineering and Public Transit Administrator, regarding dedicated Gas Funds for Public Transportation Program, Town of Cobourg 2018 - 2019.

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

**Carried**

Mandy Robinson, Cobourg Town Crier, regarding a request for a letter of support from Council to host the 2019 Town Crier Provincial Championship in the Bailey Courtroom.

Moved by Deputy Mayor Suzanne Séguin, THAT the matter be removed from the agenda and the item will appear at a future Council Meeting in February of 2019.

**Carried**

**DISCLOSURE OF PECUNIARY INTEREST**

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

**DELEGATIONS**

Jack Boyagian, Northumberland Players, regarding the extension of the Second Street Fire Hall Lease Agreement.

J. Boyagain of Northumberland Players, attended the meeting to discuss an extension to the Fire Hall Theater Lease Agreement between the Town of Cobourg and Northumberland Players that is due to expire by the end of 2019. J. Boyagain presented a presentation, attached hereto as [Appendix 'A'](#). After a question and answer period, Jack Boyagain was excused from the meeting. (4:23 P.M.)

Allyson Middaugh, Handmade for Littles Market, regarding an exemption to the Itinerant By-law No. 005-2015 to hold a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019.

A. Middaugh attended the meeting to discuss an exemption to the Itinerant By-law of

the Town of Cobourg in order to host a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019. After a question and answer period, A. Middaugh was excused from the meeting. (4:29 P.M.)

Jason Pulchinski, President of the At the Lake (ATL) Distributing Incorporated, regarding the Floating Playground at Victoria Park Beach.

J. Pulchinski attended the meeting to discuss information regarding the Floating Playground at Victoria Park Beach. After a question and answer period, J. Pulchinski was excused from the meeting. (5:01 P.M.)

**DELEGATION ACTIONS**

Allyson Middaugh and Davra Young, Handmade for Littles Market, regarding an exemption to the Itinerant By-law No. 005-2015 to hold a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019.

Moved by Councillor Aaron Burchat, THAT Council allow an exemption under the Town of Cobourg Itinerant Vendor By-law No.005-2015 to allow Handmade for Littles Market to hold a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019.

**Carried**

**GENERAL GOVERNMENT SERVICES**

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

Memo from the Chief Administrative Officer, regarding the Lease of the Second Street Fire Hall Theater by Northumberland Players.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize preparation and execution of a ten (10) year lease of the Second Street Fire Hall Theater with the Northumberland Players to begin March 1, 2019 expiring February 27, 2029.

**Carried**

Memo from the Treasurer/Director of Corporate Services, regarding 2019 Water and Wastewater Rates for the Town of Cobourg.

Moved by Deputy Mayor Suzanne Séguin, THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to increase both the Monthly Base Charge and the Consumptive Rate portions of the Water Rates as approved by Lakefront Utility Services Inc. (LUSI) Board of Directors and the Wastewater Rates in accordance with the schedule provided by Watson & Associates Economists Ltd. (Watson), dated January 20, 2014.

**Carried**

Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2019 Advisory Committee Review and the draft Municipal Council Advisory Committee and Local Board Terms of Reference By-law.

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT the Municipal Council Advisory Committee and Local Board Terms of Reference By-law be endorsed and be presented to Council for adoption at a Regular Council Meeting; and

FURTHER THAT Council direct the Municipal Clerk to bring back a report to Council after the Council Strategic Plan has been approved, in order to amend Municipal Council Advisory Committee Terms of Reference as necessary in order to align with Council's strategic direction for the 2018-2022 Council Term.

**AMENDMENT:**

Moved by Councillor Nicole Beatty: FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.

**Carried**

Moved by Deputy Mayor Suzanne Séguin, THAT Council receive the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and

FURTHER THAT the Municipal Council Advisory Committee and Local Board Terms of Reference By-law be endorsed and be presented to Council for adoption at a Regular Council Meeting;

FURTHER THAT Council direct the Municipal Clerk to bring back a report to Council after the Council Strategic Plan has been approved, in order to amend Municipal Council Advisory Committee Terms of Reference as necessary in order to align with Council's strategic direction for the 2018-2022 Council Term; and

FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.

**Carried**

RECESS

Moved by Councillor Brian Darling, THAT the Committee of the Whole Meeting Recess for the scheduled 6:00 P.M Procedural By-law Public Meeting. (5:57 P.M.)

The Committee of the Whole meeting reconvened at (6:42 P.M.) from Recess.

**Carried**

Notice of Motion, Deputy Mayor Seguin, Coordinator of General Government Services, regarding the Floating Playground at Victoria Park Beach.

Moved by Deputy Mayor Suzanne Séguin, THAT Council of Cobourg passed a motion on April 9, 2018 to authorize Staff to negotiate a contract with ATL Distributing for two (2) years to operate a Floating Playground plus an option to renew for up to an additional three (3) years if mutually agreed to by both parties; and

FURTHER THAT no contract was ever signed and no playground was installed in the summer of 2018; and

THAT Council authorize staff to investigate this project and bring back a full report at the February 19, 2019 Committee of the Whole Meeting including financial implications, safety concerns and legal impacts to Council before any further proceedings with ATL Distributing is considered for 2019 and beyond.

**Carried**

**PLANNING AND DEVELOPMENT SERVICES**

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

Memo from Senior Planner - Development, regarding Applications for an Official Plan Amendment, Zoning By-law Amendment and Draft Plan of Subdivision Approval: East Village Phase 5 Ruth Ferguson Aulhouse (RFA Planning Consultant) / JMCD Holdings.

Moved by Councillor Nicole Beatty, THAT Council receive the applications and refer to the Planning Department for a report; and

FURTHER THAT Council authorize the notice requirements of the *Planning Act, RSO 1990*, as amended, be implemented, including the scheduling of a Public Meeting.

**Carried**

Memo from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 228 University Avenue West Cobourg (Stacey Raymond) (HP-2018-080).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant approval of a Heritage Permit (#HP-2018-080) as submitted by Stacey Raymond to permit for the demolition of an accessory garage structure located at 228 University Avenue West, Cobourg, a listed but not formally designated property, subject to the finalization of details with Planning and Heritage Staff.

**Carried**

Memo from the Secretary, Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 275 George Street Cobourg. (Dan Panaitescu) (HP-2019-001).

Moved by Councillor Nicole Beatty, THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and respectfully deny the approval of a Heritage Permit (#HP-2019-001) as submitted by Dan Panaitescu to permit a window alteration located at 275 George Street, Cobourg and that the owner prepare a window replacement plan and submit a new Heritage permit application by May 31, 2019 to the Planning and Heritage Staff.

**Carried**

### **PUBLIC WORKS SERVICES**

*Chair, Councillor Darling - Public Works Services Coordinator*

Memo from the Engineering and Public Transit Administrator, regarding dedicated Gas Funds for the Public Transportation Program, Town of Cobourg 2018 - 2019.

Moved by Councillor Brian Darling, THAT Council authorize the Mayor and the Municipal Clerk to prepare and sign a supporting by-law (attached) to ensure that the Town of Cobourg receives its payment for Gas Tax funding and the that funds are used to continue supporting local transportation services; and

FURTHER THAT the By-law be endorsed and be presented to Council for adoption at a Regular Council Meeting.

**Carried**

### **PROTECTION SERVICES**

*Chair, Councillor Burchat - Protection Services Coordinator*

### **PARKS AND RECREATION SERVICES**

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

**ARTS, CULTURE AND TOURISM SERVICES**

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

Memo from the Community Events Coordination, regarding the Municipal Community Event 'Poutine Feast Cobourg' in the Town of Cobourg.

Moved by Councillor Adam Bureau, THAT Council approve the Municipal Community Event 'Poutine Feast Cobourg' to be held in Victoria Park on Thursday, August 29, 2019 to Sunday, September 1, 2019.

**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. 079-2017.*

<u>08-21-17</u>	<u>Traffic Study Lower Division Street/Esplanade Area (Public Works)</u>
<u>10-10-17</u>	<u>Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street (Public Works)</u>
<u>04-30-18</u>	<u>Public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act (Planning and Development)</u>
<u>08-13-18</u>	<u>Petition excessive vehicular traffic and speeding on Monroe Street, Cobourg (Public Works)</u>
<u>09-24-18</u>	<u>Delegation Action, regarding a community proposal to revitalize waterfront waste disposal bins</u>
<u>09-24-18</u>	<u>Cobourg Planning and Sustainability Advisory Committee Motion, regarding the future management of sustainability in the Town of Cobourg</u>
<u>11-26-18</u>	<u>Memo from John Ewart, Town of Cobourg Municipal Ombudsman, regarding a Town of Cobourg Ombudsman Complaint 1-2018. (Legislative Department)</u>
<u>01-07-19</u>	<u>Letter from Pere Bekederemo, regarding a request for an Exemption to Sign By-law 008-2009 for 1154 Division Street, Cobourg (Protection Services)</u>
<u>01-14-19</u>	<u>Petition from Debbie Davis, regarding amendments to the No Parking Restrictions on Riddell Street and the end of White Street (Public Works)</u>
<u>01-14-19</u>	<u>Correspondence from Linda MacDonald, requesting an exemption to Section 2.9 of the Animal Control By-law No. 021-2014 (Legislative Department)</u>




**ADJOURNMENT**

Moved by Councillor Brian Darling, THAT the meeting adjourn. (7:16 P.M.)

**Carried**

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Municipal Clerk

 <b>COBOURG</b>	<b>THE CORPORATION OF THE TOWN OF COBOURG</b>	
	<b>STAFF REPORT</b>	
TO:	Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	February 4, 2019	
TITLE / SUBJECT:	Exemption Request to By-law No.021-2014 Animal Control By-law – Number of Dogs Permitted within a dwelling unit for properties with (2) or more dwelling units	
REPORT DATE:	January 31, 2019	File #:

1.0 STRATEGIC PLAN  
Not Applicable

2.0 PUBLIC ENGAGEMENT  
Not Applicable

3.0 RECOMMENDATION  
 THAT Council respectfully deny the request from Linda MacDonald for an exemption under Section 2.9 of By-law No.021-2014 being the By-law for the Licensing and Registration of Dogs, for the Regulation of Dogs and for the Prohibiting of Running at Large of Animals in Cobourg (Animal Control By-Law); and

FURTHER THAT Council direct this matter to remain with the Town's Legislative Services/By-law Enforcement Department to be dealt with in accordance with the Town of Cobourg's Animal Control By-law until such By-law is amended or repealed by Council.

4.0 ORIGIN  
 On January 14<sup>th</sup>, 2019, Council received correspondence from a Cobourg Resident who was issued an order under the Animal Control By-law Section 2.9 By-Law No. 021-2014, to become compliant with the number of dogs allowed within a dwelling unit for properties with (2) or more dwelling units. Municipal Council referred the correspondence to Staff for a report.

## 5.0 BACKGROUND

In 2014, Town of Cobourg Municipal Council passed By-law No.021-2014 being a By-law for the Licensing and Registration of Dogs, for the Regulation of Dogs and for the Prohibiting of Running at Large of Animals in Cobourg (Animal Control By-Law). This By-law was approved jointly with the Joint Animal Control Municipal Services Board (JACMSB) partner municipalities in order to redefine terms and definitions to become more specific to the Municipal Animal Services (MAS) Animal Control Officers and to better promote consistency in enforcement through the use of a single stand-alone by-law to be enforced among each member municipalities jurisdiction.

As indicated within the Resident's letter, the following provision is being sought for exemption:

Section 2.9:

**No person shall keep or permit to be kept:**

- a) more than three (3) dogs within or about any single detached dwelling; or;
- b) more than two (2) dogs within or about any dwelling unit for properties with (2) or more dwelling units;**

## 6.0 ANALYSIS

Pursuant to Section 5 (3) of the Municipal Act, 2001, all powers of a municipality must be exercised by by-law.

Pursuant to Section 11 (3) and 103 of the *Municipal Act, 2001*, a lower-tier municipality may pass by-laws respecting matters involving the regulation of Animals.

Generally, by-law complaints are received as part of regular business and are recorded in the Town's complaint log system and an investigation is then initiated. Investigations vary in regard to complexity and time needed to manage each investigation. Typically a compliance request is a tool that is used successfully where individuals are satisfied to comply with by-laws, through education and understanding of why these laws have been put into place by Council.

If compliance is not met when the Town's Municipal By-law Enforcement Officers attend an alleged infraction, the second step would be to issue a charge under a Town of Cobourg municipal approved by-law through the By-law Enforcement Officer issuing a Provincial Offence Notice. Once a Provincial Offence Notice is issued the defendant has options available through the Provincial Offences System.

As part of this specific case, the Town of Cobourg and the Legislative Services/By-law Enforcement Division are prohibited from disclosing any personal information and Law Enforcement Information pursuant to Section 8 of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

In summary Municipal Council may, if they wish, amend, repeal or create any provisions through by-law that they feel necessary in order to achieve the legitimate interests of the municipality and its inhabitants as a whole.

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications resulting from this report.

8.0 CONCLUSION

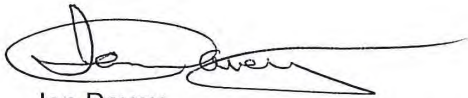
THAT Council respectfully deny the request from Linda MacDonald for an exemption under Section 2.9 of By-law No.021-2014 being the By-law for the Licensing and Registration of Dogs, for the Regulation of Dogs and for the Prohibiting of Running at Large of Animals in Cobourg (Animal Control By-Law).

Respectfully Submitted by:

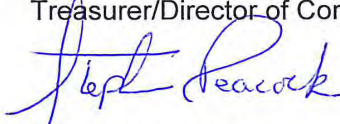


Brent Larmer  
Municipal Clerk  
Manager of Legislative Services

Approved by:



Ian Davey  
Treasurer/Director of Corporate Services



Stephen Peacock,  
Chief Administrative Officer



**The Corporation of the  
Town of Cobourg**

# Resolution

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

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

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

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

**Resolution No.:**

**Council Date:**

February 4, 2019

**WHEREAS** the Committee of the Whole considered a delegation from Allyson Middaugh, Handmade for Littles Market, regarding an exemption to the Itinerant By-law No. 005-2015 to hold a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019;

**NOW THEREFORE BE IT RESOLVED THAT** Council allow an exemption under the Town of Cobourg Itinerant Vendor By-law No.005-2015 to allow Handmade for Littles Market to hold a Baby and Kids Market at the Cobourg Community Centre on April 28, 2019.



**The Corporation of the  
Town of Cobourg**

**Resolution**

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

**Resolution No.:**

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

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

**Council Date:**

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

February 4, 2019

**WHEREAS** the Committee of the Whole has considered a report from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 228 University Avenue West Cobourg (Stacey Raymond) (HP-2018-080);

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant approval of a Heritage Permit (#HP-2018-080) as submitted by Stacey Raymond to permit for the demolition of an accessory garage structure located at 228 University Avenue West, Cobourg, a listed but not formally designated property, subject to the finalization of details with Planning and Heritage Staff.



**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 4, 2019

**WHEREAS** the Committee of the Whole has considered a report from the Secretary of the Cobourg Heritage Advisory Committee regarding a Heritage Permit Application, 275 George Street Cobourg (Dan Panaitescu) (HP-2019-001);

**NOW THEREFORE BE IT RESOLVED THAT** Council endorse the recommendation of the Cobourg Heritage Advisory Committee and respectfully deny the approval of a Heritage Permit (#HP-2019-001) as submitted by Dan Panaitescu to permit a window alteration located at 275 George Street, Cobourg and that the owner prepare a window replacement plan and submit a new Heritage permit application by May 31, 2019 to the Planning and Heritage Staff.



**The Corporation of the  
Town of Cobourg**

**Resolution**

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

**Resolution No.:**

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

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

**Council Date:**

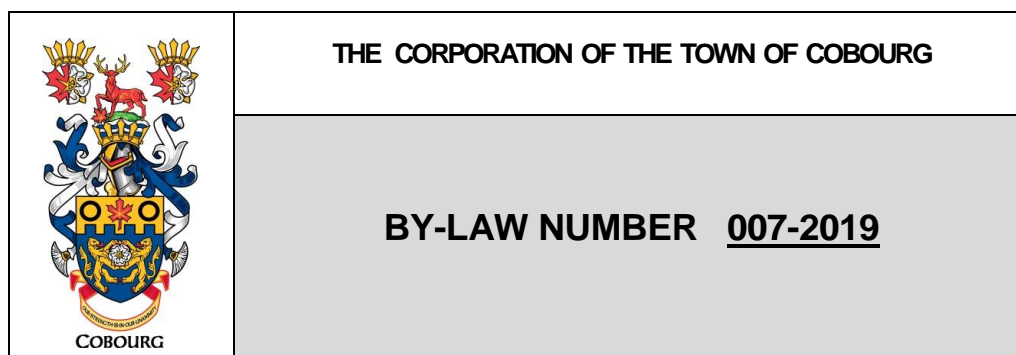
**Last Name Printed** \_\_\_\_\_

February 4, 2019

**WHEREAS** the Committee of the Whole has considered a report from the Community Events Coordinator, regarding the Municipal Community Event 'Poutine Feast Cobourg' in the Town of Cobourg;

**NOW THEREFORE BE IT RESOLVED THAT** Council approve the Municipal Community Event 'Poutine Feast Cobourg' to be held in Victoria Park on Thursday, August 29, 2019 to Sunday, September 1, 2019.





**A BY-LAW TO ESTABLISH WATER RATES AND WASTEWATER RATES UPON THE OWNERS OR OCCUPANTS OF LANDS AND PREMISES CONNECTED TO MUNICIPAL WATER MAINS AND SANITARY SEWERS WITHIN THE TOWN OF COBOURG.**

**WHEREAS** the Corporation of the Town of Cobourg (the “Town”) owns, operates and maintains water distribution systems and water treatment plants, and owns, operates and maintains sanitary sewer system, sewage pumping stations and water pollution control plants in the Town;

**AND WHEREAS** the Municipal Act, 2001, Section 11(2) grants the Corporation of the Town of Cobourg jurisdiction over certain public utilities within the municipality, including municipal water and wastewater services;

**AND WHEREAS** Council considers it necessary and advisable to pass a by-law establishing water rates pursuant to the Municipal Act, 2001, upon rateable property and sewage service rates upon the owners or occupants of lands pursuant to the Municipal Act, 2001, in those areas of the municipality serviced with municipal water mains or sewers;

**AND WHEREAS** Council desires the monthly charges for water and sewer to be determined on the basis of a study as updated for Council by Watson and Associates Economists Limited dated October, 2008; and further updated by memorandum dated January 20, 2014 and further updated by Lakefront Utility Services Inc., dated November 18, 2015;

**AND WHEREAS** the study prepared by Watson and Associates Economists Limited recommended that the monthly charge be determined based on the number of users of sewer and water services within the Town of Cobourg;

**AND WHEREAS** Council desires to ensure that the monthly charge will be paid by all users within the Town of Cobourg to ensure that the costs of maintaining and operating the water system and sewer system is apportioned equitably among all users in the Town of Cobourg;

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

**SECTION 1 - DEFINITIONS**

- 1.1 For the purposes of this By-law, the following definitions shall apply:
- (a) “Apartment Building” shall mean a building or part thereof consisting of three or more dwelling units which have a common entrance from the street level, and the occupants of which have the right to use in common, halls and/or stairs and/or elevators and yards, but does not include a boarding or rooming house, bed and breakfast establishment, motel or hotel.

- (b) “Base monthly charge for water services” shall mean a monthly charge apportioned to each property connected to or having the ability to connect to the Town’s water works and which is designed to recover the capital costs of installing the water works and for life cycle financing of the water works;
- (c) “Base monthly charge for sewer” shall mean a monthly charge apportioned to each property connected to or having the ability to connect to the Town’s sewage works and which is designed to recover the capital costs of installing the sewage works and for life cycle financing of the sewage works;
- (d) “Base monthly charge” when used without specific to water or sewer shall mean both the total of the base monthly charge for water services and the base monthly charge for sewer services.
- (e) “Customer” shall mean any person who enters into a verbal or written agreement for the supply of water to any property including but not limited to any dwelling unit located within the Town of Cobourg.
- (f) “Dwelling Unit” shall mean one or more habitable rooms occupied or capable of being occupied by an individual, individuals or family as an independent and separate housekeeping establishment, with separate kitchen and sanitary facilities provided for the use of such individual, individuals or family, with its own private entrance, but does not include a trailer, single-width mobile home or tent.
- (g) “Fire Protection Charge” shall mean a monthly charge apportioned to each property connected to the Town’s Water Works and which is designed to recover the capital costs associated with the oversizing of mains, pumps and reservoirs and the installation and maintenance of the fire hydrant system.
- (h) “Fire Protection Suppression System” shall mean a system to extinguish a fire or substantially reduce the heat release rate of the fire.
- (i) “Industrial Water Users” shall mean customers whose properties are classified as an industrial property tax class and whose annual water consumption is over 6,000 m<sup>3</sup>/year.
- (j) “Meter” shall mean the water meter owned by the Town to measure the quantity of water used by the customer.
- (k) “Monthly consumption charge” shall mean a charge based on water consumption during the billing month designed to apportion the operating costs, administration costs, and maintenance costs of supplying treated water to customers and of treating sewage.
- (l) “Process Water” shall mean municipally supplied water consumed in an industrial activity that is not discharged to the Municipality’s sewage system.
- (m) “Property” shall mean any parcel of land including individual dwelling units located within the Town.

- (n) "Sewage works" shall mean any public works for the collection, transmission, treatment or disposal of sewage, or any part of such works.
- (o) "Town" shall mean the Corporation of the Town of Cobourg.
- (p) "Water" shall mean potable water supplied by the Town.
- (q) "Water works" shall mean any public works for the collection, production, treatment, storage, supply or distribution of water and any part of such works.

**SECTION 2- MONTHLY WATER RATES AND WASTEWATER RATES**

- 2.1 It is and always has been the intention of Council that the base monthly charge for sewer rates and water rates shall be based upon the number of properties in the Town that are connected to the Town's sewer system and water system.
- 2.2 The owner or occupant of property connected to the water works through which water is supplied by the Town shall pay a Water Works Rate and a Wastewater Rate.
- 2.3 The Water Rate and Wastewater Rate shall consist of four parts as follows:
  - (a) The base monthly charge for water services ;
  - (b) The base monthly charge for fire protection;
  - (c) The base monthly charge for sewer services; and
  - (d) The monthly consumption charge(s).
- 2.5 Any fees or charges imposed by this By-law are due and payable upon the receipt of any invoice issued by the Lakefront Utility Services Incorporated (LUSI) to any person or party in connection with a fee or charge imposed by this By-law.

**SECTION 3 - BASE MONTHLY CHARGES FOR WATER SERVICES AND SEWAGE SERVICES**

- 3.1 Base monthly charges for water and sewer services shall be applied to all properties in the Town in accordance with Schedule A which is attached to and forms part of this By-law.
- 3.2 Despite Section 3.1, dwelling units not possessing an individual water meter for that dwelling unit alone, shall be assessed for the base monthly charges at the rate corresponding to a 5/8", 3/4" meter in Schedule "A".
- 3.3 The base monthly charges for apartment buildings containing three or more dwelling units that are not equipped with individual water meters shall be calculated by:
  - (a) multiplying the number or dwelling units by the base monthly charge corresponding to the 5/8", 3/4" meter in Schedule "A", and

- (b) adding a single base monthly charge corresponding to the 5/8", 3/4" meter in Schedule "A" representing the apartment building's common services.

This calculation shall apply despite the fact that the apartment building may have a single water meter measuring the total quantity of water consumed by all occupants of the building.

- 3.4 (a) The monthly fire protection charge shall be set at the same rate for all residential accounts and shall include those as defined in 3.3(a) and (b), as per Schedule 'A'.
- (b) The monthly fire protection charge shall be set at the same rate for all non-residential accounts, as per Schedule 'A'.
- (c) Despite Section 3.4(a) and (b) any residential or non-residential service incorporating a fire protection suppression system shall pay a separate fixed monthly fire protection charge as per Schedule 'A'.

#### **SECTION 4 - MONTHLY CONSUMPTION CHARGES FOR WATER SERVICES AND SEWAGE SERVICES**

- 4.1 The charge for water consumption and sewage treatment for all properties in the Town shall be charged on a per cubic metre of water consumed basis for each respective customer at the rates as indicated in Schedule "B" which is attached to and forms part of this By-law.
- 4.2 Non-metered dwelling units or dwelling units where meter access is not provided will be billed estimated consumption charges for water of \$48.00 per month and sewer of \$72.00 per month.

#### **SECTION 4B - REDUCED SEWAGE TREATMENT RATE**

- 4.3 Industrial Water Users may apply to the Town for a reduced Sewage Treatment Rate based on a portion of water used being consumed in the process and not entering the sanitary sewer system.
- 4.4 To qualify for a Reduced Sewage Treatment Rate, an Industrial Water User must:
  - (i) submit an annual application to the Town's Environmental Services Department containing:
  - (ii) submit calculations showing the analysis and quantification of industrial process water which does not enter the sewage collection system;
  - (iii) submit a description of the means used to measure or otherwise determine the process water including estimates of any uncertainties in the measurement or analysis;
  - (iv) submit the application fee stipulated in Schedule "D";
  - (v) satisfy the Town's Environmental Services Department that the measurements, calculations and analyses submitted are justified based on sound engineering principles and statistics and that process water exceeds 20% of the water supplied by the Town.

- 4.5 Should an Industrial Water User be successful in its application for a Reduced Sewage Treatment Rate, the Sewage Treatment Rate shall be calculated as follows:
- (a) where a sewage meter exists, on the basis of the measured flow entering the sewer times the Sewage Treatment Rate defined in Schedule “B”;
  - (b) where no sewage meter exists, on the basis of the measured water supplied to the user multiplied by the Sewage Treatment Rate defined in Schedule “B” multiplied by a reduction factor. The reduction factor shall be the volume of water entering the property minus the process water as calculated per Section 4.4 all divided by the volume of water entering the property.
- 4.6 Each application for a Reduced Sewage Treatment Rate shall apply for one year only. If an application is not submitted or renewed each year, the full sewer rates shall apply.

#### **SECTION 5 - MISCELLANEOUS WATER RATES AND CHARGES**

- 5.1 Miscellaneous charges shall be applied in accordance with Schedule “C” which is attached to and forms part of this By-law.
- 5.2 Other water charges and capital contributions shall be applied in accordance with Schedule “D” which is attached to and forms part of this By-law.
- 5.3 Billing adjustment shall be applied in accordance with Schedule “E” which is attached to and forms part of this by-law.

#### **SECTION 6 - NON-PAYMENT & LATE PAYMENT**

- 6.1 Fees and charges imposed under this By-law on a person constitute a debt of the person to the Town. The Town’s Treasurer may add fees and charges imposed by this By-law to the tax roll for the property to which the services were supplied and may collect them in the same manner as municipal taxes.
- 6.2 Late payment charges of 1.50% per month, compounded monthly shall be applied to any fees or charges remaining unpaid following the due date on the invoice sent to the customer.

**SECTION 7 - SEVERABILITY**

7.1 If any section, clause or provision of this By-law, including anything contained in the Schedules attached hereto, is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid; and it is hereby declared to be the intention of Council for the Town that all remaining sections, clauses or provisions of this By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

**SECTION 8 - SHORT TITLE**

8.1 The short title of this By-law shall be the “Water and Sewer Rates and Charges By-law.”

**SECTION 9 - EFFECTIVE DATE**

9.1 This By-law comes into force and effect on January 1, 2019.

THAT By-law Number 089-2017 be hereby repealed.

READ a first, second and third time and finally passed in Open Council this 4<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
MAYOR

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

**SCHEDULE "A"**

**BASE MONTHLY CHARGES FOR WATER SERVICES AND SEWAGE SERVICES**

(Effective January 1, 2019)

<b>Water Meter Size</b>	<b>Base Charge for Water Services</b>	<b>Base Charge for Sewage Services</b>
5/8", 3/4"	\$13.22	\$14.44
1"	\$50.69	\$55.36
1 1/2"	\$72.72	\$79.42
2"	\$94.76	\$103.49
3"	\$146.38	\$159.87
4"	\$204.16	\$222.97
6"	\$318.80	\$348.18
8"	\$434.24	\$474.27

**BASE CHARGE FOR FIRE PROTECTION:**

Residential service	\$ .54
Non-residential service	\$ 1.07
Residential or non-residential Service with fire protection suppression system	\$26.78

**SCHEDULE “B”**

**MONTHLY CONSUMPTION CHARGES FOR WATER SERVICES AND SEWAGE SERVICES**

(Effective January 1, 2019)

<b>Water Consumption</b>	<b>Water Rate (\$/m<sup>3</sup>)</b>	<b>Sewage Treatment Rate (\$/m<sup>3</sup> of water)</b>
First 22.73 m <sup>3</sup> (5000 gallons) water consumed	\$1.26	\$1.48
Second Block consumption beyond 22.73 m <sup>3</sup> to 35m <sup>3</sup> water consumed	\$1.56	\$1.84
* Third Block over 35 m <sup>3</sup> water consumed	\$1.97	\$1.84

**Note:** \*The increase for the third block rate will apply to residential water rates only.



**SCHEDULE C**  
**MISCELLANEOUS WATER RATES AND CHARGES**  
(Effective January 1, 2019)

**CUSTOMER ADMINISTRATION**

Returned/Non-Sufficient Payment	\$15
Arrears certificate	\$15
Statement of account	\$15
Change of occupancy	\$30
Pulling post-dated cheques	\$15
Request for other billing information	\$15
Easement letter	\$15
Income tax letter	\$15
Credit reference/credit check (plus credit agency costs)	\$15
Legal letter charge	\$15
Special meter reads	\$300
Locate – remark (< 60days)	\$35
Locate – request for locate (>60 days)	\$65
Data Logging Report	\$30

- Note: 1. Special meter reads are for meters checked for accuracy at a customer's request and found to be accurate.  
2. A Data Logging Report can be requested for meter read verifications, daily usage review, and leak detections for radio frequency meters only.

**NON-PAYMENT OF ACCOUNT**

Late payment – per month	1.50%
Late payment – per annum	19.56%
Collection of account charge – no disconnection	\$30
Collection of account charge – no disconnection – after regular hours	\$165
Disconnect/Reconnect – during regular hours (charged once, upon reconnection)	\$65
Disconnect/Reconnect – after regular hours (charged once, upon reconnection)	\$185

**CONNECTION CHARGES**

Turning Water off/on at shut-off valve – with 48 hours notice – regulatory hours	\$65
Turning Water off/on at shut-off valve – without 48 hours notice – regulatory hours	\$130
Turning Water off/on at shut-off valve – emergency – after hours	\$185
Temporary Water Meter Removal – resident’s request – regular work hours	\$135
Temporary Water Meter Removal – resident’s request – after regular work hours	\$185

**TOWN OF COBOURG  
WATER DEPARTMENT  
WATER CHARGES/CAPITAL CONTRIBUTIONS  
EFFECTIVE JANUARY 1, 2019**

**SCHEDULE D**

**GENERAL**

Water services are not installed in the winter due to the frost in the ground, except by special arrangement with Lakefront Utility Services. The charge for the service is based on time and material with the Minimum Charge as set out in the rates below.

A charge of **\$65** will be made during regular working hours (**with 48 hours' notice**) for turning the water off or on at the shut off valve. **If 48 hours' notice is not provided**, the charge will be **\$130** to turn the water off or on at the shut off valve. Furthermore, if the water is turned off or on at the shut off valve in an **emergency and after regular hours**, then the charge will be **\$185**. The situations above are for any other purpose than commencing or terminating contract or for maintenance of our system.

Temporary water meter removal at resident's request, remove and reconnect during regular work hours \$135.00.

Temporary water meter removal at resident's request, remove and reconnect after regular work hours \$185.00.

Temporary water usage during construction etc. is based on estimated usage at regular rates.

**Hamilton Township Residential and General Service Water Rate Charge** same as Town of Cobourg plus:

**Residential** - monthly surcharge: 2014 - \$7.90; 2015 - \$8.10; 2016 - \$8.30; 2017 - \$8.50; 2018 - \$8.70; 2019 - \$9.00

**General Service** - monthly surcharge: 2015 - \$12.80; 2016 - \$13.10; 2017 - \$13.40; 2018 - \$13.70; 2019 - \$14.00

Industrial rates: first 22.73 cubic meters \$0.92 balance at \$1.13 per cubic meter, plus monthly surcharge.

Water from hydrant, with special approval, or from pump house/fire department shall be 2011 - \$1.60; 2012 - \$1.65; 2013 - \$1.70; 2014 - \$1.75; 2015 - \$1.80; 2016 - \$1.85; 2017 - \$1.90; 2018 - \$1.95; 2019 - \$2.00 per cubic meter. Key holders service charge \$7.00 per month plus usage.

Bulk metered residential customers, as approved, for using water conservation methodologies first rate up to 11.35 cubic meters per month, 2nd rate up to 35 cubic meters and balance at 3rd rate.

The annual application fee for reduced industrial sewer rates will be the actual cost to the municipality to a maximum of \$260.00.

Hamilton Township Fire Protection per hydrant charge: 2011 - \$15.63; 2012 - \$15.75; 2013 - \$15.90; 2014 - \$16.07; 2015 - \$16.23; 2016 - \$16.40; 2017 - \$16.57; 2018 - \$16.74; 2019 - \$16.91

**TOWN OF COBOURG  
WATER DEPARTMENT  
BUILDING ADJUSTMENTS  
EFFECTIVE JANUARY 1, 2019**

**SCHEDULE E**

Over or under-billing adjustments are permitted over a period of up to two years for all classes of customers.

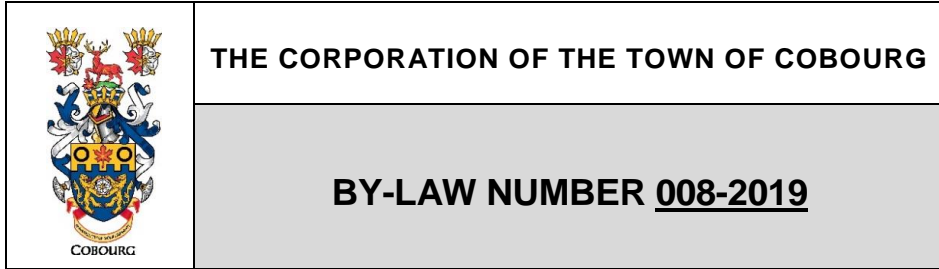
If a customer has been over-billed by an amount equal to or greater than the customer's average bill, the customer has the option of receiving a cheque or a credit on their next bill.

If a customer has been over-billed and the amount is less than the customer's average bill, the customer will receive a credit on their next bill. If the customer has outstanding arrears, the Municipality may apply the over-billed amount to the arrears first, and may credit or repay the balance to the customer.

If a customer is under-billed and is not responsible for the error, the customer is allowed to pay the under-billed amount in equal instalments over the same amount of time as they were under-billed for up to a maximum of two years. (e.g. if a customer has been under-billed for five months, they will have five months to pay the under-billed amount).

When a customer is responsible for the under-billing error, the Municipality may require payment of the full amount on the next bill or on a separate bill.

These rules do not apply when a Municipality has under-billed or over-billed a customer but issues a corrected bill within 16 days of the date the incorrect bill was issued.



**THE CORPORATION OF THE TOWN OF COBOURG**

**BY-LAW NUMBER 008-2019**

**A BY-LAW TO DEFINE THE TERMS OF REFERENCE FOR INTERNAL MEETING GROUPS, ADVISORY COMMITTEES, AD HOC COMMITTEES, AND LEGISLATIVE COMMITTEES AND BOARDS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG**

**WHEREAS** By-law 009-2019 being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Council and Committees of Council are to function;

**AND WHEREAS** the Municipal Council of the Town of Cobourg adopted the 'Advisory Committee of Municipal Council Policies and Procedures' to provide advice to the Cobourg Municipal Council on matters relating to events, requests, submissions and plans for their respective committees;

**AND WHEREAS** Council of the Town of Cobourg approved the Governance Model Review Report recommendations which included preparation of a by-law to formally define a Terms of Reference for various Council Committees and Local Boards at the Committee of the Whole meeting held on December 21, 2015 which was reconfirmed by Council at the Committee of the Whole meeting of January 4, 2016;

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

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## 1.0 DEFINITIONS

### 1.1 In this by-law,

“**Act**” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended

“**Ad Hoc Committee**” means a Committee established by Council with a defined ending, to report directly to Council on a specific matter

“**Advisory Committee**” means a Committee established by Council, to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration

“**Building Code Act**” means the *Building Code Act, 1992*, S.O. 1992, c. 23

“**CAO**” means the Chief Administrative Officer of the Town or his/her designate

“**Chair**” means the Presiding Officer at a meeting or such other person as may be authorized to preside in their absence

“**Clerk**” means the Municipal Clerk of the Town of Cobourg or designate appointed by Council

“**Closed Session**” means a meeting, or part of a meeting, which is closed to the public, other than those persons specifically invited by the Committee or Board to remain as permitted by the Act and in accordance with the Procedural By-law

“**Committee**” means a Committee of Council, including Advisory and Ad Hoc Committees but does not include the Committee of the Whole

“**Conflict of Interest**” means a pecuniary (financial) interest as defined in the Municipal Conflict of Interest Act

“**Council**” means the elected and sworn-in members of the Municipal Council of the Town of Cobourg

“**Council Service Coordinator**” is a Member of Council appointed to assume responsibility for a specific municipal service area such as Economic Development, General Government, Planning and Development, Public Works, Arts, Culture and Tourism, Parks and Recreation, and Protection Services

**“Council Service Coordinator Alternate”** means the alternate Council member that is appointed by Council to temporarily assume the role and responsibility of another Council Service Coordinator who, by reason of absence, illness, or other such circumstances, is not able to perform their duties as that Council Service Coordinator

**“Council Service Coordinator Meeting Group”** means a working group made up of the Council Service Coordinator for a specific area of responsibility and the respective Municipal Staff representatives to consider policy matters, budget recommendations and action items for presentation to Council regarding the major areas of responsibility within the Municipality, being General Government, Public Works, Protection Services, Planning and Development, Arts, Culture and Tourism, and Parks and Recreation Services

**“Emergency Management and Civil Protection Act”** means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9

**“Local Board”** means a Local Board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities

**“Meeting”** means any meeting of a Committee or Board where a Quorum is present, and at which Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Committee or Board

**“Member”** means a member of Council and/or an appointed member of a Municipal Committee or Local Board

**“Municipal Act, 2001”** means *the Municipal Act, 2001*, S.O. 2001, c. 25

**“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50

**“Ontario Heritage Act”** means *Ontario Heritage Act*, R.S.O. 1990, c. O.18

**“Planning Act”** means the *Planning Act*, R.S.O. 1990, c. P.13

**“Police Services Act”** means *Police Services Act*, R.S.O. 1990, c. P.15

**“Procedural By-law”** means the most current Procedural By-Law of the Town of Cobourg which establishes the rules of order and procedures for Municipal Council and Committee Meetings

**“Public Libraries Act”** means *Public Libraries Act*, RSO 1990, c P.44

**“Public Meeting”** means a Meeting held to hear public input, as may be prescribed by legislation or where public input is sought on a matter

**“Quasi-Judicial Committee”** means a Committee created by Council to exercise a legislative or quasi-judicial power under the Planning Act, Municipal Act, or any other Act as prescribed, and includes a Property Standards Committee required under the Building Code Act

**“Secretary”** means the recording secretary for a Committee or Board who is responsible for preparing Agendas and taking Minutes

**“Statutory Committee”** means a committee established by by-law and/or pursuant to provincial legislation and shall function according to requirements of the by-law or provincial legislation

**“Statutory Powers Procedure Act”** means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22

**“Sub-Committee”** means a Council approved committee consisting of at least three (3) Members of a committee establishing the sub-committee, to consider one or more matters

**“Town/Municipality”** means the Corporation of the Town of Cobourg

## **2.0 COUNCIL SERVICE COORDINATOR MEETING GROUPS – SCHEDULE ‘A’**

- 2.1 Council Service Coordinators shall have a corresponding Council Service Coordinator Meeting Group to report to Council on matters regarding their respective area of municipal service.
- 2.2 The purpose of Coordinator Meeting Groups are to consider policy matters, budget recommendations and action items for presentation to Council regarding the major areas of responsibility within the Municipality, being General Government, Public Works, Protection, Planning and Development, Arts, Culture and Tourism, and Parks and Recreation.
- 2.3 It shall be the responsibility of the Coordinator of the Meeting Group to report to Council on matters regarding their respective area(s) of responsibility or referred to them by Council. Each Coordinator, in a report prepared by the appropriate municipal staff, is to recommend such action(s) as they deem necessary to Council for approval.

### **TERMS OF REFERENCE**

- 2.4 The Terms of Reference for Council Service Coordinator Meeting Groups are in accordance with Schedule ‘A’, attached hereto and forming a part of this by-law.

- ‘A’ – 1 General Government Services
- ‘A’ – 2 Planning and Development Services
- ‘A’ – 3 Public Works Services
- ‘A’ – 4 Parks and Recreation Services
- ‘A’ – 5 Protection Services
- ‘A’ – 6 Arts, Culture and Tourism Services

## **3.0 COUNCIL AND STAFF WORKING GROUPS – SCHEDULE ‘B’**

- 3.1 The Terms of Reference for Council and Staff Working Groups are in accordance with Schedule ‘B’, attached hereto and forming a part of this by-law.

- ‘B’ – 1 Community Emergency Management Program Committee (CEMPC)
- ‘B’ – 2 By-law Review Team

## **4.0 ADVISORY COMMITTEES – SCHEDULE ‘C’**

- 4.1 The role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council of the Town of Cobourg on those specialized matters which relate to the purpose of



the Advisory Committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles.

- 4.2 Advisory Committees shall not give direction to Municipal Staff or to any Local Board, nor shall Advisory Committees request, without the approval of the Municipal Council or the CAO, the preparation of any administrative reports, research or work assignments. This does not preclude Advisory Committees from directly asking Municipal Staff for information and data when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.
- 4.3 Council Service Coordinators will review Advisory Committee applications under their assigned respective service area of responsibility and will make recommendations for prospective Committee Members from applications received in Closed Session for appointment by motion at a Regular Council Meeting for their areas of responsibility after each municipal election for any vacancies or expired terms of office or on an as needed basis.

#### REVIEW OF ADVISORY COMMITTEES

- 4.4 The Terms of Reference for each Advisory Committee shall be reviewed every two (2) years by Council in order to ensure that the Terms of Reference, the need and the role of each Advisory Committee remains relevant and appropriate to the Town of Cobourg's Strategic Plan.

#### ANNUAL REPORT AND WORK PLAN

- 4.5 Advisory Committees shall submit an annual report to the Clerk by the end of September of every year outlining the previous year's accomplishments and a work plan for the upcoming year for Council to approve. The work plan shall set out the proposed initiatives to be undertaken that are directly linked to the purpose, mandate and duties of the Advisory Committee and the priorities as set out in the Town of Cobourg's Strategic Plan. The work plan shall also address any responsibilities that are required under their Terms of Reference and/or applicable legislation.
- 4.6 Upon receiving the annual report, Council may provide direction to the Advisory Committee, determine if amendments to the Terms of Reference are required, or determine the advisability of the Committee continuing.

#### TERM OF APPOINTMENTS

- 4.7 Members of Advisory Committees shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise in their Terms of Reference or by a resolution of Council. Committee members may be appointed to the same Committee upon reapplication for a maximum of eight (8) consecutive years and may reapply after an absence of one (1) year from that Committee.

- 4.8 Mid-year appointments will not be counted in the calculation of the maximum eight (8) year term limit.
- 4.9 Council Members are appointed to Advisory Committees through the appointment of each Council Coordinator role at the start of the new term of Council and expires at the end of the Council term in accordance with the Council resolution.
- 4.10 Each Council Member shall have an alternate Council Member to provide backup in the case that a Member is unavailable to attend an Advisory Committee meeting. The Council Member alternate shall be considered for quorum purposes and shall have voting privileges for the meetings in which they are providing back up for.

#### REMUNERATION

- 4.11 Advisory Committee members shall serve without remuneration.

#### SUB-COMMITTEES

- 4.12 Advisory Committees may form sub-committees as may be necessary to address specific issues, however the creation of a sub-committee shall receive prior approval from the Municipal Council and shall consist of at least three (3) Members of the originating Advisory Committee. Council approval of a sub-committee shall be sought through a written request by the Advisory Committee in the form of a memo that shall be provided to the Committee of the Whole for consideration.

#### OPEN MEETINGS

- 4.13 All Advisory Committee meetings shall be open to the public and are subject to the Procedural By-law, unless otherwise specified in the Terms of Reference, or required by statute.

#### TERMS OF REFERENCE

- 4.14 The Terms of Reference for Advisory Committees of Council are in accordance with Schedule 'C', attached hereto and forming a part of this by-law.

- 'C' – 1 Accessibility Advisory Committee
- 'C' – 2 Environmental and Climate Change Advisory Committee
- 'C' – 3 Cobourg Heritage Advisory Committee
- 'C' – 4 Planning and Development Advisory Committee
- 'C' – 5 Parks and Recreation Advisory Committee
- 'C' – 6 Cobourg Downtown Coalition Advisory Committee
- 'C' – 7 Transportation Advisory Committee

### **5.0 LEGISLATIVE COMMITTEES AND BOARDS – SCHEDULE 'D'**

- 5.1 Legislative Committees and Boards in the Town of Cobourg consist of Quasi-Judicial Committees and Local Boards.
- 5.2 Quasi-Judicial Committees are Committees created by Council to exercise legislative powers under provincial legislation. Quasi-Judicial Committees operate independently from the Municipal Council of the Town of Cobourg and are responsible for specific matters as provided for, and in accordance with the governing legislation.

- 5.3 Local Boards are established by legislation and have the authority to address their responsibilities as determined under the relevant legislation and with respect to the affairs or purposes of the Town, or the Town and one or more other municipalities.

#### TERM OF APPOINTMENTS

- 5.4 Members of Legislative Committees and Boards shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.
- 5.5 Appointments made by the Municipal Council to the Cobourg Police Services Board may be appointed to the same Board upon reapplication for a maximum of eight (8) consecutive years and may reapply after an absence of one (1) year from that Board, unless provided otherwise by legislation or in their Terms of Reference.

#### TERMS OF REFERENCE

- 5.6 The Terms of Reference for Legislative Committees and Board of Council are in accordance with Schedule 'E', attached hereto and forming a part of this by-law.

#### QUASI-JUDICIAL COMMITTEES

- 'D' – 1 Committee of Adjustment
- 'D' – 2 Property Standards Committee

#### LOCAL BOARDS

- 'D' – 3 Cobourg Police Services Board
- 'D' – 4 Cobourg Public Library Board
- 'D' – 5 Cobourg Downtown Business Improvement Area Board of Management (DBIA)

### **6.0 AD HOC COMMITTEES – SCHEDULE 'E'**

- 6.1 Council may constitute an Ad Hoc Committee, also referred to as a Special Committee, to consider and report on a specific subject, project or undertaking and shall be given a clear mandate and well-defined Terms of Reference for special projects that may be established by Council when necessary upon a recommendation and with justification to the Committee of the Whole.

#### DISBANDING AD HOC COMMITTEES

- 6.2 When an Ad-Hoc Committee has been appointed by Council and has completed its work and made its final report to Council, the Ad Hoc Committee shall be deemed to be discharged.

#### OPEN MEETINGS

- 6.3 All Ad Hoc Committee meetings shall be open to the public and are subject to the Procedural By-law, unless otherwise specified in the Terms of Reference, or required by statute.

## TERM OF APPOINTMENTS

- 6.4 Members of an Ad Hoc Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise in their Terms of Reference or by resolution of Council. Ad Hoc Committee members may be appointed to the same Committee upon reapplication for a maximum of eight (8) consecutive years and may reapply after an absence of one (1) year from that Ad Hoc Committee.

## TERMS OF REFERENCE

- 6.5 The Terms of Reference for Ad Hoc Committees of Council are in accordance with Schedule 'C', attached hereto and forming a part of this by-law.

'E' – 1 Community Civic Awards Committee

## 7.0 GENERAL TERMS OF REFERENCE

### MAYOR – EX-OFFICIO MEMBER

- 7.1 The Mayor of the Town of Cobourg is an ex-officio member of all Municipal Advisory Committees, Ad Hoc Committees and Local Boards.

### MUNICIPAL CLERK

- 7.2 The Municipal Clerk, or his or her delegate, shall be responsible for legislative and governance functions related to Advisory Committees, Ad Hoc Committees and Legislative Committees and Boards' operation, establishment, review, and term amendments. This includes leading or supporting day-to-day Committee or Board activities such as the co-ordination of meeting schedules and the external or internal distribution or posting of agendas and reporting forms (i.e. meeting Minutes, Notes, or Reports).
- 7.3 The Municipal Clerk will facilitate and support the recruitment and appointment process of Committees and Boards through assisting in the development of vacancy notices while ensuring all relevant forms and supporting documentation are completed and received. The Legislative Services Department will work with applicable Municipal Staff and/or Council Service Coordinators to ensure new Committee and Board members receive orientation.

## COMPOSITION

- 7.4 In general, Committees and Boards shall be comprised of seven (7) members which shall include a minimum one (1) member of Council and six (6) eligible electors/Cobourg citizens appointed by Council which shall reflect the diverse interests of the Cobourg community.
- 7.5 Committee and Board Members, including the appointed member of Council and the Mayor being an ex-officio member of every Advisory and Ad Hoc Committee and Board, shall have voting privileges on the Committee or Board in which they are an active member of.

- 7.6 The number of Municipal Staff attending Committee or Board meetings is to be minimal, and Municipal Staff shall serve in an advisory capacity only and without voting privileges.

#### PARLIAMENTARY PROCEDURES

- 7.7 The parliamentary rules outlined in the Procedural By-law shall be observed, as far as applicable, by each Advisory Committee, Ad Hoc Committee, and Legislative Committee and Board. Notwithstanding the foregoing, where a Committee or Board convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the Statutory Powers Procedure Act, as applicable, shall govern the proceeding.

#### REPORTING PROCEDURES

- 7.8 A Committee or Board may make recommendations to Council on issues within their mandate or in response to a request from Council or Municipal Staff. All recommended action items from Committees and Boards shall be provided to the Clerk in the form of a Memo/Staff Report in order to include the item in the Agenda of the next Council meeting.
- 7.9 All Committee and Board Minutes, Notes and/or Reports, when approved, shall be sent to the Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

#### DELEGATIONS

- 7.10 Any person(s) wishing to appear before a Committee or Board as a delegate, who has submitted a formal delegation request to the Committee Secretary, in accordance with the Procedural By-law, shall be included in the next available Committee or Board Agenda. Notwithstanding the above, delegations are not permitted at meetings of the Committee of Adjustment or Property Standards Committee.

#### BUDGET AND EXPENDITURES

- 7.11 Any annual budget allocation to a Committee shall be at the sole discretion of the Municipal Council and subject to the Municipal Council's annual Budget deliberations.
- 7.12 A Committee may make a budget item recommendation to Council which may, at the decision of Council, be referred to Municipal Staff for inclusion in the respective divisional budget.
- 7.13 All motion of recommendations regarding a Committee budget request to Council shall be provided to the Clerk prior to the end of September preceding the year in which the Committee or Board is requesting funds.
- 7.14 All expenditures by a Committee or Board must relate to matters directly within its mandate and/or special projects undertaken by the Committee or Board that received prior approval by Council.

#### DECLARATIONS OF PECUNIARY INTEREST

- 7.15 When a Member present at an Open or Closed Meeting has a pecuniary interest as defined in the Municipal Conflict of Interest Act,

the Member shall, prior to any consideration or discussion of the matter, disclose the pecuniary interest and the general nature thereof and refrain from discussing, debating or voting on the matter.

- 7.16 Every disclosure of pecuniary interest made by a Member shall be recorded in the minutes of the Meeting by the recording Secretary, in accordance with the provisions of the Municipal Conflict of Interest Act, and the Member shall file a written statement of the interest and its general nature with the Clerk.
- 7.17 If the matter is being considered or discussed at a Closed Meeting, the Member declaring a pecuniary interest shall leave the Meeting for the portion in which that matter is discussed.

#### AUDIT COMMITTEE

- 7.18 An Audit Committee shall be formed with a mandate of reviewing the annual Town of Cobourg Audit. The Audit Committee shall be comprised of the Mayor, Deputy Mayor and a Council Service Coordinator. The Council Service Coordinator shall be selected through a recommendation by the Mayor and Deputy Mayor and approved by Council. The Chief Administrative Officer and Treasurer/Director of Corporate Services shall attend all meetings.

#### APPEALS COMMITTEE

- 7.19 The Municipal Council of the Town of Cobourg will consider general appeals including matters dealing with municipal licensing, animal control, and general by-law enforcement with the exception of those legislated by Statute such as the Committee of Adjustment, PAT Hearing, Assessment Review Boards, and Property Standards.

### **8.0 EFFECTIVE DATE**

- 8.1 This by-law shall become effective on February 4, 2019

### **9.0 REPEAL OF EXISTING BY-LAWS**

- 9.1 That By-law No. 008-2016 is hereby repealed.

READ a first, second and third time and finally passed in Open Council this 4<sup>th</sup> February, 2019.

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MAYOR

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MUNICIPAL CLERK



**General Government Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	General Government Services Coordinator Chief Administrative Officer Treasurer/Director of Corporate Services Municipal Clerk
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The General Government Services Coordinator’s Meeting Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation, timetable and deliberations for the Committee of the Whole;
- Accounting audits, purchasing/tender policies, financial policy, tax collection;
- Town-owned property/facility maintenance – asset management;
- Labour & Union Negotiations;
- Town-owned property including disposition and usage; staff accommodation and sale of land (shared function with Economic Development and Northam Industrial Park);
- External customer service, overall corporate communications and public relations policies;
- Municipal Licensing including enforcement;
- Service review and performance management;
- Council and Committee Policy and Procedures;
- Council Correspondence;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The General Government Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO and Director of Corporate Services;
- May recommend to the Committee of the Whole measures for the improvement of General Government services;
- Act as Chair for Public Budget meetings;

- May recommend to the Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.





**Planning and Development Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	Planning and Development Services Coordinator Chief Administrative Officer Director of Planning and Development Manager of Planning Services
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The Planning and Development Services Coordinator’s Meeting Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation for Council deliberations;
- Adhere to legislated requirements in accordance with the Planning Act including but not limited to Official Plan, Zoning By-law, Public Planning Meetings, Ontario Heritage Act and all related heritage and planning matters;
- Service delivery review and performance management;
- Developing policies regarding planning and development service matters;
- Working with Planning staff on reviewing and reporting on site plans, subdivisions, zoning by-law amendments, zoning by-law and official plan reviews;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The Planning and Development Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the Division Director, Planning Advisory Committee, Cobourg Heritage Committee and Council;
- May recommend to the Committee of the Whole measures for the improvement of Planning and Development services;
- Act as Chair for Public Planning meetings;
- May recommend to the Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



**Public Works Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	Public Works Services Coordinator Chief Administrative Officer Director of Public Works Manager of Engineering and Capital Projects Manager of Roads/Sewers Manager of Water Pollution Control
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The Public Works Services Coordinator’s Meeting Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation and presentation;
- Developing policies regarding Public Works matters;
- Transportation matters including but not limited to roads, sidewalks, boulevards, public transit, pedestrians, bicycles, traffic signals, signage, parking etc.;
- Water Pollution Control matters and policies;
- Service delivery review and performance management.
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The Public Works Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the Division Director, Committee or Local Board and Council;
- Recommend to the Committee of the Whole measures for the improvement of Public Works services;
- Recommend to Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



**Parks and Recreation Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	Parks and Recreation Services Coordinator Chief Administrative Officer Director of Community Services Deputy Director of Community Services Manager of Parks Manager of Attractions & Facilities Manager of Recreation and Culture
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The Parks and Recreation Services Coordinator's Meeting Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation;
- Service delivery review of all parks and recreation programs;
- Parks Master Plan;
- Policy development for CCC, Marina, Arena, Parks and Recreation programs and services;
- Waterfront development initiatives including trails;
- Parks By-law;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The Parks and Recreation Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the Division Director, Parks Manager, Marina Manager, Facilities Manager, the Parks and Recreation Advisory Committee and Council;
- Recommend to the Committee of the Whole measures for the improvement of Parks and Recreational services;
- Recommend to the council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area;
- Areas of responsibility include but are not limited to the following: Cobourg Community Centre/Arenas, Victoria Park,

Waterfront/Marina, Greenhouse, Municipal Parks and Operations, Sports and Recreation Activities/Facilities.



**Protection Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	Protection Services Coordinator Chief Administrative Officer Director of Planning and Development Fire Chief/Deputy Fire Chief Chief Building Official Municipal By-law Enforcement Officer Municipal Clerk/Manager of Legislative Services
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The Protection Services Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation and presentation;
- Developing policies regarding Protection Services matters;
- Protection Services including but not limited to emergency planning, fire protection/prevention, building and property standards; By-law Enforcement, overall public safety and protection;
- Service delivery review and performance management.
- Policy development and review;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The Protection Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO,
- Division Director, Fire Chief, Property Standards Officer and Council;
- Recommend to the Committee of the Whole measures for the improvement of Protection services;
- Recommend to Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



**Arts, Culture and Tourism Services  
Terms of Reference**

<b>Reporting to:</b>	Council
<b>Composition:</b>	Arts, Culture and Tourism Services Coordinator Chief Administrative Officer Director of Community Services Manager of Recreation and Culture Manager of Marketing and Tourism Community Events Coordinator Cobourg Public Library Board Member
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

**1.0 Mandate**

The Arts, Culture and Tourism Services Coordinator’s Meeting Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation for Council deliberations;
- Service review and performance management;
- Developing policies and programs related to Community Services matters including but not limited to tourism, community events, seniors programs and Library Board services;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

**2.0 Duties**

The Arts, Culture and Tourism Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO, Community Events Coordinator, Tourism Coordinator, Library Board and Council;
- Recommend to the Council measures for the improvement of Arts, Culture and Tourism services;
- Recommend to the Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



## Community Emergency Management Program Committee (CEMPC) – Terms of Reference

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### **1.0 Authority**

In accordance with the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 Section 11, a Municipality must form a committee responsible with developing and maintaining an emergency management strategy and providing the necessary equipment and training to respond to significant emergencies and disasters.

### **2.0 Purpose, Mandate and Scope**

The purpose of the Community Emergency Management Program Committee is to oversee the development, implementation and maintenance of the Cobourg Community Emergency Management Program in accordance with Regulation 380/04 and in accordance with the Term of Council Priorities to continue to ensure the safety and well-being of Cobourg citizens.

The Community Emergency Management Program Committee possesses the legislated accountability to annually review the Cobourg Community Emergency Management Program to verify compliance with the Emergency Management and Civil Protection Act. The review and commentary of the Program shall be submitted to Emergency Management Ontario (EMO).

The Community Emergency Management Program Committee shall be responsible for:

- The annual review of the Municipality's Emergency Management Program and make recommendations, if applicable, for program changes or enhancements to the Council.
- Address business that is presented by the Community Emergency Management Coordinator (CEMC) and Emergency Planner.
- Remain familiar with the contents of the Program and routinely be prepared to offer suggestions for changes and improvements.
- Review and comment on emergency management related matters and documents that are periodically presented to the Committee.
- As individuals or as a group of Committee Members participate in research, development, and implementation of new concepts and documents.
- Designate and assign Committee Members and/or staff to function as Sub-Committees to assist the Committee as required with special projects.

### **3.0 Composition and Terms of Appointments**

The Community Emergency Management Program Committee (CEMPC) shall be comprised of:

Mayor  
Coordinator of Protection Services  
Chief Administrative Officer  
Fire Chief CEMC – Chair of CEMPC  
Emergency Planner – CEMC Alternate  
Deputy Chief of Fire – Alternate CEMC  
Police Chief or Alternate  
Director of Public Works  
Director of Corporate Services  
Director of Community Services  
Municipal Clerk

Council may also appoint such other persons who are either:

- Officials or employees of any level of government who are involved in emergency management.
- Representatives of organizations outside government who are involved in emergency management.
- Persons representing industries that may be involved in emergency management.

The Term of Appointment for Council Representatives shall be for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

### **4.0 Reporting Structure**

The CEMPC shall report to the Municipal Council. Recommendations for Council's consideration are to be presented to Council in a Memo/Staff Report format.

### **5.0 Meeting Frequency**

Meetings are to be held at least twice per year. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.





## By-Law Review Team Terms of Reference

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<b>Reporting to:</b>	Council
<b>Composition:</b>	Coordinator General Government Services Coordinator of Protection Services Chief Administrative Officer Director of Corporate Services Municipal Clerk/Manager of Legislative Services Chief of Police or Deputy Chief of Police Director of Community Services By-law Enforcement Officer
<b>Term of Appointment:</b>	Term of Council (Unless changed by Council during the Term)

### 1.0 Purpose

As part of Objective #4 of the 2011-2014 Council Strategic Action Plan, Council authorized the establishment of a By-law Review Working Group tasked to review Municipal By-laws with input from the appropriate Municipal Council Coordinator, Municipal Staff, Committee or Local Board Representatives and general public.

### 2.0 Mandate

The By-law Review Team will be responsible for continuously improving municipal policies, procedures, and by-laws and will undertake reviews and/or actions, as required, on Town by-laws that are five (5) years or older. As part of the By-law Review process, the Legislative Services Department will prepare Agendas and specific by-laws for review based on the following criteria:

- Topics as directed by Council, CAO, Division Directors, Protection Services, Police Services, Fire Services, General Government Services, Public Works Services, Parks and Recreation Services, Planning and Development Services, Arts, Culture and Tourism Services, Risk Management Committee or any other municipal department, committee or local board;
- Urgent matters affecting the Municipality;
- By-laws that are 'hot topics' in the community;
- By-laws now covered by Provincial legislation and not under municipal jurisdiction recommended for appeal;
- By-laws that require a complete review and update;
- By-laws that could be consolidated with other relative by-laws;
- By-laws that require minor adjustments to align with current legislation or circumstances; and

- Any by-laws that are strictly administrative and do not require a review or in the future will be identified and coded accordingly in the master By-law Database Index.



## Accessibility Advisory Committee Terms of Reference

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### 1.0 Authority

The Accessibility for Ontarians with Disabilities Act, 2005 (herein referred to as the “AODA”) requires the Town of Cobourg, being a municipality that has a population over 10,000, to establish a local Accessibility Advisory Committee. The Accessibility Advisory Committee is also governed by the Town of Cobourg’s Accessibility Customer Service Policy and the Ontarians with Disabilities Act, 2001 (herein referred to as the “ODA”).

In accordance with the Procedural By-law, the Accessibility Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### 2.0 Interpretation

Within this Terms of Reference, the term:

“**Organization**” refers to the Town of Cobourg, and may refer to the Town’s Agencies, Boards and Commissions.

“**barrier**” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, and architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practices (“obstacle”).

“**disability**” means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment;
- a condition of a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or,

- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997 (“handicap”).

### **3.0 Purpose, Mandate and Duties**

In accordance with the AODA, the Accessibility Advisory Committee shall advise and assist the organization in promoting and facilitating a barrier-free Cobourg for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services, which may include the development of means by which an awareness and understanding of matters of concern can be brought forward and the identification, removal and prevention of barriers faced by persons with disabilities, and any other functions prescribed under the ODA and AODA regulations.

The Accessibility Advisory Committee shall be responsible for, and provide a forum for discussion and recommendation to Council on the following:

#### **Duties Required by the Ontarians with Disabilities Act (2001)**

- Participating in the annual development and/or refinement of the Organization’s Accessibility Plan(s) which are intended to improve the quality of life for all Cobourg citizens, including persons with disabilities.
- Advising the Organization on the implementation and effectiveness of the Town’s annual Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the Organizations by-laws, policies, programs, practices and services.
- Selecting and reviewing in a timely manner the site plans and drawing for new developments, described in Section 41 of the Planning Act.
- Reviewing and monitoring existing and proposed procurement policies of the Organization for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured.
- Provide feedback on the accessibility plans for municipally administered, contracted or licensed transit providers in consultation with person with disabilities.
- Perform all other functions that are specified in the Accessibility for Ontarians with Disabilities Act and or its regulations, including consultation requirements as outlined in the Design of Public Spaces Standards in the Integrated Accessibility Standards.

#### **Other Duties:**

- Reviewing the Organization’s policies and standards and advising the Organization on issues and concerns (barriers) faced by persons with disabilities and the means by which the Organization may work towards the elimination of these barriers.

- Review and advise the Cobourg Municipal Council on matters relating to the accessibility of municipal buildings, facilities, programs and services.
- Advising, consulting and reporting findings and recommendations to the Organization on matters related to the status of persons with disabilities and shall be informed on matters of policy (municipal, provincial or federal government) affecting persons with disabilities to inform the Organization about the impact of these policies on the Town of Cobourg.
- Supporting, encouraging and being an ongoing resource to the Organization, individuals, agencies and the business community by education and building community awareness about measures (such as employment accommodations, business accessibility, etc.) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards and education to overcome attitudinal barriers to make Cobourg an accessible and livable Town for all people.
- Matters relating to sustainable accessibility within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related accessibility matters as referred to the Committee by Council.

#### **4.0 Composition and Term of Appointments**

The Accessibility Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council. The majority of members on the Accessibility Advisory Committee shall be persons with disabilities as mandated in Section 29(3) of the AODA.

Each voting member of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Accessibility Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

#### **5.0 Reporting Structure**

The Accessibility Advisory Committee shall report to the Municipal Council. Recommendations of the Committee are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

## **6.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **7.0 Resources**

### **Lead Department**

The Legislative Services Department will be the lead Department for the Accessibility Advisory Committee. Staff from other departments, including Public Works, may attend meetings as required to provide expertise or report on various matters.

### **Secretarial Support**

The Planning and Development Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

### **Advisory Staff**

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Accessibility Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



## Environmental and Climate Change Advisory Committee – Terms of Reference

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### **1.0 Authority**

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes. The Town of Cobourg Municipal Council has deemed it advisable to establish an Environmental and Climate Change Advisory Committee.

In accordance with the Procedural By-law, the Environmental and Climate Change Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### **2.0 Purpose, Mandate and Duties**

The purpose of the Environmental and Climate Change Advisory Committee is to promote the protection, maintenance and awareness of the environment within the community and to provide advice concerning environmental and climate change policy, planning and sustainability. Such advice will be based on the experience and knowledge of the members as individuals concerned with environmental needs and awareness within the Town of Cobourg and issues of concern and trends in today's society.

The Environmental and Climate Change Advisory Committee shall provide advice and make recommendations to Council on the following:

- The identification and implementation of new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the Municipality.
- The identification and implementation of community outreach activities which support the growth of environmental awareness and appreciation in the Municipality. This includes providing assistance with and support for the implementation of education programs and for special events relating to environmental matters.
- Educational and/or outreach to the public regarding climate change and the work of the Advisory Committee and the Town of Cobourg relating to climate change.
- Climate change impacts in the Town of Cobourg and ways to adapt to and mitigate these impacts, which may include items relating to reducing emissions of greenhouse gases with related improvements in air quality or promoting the use of renewable energy within the Municipality.
- Environmental policy directions pursued by the Municipality, in addition to the review of current or proposed Federal and

Provincial policies, legislation and/or regulations relating to the environment.

- Additional measures to address climate change, including any plans, studies and initiative related to the environment.
- The revision of the Town of Cobourg's Climate Action Plan, as required.
- The creation and maintenance of the Integrated Community Sustainability Plan for the Town of Cobourg.
- Matters relating to environmental sustainability within the Municipality, having particular regard and commitment to long term economic, cultural and social well-being of the community and its stakeholders.
- Other related environmental and climate change matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Environmental and Climate Change Advisory Committee shall be composed of the following members:

- Up to six (6) and no less than four (4) citizens appointments;
- A minimum of one (1) Member of Council; and
- Northumberland County Sustainability Officer.

Each voting member of the Environmental and Climate Change Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Environmental and Climate Change Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

### **4.0 Reporting Structure**

The Environmental and Climate Change Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

### **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.



Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **6.0 Resources**

### **Lead Department**

The Public Works Department will be the lead Department for the Environmental and Climate Change Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

### **Secretarial Support**

The Public Works Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

### **Advisory Staff**

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Environmental and Climate Change Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



## Cobourg Heritage Advisory Committee Terms of Reference

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### **1.0 Authority**

Under Section 28 of the Ontario Heritage Act, a Municipal Heritage Committee may be established to advise and assist Municipal Councils on matters as prescribed in the Ontario Heritage Act, and any such other heritage matters that Council may specify by by-law or resolution.

In accordance with the Procedural By-law, the Cobourg Heritage Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference, in addition to the Ontario Heritage Act, the Town of Cobourg Heritage Master Plan, Official Plan, applicable Heritage Conservation District Plans (Part V), individual Heritage Designation By-laws (Part IV), Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada, and other applicable heritage policies, guidelines, standards and regulations.

### **2.0 Purpose, Mandate and Duties**

The Cobourg Heritage Advisory Committee is a statutory Committee established by by-law under the authority of the Ontario Heritage Act and is the resource base for information and knowledge for Council, administration and the community on all matters relating to heritage planning and conservation, including but not limited to the conservation of cultural heritage resources, applications for repeal of designations, construction, alterations, and removal or demolition of heritage properties and matters relating to the conservation and designation of heritage properties and districts in accordance with the Ontario Heritage Act and the Town of Cobourg Heritage Master Plan, Official Plan, and other relevant plans, policies, regulations, guidelines and standards.

The Cobourg Heritage Advisory Committee shall provide advice and make recommendations to Council and/or Municipal Staff as applicable, on the following:

- The conservation and enhancement of cultural heritage resources within the Municipality and the implementation of the Town of Cobourg Heritage Master Plan;
- Heritage Permit applications referred to it by Council and/or Municipal Staff and provide input on the impact of such applications on existing heritage properties or heritage conservation districts;
- Heritage policy matters as they relate to planning applications (e.g. Minor Variances, Consents, Site Plans, etc.);

- The implementation of the Town's incentive programs as it relates to eligible heritage properties;
- Promote public awareness of Cobourg's heritage and how heritage conservation benefits neighbourhoods and the community as a whole;
- The Heritage Registry and options for new designations each term of Council.
- The Nomination of recipients for the Heritage Conservation Awards;
- Preparing an annual report/presentation for Council in the Fall on the activities of the Cobourg Heritage Advisory Committee and/or other heritage matters; and
- Other related heritage matters as referred to the Committee by Council.

The Cobourg Heritage Advisory Committee shall conform to the Official Plan and the Cultural Heritage Conservation Policies adopted by Council which include, but are not limited to, the Heritage Master Plan; Heritage Conservation District Plans; Town of Cobourg's General Heritage Conservation Guidelines; individual Heritage Designation By-laws; and the Heritage Permit By-law #97-2009.

The Cobourg Heritage Advisory Committee will not be responsible for the inspections of work performed at individual properties, the administration matters including directing staff and budgeting, the preparation of grant applications, or the administration and approvals for incentive programs.

### **3.0 Composition and Term of Appointments**

In accordance with Section 28(2) of the Ontario Heritage Act, a Municipal Heritage Advisory Committee shall not contain fewer than five (5) members.

The Cobourg Heritage Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in conservation and enhancement of cultural heritage resources, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of heritage conservation policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, cultural and economic drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in

the fields of heritage conservation, architecture, landscape/urban design and/or community planning.

Each voting member of the Cobourg Heritage Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this advisory committee.

Members of the Cobourg Heritage Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

#### **4.0 Reporting Structure**

The Cobourg Heritage Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

#### **5.0 Administration**

All meetings shall be conducted within the provisions of the Ontario Heritage Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

#### **6.0 Resources**

Lead Department

The Planning Department will be the lead Department for the Cobourg Heritage Advisory Committee.

Secretarial Support

The Planning Department will provide Secretarial support to the Committee and provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

The Planner I – Heritage, or his/her designate, shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director

of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other municipal Departments may attend meetings as required to provide expertise or report on various matters.

The Cobourg Heritage Advisory Committee may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.



## Planning and Development Advisory Committee – Terms of Reference

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### **3.0 Authority**

The Planning and Development Advisory Committee is appointed by Council as authorized by Section 8(2) of the Planning Act, for the purposes of providing Council with recommendations specific to community planning, development and policies matters.

In accordance with the Town's Procedural By-law, the Planning and Development Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference, in addition to the Ontario Planning Act, the Town of Cobourg Official Plan, Zoning By-law, Urban and Landscape Design Guidelines, County of Northumberland Official Plan, and other applicable planning policies, guidelines, standards and regulations.

### **4.0 Purpose, Mandate and Duties**

The purpose of the Planning and Development Advisory Committee is to facilitate greater collaboration and exchange of ideas between Council and the public and to provide advice and recommendations to Council with respect to a wide range of matters related to land use, development and community planning.

The Planning and Development Advisory Committee shall provide advice and make recommendations to Council on the following:

- Amendments to the Official Plan and Zoning By-law, and related municipal policies and procedures, which would be in the best interest of the community;
- Applications for Official Plan Amendments, Zoning By-law Amendments and approval of Draft Plans of Subdivision;
- Matters relating to planning policy and legislative reviews by the Province, County or an adjacent Municipality;
- Matters relating to sustainable community planning and development within the Municipality, having particular regard to the environmental, economic, cultural and social well-being of the community and its stakeholders;
- Policy or regulatory matters regarding community planning and development in the Municipality not specifically referred to the Committee by Council; and
- Miscellaneous community planning and development matters as requested by Council, the Director of Planning and Development, or the CAO.

The Planning and Development Advisory Committee may also act as the Steering Committee for special planning projects as required,

including the Zoning By-law Update and the Sustainable Neighbourhood Master Plan for the Tannery District.

## **5.0 Composition and Term of Appointments**

The Planning and Development Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in community planning and sustainable development, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of community planning and development policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, economic, and environmental drivers;
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the fields of community planning, architecture, engineering, and/or landscape/urban design.

Each voting member of the Planning and Development Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Planning and Development Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

## **6.0 Reporting Structure**

The Planning and Development Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

## **7.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **8.0 Resources**

### **Lead Department**

The Planning Department will be the lead Department for the Planning and Development Advisory Committee.

### **Secretarial Support**

The Planning Department will provide Secretarial support to the Committee and provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

### **Advisory Staff**

Planning Department Staff shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other Departments may attend meetings as required to provide expertise or report on various matters.

The Planning and Development Advisory Committee may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.





## **Parks and Recreation Advisory Committee Terms of Reference**

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### **1.0 Authority**

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of Town of Cobourg has deemed it advisable to establish a Parks and Recreation Advisory Committee.

In accordance with the Town's Procedural By-law, the Parks and Recreation Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### **2.0 Purpose, Mandate and Duties**

The purpose of the Parks and Recreation Advisory Committee is to provide strategic and policy advice and recommendations to Council on matters related to parks, open spaces, waterfront, recreation facilities and recreation programs that enhance the quality of life of residents and visitors, reflect the needs of the community and support and encourage active and healthy lifestyles.

The Parks and Recreation Advisory Committee shall provide advice and make recommendations to Council on the following:

- Goals and strategic priorities of parks and recreation in Cobourg as per key planning documents including Master Plans.
- The disposal, acquisition and development of recreation centres, parks, playgrounds and other real Municipal properties used or designed for recreational purposes.
- Development and implementation of Master Plans, including the Parks Master Plan, Waterfront Plan, Cobourg Community Centre Master Plan and Recreation Strategy.
- The identification of recreation issues, trends, gaps and related community-wide program and service needs.
- Community partnership opportunities relating to Parks and Recreation in the Municipality.
- Matters relating to sustainable parks and recreation services within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related parks and recreation matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Parks and Recreation Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

Criteria for membership to the Parks and Recreation Advisory Committee includes:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of local parks and recreation assets and issues;
- Good knowledge of the community and its social and economic drivers;
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the fields of:
  - Parks
  - Forestry
  - Horticulture
  - Recreation and the Canada Sport for Life Model
  - Facilities & Asset Management
  - Landscape architecture
  - Environment
  - Sport Tourism

Each voting member of the Parks and Recreation Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Parks and Recreation Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

### **4.0 Reporting Structure**

The Parks and Recreation Advisory Committee shall provide advice and recommendations to the Municipal Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

## **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

## **6.0 Resources**

### **Lead Department**

The Community Services Division will be the lead Department for the Parks and Recreation Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

### **Secretarial Support**

The Community Services Division will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

### **Advisory Staff**

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Parks and Recreation Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



## Cobourg Downtown Coalition Advisory Committee – Terms of Reference

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### **1.0 Authority**

Downtown Vitalization Action Plan accepted by Council on 25 November 2013 (562-13)

### **2.0 Purpose, Mandate and Duties**

The Cobourg Downtown Coalition Advisory Committee is established to oversee and ensure the timely execution of the 2013 Town of Cobourg Downtown Vitalization Action Plan. It is intended to focus the efforts and the coordination of all stakeholders that are working to promote and vitalize the Downtown.

The Cobourg Downtown Coalition Advisory Committee shall provide advice and make recommendations to Council on the following:

- In liaison with Town Staff, review, detail, and/or recommend amendments to the objectives of the 2013 Town of Cobourg Downtown Vitalization Action Plan, including budget requirements.
- Oversee the timely implementation of approved Vitalization objectives.
- Establish appropriate measures of performance for the achievement of Downtown Vitalization.
- Report at least quarterly to Council on the progress of Vitalization, including the measures of performance.
- Work to align and coordinate Town Staff and member effort, resources, marketing, projects, events and activities so as to maximize the efficient achievement of the Vitalization objectives.
- Advise Cobourg Municipal Council on any matters relating to Downtown Vitalization.
- Matters relating to a sustainable downtown within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related downtown matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Cobourg Downtown Coalition Advisory Committee shall be comprised of up to five (5) and no less than three (3) citizen appointments and two (2) Members of Council.

Each voting member of the Cobourg Downtown Coalition Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Cobourg Downtown Coalition Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

#### **4.0 Reporting Structure**

The Cobourg Downtown Coalition Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

#### **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

#### **6.0 Resources**

The participation of the Chief Administrative Officer and a representative of Economic Development will be required. Other staff may be required on occasion. Secretarial Services will be provided by Town of Cobourg.



## Transportation Advisory Committee Terms of Reference

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### **1.0 Authority**

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of Town of Cobourg has deemed it advisable to establish a Transportation Advisory Committee.

In accordance with the Town's Procedural By-law, the Transportation Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### **2.0 Purpose, Mandate and Duties**

The purpose of the Transportation Advisory Committee is to promote the community participation in advising the Cobourg Municipal Council regarding the design, development, implementation and monitoring of policies, programs and facilities to enhance and promote a safe, sustainable and accessible transportation system within the Town of Cobourg.

The Transportation Advisory Committee shall provide advice and make recommendations to Council on the following:

- Public Transit services within the Municipality, which may include the identification or commentary on transit needs or items influencing consumer perceptions and behavior regarding bus operator attitudes, safety, ease of use of the public transit system, convenience and reliability of transit service and facilities.
- Policies, procedures and/or programs relating to streets, roadways, sidewalks, rights of way, signage and other traffic and transportation elements.
- Serve as a liaison between pedestrians, cyclists, transit and accessible features pertaining to active transportation within the Municipality.
- Educate the public on the benefits and safety aspects of active transportation through public outreach, education and safety programs, and special events.
- Promote a continuous and integrated active transportation network within the Town of Cobourg and with its neighbouring Municipalities.
- The Town of Cobourg Transportation Master Plan, the Town of Cobourg Parks and Waterfront Plans and other active transportation programs in the Cobourg area, which may include the County of Northumberland Cycling Master Plan, the

Waterfront Regeneration Trust (WRT) Trail Plan, and the joint Cobourg-Port Hope Waterfront Trail and Parks Committee.

- The development, delivery and/or revision of transportation policies, programs, infrastructure requirements and facilities within the Municipality.
- Matters relating to sustainable transportation within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related transportation matters as referred to the Committee by Council.

### **3.0 Composition and Term of Appointments**

The Transportation Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

Each voting member of the Transportation Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Transportation Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

### **4.0 Reporting Structure**

The Transportation Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

### **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

### **6.0 Resources**

Lead Department

The Public Works Department will be the lead Department for the Transportation Advisory Committee. Staff from other departments

may attend meetings as required to provide expertise or report on various matters.

#### Secretarial Support

The Public Works Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

#### Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Transportation Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.





## Committee of Adjustment Terms of Reference

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### **1.0 Authority**

The Committee of Adjustment is a statutory committee with authority delegated to it by the Council of the Town of Cobourg by by-law under the provisions of the Planning Act.

### **2.0 Purpose, Mandate and Duties**

The Committee of Adjustment is a quasi-judicial body that holds public hearings to consider applications submitted to the Town of Cobourg Planning Department for minor variances to the Zoning By-law and consents for land severances, lot additions, rights-of-way, easements, mortgages and other interests in land for a period equal to or greater than twenty one years. The Committee operates independently from Council and its decisions may be appealed to the Local Planning Appeal Tribunal.

The purpose of the Committee is to provide a forum for the expeditious and practical consideration of the aforementioned applications without the need for a lengthy process for considering amendments to the Zoning By-law or approval of a Draft Plan of Subdivision.

The Committee of Adjustment shall be responsible for considering applications for the following:

- Minor variances from the provisions of the Zoning By-law of the Town of Cobourg in accordance with Section 45 of the Planning Act for both new and existing development.
- Consents pursuant to Section 53 of the Planning Act, for the purposes of, but not limited to, the creation a new lot, lot line adjustment, lot additions, creation of perpetual rights-of-way, creation of mutual driveways, and consents for mortgage purposes.
- Permission to extend or enlarge the legal non-conforming use of any land, building or structure, or permission to use such land, building or structure for a purpose that, in the opinion of the Committee, is similar to the purpose for which it was used on the day the by-law was passed or is more compatible with the uses permitted by the by-law than the purpose for which it was used on the day the by-law was passed, if the use for a purpose prohibited by the by-law or another use for a purpose previously permitted by the Committee continued until the date of the application to the Committee.

The Committee of Adjustment will accomplish its mandate by:

- Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the

applications, in accordance with the requirements of the Planning Act.

- Hearing presentations from property owner(s), applicants, or authorized agent(s).
- Making a decision based on the presentation by the property owner(s), authorized agent(s), and Municipal Staff Report(s), including imposing any conditions of approval that the Committee deems desirable and reasonable.

The Committee of Adjustment is also appointed by Council to act as the Town of Cobourg's Property Standards Committee.

The Committee of Adjustment is required to give notice, follow procedures and is subject to appeal routes set out in the Planning Act, Official Plan and by Council resolution insofar as they comply with the provisions of the Act.

### **3.0 Composition and Term of Appointments**

In accordance with Section 44(1) of the Planning Act, a Committee of Adjustment shall not contain fewer than three (3) members. The Cobourg Committee of Adjustment shall be composed of up to five (5) and no less than three (3) citizen appointees and will not include a Council Representative of the Town of Cobourg. The Municipal Clerk or designate, and the Director of Planning and Development shall recruit and recommend the individuals for appointment to the Committee.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in the community, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- An ability to be impartial with respect to their ability to fulfill their responsibilities;
- Good knowledge and understanding of land use planning policies, regulations, guidelines, standards and approaches and how to apply them;
- Good knowledge of the community and its social, economic, and environmental drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the field of land use planning, by-law enforcement and/or public administration.

Members of the Committee of Adjustment shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Committee of Adjustment Members are eligible for reappointment with no restriction of the amount of consecutive years a Member may wish to serve on the Committee, however reappointments to the Committee will be at the pleasure of Council.

Where a member ceases to be a member prior to the expiration of his or her term, Council shall appoint another eligible person for the unexpired portion of their term as per Section 44(3) and (4) of the Planning Act.

#### **4.0 Remuneration**

Members shall receive remuneration on an annual basis as the Municipal Council may provide for the exercise of their respective duties and responsibilities.

#### **5.0 Reporting Structure**

The Committee of Adjustment will not be required to report to the Municipal Council as it operates independently from Council due to its quasi-judicial nature. Decisions from the Committee of Adjustment may be appealed to the Local Planning Appeal Tribunal.

#### **6.0 Administration**

All meetings shall be conducted within the provisions of the Planning Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Committee of Adjustment meetings shall be open to the public, however the Committee reserves the right to hold deliberations in closed session.

#### **7.0 Resources**

The Council Service Coordinator of Planning and Development shall act as a liaison between the Committee of Adjustment and Council but is not an active member and does not have voting privileges.

##### **Lead Department**

The Planning Department will be the lead Department for the Committee of Adjustment.

##### **Secretarial Support**

The Planning Department will provide technical and administration support services to the Committee, including a Secretary/Treasurer.

Section 44(8) of the Planning Act specifies that the Committee shall appoint a secretary-treasurer, who may be a member of the committee, and may engage such employees and consultants as is considered expedient, within the limits of the money appropriated for that purpose. The Committee Secretary/Treasurer shall work with the Committee to provide for the general administrative co-ordination of meetings, including the preparation and distribution of Agendas and Minutes.

#### Advisory Staff

The Senior Planner – Development, or his/her designate, shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other Departments may attend meetings as required to provide expertise on various matters.

The Committee of Adjustment may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.



## Property Standards Committee Terms of Reference

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### **1.0 Authority**

The Property Standards Committee is established under the authority of Section 15.6 of the Building Code Act to deal with matters related to the Town of Cobourg's Property Standards By-law #18-99, as amended.

### **2.0 Purpose, Mandate and Duties**

The Property Standards Committee is a quasi-judicial body that hears appeals to orders issued by Property Standards Officers for violations of the Property Standards By-law.

As a Property Standards Committee, if an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order, they may appeal to the Committee. It is the responsibility of the Secretary of the Property Standards Committee to accept all applications for processing, upon submission by the appellant.

The Committee is authorized by Section 15.3 of the Building Code Act to:

- Hear an appeal filed by the appellant.
- Have all the powers of the Property Standards Officer and may confirm the order or may modify or rescind it, or may extend the time for complying with the order.
- When an appeal has been taken, give notice or direct that notice be given of such hearing to such person as the Committee considers should receive such notice.

The Property Standards Committee will also act in the capacity of the Committee of Adjustment.

### **3.0 Composition and Term of Appointments**

In accordance with Section 15.6 of the Building Code Act, the Property Standards Committee shall be composed of up to five (5) and not fewer than three (3) citizen appointees and will not include a Council Representative of the Town of Cobourg. The Municipal Clerk and Director of Planning and Development shall recruit and recommend to the Municipal Council the individuals for appointment to the Committee.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in the community, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- An ability to be impartial with respect to their ability to fulfill their responsibilities;
- Good knowledge and understanding of the Town's Property Standards By-law and applicable legislation;
- Good knowledge of the community and its social, economic, and environmental drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in public administration and by-law enforcement.

Members of the Property Standards Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Property Standards Committee Members are eligible for reappointment with no restriction of the amount of consecutive years a Member may wish to serve on the Committee, however reappointments to the Committee will be at the pleasure of Council.

Where a member ceases to be a member prior to the expiration of his or her term, Council shall appoint another eligible person for the unexpired portion of their term.

#### **4.0 Reporting Structure**

The Property Standards Committee is an autonomous body that is not required to report to the Municipal Council of Town of Cobourg. The decisions of the Property Standards Committee may be appealed to the Superior Court of Justice by notifying the Clerk of the municipality in writing, and by applying to the court within 14 days after a copy of the Committee's decision has been sent to the appellant.

#### **5.0 Administration**

All meetings shall be conducted within the provisions of the Building Code Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Property Standard Committee meetings shall be open to the public, however the Committee reserves the right to hold deliberations in closed session.

#### **6.0 Resources**

The Council Services Coordinator of Protection shall act as a liaison between the Property Standards Committee and Council but is not an active member and does not have voting privileges.

#### Lead Department

The Building Department and By-law Services will act as the lead Departments for the Property Standards Committee.

#### Secretarial Support

The Building Department and By-law Services will provide administrative support services to the Committee, including secretarial support.

Section 15.6(7) of the Building Code Act specifies that the Secretary of the Property Standards Committee shall keep on file the records of all official business of the Committee, including records of all applications and minutes of all decisions respecting those applications, and section 253 of the Municipal Act, 2001, as the case may be, applies with necessary modifications to the minutes and records. The Committee Secretary will work with the Committee to provide for the general administrative co-ordination of meetings, including the preparation and distribution of Agendas and Minutes.



## Cobourg Police Services Board Terms of Reference

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### **1.0 Authority**

The Ontario Police Services Act provides the responsibilities of Police Services Boards respecting oversight, labour relations and quasi-judicial functions.

### **2.0 Purpose, Mandate and Duties**

The Cobourg Police Services Board is responsible for the provision of adequate and effective police services in the municipality and:

- Appoints the members of the municipal police force.
- Generally, and after consultation with the Chief of Police, determines objectives and priorities with respect to police services in the municipality.
- Establishes policies for the effective management of the police force.
- Recruits and appoints the Chief of Police and any Deputy Chief of Police, and annually determines their remuneration and working conditions, taking their submissions into account.
- Directs the Chief of Police and monitors his or her performance.
- Establishes policies respecting the disclosure by chiefs of police of personal information about individuals.
- Receives regular reports from the Chief of Police on disclosures and decisions made on secondary activities.
- Establishes guidelines with respect to the indemnification of members of the police force for legal costs.
- Establishes guidelines for dealing with complaints.
- Reviews the Police Chief's administration of the complaints system and receives regular reports from the chief of police on his or her administration of the complaints system.

### **3.0 Composition and Term of Appointments**

The Cobourg Police Services Board shall be composed of five (5) members which will include the Mayor, one (1) member of the Cobourg Municipal Council, one (1) citizen member appointed by Council, and two (2) members appointed by the Province of Ontario.

The member appointed by the Cobourg Municipal Council shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.



#### **4.0 Remuneration**

As provided in Resolution 144-18 passed on May 22, 2018, the formula for calculating Police Services Board Remuneration is follows:

1. Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors.
2. Board Chair: 1.25 times the established rate for Police Services Board Members.

#### **5.0 Annual Budget**

The Board submits operating and capital estimates to the municipal Council that show, separately, the amounts that will be required,

- (a) to maintain the police force and provide it with equipment and facilities; and
- (b) to pay the expenses of the Board's operation other than the remuneration of Board members.

The format of the estimates, the period that they cover and the timetable for their submission is determined by the Council. Upon reviewing the estimate, the Council establishes an overall budget for the Board for the purposes described in (a) and (b) and, in doing so, the Council is not bound to adopt the estimates submitted by the Board. In establishing an overall budget for the Board, the Council does not have the authority to approve or disapprove specific items in the estimates.

If the Board is not satisfied that the budget established for it by the Council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the Board may request that a Provincial Commission determine the question and the Commission, shall, after a hearing, do so.

#### **6.0 Governance**

The Board has prepared a Governance Manual and is committed to provide civilian oversight to the activities of the Cobourg Police Force, which includes:

- (a) ensuring the organization achieves appropriate results having regard to the financial resources of the municipality through the establishment of policies that define adequate and effective policing; and
- (b) playing a key role in ensuring that the organization carries out its actions and activities in an acceptable manner.

#### **7.0 Reporting Structure**

The Cobourg Police Services Board shall report to the Ministry of Attorney General.

#### **8.0 Administration**

All meetings shall be conducted in accordance with the Police Services Act, and is required to adhere, insofar as applicable, to the

provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Cobourg Police Services Board meetings shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with section 35(4) of the Police Services Act.

#### **9.0 Resources**

Secretary/Treasurer Services provided through appointments made by the Police Services Board.



## Cobourg Public Library Board Terms of Reference

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### **1.0 Authority**

The Cobourg Public Library Board operates under the authority of Ontario Public Libraries Act, which defines the library's roles and responsibilities to the municipality and the province, and defines the services it is required to deliver. The Act establishes the Library Board as the governing body, responsible for setting policies and directing the affairs of the library.

### **2.0 Purpose, Mandate and Duties**

The purpose of the Cobourg Public Library Board is to provide comprehensive and efficient public library services to the residents of Cobourg, reflecting Cobourg's unique needs, as set out in the Public Libraries Act.

Responsibilities of the Cobourg Public Library Board include:

- The direct contribution to the economic productivity of the community by helping residents find jobs, providing information and programs on being a successful entrepreneur, and by providing in-house wireless access to individuals operating online businesses.
- Service and program deliveries that support life-long learning endeavors to children, adults, and seniors, including extensive child literacy programs, and other programs that may not be available elsewhere or, if available, would be too expensive for Cobourg residents.
- Maintains and collects a Local History Collection which is of value to genealogists, historians and those attempting to preserve the architectural, social and cultural heritage of the Cobourg community.
- Promote the well-being and productivity of individuals in their jobs and in their personal lives.
- Provide free internet and MS–Office software access on public computers and provide individuals with customized information services tailored to their unique needs.
- Contribute to the success of local social service agencies, literacy groups, home schoolers writers and others within the Municipality.
- To determine the goals and objectives for the library and secure adequate funds to fulfill those goals.
- Determine and adopt policies to govern the operations and programs of the library, in accordance with its purpose and objectives. Such policies should include those dealing with

personnel, public service, materials selection and financial authorities.

- Understand local and other laws affecting library operations and governance to play a role in initiating and supporting beneficial library legislation and to interact with provincial library agencies.
- Be aware of the activities of regional, provincial, and national library organizations.
- To understand the needs of the community in relation to the library and create a link between the community and library services.

As provided in Section 15 of the Public Libraries Act, the Board is responsible for hiring a Chief Executive Officer, who in turn administers the day-to-day operations of the library under the guidance of relevant and applicable policies. The Board also has the capability to appoint and remove employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.

### **3.0 Composition and Term of Appointments**

The Cobourg Public Library Board shall be composed of the following members:

- Up to seven (7) and no less than five (5) citizens appointments by the Cobourg Municipal Council who are eligible to be members in accordance with Section 10(1) of the Public Libraries Act;
- One (1) Member of the Cobourg Municipal Council; and
- One (1) Member of the Hamilton Township Council appointed by the Hamilton Township Council.

Members of the Cobourg Public Library Board shall hold office for a term concurrent with the term of the appointing council, expiring on November 30 of the year in which a municipal election is held, or until a successor is appointed, and may be reappointed for one or more further terms pursuant to section 10(3) of the Public Libraries Act.

Where a vacancy arises in the membership of the Board, the appointing Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five (45) days.

### **4.0 Role of Members and Meeting Procedures**

#### **CHAIR AND VICE CHAIR**

The first meeting of the Board in a new term shall be called by the Chief Executive Officer in each new term. At its first meeting, the Board shall elect one of its members as Chair and in the absence of the Chair, the Board may appoint one of its members as Acting Chair.

#### **CHIEF EXECUTIVE OFFICER**

The Board shall appoint a Chief Executive Officer and its staff shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.

## SECRETARY

The Board shall appoint a Secretary who shall conduct the Board's official correspondence and keep minutes of every meeting of the board.

## TREASURER

The Board shall appoint a Treasurer who shall receive and account for all the Board's money; open account(s) in the name of the Board in a chartered bank, trust company or credit union approved by the Board; deposit all money received on the board's behalf to the credit of that account or accounts; and disburse the money as the Board directs.

The same person may be both the Secretary and Treasurer, and the Chief Executive Officer may be the Secretary and may be the Treasurer.

## VOTING

The Chair or Acting Chair of the Board may vote with the other members of the Board upon all questions and any question on which there is an inequality of votes shall be deemed to be negative.

### **5.0 Administration**

All meetings shall be conducted in accordance with the Public Libraries Act, and is required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Cobourg Public Library Board meetings shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with section 16.1 of the Public Libraries Act.

### **6.0 Resources**

Cobourg Public Library administration staff will support the Cobourg Public Library Board.



## Cobourg Downtown Business Improvement Area Board of Management (DBIA) Terms of Reference

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### **1.0 Authority**

In accordance with Section 204(1) of the Municipal Act, a local municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and to promote the area as a business or shopping area.

The Cobourg Downtown Business Improvement Area is designated and established by the Corporation of the Town of Cobourg under By-law No. 066-2012 (amended by-law No.006-2016 being a By-law to designate a establish the Cobourg Downtown Business Improvement Area.

### **2.0 Purpose, Mandate and Duties**

The Cobourg Downtown Business Improvement Area (DBIA) shall provide recommendations to the Cobourg Municipal Council, and oversee the improvement, beautification and maintenance of the Downtown area.

### **3.0 Composition and Term of Appointments**

The Cobourg Downtown Business Improvement Area Board (DBIA) of Management shall be composed of nine (9) members which will include:

- Two (2) Members of the Cobourg Municipal Council; and
- Seven (7) citizen appointments of the Cobourg Downtown Business Improvement Area appointed by Council.

Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property.

Members of the DBIA shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Where a vacancy arises in the membership of the Board, the appointing Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term.

#### **4.0 Reporting Structure**

The DBIA shall report to the Municipal Council of the Town of Cobourg and the Cobourg DBIA Members.

All Board Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

#### **5.0 Administration**

The meeting schedule shall be established and approved on an annual basis and at the first meeting of the calendar year.

All meetings shall be conducted in accordance with the Town of Cobourg's Procedural By-law shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with Section 239 of the Municipal Act.

#### **6.0 Resources**

The Town of Cobourg will provide Secretarial support to the DBIA to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.



## Community Civic Awards Committee Terms of Reference

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### **1.0 Authority**

In accordance with the Town's Procedural By-law, the Community Civic Awards Committee is an Ad Hoc Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

### **2.0 Purpose, Mandate and Duties**

The Community and Civic Awards Committee is established for the purpose of submitting recommendations to the Cobourg Municipal Council regarding nominees for various Civic/Municipal, Federal and Provincial awards programs.

The Community and Civic Awards Committee shall annually solicit and select from nominations received for the Town of Cobourg Annual Civic Awards for various established categories and plan, prepare for and execute the Awards Ceremony.

The Community and Civic Awards Committee shall:

- Prepare and submit to the Cobourg Municipal Council for consideration the names of Cobourg citizens and those who volunteer within Cobourg or organizations recommended to receive a community award, together with detailed information regarding the candidate(s) in support of the recommendation.
- The Cobourg Municipal Council shall make the final decision on nominees for the annual Lloyd Stinson award (in closed-session).
- Provide opportunities for local citizens and organizations to submit to the Committee for consideration, names of candidates and supporting information for awards programs.
- Submit recommendations to the Cobourg Municipal Council regarding appropriate municipal recognition of a local citizen or organization receiving a community and/or Civic award.
- The Committee Secretary shall establish and maintain a list of Federal, Provincial, Municipal and Civic Awards Programs for which the Cobourg Municipal Council, may from time to time be invited to submit nominations.
- All invitations to submit nominations for various award programs received by the Corporation shall be referred to the Secretary of the Community and Civic Awards Committee.
- Ensure that the aims, objectives and functions of the Committee shall be as follows:
  - to solicit nominees for civic awards;



- to review nominations and to determine those individuals, teams or groups to receive an award;
- to obtain the awards; to organize the annual Awards Night, to be held during April in each year;
- to arrange for the presentation of the certificates of recognition that would recognize the achievement in the preceding calendar year and, in the case of the individual awards the outstanding contribution to the community in the preceding years;
- to submit the names of the individual civic award recipients for consideration for Provincial and Federal awards programs where applicable;
- to annually submit to the Council an operating budget and an estimate of funds required including sponsorships and in-kind services for the purposes of administering the civic awards program including the following:

### **Major Awards**

#### **ANGUS AND BERNICE READ VOLUNTEER OF THE YEAR AWARD**

Presented to an individual whose volunteerism, leadership, commitment and actions have improved the quality of life for a large spectrum of the population in Cobourg. This individual will have a minimum of five years of volunteer service.

#### **OUTSTANDING YOUTH AWARD**

Presented to an individual who has made an outstanding volunteer contribution to the community and their school and who is nineteen years of age or younger as of December 31st of the year of nomination.

#### **OUTSTANDING SENIOR AWARD**

Presented to an individual who has made an outstanding volunteer contribution to the community and who is sixty-five years of age or older as of December 31st of the year of nomination.

#### **BRAVERY AWARD**

Presented to an individual who has displayed courage and heroism, beyond the call of duty, in the face of danger in order to save others from harm. (This award will be given out when circumstances dictate, at the discretion of the Committee).

#### **ARTS/ACADEMIC AWARD**

Presented to an individual who has accomplished outstanding achievement(s) in the arts or academics within the community.

#### **SPORTSMANSHIP AWARD**

Presented to a coach, official or sports organizer who shows outstanding leadership in contribution to Cobourg's sports and recreational community.

#### LAYTON DODGE ATHLETIC AWARD

Presented to an athlete who contributes to Cobourg's athletic community in terms of ability, sportsmanship, participation and leadership.

#### ENVIRONMENTAL AWARD

Presented to an individual or group who has made a significant contribution to conserve, protect, restore, maintain, improve, enhance or promote a healthy environment.

#### HERITAGE AWARD

Presented to an individual or group who has demonstrated an outstanding contribution to the conservation and/or promotion of the Town's cultural heritage resources.

#### LLOYD C. STINSON MEMORIAL AWARD FOR COMMUNITY SERVICE

Presented to a resident of Cobourg who has performed outstanding charitable works to those in need, the aged, youth or those living with disabilities.

#### **Award Details**

The above-mentioned individual awards, with the exception of the "Lloyd C. Stinson Memorial Award", shall consist of a certificate and a suitable gift as determined by the Committee.

Certificates of recognition shall be presented to individuals or groups that have made an impact at the local, regional, provincial, national or international level during the past year in the following categories – Community Services, Athletics, Arts and Academics.

A nomination form must be submitted to the Selection Committee no later than the nomination annual set nomination deadline and signed by a resident or tax payer of the Town of Cobourg. The Committee shall review all nominations in confidence, and shall determine the individuals, teams or groups to be honoured.

Awards consisting of a certificate and pin may be presented to individuals and members of the teams and groups.

Only individuals who have volunteered their time or displayed exceptional dedication to community enrichment shall be eligible to receive a civic award.

A recognition gift designed specifically for the Town of Cobourg Civic Awards is presented to one major award winner per category.

In accordance with the Town's Procedural By-law, the Community Civic Awards Committee

### **3.0 Composition and Term of Appointments**

The Community Civic Awards Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and one (1) Member of Council.

Members of the Community Civic Awards Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council. Notwithstanding the above, citizen members shall continue to serve as a member until their replacements are appointed by Council.

### **4.0 Reporting Structure**

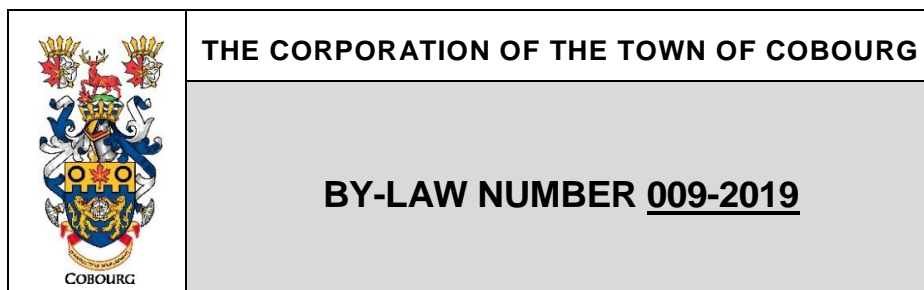
The Community Civic Awards Committee shall report to the Mayor of the Town of Cobourg.

### **5.0 Administration**

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

### **6.0 Resources**

Secretarial support will be provided by the Mayor's Officer to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.



**A BY-LAW TO ESTABLISH THE RULES OF ORDER AND PROCEDURES FOR MUNICIPAL COUNCIL AND COMMITTEE MEETINGS OF THE CORPORATION OF THE TOWN OF COBOURG**

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

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

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

**AND WHEREAS** Council finds it appropriate to repeal and replace by-law 079-2017, as amended;

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

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**1.0 SHORT TITLE**

1.1 This by-law may be referred to as the “Procedural by-law” or the “Rules of Procedure”.

**2.0 DEFINITIONS**

2.1 In this by-law,

“**Act**” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended

“**Ad Hoc Committee**” means a Committee established by Council with a defined ending, to report directly to Council on a specific matter

“**Advisory Committee**” means a Committee established by Council, to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration

“**Agenda**” means the list of business items and order of proceedings for a meeting

“**Annual Report**” means the report that is provided to Council annually regarding the review of all Advisory Committees

“**Board Room**” means the Board Room on the 3rd floor of Victoria Hall, 55 King Street West, Cobourg

“**CAO**” means the Chief Administrative Officer of the Town or his/her designate

“**Civic Web**” means the Town of Cobourg Civic Web, accessed at <https://cobourg.civicweb.net>, which allows citizens to access information regarding Council and Committee meetings through agendas, minutes and reports, in addition to Town Policies, Procedures and By-laws

“**Chair**” means the Presiding Officer at a meeting or such other person as may be authorized to preside in their absence

“**Clerk**” means the Municipal Clerk of the Town of Cobourg or his/her designate appointed by Council

“**Closed Session**” or “**In-Camera Meeting**” means a meeting, or part of a meeting, which is closed to the public, other than those persons specifically invited by Council or the Committee or Board to remain as permitted by the Act and this procedural by-law

“**Communications**” means communication items received by Council which includes but is not limited to letters, memorandums, reports, notices, electronic mail, facsimile, petitions, brochures, media release and newspaper/magazine articles

“**Committee**” means a Committee of Council, an Advisory Committee or an Ad Hoc committee established by Council from time to time but does not include the Committee of the Whole

**“Committee Chair”** means a Presiding Officer of a Committee of the Whole, Advisory or Special Committee and shall have the same powers during a committee meeting as the Head of Council during Council meetings

**“Committee Room”** means the Committee Room on the 3rd floor of Victoria Hall, 55 King Street West, Cobourg

**“Committee of the Whole”** means a Committee comprised of all Members of Council

**“Committee of the Whole Open Forum”** means periods of regularly scheduled time after Committee of the Whole Meetings, during which the Chair will give members of the public an opportunity to direct questions to Council on matters relevant to that meeting. While Council will endeavor to satisfy questions posed, Council reserves the option to refer the question to Staff for timely follow-up subsequent to the meeting. Members of the public and the media are encouraged to participate in the Open Forum however, civility, respect and decorum is expected

**“Conference Room”** means the Conference Room on the 1st floor of Victoria Hall, 55 King Street West, Cobourg

**“Confirmatory By-law”** means a by-law passed at the conclusion of Regular Council Meetings, confirming the actions of Council taken at that Meeting, in respect of each Resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each one of them had been the subject matter of a separately enacted by-law

**“Conflict of Interest”** means a pecuniary (financial) interest as defined in the Municipal Conflict of Interest Act

**“Council”** means the elected and sworn-in members of the Municipal Council of the Corporation of the Town of Cobourg

**“Council Chambers”** means the Council Chambers on the 3<sup>rd</sup> floor of Victoria Hall, 55 King Street West, Cobourg

**“Council Floor”** means the part of the Council Chambers between the podium and the seats of the Mayor and Members of Council that is separated from the public gallery and press area

**“Council Service Coordinator”** is a Member of Council appointed to assume responsibility for a specific municipal service area such as General Government, Planning and Development, Public Works, Arts, Culture and Tourism, Parks and Recreation, and Protection Services

**“Council Service Coordinator Alternate”** means the alternate Council member that is appointed by Council to temporarily assume the role and responsibility of another Council Service Coordinator who, by reason of absence, illness, or other such circumstances, is not able to perform their duties as that Council Service Coordinator

**“Delegation”** means, as the context may require, a person who addresses or seeks to address Council or a Committee

**“Deputy Mayor”** means the Member of Council elected to act from time to time in the place and stead of the Mayor when the Mayor is absent or refuses to act or when the Office of Mayor is vacant

**“Head of Council”** means the Mayor who shall preside at all meetings of the Council (unless absent or refuses to act); and the Head of Council is also the Chief Executive Officer of the Municipality of the Town of Cobourg

**“Local Board”** or **“Board”** means a Local Board established or exercising any power under any Act with respect to the affairs or purposes of one or more Municipalities

**“Majority Vote”** means an affirmative vote of more than one half of the Members present and voting

**“Meeting”** means any meeting of Council or of a Committee or Board where a Quorum is present, and at which Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or the Committee or Board

**“Member”** means a member of Council and/or an appointed or elected member of a municipal Committee or Local Board

**“Motion”** means a proposal by a Member to adopt, amend, or otherwise deal with a matter before the Council, Committee or Board

**“Municipal Act, 2001”** means *the Municipal Act, 2001*, S.O. 2001, c. 25

**“Municipal Conflict of Interest Act”** means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50

**“Planning Act”** means the *Planning Act*, R.S.O. 1990, c. P.13

**“Point of Order”** means a Motion raised by a Member drawing attention to an infraction of this by-law

**“Point of Personal Privilege”** means a Motion concerning the health, safety, rights, or integrity of the Member, the Council, a Committee or anyone present at a Meeting

**“Point of Privilege”** means a question by a Member to the Presiding Officer and the Members that a privilege affecting the rights and immunities of the Council collectively or the position and conduct of Members as elected representatives is being affected adversely and to request that action be taken to rectify the situation

**“Point of Procedure”** means a question by a Member to obtain information on a matter of parliamentary procedure where the rules of the Council bearing on the business at hand require clarification in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of a motion

**“Presiding Officer”** means the Mayor or Acting Head of Council, or Chair of a Meeting

**“Public Meeting”** means a Meeting held to hear public input, as may be prescribed by legislation or where public input is sought on a matter



**“Quasi-Judicial Committee”** means a Committee created by Council to exercise a legislative or quasi-judicial power under the Planning Act, Municipal Act, or any other Act as prescribed, and includes a Property Standards Committee required under the Building Code Act

**“Quorum”** means the number of Members required for the legal conduct of the business of Council or a Committee or Board

**“Recorded Vote”** means the making of a written record of the name and the vote of each Member who votes on a Motion

**“Resolution”** means a formal determination made by Council, Committee or a Board on the basis of a motion, duly placed before a regularly constituted meeting of the Council, Committee or Board for debate and decision, and is duly passed

**“Robert’s Rules of Order”** means the most current edition of Robert’s Rules of Order

**“Secretary”** means the recording secretary for a Council, Committee of the Whole or other Committee or Board meeting being the Municipal Clerk or designated Committee Secretary responsible for preparing Agendas and taking Minutes

**“Special Meeting”** means a meeting other than a Regular scheduled meeting called pursuant to the Act or the provisions of this by-law

**“Statutory Powers Procedure Act”** means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22

**“Sub-Committee”** means a Council approved committee consisting of at least three (3) Members of a committee establishing the sub-committee, to consider one or more matters

**“To Adjourn”** means to end a Meeting

**“To Recess”** means to suspend a Meeting for a specified length of time

**“To Table”** means to postpone without setting a definite date as to when the matter will be discussed

**“Town/Municipality”** means the Corporation of the Town of Cobourg

**“Town Website”** means the Town of Cobourg official website at <http://www.cobourg.ca>

**“Two-Thirds Majority Vote”** means an affirmative vote of at least two-thirds of the Members present and voting, or

- i. **2/3 of 7: 5**
- ii. **2/3 of 6: 4**
- iii. **2/3 of 5: 4**

**“Unfinished Business”** means business which has been raised at the same, or previous meeting, and which has not been completed

### 3.0 APPLICATION

3.1 The rules and regulations set out herein shall be observed in all proceedings of Council and, with necessary modifications, to

Committees established by Council and Local Boards, and shall be the rules for the order and dispatch of business.

- 3.2 Notwithstanding anything in this by-law, where Council or a Committee convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the Statutory Powers Procedure Act, as applicable, shall govern the proceedings.
- 3.3 In the event of a conflict between this by-law and any legislation, the provisions of the legislation will prevail to the extent of the conflict.
- 3.4 In the event of a conflict between this by-law and any other by-law of the Town respecting meeting procedure, this by-law will prevail to the extent of the conflict.
- 3.5 If there is a conflict between two or more rules established by this by-law, or if there is no specific rule on a matter, the Presiding Officer will determine a rule. In making a ruling pursuant to this by-law, the Presiding Officer may consult the Clerk and with such others as the Clerk may recommend, rely on previous rulings and practices, and refer to Robert's Rules of Order as the rule for guidance on a specific parliamentary procedure.
- 3.6 This by-law shall not be amended, suspended or repealed except by an affirmative vote of two-thirds (2/3) of the Members present and pursuant to the Motion to suspend the Rules of Procedure as set out in this By-law.
- 3.7 Any definition of a word or phrase used in this by-law and not defined in this by-law has the meaning as defined in the Act.

#### **4.0 INAUGURAL MEETING**

- 4.1 Pursuant to the Municipal Act, the Inaugural Meeting of Council shall be held after the regular municipal election in accordance with this by-law and no later than thirty-one (31) days after the term commences.
- 4.2 The first order of business at the Inaugural Meeting shall be the Declarations of Office. A person elected or appointed to Council shall not take a seat on the Council of the Municipality until the said elected or appointed official takes and signs the Declaration of Office in the English or French version of the form established by the Province of Ontario for that purpose.
- 4.3 The new Council shall be deemed to be organized after the Declarations of Office have been taken and signed by a sufficient number of Council Members to form a quorum.
- 4.4 A Striking Committee composed of the Mayor and Deputy Mayor shall prepare a report for presentation during the Inaugural Meeting recommending the appointment of the Council Service Coordinators and their alternates.
- 4.5 The appointment of Council Service Coordinators and appointments of Members of Council to various Local Boards and Committees shall be reviewed by the Mayor and Deputy Mayor mid-way through the four-year term of Council.

## **5.0 COUNCIL AND COMMITTEE MEETINGS – GENERAL**

- 5.1 Meetings of Council shall be held on Mondays at 4:00 p.m. in the Council Chambers, in accordance with the annual Committee of the Whole and Regular Council meeting schedule prepared and published annually, except when:
- a) otherwise directed by resolution of Council;
  - b) the Clerk advises otherwise upon a minimum of forty-eight (48) hours of advance notice;
  - c) a Special Meeting is called by the Head of Council, with forty-eight (48) hours' notice given; or
  - d) an Emergency Meeting is called by the Head of Council in which no notice is required.
- 5.2 All meetings of Committees established by Council shall be convened in the Committee Room, unless a decision is made by the Mayor and Municipal Clerk, in consultation with the Chair and with approval of the Committee Members if applicable, or decided otherwise by resolution of Council or required due to an emergency event.
- 5.3 When the day for a Committee of the Whole or Regular Council meeting falls on a public, statutory or civic holiday, Council shall direct the meeting to be held on the business day immediately following the originally scheduled date for that meeting.
- 5.4 A Motion passed by a majority of the Members present is required to continue a meeting of Council or of a Committee past 8:00 p.m. local time.
- 5.5 In general, formal Public Meetings will be held in the Council Chambers at 6:00 p.m. and will be communicated in accordance with the Town of Cobourg Public Notice Policy.
- 5.6 Other Public Information Sessions, Workshops or Forums can be held in various locations and at varied times providing they are communicated in accordance with the Town of Cobourg Public Notice Policy.
- 5.7 Advisory Committee and Local Board meetings will be held once per month in general, with the exception of Committees dealing with issues requiring action on a more frequent basis or on as needed basis.
- 5.8 For the months of July and August, there will be a combined Committee of the Whole and Regular Council meeting for each month. Additional Council meetings may be held during this time period at the call of the Head of Council.

### **USE OF AUDIO/VISUAL TECHNOLOGY**

- 5.9 At meetings of Council the use of cameras, electric lighting equipment, flash bulbs, recording equipment, television cameras or any other device of a mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by members of the public may be permitted, subject to the approval and/or direction of the Chair unless otherwise decided by Council.
- 5.10 Any member of Municipal Council, an Advisory Committee, Ad Hoc Committee or Local Board who is unable to attend a Meeting shall not

be permitted to participate by means of audio/visual or audio electronic communication devices.

### **SPECIAL MEETINGS**

- 5.11 The purpose of summoning a Special Meeting is to take care of business that requires the urgent attention of Council and cannot wait until the next scheduled Regular Council meeting.
- 5.12 The Head of Council or designate may, at any time, summon a Special Meeting of Council. Upon receipt of a petition of the majority of the members of Council, the Clerk shall call a Special Meeting for the purpose and at the time mentioned in the petition and in accordance with the Public Notice Policy.
- 5.13 The Clerk shall give notice in writing or by electronic mail, on the time, place and purpose of every Special Meeting to all Members of Council not less than forty-eight (48) hours prior to the time set for the Meeting.
- 5.14 The notice calling for a Special Meeting of Council shall state only the business to be considered at the meeting. No other matters, business, or financial decisions shall be considered at such meeting, other than those stated in the notice or agenda, and except with consent of a majority of the members present and voting.

### **EMERGENCY MEETING:**

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

### **OPEN AND CLOSED SESSION (IN-CAMERA):**

- 5.16 All Council and Committee meetings shall be open to the public except as provided for pursuant to section 239(2) of the Municipal Act, 2001, regarding a meeting or part of a meeting that may be closed to the public if the subject matter being considered falls under a section as outlined in section 239(2) of the Act.
- 5.17 Pursuant to section 238(1) of the Act, a Meeting is defined as any Regular, Special, or other meeting of a Council, of a Local Board or of a Committee of either of them, where a quorum is present, and members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- 5.18 For the purpose of ensuring accountability and transparency, any Committee established by Council that does not meet the composition requirement for a Committee described in section 238(1) of the Municipal Act, not including the Committee of Adjustment and Property Standards Committee, shall still be considered a Committee of Council that is subject to the same requirements as Council as provided in section 239 of the Municipal Act, unless stated otherwise in the Committee's Terms of Reference or through Council resolution.

## **6.0 NOTICE OF MEETINGS**

- 6.1 All Council and Committee meetings and agendas will be published and communicated in accordance with the Town of Cobourg Public Notice Policy.

- 6.2 The annual Regular Council and Committee of the Whole meeting schedules will be updated and posted by the Clerk on the Municipal Website and circulated annually prior to the commencement of the upcoming year. Any changes to the annual schedule will be posted on the Municipal Website within forty-eight (48) hours prior to the change(s) occurring.
- 6.3 The annual Advisory Committee and Local Board meeting schedules will be updated and posted on the Municipal Website and will be circulated to Council and Committee Secretaries annually prior to the commencement of the upcoming year.
- 6.4 The Clerk shall send notice for each Regular Council, Committee of the Whole, Emergency and Special Meeting of Council, accompanied by its Agenda, to every Council Member and will ensure the meetings and Agendas are posted publicly on to the Municipal Website.
- 6.5 A Notice of Meeting to Councillors may be sent by electronic mail, telephone, placed in the Council Mailboxes, or provided in person in the case of an emergency.
- 6.6 Every Notice of a meeting of Council or Committee shall indicate the day, month, year, place and time of commencement of the meeting and the contact information of the Clerk or designated Secretary's Office.
- 6.7 The Notice of meeting requirements as set out in this by-law are minimum requirements only and the Clerk or designated Secretary may give notice in an extended manner if, in the opinion of the Clerk or designated Secretary the extended manner is reasonable and necessary under the circumstances.
- 6.8 The Notice of meeting requirements set out in this by-law shall be subject to any specific requirements for the publishing of notice as prescribed by legislation such as the Planning Act, Statutory of Powers and Procedures Act, Municipal Act 2001, and the Town of Cobourg Public Notice Policy, or as directed by Council.
- 6.9 Any meeting may be cancelled and/or rescheduled to a day, time and place set out in a written notice from the Clerk, sent to each Member by electronic mail or a method acceptable to the Member at least forty-eight (48) hours before the scheduled date of the meeting.

**7.0 GENERAL RULES IN CONDUCTING THE BUSINESS OF COUNCIL**

- 7.1 Every Regular Council and Committee of the Whole meeting shall be chaired by:
  - a) The Mayor, if present;
  - b) The Deputy Mayor, if the Mayor is absent; or
  - c) If both are absent, Council shall select an Acting Chair to serve as Head of Council.
- 7.2 Every Public Meeting of Council shall be chaired by:
  - a) The Council Service Coordinator who called the Public Meeting, if present;
  - b) Their alternate, if the Council Service Coordinator who called the Public Meeting is absent; or
  - c) If both are absent, Council shall select an Acting Chair to serve as Chair.

- 7.3 Every Committee meeting shall be chaired by:
- a) The Chair, if present;
  - b) The Vice Chair, if the Chair is absent; or
  - c) If both are absent, the Committee shall select an Acting Chair to serve as Chair.
- 7.4 If, at any time, the attendance of a Member of the Cobourg Municipal Council is required to perform any corporate responsibility or duty and the Mayor/Head of Council is not available to perform the responsibility, the Deputy Mayor shall be contacted to perform the specific responsibility or duty as required. In the event that both the Mayor/Head of Council and the Deputy Mayor are not available, the Clerk in consultation with the CAO, will select a member of the Cobourg Municipal Council to perform the specific responsibility or duty as required.
- 7.5 Council Members in their capacity as Council Service Coordinators, will be responsible to Chair their respective Hearings, Public Meetings and Special Meetings of Council.
- 7.6 The Clerk who is appointed by the Municipality shall be present at all meetings; however, the Clerk may delegate a municipal employee to act in their stead at the meetings of Council or Committees.
- 7.7 Pursuant to section 228(1)(a) of the Municipal Act, the Clerk shall provide a written record of all resolutions, decisions and other proceedings of Council, without note or comment.
- 7.8 The Mayor shall be the member appointed to the Upper-Tier Council (County of Northumberland) on behalf of the Town of Cobourg. In the absence of the Mayor, the Deputy Mayor shall act as the alternate member to represent the Town of Cobourg on the Upper-Tier Council.
- 8.0 CALLING OF THE MEETING TO ORDER AND QUORUM**
- 8.1 The Mayor or Presiding Officer shall take the Chair and call the meeting to order as soon after the hour fixed for the holding of the meeting and once a quorum is present.
- 8.2 For Regular Council or Committee of the Whole Meetings, if there is not a quorum present fifteen (15) minutes after the time appointed for the meeting, Council shall stand adjourned until the next scheduled meeting date, unless a Special Meeting is called prior to that date. A majority of the whole number of Members of Council is necessary to form a quorum, unless a two-thirds majority vote is required by statute or law.
- 8.3 Where the Mayor does not attend within fifteen (15) minutes after the time appointed for the meeting, the Deputy Mayor shall call the members to order and, if a quorum is present, preside during the meeting until the arrival of the Mayor at that meeting.
- 8.4 For Committees established by Council, a majority of the total amount of Committee members is necessary to form a quorum. If the Committee is comprised of an equal number, the quorum is one-half of the members of the Committee.
- 8.5 Non-quorum meetings for Committees established by Council shall not be permitted.

- 8.6 For Committees established by Council, if there is not a quorum present within thirty (30) minutes after the time appointed for the meeting, the Secretary shall write the names of the members present and the Committee shall stand adjourned until the next scheduled meeting date.
- 8.7 For the purpose of calculating a vote of two-thirds of the Members present in a Council or Committee meeting, any fraction shall be rounded to the next highest whole number.
- 8.8 If during the course of a Council or Committee meeting a quorum is lost, then the meeting shall stand adjourned and shall only reconvene if a quorum is regained within fifteen (15) minutes.
- 8.9 If a quorum is not present within fifteen (15) minutes from the time the quorum is lost, the Clerk or designate will record the names of the members present and the meeting shall be adjourned and the remaining business on the Agenda for that meeting shall be placed on the Agenda for the next scheduled meeting of the Council or Committee.
- 8.10 Despite any other provision in this section and except for submissions or information in respect of a hearing or public meeting required by statute, Council or a Committee may receive submissions or information from the public or staff on a matter where a quorum is not present and the Clerk or designate shall record notes of the submission and report them back to the next scheduled meeting of the Council or Committee.
- 8.11 The Clerk, or his/her designate, shall for every meeting of Council or Committee note the Members that were present, absent and absent with regret to be recorded in the Minutes of that meeting.

## **9.0 COMMITTEE OF THE WHOLE MEETINGS**

- 9.1 The Committee of the Whole will meet on weeks preceding the Regular Council meeting, in accordance with the annual Council meeting Schedule.
- 9.2 The Committee of the Whole meeting agendas and all related materials will be prepared and circulated ten (10) days in advance of the meeting to provide ample time for Council Members to review the items and to ask questions of various Council Coordinators and Municipal Staff.
- 9.3 The Chair of the Committee of the Whole shall maintain order in Committee and report the proceedings to Council.
- 9.4 The Council Service Coordinator will assume the role of Chair for the portion of the Committee of the Whole meeting pertaining to their respective service area and will be responsible for announcements, presenting the items individually as listed in the agenda, for asking municipal staff to explain the reports, for reading out the motion, for facilitating the discussion, for dealing with amendments, for calling the vote and for announcing the status of the motion being carried, defeated or amended. Each Council Service Coordinator will be assigned a backup Council Member as approved by resolution of Council to fill this role and assume responsibility in their absence.

- 9.5 The rules governing the procedure of Council and the conduct of Members shall be observed in Committee of the Whole so far as they are applicable, provided that:
- a) A Motion shall not be required to be seconded;
  - b) No vote shall be recorded unless requested;
  - c) The number of times of speaking shall not be limited unless a Member moves to call the question;
  - d) No Member shall speak more than once until every Member who desires to speak has spoken, unless approved by the Chair; and
  - e) No Motion to adjourn the meeting shall be permitted.
- 9.6 The Committee of the Whole shall make its recommendations to Council with regard to each report that it considers.
- 9.7 Municipal staff reports are presented to the Committee of the Whole for discussion and recommendations if approved by Council will be included as a motion in the next available Regular Council meeting for final ratification/resolution.
- 9.8 **COMMITTEE OF THE WHOLE MEETING AGENDA:**
- i. Call to Order
  - ii. Approval/Agenda Additions
  - iii. Disclosure of Pecuniary (Financial) Interest
  - iv. Presentations
  - v. Delegations
  - vi. Delegation Actions
  - vii. Notice of Motion
  - viii. Coordinator and Staff Reports (order at the discretion of the Mayor and Council):
    1. General Government Services
    2. Planning and Development Services
    3. Public Works Services
    4. Parks and Recreation Services
    5. Protection Services
    6. Arts, Culture and Tourism Services
  - ix. Unfinished Business
  - x. Committee of the Whole Open Forum
  - xi. Closed Session Meeting Motion
  - xii. Adjournment

**10.0 REGULAR COUNCIL MEETING AGENDA**

- 10.1 The Clerk, or their designate, shall prepare the Agenda for Regular Council meetings as assigned.
- 10.2 The business of Council shall, in all cases, be taken up in the order in which it appears on the Agenda, unless otherwise directed by Council. Any matter on the Agenda not disposed of by Council shall be placed on the Agenda of the next Regular meeting of Council as 'Unfinished Business'.
- 10.3 As soon as the Agenda is published and circulated electronically to Council Members by the Clerk or his/her designate, the Agenda will be made available to the public on the Municipal Website with the exception of information relating to matters to be considered in Closed Session.



10.4 The Clerk, subject to changes as may be appropriate in the circumstances, shall prepare for distribution a Council Agenda with the routine order of business for Regular Council meetings as follows:

- I. Call to Order
- II. Moment of Reflection
- III. Additions to the Agenda
- IV. Disclosure of Pecuniary (Financial) Interest
- V. Adoption of Minutes of the Previous Meeting
- VI. Presentations
- VII. Delegations
- VIII. Delegation Actions
- IX. Reports
- X. Motions
- XI. By-laws
- XII. Petitions
- XIII. Committee/Board Minutes
- XIV. Notice of Motion
- XV. Correspondence
- XVI. Council/Coordinator Announcements
- XVII. Unfinished Business
- XVIII. Closed Session
- XIX. Closed Session Action Item
- XX. Confirmatory By-laws
- XXI. Adjournment

#### **11.0 ADDITIONS TO THE AGENDA**

- 11.1 After delivery of the Council Agenda, the Clerk may amend the Agenda by way of an addendum to add or delete matters from the prepared Agenda in consultation with the Mayor and the CAO. In this case, the Clerk shall endeavour to forward additional Agenda material to Council Members and the public by posting same on the Municipal Website prior to the meeting.
- 11.2 The Agenda additions may be presented at the Council meeting and are not subject to the notice requirements.
- 11.3 The addition of addendum items to be added to Council Agendas shall be restricted to time sensitive and emergency matters. All addendum items and items of business not listed on a Council Agenda may only be introduced at a Council meeting with the approval of Council as expressed by Motion.

#### **12.0 DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

- 12.1 In the matter of Declarations of Interest, the onus is on the Member to determine whether he/she has a conflict of interest, and may seek legal advice from the Town appointed Integrity Commissioner respecting their obligations under the Municipal Conflict of Interest Act.
- 12.2 The fees associated with the legal advice as described in section 12.1 shall be paid by the Municipality for Members of the Municipal Council and Local Boards only.
- 12.3 Where a Member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, Local Board or Committee at which the matter is the subject of

consideration, the Member, in accordance with the Municipal Conflict of Interest Act, shall:

- a) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
  - b) record the conflict of interest on the prescribed 'Declaration of Pecuniary Interest Form' (Schedule 'A') and provide it to the Clerk;
  - c) shall not take part in the discussion of or vote on any question in respect of the matter;
  - d) shall not attempt in any way either before, during or after the meeting to influence voting on any such question; and
  - e) may ask to be excused from the portion of the meeting the pecuniary matter is to be discussed.
- 12.4 Where the meeting is not open to the public, in addition to complying with the requirements of the Municipal Conflict of Interest Act, the Member shall forthwith leave the Meeting or the part of the Meeting during which the matter is under consideration.
- 12.5 Where the interest of a Member has not been disclosed by reason of the Member's absence from a Council or Committee Meeting, the Member shall disclose the interest and comply with the requirements listed in section 12 of this by-law, at the next available meeting at which the matter was considered.
- 12.6 In the event that a Member discovers after the meeting that he/she had a direct or indirect pecuniary interest in the matter, he/she shall declare the interest at the next available meeting and it shall be recorded in the Minutes.
- 12.7 Despite any lack of applicability, the legislated requirements as set out in the Municipal Conflict of Interest Act shall also apply to all Members of Committees established by Council pursuant to the authority of this Procedural By-law.
- 12.8 Every declaration of interest and the general nature thereof shall, where the meeting is open to the public, be recorded in the Minutes, Notes or Report of that Meeting by the Clerk or his/her designate.
- 12.9 Every declaration of interest, but not the general nature of that interest, shall, where the meeting is not open to the public, be recorded in the Minutes, Notes or Report of the next Meeting that is open to the public by the Clerk or his/her designate.

#### **REGISTRY**

- 12.10 The Municipal Clerk shall establish and maintain a registry in which shall be kept;
- a) a copy of each Declaration of Pecuniary Interest Form filed and signed by a Member; and
  - b) a copy of each Declaration recorded in the Minutes, Notes or Reports of the applicable Meeting.
- 12.11 The registry shall be available for public inspection upon request to the Clerk.

### **13.0 ADOPTION OF MINUTES OF THE PREVIOUS MEETING(S)**

- 13.1 Minutes of the previous Regular or Special Meetings of Council will be presented for adoption by the Council.
- 13.2 Minutes shall record:
- a) the place, date and time of meeting;
  - b) the name of the Chair or Presiding Officer and attendance of Council Members and Senior Municipal Employees;
  - c) the correction of any amendments to, and adoption of, the Minutes of prior meetings. Any corrections made to the draft minutes should merely indicate that the minutes were approved “as corrected” without specifying the corrections;
  - d) each item considered by Council and the decisions of the meeting without note or comment.
- 13.3 The Minutes are a legal record of action that was taken and may be amended to correct errors and omissions. No debate is permitted.
- 13.4 Such Minutes as referred to above may be adopted by Council without having been read at the meeting. However, if requested by a Council Member and approved by the Mayor or Presiding Officer, the Minutes or a portion of the Minutes may be read out prior to adoption.
- 13.5 Minutes of all previous Council Meetings shall be adopted by resolution including any amendments as may be noted at the meeting.
- 13.6 Unless otherwise decided by Council, the Minutes of each Regular Council meeting shall be submitted for adoption or amendment to Council at its next Regular Council meeting or as soon thereafter as is reasonably practicable.
- 13.7 Once the Minutes are adopted by Council, they shall be signed by the Mayor and Clerk, or their designate(s).

### **14.0 PRESENTATIONS**

- 14.1 Presentations at all Council Meetings may include:
- a) presentations by organizations providing information at the request of Council;
  - b) presentations to or from Council recognizing achievements; and
  - c) presentations by Municipal Staff or Town Consultants.
- 14.2 In general, Council will provide fifteen (15) minutes for each presentation with a question and answer period by Council to follow. Any additional time exceeding fifteen (15) minutes shall be granted by the Mayor or Presiding Officer.

### **15.0 DELEGATIONS**

- 15.1 With the exception of Public Meeting matters, persons wishing to present information or make a request of Council or a Committee in person as a Delegation must provide a written request to the Clerk on the prescribed Delegation Request Form (Schedule “B”) no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting.

- 15.2 All persons attending Council or a Committee meeting as a Delegation should provide any correspondence, documentation or presentation materials electronically or otherwise to the Clerk no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package for distribution to Council in advance of the meeting.
- 15.3 The request by a delegate to the Clerk must provide a detailed synopsis of the request to appear before Council or a Committee, outlining the reasons and the desired resolution.
- 15.4 The request shall be signed, shall include the mailing address and telephone number or email by which the individual or the organization or group may be contacted.
- 15.5 The Clerk may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation, the length of the Agenda in which the Delegation was requested to be included, and the number of delegations already on the Agenda for that meeting.
- 15.6 The Clerk shall advise to the requester the earliest possible date when his or her Delegation may be accommodated.
- 15.7 The Clerk may refuse to place a delegation on the Agenda, a decision which the delegate may appeal to the Municipal Council, Committee or Board, as applicable, if the matter is:
- a) Not considered to fall within the jurisdiction of the Municipal Council, Committee or Board;
  - b) Considered operational or administrative in nature;
  - c) Considered as previously dealt with or closed by the Municipal Council, Committee or Board; or
  - d) Considered vexatious, spurious, or frivolous.
- To appeal a decision by the Clerk as described in this section, the delegate shall provide a written request to the attention of the Clerk to be considered in the next available Agenda of the Municipal Council, Committee or Board Meeting, as applicable, under an Agenda Addition item.
- 15.8 For Delegations on the Agenda or Delegation additions to the Agenda the Council or Committee may decide by majority vote to:
- a) Hear the Delegation, notwithstanding non-compliance with the requirements of other relevant sections in this by-law;
  - b) Postpone hearing a Delegation;
  - c) Require as a condition of hearing a Delegation, the filing of a written outline with the Clerk; or
  - d) Not hear the delegation.
- 15.9 Delegation shall be limited to speaking not more than ten (10) minutes when addressing Council, however a Delegation consisting of more than five (5) persons shall be limited to two (2) speakers and limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- 15.10 Council may limit or extend the time allowed for a Delegation by the Chair or by a majority vote by the members present.
- 15.11 An opportunity will be provided for Members to ask questions of clarity immediately following a Delegation. Council Members will be granted

permission to ask one (1) question at a time as directed through the Mayor or Presiding Officer, on a rotating basis to ensure that anyone who wishes to ask a question is given the fair opportunity to do so. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate.

## **16.0 DELEGATION ACTIONS**

- 16.1 Following a Delegation, Council may, by resolution, agree on a specific action in response to the Delegation, such as 'refer to staff for a report', 'receive for information', 'staff response,' refer to the matter to an advisory committee or local board or decide on a direction or action to be taken in response to a request to Council.

## **17.0 REPORTS**

- 17.1 Reports of Committee of the Whole Meetings and verbal or written reports from Members of Council, Co-ordinators and Municipal Employees shall be presented, received and action taken as directed by Council and be expressed by Motion and passed by resolution.

- 17.2 The reports contain recommendations provided by Municipal Staff including background information and may request authorization for a stated course of action by Council. The reports should succinctly layout the reasons for the request or recommendation and may summarize pertinent report sections including the origin, background, analysis or conclusion where this information assists in clarifying or justifying the staff recommendation.

- 17.3 All Municipal Staff Reports to be included in the Council Agenda package shall be prepared using a consistent and prescribed format and headers as provided by the Clerk, and are to be prepared by the author and approved by the Manager, Department Director and CAO as the case may be, and will include the following:

- 1.0 Corporate Strategic Plan Objective;
- 2.0 Recommendation;
- 3.0 Public Engagement
- 4.0 Origin and Legislation;
- 5.0 Background;
- 6.0 Analysis;
- 7.0 Financial Implications/Staffing/Budget Impact;
- 8.0 Conclusion;
- 9.0 Policies Affecting the Proposal;
- 10.0 Communication Results;
- 11.0 Attachments (if applicable); and
- 12.0 Authorization acknowledgement (Senior Management/CAO).

- 17.4 The recommendations of a Committee or Municipal Staff embodied in a Report to Council are:

1. The main Motion(s) when the clause is called; and
2. Deemed to have been adopted by Council without any amendments unless Council decides otherwise by Resolution.

## **18.0 MOTIONS – GENERAL**

- 18.1 No Member shall introduce any item to Council for its consideration unless:

- a) the item relates to a matter on the Agenda for that meeting, or
  - b) the matter is of an urgent nature and leave is granted on a two-thirds majority vote.
- 18.2 In Regular Council, a Motion shall be moved and seconded before a Member speaks to the Motion and before the Chair shall put the question and the Motion is recorded in the Minutes of the meeting. Every Motion at a Committee of the Whole or Advisory Committee Meeting requires a mover, but not a seconder.
- 18.3 Except as noted above, all Motions shall be in writing in a form the Clerk approves and signed by the mover and seconder (except in Committee of the Whole or other Advisory Committees where no seconder is required).
- 18.4 Motions respecting the following matters may be introduced orally without written notice and without leave:
- (1) Point of Order
  - (2) Personal Privilege;
  - (3) a Motion to refer decision on a question;
  - (4) presentation of a Petition;
  - (5) a Motion to refer a matter;
  - (6) a Motion to withdraw a Motion before the Chair;
  - (7) a Motion to recess;
  - (8) a Motion to call the vote on a question;
  - (9) a Motion to divide the question;
  - (10) a Motion to request short reading of a Motion which is provided to Council in written format;
  - (11) a Motion to continue a Council Meeting beyond 8:00 p.m.;
  - (12) a Motion to move into, or out of, Closed Session;
  - (13) a Motion to suspend or not to follow a rule of procedure;
  - (14) a Motion to change the Order of Business;
  - (15) a Motion to Adjourn.
  - (16) Motions to postpone temporarily; or
  - (17) to lay on the table (tabling)
- 18.5 No Member shall present a Motion on any matter to Council for its consideration unless:
- 1. The Motion is relevant to a matter that appears on the Agenda for that meeting of the Council; or
  - 2. Leave is granted to deal with a matter not on the agenda; or
  - 3. The Motion relates to a matter which for reasons of emergency health or safety, or legal deadline, cannot be first considered by the appropriate Committee of Council.
- 18.6 After a Motion is moved in Council, it shall be deemed to be in the possession of Council and may only be withdrawn with the leave of Council and only prior to a decision or amendment on such Motion has been rendered by Council.
- 18.7 A Member may move a Motion in order to initiate discussion and debate and that Member may vote in opposition to the Motion. A seconder of a Motion may vote against the Motion.

**REQUIREMENT FOR DISPOSITION**

- 18.8 A Motion properly before Council for decision must receive disposition before any other motion can be received for debate, except where a

motion on procedure has been made to amend, to refer the matter, to call the vote on the question, or to extend the hour of closing proceedings; or meeting has failed for lack of a quorum.

#### **DISPENSING WITH NOTICE**

- 18.9 Any Motion may be introduced without notice if the Council, without debate, dispenses with notice on the affirmative vote of at least a simple majority of the Members present and voting.

#### **PRESENTATION OF MOTION**

- 18.10 All Motions shall be presented in written form to Council and will be provided to the Clerk if not already printed in the Agenda for the meeting and shall be read by the Mover and shall be stated by the Mayor or Presiding Officer before it is debated.

#### **BEYOND JURISDICTION**

- 18.11 A Motion in respect of a matter which is beyond the jurisdiction of the Council shall not be in order.

### **19.0 TYPES OF MOTIONS**

#### **MOTION TO ADJORN**

- 19.1 A Motion to adjourn:
- i. shall always be in order except as provided by these rules;
  - ii. when resolved in the negative, cannot be made again until after some intermediate proceedings shall have been completed by Council;
  - iii. is not in order when a Member is speaking or during the verification of a vote;
  - iv. is not in order immediately following the affirmative resolution of a Motion for the previous question;
  - v. Does not require a seconder.

#### **MOTION TO AMEND**

- 19.2 A Motion to amend, amends a Motion but cannot directly contradict or negate the effect of the Motion.
- 19.3 A Motion to Amend should be presented in writing and shall:
- i. receive disposition of Council before a previous amendment or the questions;
  - ii. shall not be further amended more than once provided that further amendment may be made to the main question;
  - iii. shall be relevant to the question to be received;
  - iv. shall not be received proposing a direct negative to the question;
  - v. may propose a separate or distinct disposition of a question.

#### **MOTION TO REFER**

- 19.4 A Motion to refer that carries, directs a matter under discussion by Council or a Committee to staff, another Committee or other body for further examination, review or to obtain additional information.
- 19.5 A Motion to refer requires a majority vote, but must receive disposition by Council before the questions, or an amendment to the question, and when made prior thereto, before decision on a Motion for the previous question or postponement. The motion can be made with or without instructions to the staff or a committee, such as when to report back, or to propose an amendment written to accomplish a particular purpose.

#### **MOTION TO DIVIDE**

- 19.6 A Motion containing distinct proposals may be divided by leave of Council.

#### **MOTION TO RECONSIDER**

- 19.7 Any substantive Motion may be reconsidered. If a motion has been either adopted or defeated during a meeting, at least one member who voted on the winning side may make the motion to reconsider.
- 19.8 After a substantive Motion has been decided, any Member who voted or is deemed to have voted thereon may at any time prior to adjournment of the meeting at which such substantive Motion was decided give notice in writing for reconsideration of the motion. The Member making the motion to reconsider must declare to the Mayor or Presiding Officer the way they voted so that it is clear that the member is entitled to make the motion to reconsider, and the Member who gives the notice may have the privilege of stating the Members reasons for doing so.
- 19.9 Alternatively if the Motion was decided by Council after the adjournment of the meeting where the motion was voted on by Members, it shall only be reconsidered within six (6) months following the decision of Council based on new information and if Council decides to do so by a two-thirds vote, unless a regular election has occurred following the decision.
- 19.10 The Motion to Reconsider may be seconded by any member, no matter how the Member voted.
- 19.11 A Motion to reconsider is debatable.
- 19.12 If the Motion to Reconsider is decided in the affirmative, such reconsideration shall become the next order of business, and debate on the question to be reconsidered shall proceed as though it had never previously been considered.
- 19.13 No question upon which a notice of reconsideration has been accepted shall be considered more than once, nor shall a vote to reconsider be reconsidered.
- 19.14 A Resolution that was decided by Council cannot be reconsidered if action has been taken in implementing the Resolution resulting in legally binding commitments that are in place on the date the Motion to Reconsider is considered by Council.



- 19.15 If Council passes a Resolution and adopts the same matter by By-law, only the Resolution may be reconsidered. If the decision resulting from the reconsideration warrants, the By-law will be amended or repealed accordingly.
- 19.16 A Motion to Reconsider shall be introduced by way of a Notice of Motion to Council and considered as a Special Resolution at a subsequent regular Meeting of Council.

#### **POINT OF ORDER**

- 19.17 A Motion on a matter of privilege shall receive disposition of Council forthwith upon receipt and, when settled, the question so interrupted shall be resumed from the point where it was suspended.
- 19.18 The Mayor or Presiding Officer shall preserve order and decide points of order and points of privilege.
- 19.19 When a Member rises to a point of order he/she shall ask leave of the Mayor or Presiding Officer to raise a point of order and after leave is granted, the Member shall state the point of order and sit down and remain seated until the Mayor or Presiding Officer has decided and stated the point of order.
- 19.20 Thereafter, a Member shall only address the Mayor or Presiding Officer for the purpose of appealing the Mayor or Presiding Officer's decision to the Council.
- 19.21 If a Member appeals to Council on a point of order, Council shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair, and shall decide the question without debate.
- 19.22 The decision of Council under section 19.21 is final.
- 19.23 If no Member appeals, the decision of the Mayor or Presiding Officer shall be final.

#### **POINT OF PERSONAL PRIVILEGE**

- 19.24 A Member may rise at any time on a Point of Personal Privilege where such Member feels that the health, safety, rights or integrity of the Member's own person, of another Members or of anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
- 19.25 Upon hearing such Point of Personal Privilege, the Mayor or Presiding Officer will decide and state, without debate or appeal, the ruling on the matter.
- 19.26 The decision of the Mayor or Presiding Officer is s. 19.25 is final.

#### **RECESS**

- 19.27 A Motion to recess may be made at the call of the Mayor or Presiding Officer to suspend a Meeting for a specific length of time, or as a Point of Privilege by a Member when no question is pending, in order to provide for an intermission in the Council or Committee proceedings. A Motion to recess does not close the meeting and after which business will immediately be resumed at exactly the point where it was interrupted.

19.28 A Motion to recess:

- i. shall specify the length of time of the recess;
- ii. is debatable only as to the length or timing of the recess; and
- iii. can only be amended with respect to the duration of the recess.

#### **RECONVENE**

19.29 The motion to reconvene is made after the Member(s) have had a short recess of the Municipal Council's proceedings. Once reconvened, business resumes at exactly the point where it was recessed. Time of reconvening shall be noted in the Minutes of the Meeting.

#### **TABLING**

19.30 A Motion to table that carries, postpones a matter without setting a definite date for future discussion for the matter.

19.31 A Motion to lay on the table,

- i. may be applied to main Motions, to appeals, to reconsideration and to Motions that arise out of questions of privilege;
- ii. is in order when a Motion to close debate is pending or has been carried;
- iii. cannot be debated or amended;
- iv. cannot apply to any subsidiary Motion and cannot have any subsidiary Motion applied to it; and
- v. must be voted on.

19.32 If the Motion to table carries, the matter may not be discussed until a vote to lift the matter from the table is taken. A vote to lift a matter from the table is not amendable or debatable.

#### **TAKE FROM THE TABLE**

19.33 A Motion to take from the table,

- i. Shall not be in order when another Motion is before the Meeting;
- ii. Shall not be debatable or amendable;
- iii. When resolved in the negative, shall not be presented again until after some intermediate proceedings have been completed by the Council; and
- iv. When resolved in the affirmative, the Motion shall become immediately pending.

#### **WITHDRAWAL**

19.34 A request to withdraw a Motion,

- i. Shall only be made by the mover of the Motion;

- ii. May be made without the consent of the seconder of the Motion; and
  - iii. Shall be in order up until the vote on the Motion is taken.
- 19.35 If a Member objects to withdrawal of a Motion, a withdrawal Motion may be entertained and becomes a main Motion, requires a seconder and a Majority Vote to adopt. If no Member objects to the withdrawal of the Motion, the Motion shall be considered withdrawn without the necessity of a seconder and that a vote be taken.

**SUSPENSION OF RULES**

- 19.36 The Rules of Procedure in this by-law may be suspended by a two-thirds majority vote (2/3) of the Members of Council present and eligible to vote.
- 19.37 Upon suspension, the new procedure to be followed shall be determined by a majority vote of the Members present.
- 19.38 A suspension shall only apply for the stated purpose and only during the meeting in which such motion was introduced.
- 19.39 The following rules shall not be suspended:
- i. Majority of the whole of Members required for Quorum;
  - ii. Contractual Agreements binding the Town; and
  - iii. Any statutory requirements with respect to proceedings.

**20.0 NOTICE OF MOTION**

- 20.1 A Member desiring to introduce a Motion at a Meeting regarding a matter that would not otherwise be considered by the Council at such Meeting, shall deliver to the Clerk, a written copy of the Motion prior to the Agenda being published for the regular meeting at which the notice of Motion is to be given.
- 20.2 Upon receipt of a notice of Motion request, the Clerk shall print the Motion in full in the agenda for the next regular meeting of Council or for each succeeding regular meeting until the motion is considered or otherwise disposed of.
- 20.3 A Motion for which notice has been given, other than one to reconsider or rescind a prior decision of Council, shall be in the form of a referral to Committee of the Whole.
- 20.4 A notice of Motion shall be otherwise considered or disposed of by the Council at the Regular Meeting or Committee of the Whole Meeting at which it is first introduced, unless a Member objects by a vote to its consideration, in which case it shall be considered at the next Committee of the Whole Meeting of the Council.
- 20.5 In introducing a Notice of Motion to Council, a Member shall be permitted the opportunity of providing material and information in support of the Resolution.
- 20.6 No delegations shall be permitted to speak on a Notice of Motion.
- 20.7 Motions for which notice has been given and appeared on the Committee of the Whole Meeting shall be listed on the next Regular Council agenda as a Motion for Council consideration.

## **21.0 PRECEDENCE OF MOTIONS**

### **PRIVILEGED MOTIONS**

21.1 Privileged Motions do not relate to the pending business of Council, but have to do with special matters of immediate and overriding importance which shall not be debated and shall interrupt the consideration of anything else:

1. Question of Privilege;
2. Adjourn; and
3. Recess.

### **SUBSIDIARY MOTIONS**

21.2 Subsidiary Motions assists with Municipal Council in treating or disposing of a main motion (and sometimes other motions):

1. Table;
2. Call the Question;
3. Limit or Extend Limits of Debate;
4. Motions to Postpone Temporarily;
5. Refer;
6. Amend;
7. Postpone Indefinitely;
8. Main Motion;
9. Take from the Table; and
10. Reconsideration.

### **INCIDENTAL MOTIONS**

21.3 Incidental Motions relate, in different ways, to the pending business of Council or to business otherwise at hand:

1. Appeal;
2. Point of Order;
3. Withdrawal;
4. Suspension or Rules; and
5. Motion to Divide.

## **22.0 RULES OF DEBATE**

22.1 Every Member prior to speaking to any question or Motion shall raise their hand and must be recognized first by the Mayor or the Presiding Officer before addressing Council.

22.2 When two or more Members raise their hand at the same time, the Mayor or Presiding Officer shall designate the Member who in the opinion of the Mayor or Presiding Officer, was first to be acknowledged.

22.3 When the Mayor or Presiding Officer calls for the vote on a Motion, each Member shall be seated and shall remain seated until the result of the vote has been declared by the Mayor or Presiding Officer, and during such time no Member shall walk across the room to speak to any Member or make any noise or disturb the meeting in any manner or cause a disturbance and no Members shall speak to the Motion nor shall any other motion be made until after the vote is taken and the result has been announced.

- 22.4 When a Member is speaking, no other Member shall pass between the Member and the Mayor or Presiding Officer, or interrupt the Member except to raise a question of privilege, appeal from the decision of the Mayor or Presiding Officer, raise a point of order, lay on the table, or move for reconsideration.
- 22.5 Any Member may require a Motion under discussion and debate to be read out by the Mayor or Presiding Officer, or Clerk at any time during the debate but not so as to interrupt a Member while speaking.
- 22.6 No Member shall speak to the same Motion, or in reply, for longer than five (5) minutes without leave by the Mayor or Presiding Officer.
- 22.7 A Member may ask a question solely for the purpose of obtaining information relating to the Motion under discussion and such question must be stated concisely and be asked through the Mayor or Presiding Officer.
- 22.8 If the Mayor or Presiding Officer desires a Member to preside over a portion of the Meeting for the purpose of taking part in the debate or otherwise, the Mayor or Presiding Officer shall designate the Deputy Mayor or the Vice-Chair, if present, or in the case the Deputy Mayor or the Vice-Chair is not present, any other Member who will preside over the meeting or a specific section of the agenda.
- 22.9 When a Member is called to order the Member shall cease speaking unless the Mayor or Presiding Officer grants permission for the Member to explain, and the ruling of the Mayor or Presiding Officer shall be obeyed, subject to appeal to the Council, but without debate.
- 22.10 If a Member commits a slight breach of order such as addressing another Member instead of the Mayor or Presiding Officer in debate, or, in a single instance, fail to confine remarks to the merits of the pending question, the Mayor or Presiding Officer simply raps lightly, points out the fault, and advises the Member to correct the action. The Member can then continue speaking if he commits no further breaches of order.
- 22.11 If a Member repeatedly questions the motives of other Members and mentions them by first name, or persists in speaking on irrelevant matters in debate, the Mayor or Presiding Officer should first, if desirable to do so, warn the Member. With or without such warning the Mayor or Presiding Officer, or any Member, can call the Member to order by declaring a Point of Order. The Mayor or Presiding Officer should clearly state the breach involved and put the question as to whether the Member should be allowed to continue speaking.

### **23.0 VOTING ON MOTIONS**

- 23.1 The manner of determining the decision of the Municipal Council on a Motion shall be by show of hands unless a recorded vote is requested. No vote shall be taken by ballot or by any other method of secret voting, and every vote so taken is of no effect, unless stated by a provision of the Municipal Act, 2001.
- 23.2 No Member can be compelled to vote. As a result, every Member has the right to abstain. If the vote required is a majority or two thirds of the members present, an abstention will have the same effect as a "no" vote.

- 23.3 Where a vote is required to be recorded, by law or by request of a Member immediately prior or subsequent to the taking of a vote, each Member that is both present and qualified to vote, shall announce his/her vote openly, and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote and the Clerk shall record each vote in alphabetical order.
- 23.4 When a Member present requests a recorded vote, all Members present at the Council or Committee meeting must vote in alphabetical order, unless otherwise provided by statute. The names of those who voted for and the names of those who voted against shall be noted in the Minutes of the applicable meeting. The Mayor or Presiding Officer shall announce the results.
- 23.5 If a Member disagrees with the announced result of any vote, except a recorded vote, the Member must object immediately following the announced results of the vote to require that the vote be taken again.
- 23.6 Unless provided otherwise, any question having an equal number of votes shall be deemed to be lost.
- 23.7 Every Member of the Council has the right to vote on all questions, unless such Member has declared a conflict of interest in writing pursuant to the Municipal Conflict of Interest Act.

**QUESTIONS STATED**

- 23.8 Immediately preceding the taking of the vote, the Mayor or Presiding Officer may state or require the Clerk to state the question in the form introduced and shall do so if required by a Member except when a Motion for the previous question has been resolved in the affirmative. The Mayor or Presiding Officer or the Municipal Clerk shall state the question in the precise form in which it will be recorded in the Minutes.

**NO INTERRUPTION AFTER QUESTION**

- 23.9 After a question is finally put by the Mayor or Presiding Officer no Member shall speak to the question nor shall any other Motion be made until after the vote is taken and the results have been declared.

**DIVISION OF QUESTION**

- 23.10 When a question has been divided with leave of Council, debate shall be restricted to each proposal in its turn. A separate vote shall be taken upon each proposal contained in a question divided with leave of the Council.

**VOTE NOT ALLOWED**

- 23.11 A Member not present before the result of the division on a question shall not be entitled to vote on that question.
- 23.12 The Mayor or Presiding Officer may vote with the other Members on all questions, except where otherwise expressly provided and except where they are prohibited from voting by statute.

**24.0 BY-LAWS**

- 24.1 Every by-law enacted by Council shall be numbered, dated and signed by the Mayor and Clerk, or their designate. The corporate seal shall be affixed to the by-law and deposited by the Clerk for safekeeping.

- 24.2 No by-law shall be presented to Council unless the subject matter thereof has been considered and approved by the Committee of the Whole or unless the Mayor, CAO and/or Clerk determines that the matter is of sufficient urgency, needs to be dealt with in the best interests of the Municipality, or is of a routine nature.
- 24.3 The Clerk shall submit to Council a summary of all by-laws proposed for adoption, including the by-law number and title.
- 24.4 Unless otherwise requested or separated, all by-laws proposed for adoption shall be passed in one single Motion, duly moved and seconded.
- 24.5 The Clerk shall be responsible for their correctness should they require to be amended at the Council Meeting.
- 24.6 Every by-law, when introduced, shall contain no blanks except such as may be required to conform to accepted procedure or to comply with the provisions of any Act and shall be complete with the exception of the number and date thereof.
- 24.7 Any by-law(s) may be discussed or voted on individually upon request by a Council Member.
- 24.8 Amendments to by-laws being approved by Council shall be deemed to be incorporated into the by-law. If the by-law is enacted by Council, the amendments shall be inserted by the Clerk.
- 24.9 A by-law shall be deemed to have been read at the time that the title or heading thereof has been read or taken as read unless a Member of Council requires the by-law or any portion thereof to be read in full.
- 24.10 In proceedings of the Committee of the Whole, when dealing with by-laws, each section must be considered in its proper order, inclusive of the title and recitals.
- 24.11 All amendments made in Committee of the Whole shall be reported by the Chair to the Council which shall receive the same forthwith. After the report has been received, presented or debated a by-law shall be open to debate and amendment.

## **25.0 CORRESPONDENCE**

- 25.1 Every communication that is intended to be presented to Council or a Committee must include the author's full name and current contact information including, at a minimum, the author's residence address and telephone number or e-mail address. For all communication items submitted there shall be a designated contact person to whom the Clerk can communicate on behalf of Council or a Committee.
- 25.2 The Clerk will neither respond to nor place on an agenda any correspondence which, in the Clerk's determination, is anonymous, vexatious, illegible or that contains any disrespectful or offensive language nor will such correspondence be considered by Council or a Committee.
- 25.3 Any communication within the jurisdiction of a Council Service Coordinator or Committee shall first be referred by the Clerk to the appropriate Committee unless the communication relates to a subject or report scheduled to be considered by Council at a meeting.

## **CORRESPONDENCE – REQUIRING ACTION/RELATED TO AN ITEM OF BUSINESS**

- 25.4 Subject to correspondence submitted conforming to section 25 of this by-law and the Clerk's agenda publishing deadlines, the Clerk will place correspondence requiring action by Council or Committee or related to an item of business before Council or Committee on the agenda that the Clerk determines is appropriate in relation to the subject matter of the correspondence.
- 25.5 Correspondence related to an item of business before Council or Committee received after the Clerk's agenda publishing deadlines, may at the Clerk's discretion, be distributed as an additional agenda item.
- 25.6 Correspondence unrelated to an item of business before Council or Committee received after the Clerk's agenda publishing deadlines may, at the Clerk's discretion, be included in a subsequent Meeting agenda.
- 25.7 Communications/correspondence items listed on the Agenda that contain a request for action on the part of Council shall not be acted upon without Council first receiving a report from municipal staff or the appropriate Committee unless the action is of a routine or congratulatory nature.
- 25.8 All communications received from other Municipalities requesting endorsement or consideration of their resolution shall be forwarded to General Government Services for consideration, and may be added to the appropriate Council Agenda by the Coordinator or to a Committee Agenda or be received for information purposes or be sent to the Association of Municipalities of Ontario.
- 25.9 Any Member of Council, at any time prior to the preparation of the Agenda, may file in writing an item for inclusion in the Agenda.
- 25.10 During a meeting of Council, the Clerk shall read the substance of the correspondence thereof and any Member may request the reading of part of all the correspondence to read to Council.
- 25.11 For correspondence on the Agenda, or correspondence additions to the Agenda, the Council or Committee may decide by majority vote:
- a) Hear the correspondence, notwithstanding non-compliance with the requirements of other relevant sections in this by-law; or
  - b) Postpone hearing the correspondence.

## **26.0 PETITIONS**

- 26.1 Petitions shall include a statement or position that the signatories are supporting, and include legible names and legible addresses, and shall not contain any obscene, incorrect, vexatious or improper matter or language.
- 26.2 The individual or group initiating the petition, or submitting the petition to the Clerk, must provide a key contact name, mailing address, and telephone contact information to the Clerk.



- 26.3 The signatory's names and personal information will be redacted from the information published in the agenda. Council or Committee Members will be advised of the number of signatories only.
- 26.4 The Town is not accountable for the accuracy or reliability of Petitions that are submitted.

## **27.0 COUNCIL COORDINATOR ANNOUNCEMENTS**

- 27.1 Council/Coordinator Announcements are added to the Agenda for the sole purpose of informing other Members of Council and the general public on items of interest in each Council Member/Coordinator's respective portfolio. It also provides Council an opportunity to ask questions of clarification only relating to items in a Council Member/Coordinator's portfolio.
- 27.2 The Coordinator Announcement section in the Agenda does not allow for debate and, therefore, issues that have been previously considered by Council should not be brought forward under Coordinator Reports and no notes will be taken by the Clerk under this section unless directed by the Mayor or Presiding Officer to do so.

## **28.0 UNFINISHED BUSINESS**

- 28.1 Any Agenda items not dealt with at a meeting will be carried over to the next meeting as Unfinished Business.
- 28.2 Items which have been considered by Council and referred to municipal employees or Advisory Committees for a report under Unfinished Business will be listed with the date of their first appearance noted and repeated on each subsequent Agenda until disposed of by Council or unless removed from the Agenda by leave of Council.
- 28.3 Every new term of Council will have the opportunity to review unfinished business items from the previous term of Council through a written report from the Clerk, and will reserve the decision, through a successful majority vote, to accept or dispose the unfinished business items.

## **29.0 CLOSED SESSIONS**

- 29.1 Meetings or a part of a meeting may be closed to the public by a Motion, and with at least forty-eight (48) hours of advance notice, if the subject matter being considered falls under an exemption listed in section 239 of the Municipal Act:
- a) The security of the property of the municipality or local board;
  - b) Personal matters about an identifiable individual, including municipal or local board employees;
  - c) A proposed or pending acquisition or disposition of land by the municipality or local board;
  - d) Labour relations or employee negotiations;
  - e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
  - f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

- g) A matter in respect of which a Council, board or committee, or other body may hold a closed meeting under another Act;
  - h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
  - k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- 29.2 A Council or Committee meeting may be closed to the public if the following conditions are both satisfied:
- 1. The meeting is held for the purpose of educating or training the Members; and
  - 2. At the meeting, no Member discusses or otherwise deals with any matter in any way that materially advances the business or decision-making of the Council, board or Committee, in accordance with the Municipal Act.
- 29.3 Public Statement Required for Closed Sessions:
- Prior to holding a meeting or part of a meeting that is to be closed to the public the Head of Council or Presiding Officer shall state by resolution:
- a) The fact of the holding of the Closed Session;
  - b) The general nature of the matter to be considered at the Closed Session;
  - c) The specific provision of the Municipal Act, under which meeting in Closed Session is permitted; and
  - d) Where the purpose is for education or training that the meeting is to be held in private session, in accordance with the Municipal Act.
- 29.4 Whenever it shall be moved and carried that Council or a Committee convenes in Closed Session, the Presiding Officer shall preside over the meeting.
- 29.5 A meeting shall not be closed to the public during the taking of a vote, however, a meeting may be closed to the public during a vote if:
- a) Section 239(2) of the Municipal Act, permits or requires a meeting to be closed to the public; and
  - b) The vote is for a procedural matter or for giving directions or instructions to officials, employees or agents of the Municipality or persons retained under contract by the Municipality.
- 29.6 The Clerk, or his/her designate, shall prepare a record of each Closed Session held in Council or Committee, indicating:

- a) the matter discussed;
  - b) the specific provision of the Act under which the meeting in Closed Session is held;
  - c) the Members in attendance;
  - d) the disposition of the matter;
  - e) the starting and concluding times for the Closed Session; and
  - f) any other proceedings.
- 29.7 All information, documentation or deliberations received, reviewed or taken in a Closed Session are confidential including notes and records. Agendas, reports or any items from a Closed Session for consideration by Council shall not be released to the public or media.
- 29.8 No Member or Administration shall release or make public any information considered at a Closed Session or discuss the content of such a meeting with persons other than Members of Council, Committee or relevant municipal employees.
- 29.9 All information, or documentation or deliberation received, reviewed, presented or discussed in a legitimate Closed Session of Council and its Committee's is confidential and if disclosed, the person or person's disclosing the information may be disciplined in accordance with the Town of Cobourg Code of Conduct for Council Members and the Code of Conduct for Municipal Staff Policies.
- 29.10 Subject to the provision of section 239 of the Municipal Act, a closed session item that requires a final decision shall be done by Council through resolution or by-law at a future public meeting of Council. However, discussion that took place during a closed session, shall remain confidential.
- 30.0 CONFIRMATORY BY-LAW**
- 30.1 A Confirmatory By-Law may be periodically presented at a Regular Council Meeting to confirm the proceedings of Council at that meeting in respect of each motion, resolution and other action taken.
- 30.2 The proceedings of every meeting of Regular Council shall be confirmed by by-law, whether specific or confirmatory, so that every decision of Council and every resolution thereof shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law.
- 30.3 Unless otherwise requested or separated, all Confirmatory By-laws proposed for adoption shall be passed in one single Motion, duly moved and seconded, without debate or question.
- 30.4 With the adoption of a Confirmatory By-Law, the Mayor and the proper officers of the Town are hereby authorized and directed to do all things necessary to give effect to said actions or to obtain approvals where required, and except where otherwise provided, the Clerk and Mayor are authorized and directed to execute all documents necessary and to affix the corporate seal of the Town to all such documents.
- 30.5 Passage of a Confirmatory By-law does not in any way remove, and is not a substitute for, the requirement of a specific by-law authorizing the execution of any agreements.

### **31.0 ADJOURNMENT**

- 31.1 A Motion to adjourn may be made by a Member who has the floor, requires no seconder and need not be in writing. However, no Motion to adjourn may be made during the taking of a vote on any Motion.
- 31.2 A Motion to adjourn may not be amended.
- 31.3 Where a Motion to adjourn and any item of business or any by-law then before Council is left undisposed of, such item of business or by-law may be considered at the appropriate place in the order of procedure at the next meeting.
- 31.4 Where a Motion to adjourn is lost no second Motion to the same effect may be made until the matter under consideration is disposed of.
- 31.5 On a Motion to adjourn, no Member shall leave their seat until the Chair, Mayor or Presiding Officer has declared the meeting adjourned.
- 31.6 No item of business may be dealt with at a Council meeting after 8:00 p.m unless the time for adjournment is extended by resolution of Council passed by unanimous vote. In such case, the extension shall provide for an additional thirty (30) minutes to deal with the business of Council.

### **32.0 COUNCIL STATUTORY PLANNING MEETINGS**

- 32.1 The rules and procedures contained within this by-law shall apply with necessary changes. Council Planning shall consider matters where a public Meeting is required to hear applications under the Planning Act.
- 32.2 Municipal staff shall give legislated notice of items on any agenda in accordance with the applicable legislation.
- 32.3 Council Planning Meetings shall meet in the Council Chambers of Victoria Hall, unless with adequate public notice, as required, the Council selects an alternate Meeting location, date, or time. In the event a Regular Meeting date falls on a public holiday, the Council or Committee shall meet at the same hour on the next available business day not being a public holiday.
- 32.4 Council Planning Meetings shall be held at 6:00 p.m.
- 32.5 The Clerk, in consultation with the Mayor and Planning Staff, shall have discretion to prepare for the use of Members, an agenda containing the following:
  - I. Call to order
  - II. Introduction
  - III. Declaration of Pecuniary Interest
  - IV. Notification Procedure
  - V. Explanation
  - VI. Advisory Committee Comments/Motions
  - VII. Public Submissions
  - VIII. Future Notice
  - IX. Adjournment
- 32.6 The time limitation for Presentations, Delegations and Public Submissions at a public Meeting to hear applications under the Planning Act, shall not exceed ten (10) minutes. Council may extend

the ten (10) minute time period by a Majority vote of the Council Members present without debate.

- 32.7 Council may ask questions of staff after a staff presentation and prior to Delegates addressing Council.
- 32.8 Once all registered presentations by Staff and Applicants have spoken, the Mayor or Chair shall ask if anyone present wishes to speak. Such individuals shall be permitted to speak without advance notice pursuant the Planning Act and as per section 6.4(a).

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

- 33.1 Open Forum shall occur following every Committee of the Whole Meeting, to allow any individual to address Council to make informal inquiries or to comment on matters of municipal business. Persons speaking at the Open Forum are required to sign the Open Forum Register held by the Clerk prior to being permitted to address Council, and shall be limited to a maximum of five (5) minutes each.
- 33.2 Open Forum will not be included in the Meeting minutes, however it will be a part of the live streaming of the Meeting.
- 33.3 Speakers at Open Forum are required to follow the Rules of Conduct as outlined in section 39 of this by-law.

### **34.0 COMMITTEES – GENERAL (ADVISORY COMMITTEES AND LOCAL BOARDS)**

- 34.1 Council shall determine by vote the appropriate number of Committees, their membership, mandates, purposes, terms of reference and reporting practices.
- 34.2 Council shall direct the Clerk to advertise for Committee applications after each election, to fill any vacancies, or expired terms of office on an annual basis, or as vacancies occur throughout the term of Council.
- 34.3 Applicants interested in applying for Committees or Boards in which the Clerk advertises for may apply through the prescribed 'Advisory Committee and Local Board Application Form' (Schedule C) prior to the allocated deadline that the Clerk determines is appropriate.
- 34.4 References used in the 'Advisory Committee and Local Board Application Form' cannot be current members of Council.
- 34.5 Council Service Coordinators will review the applications under their assigned respective service area of responsibility and will make recommendations for prospective Committee Members from applications received in Closed Session for appointment by motion at a Regular Council Meeting for their areas of responsibility after each municipal election for any vacancies or expired terms of office or on an as needed basis.
- 34.6 The role of Committees shall generally be to:
  - a) Make recommendations to Council on matters which are in their area of jurisdiction that are referred to the Committee by Council or that are in accordance with the Committee mandate, purpose and Terms of Reference;

- b) Guide and request municipal employees, through the CAO, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
  - c) Receive public delegations and establish mechanisms to receive further input on vital public policy matters related to their Committee's specific Terms of Reference.
- 34.7 The rules governing the procedure of Council and the conduct of Members at Council shall be observed in all Committees so far as they are applicable, and, subject to the specific rules for Committees set out in this section, including:
- a) A Motion shall not be required to be seconded;
  - b) No recorded votes shall be taken;
  - c) The number of times of speaking on any question shall not be limited;
  - d) No Members shall speak more than once until every Member who desires to speak has spoken, unless approved by Chair;
  - e) A majority shall be required to decide any matter before the Committee;
  - f) The Committee Chair or Acting Chair may vote on all Motions; and
  - g) The rules relating to the introduction of new business shall be the same as those of Council.
- 34.8 The Mayor shall be an ex-officio Member of each Committee, shall be counted for quorum purposes and is entitled to vote at such meetings.
- 34.9 The Mayor shall not be eligible to be the Chair or Vice-Chair of an Advisory Committee.
- 34.10 In the absence of a decision by the Council to the contrary or to terminate an appointment, Members shall be appointed to Committees and Local Boards by Council for the term of Council or for the term set out in such appointment, and, until their successors are appointed, unless otherwise provided by by-law or Resolution
- 34.11 Council Members who are not Members of a specific Committee may attend meetings of that Committee and may, with the consent of the Chair of the Committee, take part in the discussion, but shall not be counted for quorum purposes or be entitled to make Motions or to vote at these meetings.
- 34.12 Each Committee shall, at the first meeting of the Committee in the first term of Council, choose from its Members a Committee Chair and Vice-Chair to serve in those positions for the calendar year or until their successors are appointed.
- 34.13 In the second, third and fourth year of the term of Council, each Committee shall choose from its number a Committee Chair and a Committee Vice-Chair to serve in those positions for that calendar year or until their successors are appointed.
- 34.14 A Member of the Committee, who has served as Committee Chair or Committee Vice-Chair in the first, second and/or third annual term of the Committee during the term of Council, is not prohibited from serving in the same position during the annual term in the second, third and/or fourth years of the term of the Council.

- 34.15 In the event that the Chair of a Committee does not attend the Committee meeting at which he/she is to preside within fifteen (15) minutes after the time appointed for the commencement of the meeting, the Vice-Chair shall call the meeting to order and preside until the arrival of the Committee Chair. Should the Committee Vice-Chair not be in attendance at the meeting, then those Members in attendance shall appoint one of the Members to act in the place and stead of the Committee Chair and Committee Vice-Chair for the meeting. Such Members shall then call the Members to order and shall preside until the arrival of the Committee Chair or Vice-Chair.
- 34.16 Committees shall not hold or schedule meetings while Council is in session.
- 34.17 The Clerk or designate may cancel or reschedule a meeting in consultation with the Chair of a Committee and the Senior Manager or CAO.
- 34.18 Committee meetings shall be held in a consistent location, date and time unless a decision is made by the Senior Manager or CAO in consultation with the Chair and with approval of the Committee Members. Any change in venue, date or time will be published in advance to ensure all Members, Staff and the general public are advised. This should only be done under special or emergency circumstances.
- 34.19 A Committee Chair may, after consultation with the Senior Manager or CAO, at any time summon a Special Meeting of the Committee by providing written direction to the Secretary to issue a Notice of Special Meeting. Upon receipt of a petition of the majority of Members of a Committee, the Clerk or Committee Secretary shall summon a Special Meeting for the purpose and at the time noted in the petition.
- 34.20 The Clerk, or his/her designate, subject to such changes as may be appropriate in the circumstances, shall prepare for distribution, Committee Agendas with the order of business for regular meetings of Committees as follows:
- i. Call to Order
  - ii. Approval/Additions to Agenda
  - iii. Adoption of Minutes
  - iv. Declarations of Pecuniary Interest
  - v. Presentations/Delegations
  - vi. Communications/Correspondence
  - vii. Reports
  - viii. New Business
  - ix. Unfinished Business
  - x. Adjournment
- 34.21 Any matter which is within the Committee's Terms of Reference and which is not on the Committee Agenda or does not relate to a matter on the Agenda may be considered by the Committee if it agrees to consider it by a majority vote.
- 34.22 Any communication to a Committee, received prior to a meeting but not in sufficient time to be included in its Agenda, shall be reviewed by the Committee Chair, Senior Staff advisor and Committee Secretary, and;

- a) If the communication is deemed by the Committee to pertain to a matter listed on the Agenda, it shall be submitted as a supplementary item for that meeting.
  - b) If the communication is deemed by the Committee Chair or Secretary not to pertain to a matter listed on the Agenda or their Committee's mandate, purpose or Terms of Reference, it shall be not be included on the Agenda or, if it does relate to their Committee, it may be referred to a subsequent meeting, unless the Committee Chair directs that it be submitted as an additional item at the meeting for which it was submitted, in which case, the Committee shall determine whether or not it will be considered at that meeting or be postponed or referred to a subsequent meeting.
  - c) If the communication is deemed by the Committee Chair or Secretary to require a special study by the Committee, or one or more reports from any Municipal official, it shall be placed on the Agenda for a subsequent regular meeting of the Committee, unless the Committee Chair is of the opinion that urgency requires that the communication be dealt with at the meeting for which it was submitted as an additional item.
- 34.23 No meeting of a Committee shall be held in Closed Session except under specific circumstances and in accordance with section 239 of the Municipal Act, and this procedural by-law, and with advice from the Clerk.
- 34.24 A quorum shall be calculated on the basis of a majority of Members of the Committee unless the Committee is comprised of an equal number, in which case the quorum is one-half of the Members of the Committee.
- 34.25 If no quorum is present fifteen (15) minutes after the time appointed for the meeting, the Secretary shall record the names of the Members present, the meeting shall stand adjourned until the next meeting and all business will be postponed until that meeting.
- 34.26 Notwithstanding the lack of a quorum, a Committee may receive submissions or information from the public or municipal employees on a matter when a quorum is not present as long as they are not with regard to a public hearing or meeting required by statute.
- 34.27 The Chair of a Committee has the right to expel or exclude any person from any meeting for improper conduct.
- 34.28 All items considered by a Committee and requiring Council approval shall be forwarded to the Council in the form of a Committee Report, and only Motions that have been carried shall be reported in the Committee recommendations. The Secretary will prepare a separate memo for each individual motion passed by the Committee as a recommendation to Council and forward it to the Clerk for inclusion in the Council meeting agenda.
- 34.29 All Committee Minutes, when approved, are to be sent to the Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.



- 34.30 All Members shall receive all notices and corresponding Agendas for Committees within forty-eight (48) hours of the meeting where possible.
- 34.31 Should a meeting be adjourned for lack of quorum and there are matters of business that are deemed urgent by the Chair or CAO, these matters may be placed on the Council Agenda as a report by the Council Service Coordinator representative or by the Committee acting without a quorum. A report of a Committee acting without a quorum shall not contain any recommendations by the Committee. Otherwise, the items of business will be scheduled to be considered at the next meeting of the Committee.

### **35.0 AD HOC COMMITTEES (SPECIAL AND TASK FORCES)**

- 35.1 Council may constitute an Ad Hoc Committee, which, at the option of Council may be termed a Special Committee, to consider and report on a specific subject, project or undertaking. When a Special Committee has been appointed by Council, the Members will be appointed by resolution or Council by-law. When a Special Committee has completed its work and made its final report to Council, the Special Committee shall be deemed to be discharged.
- 35.2 The Mayor shall be an ex-officio Member of all Special Committees and shall be eligible to vote at these Special Committees.
- 35.3 Where a question has been referred or a task assigned to a Special Committee and the Special Committee has not yet made its final report to Council and a Member desires to take the matter out of the Committee's hands, either to permit Council itself to consider or act on the matter or so that the matter may no longer be considered, such action may be proposed by means of a Notice of Motion to Discharge the Committee.
- 35.4 Each Special Committee shall be given a clear mandate and well defined Terms of Reference that shall include:
- a) the mandate;
  - b) the composition, including the applicable municipal employees;
  - c) the reporting relationships;
  - d) the municipal employees and other resources to be made available;
  - e) when the matters will be reported on;
  - f) a start and finish date; and
  - g) consider any budget implications.
- 35.5 Special Committees for special projects may be established by Council when necessary upon a recommendation and with justification to the Committee of the Whole.
- 35.6 Prior to the establishment of a Special Committee which Council has determined will include members of the public, the Clerk shall be directed to place an advertisement in a local newspaper and on the Municipal Website inviting members of the public to apply to be a member of the Committee.
- 35.7 Council Members who are not Members of a specific Committee may attend meetings of that Committee and may, with consent of the Chair of that Committee, take part in the discussion but shall not be counted in the quorum or be entitled to vote at these meetings.

- 35.8 A Special Committee may be appointed by the Council to investigate and report on matters provided that:
- a) The Special Committee, in all cases, reports directly to the Council, and;
  - b) The established Special Committee does not have the power to appoint sub-Committees, nor shall it add to its Membership without permission from the Council.
- 35.9 The Clerk shall be the Secretary of all Special Committees of Council but may assign their duties as Secretary of any Committee to an alternate municipal employee.
- 35.10 A copy of the Minutes of each Special Committee meeting shall be forwarded to the Council.
- 35.11 It shall be the duty of the Secretary to give notice of each meeting of the Special Committee together with an Agenda of the matter to be considered so that such notice and Agenda will reach the Members at their addresses as recorded in the Municipal records not later than forty-eight (48) hours preceding the day of the meeting where possible.
- 35.12 The procedural rules of governing meetings of Council as set out in this by-law shall apply with necessary modification to any meeting of a Special Committee insofar as they are applicable.

**36.0 DISBANDING – AD HOC OR SUB-COMMITTEES**

- 36.1 Unless otherwise directed by the Council, an Ad Hoc Committee shall be considered disbanded upon completion of the assigned task(s) and submission of its findings.
- 36.2 Unless otherwise directed by the Council, a Subcommittee shall be considered disbanded upon completion of the assigned task(s) and submission of its findings.

**37.0 THE CONDUCT OF PROCEEDINGS AT A MEETING OF COUNCIL**

- 37.1 It shall be the duty of the Head of Council, Chair, or other Presiding Officer to preside over the conduct of the meeting, including preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council.

The Head or Council, Chair or Presiding Officer's duties are:

- a) To open the meeting of Council by taking the Chair and calling the Members to order;
- b) To ask Members to make a declaration of any interest of either a potential conflict or pecuniary interest;
- c) To announce the business before the Council in the order in which it is to be acted upon;
- d) To receive and submit, in the proper manner, all Motions presented by the Members of Council;
- e) To put to vote all questions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and

to announce the results of the vote on any Motions presented for a vote;

- f) To decline to put to vote Motions which infringe the rules of procedure;
- g) To restrain the Members, within the rules of order, when engaged in debate;
- h) To maintain order and preserve the decorum of the meeting;
- i) To call by name any Member persisting in breach of the rules of order of the Council, thereby ordering them to vacate the Council Chamber;
- j) To receive all messages and other communications and announce them to the Council;
- k) To authenticate, by his/her signature when necessary, all by-laws, and Minutes of the Council;
- l) To inform the Council, when necessary or when referred to for the purpose, on a point of order or usage;
- m) To represent and support the Council, declaring it will, and implicitly obeying its decisions in all things;
- n) To ensure that the decisions of Council are in conformity with the laws and by-laws governing the activities of the Council;
- o) Close the meeting when business is concluded or recess the meeting as required;
- p) To adjourn the meeting without the question put in the case of grave disorder arising in the Council Chamber;
- q) Rule on all procedural matters without debate or comment;
- r) Receive and submit to a vote all Motions presented by the Members that do not contravene the rules of procedure;
- s) Decline to put to a vote Motions which do not comply with the rules of procedure, or which are not within the jurisdiction of Council;
- t) Expel or exclude from the meeting any person whom the Municipality feels has exhibited improper conduct at the meeting.

37.2 The Presiding Officer may appoint another Member of the Committee to act as Committee Chair while they are speaking to a question or while they are temporarily absent from the meeting.

37.3 The Presiding Officer shall maintain order in the Committee of the Whole and report the proceedings to the Council.

37.4 The rules governing the procedure of the Council and the conduct of Members in Council shall be observed in Committee of the Whole so far as they are applicable, except that:

- i. Motions may be moved orally except where the Presiding Officer requests that the Motion be in written form; and
- ii. A seconder shall not be required on Motions.

### **38.0 RULES OF CONDUCT FOR MEMBERS**

38.1 A Member shall not:

- a) Speak disrespectfully of any Member of the Royal Family, the Governor General, the Lieutenant Governor, Member of

Parliament, any other Council Member or any official or employee of the Municipality;

- b) Disturb the Council by a disorderly deportment;
  - c) Use profane or offensive words or insulting expressions or unparliamentary language;
  - d) Disobey the rules of the Council or a decision of the Mayor or the Council on points of order or on the interpretation of the rules of procedure of Council;
  - e) Leave his/her seat or make any noise or disturbance while a vote is being taken or until the results are declared;
  - f) Interrupt a Member who is speaking, except to raise a point of order or question of privilege;
  - g) Speak on any subject other than the subject in debate. Remarks and arguments must be relevant to the question being considered. The Chair is the judge of relevancy and can interrupt the speaker who is deviating unduly from the main thread of the discussion. Otherwise, a speaker has the right to be heard without interruption, unless committing a breach of order or contravening the rules of the meeting. In this case, any Member may interject and the speaker must cease until the matter has been dealt with and subject to a ruling by the Chair;
  - h) Criticize any decision of Council except for the purpose of moving that the question be reconsidered;
  - i) Disobey the rules of the Council or a decision of the Chair or of the Council on questions of order or practice or upon the interpretation of the rules of the Council and in case a Member persists in any such disobedience after having been called to order by the Chair, the Chair may forthwith order the Member to leave his/her seat for the duration of the meeting of Council; or
  - j) Engage in private conversation while in the Council meeting or use electronic devices including cellular phones, pagers and computers, in a manner which interrupts the proceedings of the Council.
- 38.2 The Council approved Town of Cobourg 'Code of Conduct for Council Members' also applies to Council and Committee meetings.
- 38.3 All matters not covered by this by-law shall be decided by the Chair who may call upon the Municipal Clerk to provide advice regarding procedure. The Clerk shall provide this advice following which the Chair shall announce his/her ruling.
- 38.4 If a Member disagrees with the ruling of the Chair the Member may appeal the ruling. The Chair, in response, shall call a vote on the question of sustaining the ruling of the Chair. The Chair may provide further explanation of the ruling prior to the calling of the vote.
- 38.5 Should an appeal of the Chair's decision be put, the Chair shall immediately put the question, no amendment, adjournment or debate being allowed. A Motion is required and shall state "that such Member be allowed to retain his/her seat for the duration of the meeting of Council". A two-thirds vote of the Members of Council present and voting is required to overturn the Chair's Ruling that the Member be expelled.

### **DISORDERLY CONDUCT – PROGRESSIVE STEPS**

- 38.6 The Chair, after three warnings, shall call by name any Member persisting in breaching the rules of procedure and, subject to a majority vote of the Members present, order the Member to vacate their seat and leave the meeting.

### **DISORDERLY CONDUCT – APOLOGY**

- 38.7 If the Member apologizes, the Chair may permit the Member to resume their seat.

### **DISORDERLY CONDUCT – MEMBER TO BE REMOVED**

- 38.8 In the event that a Member persists in a breach of the rules after having been called to order by the Chair, the Chair may put the question: “Shall the Member be ordered to leave his/her seat for the duration of the meeting?” and such question is not debatable. If the Council decides the question of removing a Member in the affirmative, by a two-thirds vote of the Members present, the Chair shall order the Member to leave his/her seat for the duration of the meeting.
- 38.9 If the Member apologizes, the Chair, with the approval of a simple majority of the Council, may permit him/her to resume his/her seat.

### **FAILURE TO LEAVE SEAT**

- 38.10 If a Member does not leave his/her seat after being ordered to do so by the Chair in accordance with this by-law and if the Member does not apologize in accordance with section 38.9 of this by-law, then the Chair shall seek the appropriate assistance.

### **POWERS TO EXPEL PERSONS OTHER THAN MEMBERS OF COUNCIL**

- 38.11 The Head of Council or Chair may expel any person for improper conduct at a meeting.

### **SPEAKING TO THE SUBJECT**

- 38.12 When any Member is about to speak in debate, or on any subject in Council he/she may rise in his/her place and respectfully address the Chair and shall confine himself/herself to the question under consideration; he/she shall strictly avoid all personalities and shall sit down as soon as he/she has concluded.

### **38.13 CALLING THE QUESTION**

- a) When the Chair is putting a question, no Member may walk out of the room;
- b) When a Member is speaking, no other Member shall hold discourse which may interrupt the speaker;
- c) If any Member is speaking or otherwise transgressing the rules of Council, the Chair shall call such Member to order, in which case the Member so called to order shall immediately comply with the call to order, unless permitted to explain and the Council, if appealed to, shall decide on the Member’s appeal but without debate. A simple majority is required; and

- d) A Member shall not leave his/her seat or make any noise or disturbance while a vote is being taken or until the result is declared.

#### **38.14 LEAVING SEAT WITHOUT CONSENT OF THE CHAIR**

- a) The Members of Council shall not leave their places without permission of the Chair and on adjournment until the Chair leaves the Chair; and
- b) A Member shall not leave the meeting when he/she does not intend to return without first advising the Chair and/or the Municipal Clerk.

#### **39.0 RULES OF CONDUCT FOR MEMBERS OF THE PUBLIC ATTENDING COUNCIL AND COMMITTEE MEETINGS**

39.1 Members of the public present during a Council or Committee meeting shall maintain order and quiet and shall not address Council or the Committee except with the permission of Chair or presiding Officer.

- i. No person shall display signs or placards, applaud participants in debate or engage in conversation or other behavior which may disrupt the proceedings of Council or the Committee.
- ii. No person shall bring into the Council Chamber or Committee meeting room food or drinks, or cellular telephones, pagers or other electronic devices which emit a sound unless such devices are turned off or silenced.
- iii. When invited to address Council or a Committee, no person shall use indecent, offensive or insulting language or speak disrespectfully of any Member of the Royal Family, the Governor General, the Lieutenant Governor, Member of Parliament, any other Council Member or any official or employee of the Municipality;
- iv. Persons invited to address the Council or Committee shall only speak on the subject in debate and shall not speak on any other subject, unless otherwise granted by the Chair or Council.
- v. Any person, not being a member of Council, who contravenes any provision of this section, may be expelled from the Meeting by the Chair.

39.2 Persons attending Council and/or Committee meetings as observers and who are in the audience in the Council Chamber during a Council Meeting will maintain order and quiet and may not:

- i. address Council without the permission of the Council;
- ii. interrupt any speech or action of the Members of Council or any other person addressing Council; or
- iii. display or have in their possession picket signs or placards in the Council Chambers or Meeting Rooms.

39.3 All persons attending a Council meeting shall observe the rules of Council with respect to decorum and conduct.

39.4 No person except Members and Officers of the Council shall be allowed to come within the dais during the sittings of Council without permission of the Presiding Officer or the Council upon reference.

39.5 No person shall:

- i. Use offensive words or unparliamentarily language in or against the Council or against any Member of Council or municipal employee, or member of the public;
- ii. Speak on any subject other than the subject in debate;
- iii. Criticize any decision of the Council except for the purpose of moving that the question be reconsidered;
- iv. Disobey the rules of the Council or a decision of the Presiding Officer or of the Council on questions of order or practice or upon the interpretation of the rules of the Council and in the case a person persists in any such disobedience after having been called to order by the Presiding Officer, the Presiding Officer may forthwith put the question, no amendment, adjournment or debate being allowed, "that such person be ordered to leave his seat for the duration of the meeting of the Council" but if the person apologizes he may, by vote of the Council, be permitted to retake his seat.
- v. When the Chair is putting the question, no person shall leave or make a disturbance.

**40.0 ORGANIZATIONAL STRUCTURE**

40.1 No Member of Council or Committee Member shall have the authority to direct or interfere with the performance of any work for the Town; and the officer in charge shall be subject only to the persons Manager/Director as established in the formal organizational structure of the Town of Cobourg.

40.2 No Committee shall have departmental jurisdiction.

**41.0 AMENDMENT**

41.1 No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of the Council unless notice of proposed amendment or repeal has been given at a previous regular meeting of Council in accordance with the Town's Public Notice Policy.

**42.0 STATUTORY REQUIREMENTS**

42.1 All provisions of this by-law which are statutory requirements under the Municipal Act, 2001, are so noted with reference to the relevant section of the Act. Amendments made to these statutory provisions by the Province of Ontario shall take precedence over the provisions contained herein and this by-law shall be deemed to be so amended to conform to the same.

**43.0 MUNICIPAL CLERK'S DUTIES - DELEGATION OF CLERK'S DUTIES**

43.1 The Municipal Clerk shall be the Secretary of all Committees of the Council and may delegate any such duties as Secretary of any Committee to a Municipal Employee in the Town of Cobourg in consultation with the CAO and Division Directors.

43.2 The Municipal Clerk may delegate to any employee in the Town of Cobourg, the Clerk's duties related to the giving of notice and the recording of the proceedings of meetings of Council and its Committees.

43.3 Every by-law, upon enactment, shall be signed by the Mayor or the Acting Mayor, and, the Clerk or Deputy Clerk, with the date of enactment thereof entered and the Corporate Seal of The Corporation of the Town of Cobourg affixed thereto.

**44.0 MUNICIPAL SOLICITOR**

44.1 The Municipal Solicitor is authorized to commence or to defend any proceeding appeal, or other form of action in a court or before an administrative tribunal to meet statutory or regulatory time limits and to seek costs where appropriate in accordance with the rules of the Court or Tribunal.

44.2 The Municipal Solicitor shall report to Council at the first available opportunity on such any action taken, and Council shall determine whether the matter should be continued or discontinued.

**45.0 GENDER/NUMBER**

45.1 This by-law shall be read with all changes of gender or number as are required by the context or the circumstances.

**46.0 SEVERABILITY**

46.1 If a court or tribunal of competent jurisdiction declares any portion of this by-law to be illegal or unenforceable, that portion of this by-law will be considered to be severed from the balance of the by-law, which will continue to operate in full force.

**47.0 EFFECTIVE DATE**

THIS by-law shall become effective on February 4, 2019.

**48.0 REPEAL OF EXISTING BY-LAWS**

That By-law No. 079-2017 is hereby repealed.

READ a first time in Open Council on January 7, 2019.

READ a second and third time and finally passed in Open Council this 4<sup>th</sup> day of February 2019.

\_\_\_\_\_  
MAYOR

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



# SCHEDULE 'A'



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

## Declaration of Pecuniary Interest Form

Pursuant to subsection 5.1 of the Municipal Conflict of Interest Act, R.S.O. 1990 (in force and effect on March 1, 2019) and Section 12 of the Town's Procedural By-law, Council and Committee members must complete this form prior to any meeting at which they will be making a declaration of pecuniary interest, direct or indirect. Each member who is declaring a pecuniary interest shall read the statement at the appropriate time during the applicable meeting, then provide this written statement to the Municipal Clerk.

**Printed Name:** \_\_\_\_\_

**Meeting Information:**

Committee of the Whole     Regular Council     Special Council

Other (please specify): \_\_\_\_\_

Open     Closed

Date of Meeting: \_\_\_\_\_

**Agenda Item #:** \_\_\_\_\_

**Agenda Item Topic:** \_\_\_\_\_

**I declare a Pecuniary Interest for the following reason(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In addition to complying with the requirements of the Municipal Conflict of Interest Act, I confirm that I will not take part in the discussion of, or vote on any question in respect of the matter, and I will not attempt in any way whether before, during or after the meeting to influence the voting on any such question. If the meeting is not open to the public, I confirm to leave the meeting or part of the meeting during which the matter is under consideration.

\_\_\_\_\_  
**Signature**

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

**Clerk's Acknowledgment**

Received on: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Clerk or Designate**



# SCHEDULE 'B'

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.

<b>1. CONTACT INFORMATION</b>	
Name of Delegate(s):	
Group/Organization/Business Delegation Represents (if applicable):	
Phone:	E-Mail:
<b>2. MEETING SELECTION</b>	
I wish to appear before:	
<input type="checkbox"/> Regular Council <input type="checkbox"/> Committee of the Whole <input type="checkbox"/> Advisory Committee or Local Board	
If appearing before an Advisory Committee or Local Board please specify:	
Meeting Date Requested:	
<b>3. DELEGATION REQUEST</b>	
<b>General Nature/Purpose of Delegation:</b> (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)	

**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:

Projector  PowerPoint

**Note:** Delegates are required to provide one (1) copy of all background material/presentations to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting date.

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.

Print Full Name

Signature

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).

**TOWN OF COBOURG** | VICTORIA HALL, 55 KING STREET WEST, COBOURG, ON K9A 2M2  
T.905.372.4301 | F.905.584.4325 | [www.cobourg.ca](http://www.cobourg.ca)

## **DELEGATION RULES AND GUIDELINES THE CORPORATION OF THE TOWN OF COBOURG**

A delegation is an opportunity to appear before Council or a Committee to present information. The purpose of the delegation process is to allow residents to make their views known to Council. In conjunction with the Town of Cobourg Procedural By-law, the following delegation rules and guidelines are observed:

- Any person wishing to appear before Council on a matter which requires specific action of Council, and is a matter that falls within the jurisdiction of the Town of Cobourg, may notify the Municipal Clerk by submitting the prescribed 'Delegation Request Form' no later than 1:00 p.m. on the Friday preceding the meeting. Once the request is received by the Municipal Clerk, you will be contacted to confirm your placement on the appropriate Agenda.
- Material relating to your delegation, including any correspondence, documentation or presentation, must be submitted electronically or otherwise to the Legislative Services Department no later than 1:00 p.m. on the Friday preceding the Council or Committee meeting in order to have the information included in the Agenda package that is distributed in advance of the meeting.
- The Clerk may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation, the length of the Agenda in which the Delegation was requested to be included, and the number of delegations already on the Agenda for that meeting.
- The 'Delegation Request Form' and any other correspondence that is to be presented to Council, shall be legibly written, typed or printed, and shall not contain any obscene or defamatory language.
- Delegates attending a Council or Committee meeting, shall address the Chair from the lectern in the public gallery in the Council Chambers or from the presenter's table in the Committee Room, as the case may be and shall state their name or if they are an agent, the name and address of the client they represent.
- Delegates appearing before Council are permitted ten (10) minutes for their presentation, not inclusive of questions asked by Council. The question period is a method of seeking clarification on matters presented and is not intended nor shall be entered into as a forum for debate. After the completion of questions, the delegate(s) will be asked to return to their seat in the public gallery.
- If a delegation consist of more than five (5) persons, the delegation shall be limited to two (2) speakers, limited to speaking not more than fifteen (15) minutes in total when addressing Council.
- Discussion on topics other than the subject matter of the delegation request will not be permitted.
- No person, except Members of Council and appointed officials of the Town of Cobourg shall be permitted to come within or behind the bar during a Regular Council or Committee of the Whole meeting without prior permission of the Mayor.
- A delegate who is unable to attend a Council Meeting but who has registered their delegation with the Municipal Clerk, may arrange for another person to appear on their behalf and to read aloud a prepared statement, adhering to the time allotment and to the provisions of the Town of Cobourg Procedural By-law.
- A person addressing Council or a Committee shall not utilize profane or offensive words or insulting expressions and shall not impugn the reputation of any individual member. The Chair reserves the right to immediately end the delegation if the remarks are considered severe.
- In response to and following a delegation, Council may agree on a specific action through a resolution, such as referring the delegation to staff for a future report, to receive the delegation for information purposes or to have staff respond directly to the delegation. Alternatively, Council may decide to refer the matter to an Advisory Committee or Local Board for further action to be taken.



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

## SCHEDULE 'C'

## Advisory Committee and Local Board Application Form

### PART I APPLICATION

**1. PERSONAL INFORMATION**

Last Name:		First Name:	
Home Address:		City/Town:	Province:
Postal Code:	Phone:	E-Mail:	
Occupation:		Retired: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a Cobourg Resident and/or Taxpayer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed by the Town of Cobourg?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you over 18 years of age?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If applicable, what business sector or community group are you representing:			
All persons appointed to a Town of Cobourg Committee or Board must provide a Police Record Check. Are you able to provide a Police Record Check? <input type="checkbox"/> Yes <input type="checkbox"/> No			

**2. SELECTION OF COMMITTEES/BOARDS**

Advisory Committee(s) or Board(s) in which I am seeking appointment to are:	
1	
2	
3	

**3. QUALIFICATIONS**

Please note that you may enclose a copy of your résumé or a synopsis outlining any additional information you deem important.
---

**Do you have previous experience on a Municipal Committee, Board or other organization? If yes, please list the Committee(s) and/or Board(s) that you have served in the past, including the range of dates and the municipality you served:**

**Briefly state what you consider your experiences and qualifications to be and why you are interested in serving on the Committee(s)/Board(s) selected in Question 2. You may refer to the Terms of Reference By-law to review the skills/assets applicable to the Committee or Board of your interest.**

**What experience do you have in exchanging your views with others and in appreciating and respecting the skills, abilities and knowledge of others?**

**Please described how your appointment would benefit the residents of Cobourg:**

**4. TERMS OF APPOINTMENT**

The Town of Cobourg limits membership on a singular Committee or Board to a maximum of eight (8) consecutive years. If you are a current member of a Town of Cobourg Committee or Board, or have been within the past year, please complete the following:

I am, or have served within the past year, on the \_\_\_\_\_, for \_\_\_\_\_ consecutive years. If more than 8 years, please specify:

\_\_\_\_\_

**5. ADDITIONAL INFORMATION (IF APPLICABLE)**

**To be completed only if you are applying to the Accessibility Advisory Committee**

Please note that the following information is optional and refusal to provide it will not affect your eligibility.

The majority of members in the Cobourg Accessibility Advisory Committee must be people with disabilities and, where feasible, represent a range of disability types.

**If you wish to disclose your disability/disabilities type(s), please specify:**

\_\_\_\_\_

**To be completed only if you are applying to the Cobourg Public Library Board**

The following is a list of specific skills/knowledge that are considered to be an asset to the Cobourg Public Library Board. Please indicate your level of knowledge or familiarity.

<b>Knowledge and/or Experience with/in:</b>	<b>Extensive</b>	<b>Moderate</b>	<b>None</b>
The Carver "Policy Model" of Governance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Managing organization change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal understanding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parliamentary procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairing meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



6. REFERENCES		
1	Full Name:	Phone:
	Address, City/Town, Province, Postal Code:	
2	Full Name:	Phone:
	Address, City/Town, Province, Postal Code:	

**I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that if appointed, falsified statements in this application shall be considered sufficient cause for removal.**

Print Full Name	Signature	Date (YYYY/MM/DD)
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#### Personal Information Collection Notice

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 on this Application will be used to assist the Municipal Council in selecting appointees for various Town of Cobourg Committee and Boards. The information contained on this form may be subject to disclosure under the MFIPPA if circumstances warrant. Questions regarding the collection, use and disclosure of personal information contained in this Application 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).

## PART II

### CONDITIONS OF APPOINTMENT

During my term as a member of a Town of Cobourg Committee or Board, I agree to adhere to the following:

#### Declaration of Interest

Members of Council Appointed Committees and Boards have a statutory duty to declare a direct or indirect pecuniary interest in any matter before the Committee or Board in accordance with the provisions in the Municipal Conflict of Interest Act. Members who have declared an interest on any matter shall not participate in the discussion of or vote on the matter, and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

#### Code of Conduct

Council Appointed Committees and Boards work on behalf of Municipal Council for the members of the public. Members of Council appointed Committees and Boards must subscribe to the Duties and Conduct listed in the Town of Cobourg [Policy COUN-ADM1](#). Should a member of an Advisory Committee or Local Board exhibit a pattern of inappropriate conduct, contrary to Policy COUN-ADM1, the Advisory Committee/Local Board or the administration of the Town of Cobourg may request that Council rescind the member's appointment.

**By signing this form and if selected to be a member of a Committee or Board of the Town of Cobourg, as the case may be, I agree to abide by the rules of the Committee or Board and attend meetings to the best of my ability and understand that absences from meetings pursuant to Policy COUN-ADM1 is grounds for my removal as a member of the Committee or Board; and**

**I hereby acknowledge and agree that, if appointed to a Committee or Board of the Town of Cobourg, I will subscribe to the Declaration of Interest and abide by the Town of Cobourg's Duties and Conduct for Advisory Committees and Local Boards.**

Print Full Name	Signature	Date (YYYY/MM/DD)
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#### Personal Information Collection Notice

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 on this Application will be used to assist the Municipal Council in selecting appointees for various Town of Cobourg Committee and Boards. The information contained on this form may be subject to disclosure under the MFIPPA if circumstances warrant. Questions regarding the collection, use and disclosure of personal information contained in this Application 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).

## PART III

### SUBMISSION OF APPLICATION

Please return the completed Application in person or by mail, fax or e-mail:

#### **Mail or in Person**

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

Business Hours: 8:30 a.m. to 4:30 p.m.

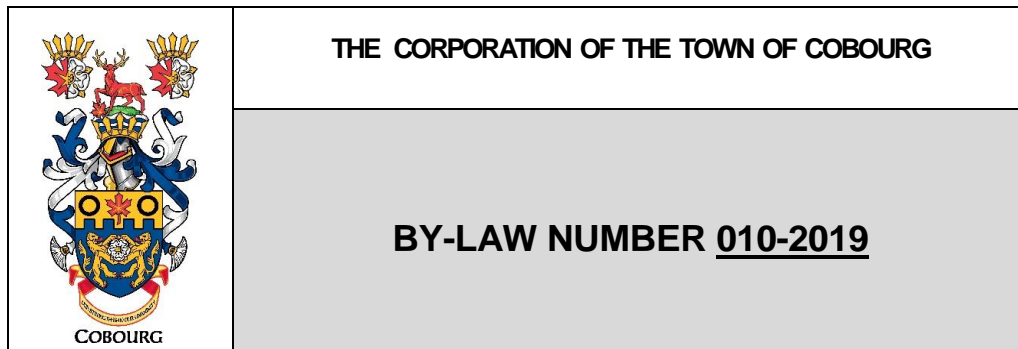
#### **Fax**

905-372-7558

#### **E-Mail**

[rbonneau@cobourg.ca](mailto:rbonneau@cobourg.ca)

If you have any questions or concerns, or require additional information, please contact Robyn Bonneau, Records and Committee Coordinator, at (905) 372-4301 extension 4402, or at [rbonneau@cobourg.ca](mailto:rbonneau@cobourg.ca). Or alternatively, visit the Town of Cobourg website at [www.cobourg.ca](http://www.cobourg.ca).



**A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH THE NORTHUMBERLAND PLAYERS AND THE TOWN OF COBOURG FOR LEASE OF FIRE HALL THEATER, 110 SECOND STREET, COBOURG.**

**WHEREAS** pursuant to Section 9 of the *Municipal Act, 2001 S.O. c. 25* 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;

**AND WHEREAS** Council passed a motion at the Committee of the Whole Meeting held on January 28, 2019 to authorize the Mayor and Municipal Clerk to execute a lease agreement between the Town of Cobourg and the Northumberland Players for the Fire Hall Theater located at 110 Second Street, Cobourg;

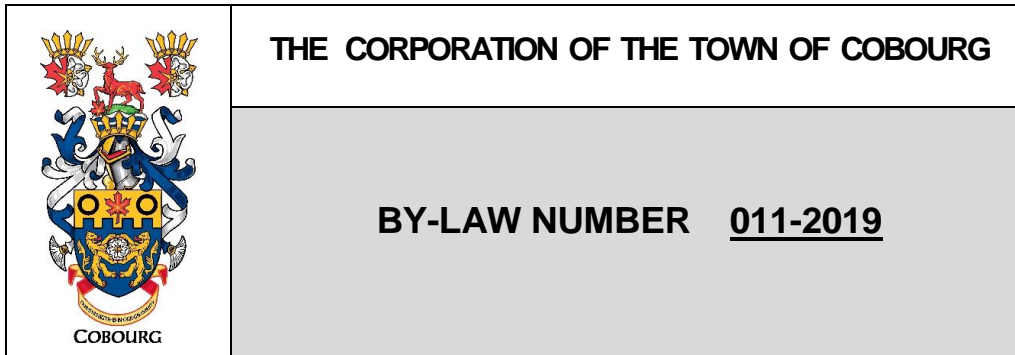
**NOW THEREFORE** the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute an Agreement with the Northumberland Players for the lease of the Fire Hall Theater Building located at 110 Second Street, Cobourg owned by the Municipality for use as a Theatre.
2. That the term of the contract shall be ten (10) years upon signing of the Agreement to begin March 1, 2019 expiring February 27, 2029.
3. This By-law shall come into force and effect upon date of passing.

READ and finally passed in Open Council this 4<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
MAYOR

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



**A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO (AS REPRESENTED BY THE MINISTER OF TRANSPORTATION FOR THE PROVINCE OF ONTARIO) RELATED TO FUNDING PROVIDED BY THE PROVINCE OF ONTARIO TO THE TOWN OF COBOURG UNDER THE DEDICATED GAS TAX FUNDS FOR THE PUBLIC TRANSPORTATION PROGRAM.**

**WHEREAS** The *Municipal Act, 2001*, Section 8 provides in part that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** the Government of Ontario is investing in Ontario's public transportation;

**AND WHEREAS** the purpose of the Dedicated Gas Tax Funds for Public Transportation Program is to increase public transportation ridership to support the development of strong communities;

**AND WHEREAS** in recognition of the Municipality's need for predictable and sustainable funding to support investments in the renewal and expansion of public transportation systems the Ministry agrees to provide funding to the Municipality;

**AND WHEREAS** the Cobourg Municipal Council has expressed a desire to enter into an agreement with Her Majesty the Queen in Right of Ontario, as represented by the Minister of Transportation for a financial contribution to assist with the public transportation ridership through the Dedicated Gas Tax Funds for Public Transportation Funds;

**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 Minister of Transportation.
2. This by-law shall take effect upon the day of passing.

By-law read and passed in Open Council this 4<sup>th</sup> day of February, 2019.

\_\_\_\_\_  
MAYOR

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

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-6500

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500



January 24, 2019

Dear Head of Council:

On June 7, 2018 the people of Ontario set a clear agenda for our government – they elected a government that believes in transparency and accountability for the people, they wanted a government that prioritizes fiscal responsibility and they wanted a government that would clean up the regulatory environment and make Ontario open for business.

As you know, we recently introduced Bill 66 – the proposed Restoring Ontario's Competitiveness Act, 2018. Included in the legislation, were proposed changes to the *Planning Act* that would create a new economic development tool, the open-for-business planning by-law. The tool would be available to all local municipalities to ensure they can act quickly to attract businesses seeking development sites by streamlining land use planning approvals.

The use of this tool would never have been approved at the expense of the Greenbelt or other provincial interests like water quality or public health and safety. Our Made-in-Ontario Environment Plan committed to strong enforcement action to protect our lakes, waterways and groundwater from pollution. We will build on the ministry's monitoring and drinking water source protection activities.

That said, our Government for the People has listened to the concerns raised by MPP's, municipalities and stakeholders with regards to Schedule 10 of Bill 66 and when the legislature returns in February, we will not proceed with Schedule 10 of the Bill.

For a copy of Bill 66 – the proposed Restoring Ontario's Competitiveness Act, 2018 and to monitor the status of the Bill through the legislative process, please visit the Legislative Assembly of Ontario website: [www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-66](http://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-66).

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister



The Regional  
Municipality  
of Durham

Corporate Services  
Department  
Legislative Services

605 Rossland Rd. E.  
Level 1  
PO Box 623  
Whitby, ON L1N 6A3  
Canada

905-668-7711  
1-800-372-1102  
Fax: 905-668-9963

durham.ca

Don Beaton, BCom, M.P.A.  
Commissioner of Corporate  
Services

COPY

December 21, 2018

The Honourable Doug Ford  
Premier of Ontario  
Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: GO Rail Service Extension to Bowmanville**  
**Our File: D21**

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Council of the Region of Durham, at its meeting held on December 19, 2018, adopted the following recommendations of the Planning & Economic Development Committee:

"Whereas, the Regional Municipality of Durham has, for nearly 30 years, supported the easterly extension of the GO Rail service to Bowmanville, which has included a crossing of Highway 401 from the CNR Kingston line (now owned by GO) to the CPR Belleville line between Thornton Road and Stevenson Road, with a terminus in Bowmanville, west of Regional Road 57;

Therefore be it resolved:

1. That the Region of Durham Council requests the Provincial government and Metrolinx to confirm the commitment to extend GO Rail service north of Highway 401 through Oshawa to Bowmanville by 2024 and proactively resolve all pending negotiations with CN and CP rail, understanding that this project has substantial economic and environmental benefits, will spur significant public and private investment, will create much needed job opportunities for the community both for the short and long term, has widespread community support - including from the residents, business community, development industry, Durham's post-secondary institutions, commuters, youth, and the agricultural community - and is embedded in the land use, transportation and transit plans of Oshawa, Clarington and the Region of Durham;
2. That the Region of Durham Council further requests Metrolinx to keep the Region apprised of the status of the aforementioned negotiations and the progress of the overall undertaking on a regular basis;

If you require this information in an accessible format, please contact 1-800-372-1102 extension 2097.

  
100% Post Consumer

3. That Town of Whitby, City of Oshawa, Municipality of Clarington, County of Northumberland, Municipality of Port Hope, Town of Cobourg, County of Peterborough and City of Peterborough be forwarded a copy of this resolution and based on their support of the GO Rail Service Extension to Bowmanville that they also request that the Province and Metrolinx stand by the commitment to complete this project by 2024;
4. That Region of Durham staff be authorized to engage the other stakeholders such as area municipal councils, boards of trade, and the local development and business community by providing them a copy of this resolution and requesting that they join their municipal partners in calling upon the Province and Metrolinx to stand by the commitment to extend GO Rail service through Oshawa to Bowmanville by 2024; and
5. That copies of this resolution be forwarded to the Honourable Doug Ford, Premier of the Province of Ontario; the Honourable Jeff Yurek, Minister of Transportation; Durham MPPs; Durham MPs; the Durham area municipalities; David Piccini, MPP, Northumberland-Peterborough South; the Chair, and the President and Chief Executive Officer of Metrolinx.”



Ralph Walton,  
Regional Clerk/Director of Legislative Services

RW/tf

c: Please see attached list



To Mayor + Council of the town of Cobourg

I would like to make an amendment to the by-law 072-2011 page #3 by allowing ATV to clear snow from driveways. I live in close proximity to two schools with many children playing after a snowfall and ATVs are being used to commercially ~~being~~ clear snow. ATVs are very light and have to travel at a high rate of speed to work in deep snow and has been many close calls almost hitting kids playing in the snow maybe a restriction of a 1000 meters of any school would make for a safer environment for community and children

Larry Francis

