



THE CORPORATION OF THE TOWN OF COBOURG

Regular Council

AGENDA

Monday April 30, 2018 at 4:00 PM
Council Chambers, Victoria Hall, Cobourg

A Regular Council meeting of the Cobourg Municipal Council will be held on Monday April 30, 2018 at 4:00 PM 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 Regular Council Minutes.

7 - 15

Action Recommended: THAT Council adopt the minutes of the Regular Council meeting held on April 9, 2018.

VI PRESENTATIONS

VII DELEGATIONS

1. Lydia Smith, Cobourg Taxpayers Association, regarding the Town of Cobourg Public Engagement Policy.
2. Paul Pagnuelo, Director Cobourg Tax Payers Association in regards to the Notice of Motion by Councillor Burchat to direct Planning staff to review the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act.
3. Emily Chorley, Cobourg Resident, regarding the planning process for the proposed Zoning By-law Amendment.

VIII DELEGATION ACTIONS

IX REPORTS

General Government Services

1. Committee of the Whole meeting notes. 16 - 25

Action Recommended: THAT Council receive the notes of the Committee of the Whole meeting held on April 23, 2018 for information purposes.

2. Memo from the Council Remuneration Ad Hoc Committee regarding a recommendation on the proposed remuneration for members of Municipal Council and members of the Cobourg Police Service Board. 26 - 88

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

Public Works Services

1. Letters of resignation received by the Municipal Clerk from Active Transportation Advisory Committee Members Paul Mills and Ella MaCulloch.

Action Recommended: THAT Council accept the letters of resignation with regret and authorize that a letter of appreciation be sent to each Committee Member.

X MOTIONS

General Government Services

1. Motion from the Committee of the Whole, approval of the financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2016. 89
2. Motion from the Committee of the Whole, regarding approval of the Use of Corporate Resources for Election Purposes Policy LEG-ADM23. 90 - 95
3. Motion from the Committee of the Whole, approval of an offer to purchase municipally owned land in Lucas Point Business and Industrial Park, Cobourg. 96

Parks and Recreation Services

1. Motion from the Committee of the Whole, to approve the purchase of a Diesel Tractor. (CO-18-08). 97

2. Motion from the Committee of the Whole, approve the purchase of a One Ton Truck. (CO-18-07). 98

Public Works Services

1. Motion from the Committee of the Whole, regarding the Capital Sidewalk Extension Program Priority Guidelines. 99 -
113
2. Motion from the Committee of the Whole, approval of a Replacement Heat Exchanger at the Water Pollution Control Plant #2. 114
3. Motion from the Committee of the Whole, approve the purchase of a Single Axle Cab and Chassis. 115
4. Motion from the Committee of the Whole, approve the purchase of Dump Box And Plow Equipment. 116

Planning and Development Services

1. Motion from the Committee of the Whole, regarding implementation of the Downtown Vitalization Community Improvement Plan (CIP) 2018 Intake. 117
2. Memo from the Committee of the Whole, regarding representation on the Cobourg Cultural Master Plan Steering Committee. 118
3. Notice of Motion from the Committee of the Whole, regarding the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990,c.P. 13, as amended. 119

XI BY-LAWS

General Government Services

1. By-law No.015-2018, being a by-law to authorize the levying of tax rates and collection of taxes for the year 2018. 120 -
127

Action Recommended: THAT Council adopt By-law No.015-2018 a by-law to authorize the levying of tax rates and collection of taxes for the year 2018.

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|----|---|------------|--------|
| 2. | By-law No.016-2018, being a by-law to amend By-law No.008-2016 Terms of Reference for Advisory Committees, Local Boards and Internal Working Groups established by and/or Involving the Corporation of the Town of Cobourg. | 128
131 | -
- |
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Action Recommended: THAT Council adopt By-law No.016-2018, a by-law to amend By-law No.008-2016 Terms Of Reference for Advisory Committees, Local Boards and Internal Working Groups established by and/or Involving the Corporation of the Town of Cobourg.

Public Works Services

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| 1. | By-law No.017-2018, being a by-law to authorize an execution of an agreement with Canadian National Railway Company for the purchase of 30' strip of land known as Station Street, Cobourg. | 132
133 | -
- |
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Action Recommended: THAT Council adopt By-law No.017-2018 a By-law to authorize an execution of an agreement with Canadian National Railway Company for the purchase of 30' strip of land known as Station Street, Cobourg.

Planning and Development Services

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| 1. | By-Law No.018-2018, being a by-law to amend Zoning By-law No.085-2003 (Fred Adams Street & New Amherst Boulevard). | 134
136 | -
- |
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Action Recommended: THAT Council adopt By-law No.018-2018 a by-law to amend Zoning By-law No.085-2003 (Fred Adams Street & New Amherst Boulevard).

Community Services

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| 1. | By-law No.019-2018 being a by-law to authorize the Execution of a Lease Agreement with the Cobourg's Farmers Market for use of the Rotary Waterfront Park. | 137 | - |
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Action Recommended: THAT Council adopt By-law No.019-2018 a by-law to authorize the Execution of a Lease Agreement with the Cobourg's Farmers Market for use of the Rotary Waterfront Park.

General Government Services

1. THAT the following By-laws be passed:

Action Recommended:

1. By-law No.015-2018 a By-law to authorize the levying of tax rates and collection of taxes for the year 2018.
2. By-law No.016-2018 a By-law to amend By-law No.008-2016 Terms Of Reference for Advisory Committees, Local Boards and Internal Working Groups established by and/or Involving the Corporation of the Town of Cobourg.
3. By-law No.017-2018 a By-law to authorize an execution of an agreement with Canadian National Railway Company for the purchase of 30' strip of land known as Station Street, Cobourg.
4. By-law No.018-2018 a By-law to amend Zoning By-law No.085-2003 (Fred Adams Street & New Amherst Boulevard).
5. By-law No.019-2018 a By-law to authorize the Execution of a Lease Agreement with the Cobourg's Farmers Market for use of the Rotary Waterfront Park.

THAT leave be granted to introduce By-law # 015-2018 to By-law #019-2018 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.

XII PETITIONS

XIII CORRESPONDENCE

XIV COUNCIL/COORDINATOR ANNOUNCEMENTS

1. Members of Council presented verbal reports on matters within their respective areas of responsibility:
 - Mayor Brocanier, Economic Development Services Coordinator
 - Deputy Mayor Henderson, General Government Services Coordinator
 - Councillor Darling, Parks and Recreation Services Coordinator
 - Councillor Rowden, Public Works Services Coordinator
 - Councillor McCarthy, Protection Services Coordinator
 - Councillor Burchat, Planning Services Coordinator
 - Councillor Séguin, Community Services Coordinator

XV 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. 003-2016.

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

XVI CLOSED SESSION

1. Closed Session


Action Recommended:

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

- a proposed or pending acquisition or disposition of land by the municipality or local board.
- 239 c) **1. Offer/Proposal to Purchase Municipal Property.**
2. Offer to Purchase Municipal Property.

XVII CLOSED SESSION ACTION ITEM

XVIII ADJOURNMENT

	<p align="center">THE CORPORATION OF THE TOWN OF COBOURG</p>
	<p align="center">REGULAR COUNCIL MEETING MINUTES</p>
	<p align="center">Monday April 9, 2018 Council Chambers, Victoria Hall, Cobourg</p>

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 - Gil Brocanier
- Deputy Mayor - John Henderson
- Councillor - Brian Darling
- Councillor - Forrest Rowden
- Councillor - Debra McCarthy
- Councillor - Aaron Burchat
- Councillor - Suzanne Seguin

Staff present:

- Stephen Peacock, Chief Administrative Officer
- Ian Davey, Treasurer/Director of Corporate Services
- Glenn McGlashon, Director of Planning and Development
- Barry Thrasher, Director of Public Works
- Dean Hustwick, Director of Recreation and Culture
- Brent Larmer, Municipal Clerk

CALL TO ORDER

The meeting was called to order by Mayor Brocanier.

MOMENT OF REFLECTION

The meeting was opened by Mayor Brocanier with a Moment of Reflection.

ADDITIONS TO THE AGENDA

DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

Councillor Darling Declared a Pecuniary Interest:

Item No. XI BY-LAWS # 1 By-Law No.012-2018, being a by-law to authorize the execution of a Development Agreement with Sobeys Development Limited Partnership and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (990-1000 Division Street, Cobourg).

Councillor Darling's Daughter and Son-In-Law operate the Foodland Franchise under the Sobey's brand.

There were no other Declarations Declared by Members of Council.

ADOPTION OF MINUTES OF THE PREVIOUS MEETING

Adoption of the Regular Council Minutes.

Moved by Deputy Mayor John Henderson, Seconded by Councillor Suzanne Séguin:

THAT Council adopt the minutes of the Regular Council meeting held on Monday March 19, 2018.

089-18

Carried

PRESENTATIONS

DELEGATIONS

Keith Oliver, Cobourg Resident, regarding the Tag-line proposed for the re-designed Town of Cobourg 401 Boundary Signs.

After a question and answer period, K. Oliver was excused from the meeting (4:09 p.m.).

DELEGATION ACTIONS

REPORTS

General Government Services

Committee of the Whole meeting notes.

Moved by Deputy Mayor Henderson, Seconded by Councillor Rowden:

THAT Council receive the notes of the Committee of the Whole meeting held on Monday April 2, 2018 for information purposes.

090-18

Carried

Memo from the Chief Administrative Officer, regarding the Town of Cobourg Highway 401 Boundary Signs.

Moved by Deputy Mayor Henderson, Seconded by Councillor Darling:

THAT Council take from the Table the memo regarding the Town of Cobourg Highway 401 Boundary Signs; and

FURTHER THAT Council approve the erection and design of the Highway 401 Boundary Signs for the Town of Cobourg with the existing Town of Cobourg Slogan 'Ontario's Feel Good Town'.

091-18

Carried

Community Services

Memo from the Community Events Coordinator, regarding the Country Wild Music Festival Event as an event of Municipal Significance in the Town of Cobourg.

Moved by Councillor Séguin, Seconded by Councillor McCarthy:

THAT Council receive the Staff Report for information.

092-18

Carried

MOTIONS

General Government Services

Motion from the Regular Council Meeting to approve the Town of Cobourg Highway 401 Boundary Signs.

Moved by Deputy Mayor Henderson, Seconded by Councillor McCarthy:

WHEREAS Regular Council considered a Memo from the Chief Administrative Officer, regarding the Highway 401 Boundary Signs for the Town of Cobourg.

NOW THEREFORE BE IT RESOLVED THAT Council approve the erection and design of the Highway 401 Boundary Signs for the Town of Cobourg; and

FURTHER BE IT RESOLVED THAT the Town of Cobourg "Ontario's Feel Good Town" slogan be added to the bottom of each Town of Cobourg Highway 401 Boundary Sign.

093-18

Carried

Parks and Recreation Services

Motion from the Committee of the Whole awarding the contract with 'At The Lake' (ATL) Distributing to operate a Floating Playground at Victoria Park Beach in Lake Ontario, Cobourg (RFP CO-18-02).

Moved by Councillor Darling, Seconded by Councillor Burchat:

WHEREAS the Committee of the Whole considered a memo from the Manager of Parks, Recreation and Culture and the Manager of Facilities regarding the awarding of the Request for Proposal of a Floating Playground to operate at Victoria Park Beach, Lake Ontario, Cobourg (RFP CO-18-02).

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to negotiate a contract with ATL Distributing being evaluated as the highest scoring submission to operate a Floating Playground at Victoria Park Beach in Lake Ontario for two (2) years plus an option to renew for up to an additional three (3) years if mutually agreed to by both parties; and

FURTHER THAT in return for such rights, the Town of Cobourg will receive 10% percent of Gross Sales per year from ATL Distributing.

Recorded Vote: Requested by Councillor Rowden

	For	Against
Mayor Gil Brocanier	x	
Deputy Mayor John Henderson		x
Councillor Brian Darling (Moved By)	x	
Councillor Forrest Rowden	x	
Councillor Debra McCarthy		x
Councillor Aaron Burchat (Seconded By)	x	
Councillor Suzanne Séguin		x
TOTAL	4	3

094-18

Carried

Planning and Development Services

Motion from the Committee of the Whole for approval of financial incentives under the programs of the Downtown Cobourg Vitalization (CIP) for 77 Albert Street and 38 Covert Street, Cobourg.

Moved by Councillor Burchat, Seconded by Councillor Darling:

WHEREAS the Committee of the Whole considered a Memo from Planner I - Heritage regarding the Downtown Cobourg Community Improvement Plan 2017, second intake reconsideration of two (2) Applications; and

WHEREAS ten (10) applications for financial support under the Downtown Cobourg Vitalization Community Improvement Plan (CIP) were received during the second "Summer" intake period of 2017; and

WHEREAS on August 21, 2017 Council authorized financial support for six (6) projects, and further authorized the CIP Evaluation Committee to reconvene where necessary to reconsider those applications that were submitted under the Summer 2017 intake, but were not recommended for financial support on a case-by-case basis and subject to available funding per the 2017 Municipal Budget; and

WHEREAS updated information regarding two (2) applications made under the Summer 2017 intake were submitted to the CIP Evaluation Committee on November 23, 2017 and further revised and submitted on March 5, 2018; and

WHEREAS the CIP Evaluation Committee has concluded that the information contained in the two (2) applications was sufficient to warrant a recommendation of financial support under the Downtown Cobourg Vitalization CIP.

NOW THEREFORE IT IS RECOMMENDED THAT Council approve the disbursement of financial incentives under the programs of the Downtown Cobourg Vitalization CIP for 77 Albert Street and 38 Covert Street, as follows:

- i) 77 Albert Street (windows and verandah roof) - \$8,500 Façade Improvement grant and \$2,250 Building Improvement grant, subject to the finalization of details with staff and conformity with all CIP program requirements;
- ii) 38 Covert Street (windows and exterior surfacing) - \$15,000.00 grant, and a \$15,000.00 loan, subject to the finalization of details with staff and conformity with all CIP program requirements.

095-18

Carried

Community Services

Motion from the Committee of the Whole, regarding the development of Town of Cobourg Cultural Master Plan.

Moved by Councillor Séguin, Seconded by Councillor McCarthy:

WHEREAS the Committee of the Whole considered a Memo from the Director of Recreation and Culture regarding the development of Town of Cobourg Cultural Master Plan.

NOW THEREFORE BE IT RESOLVED THAT THAT Council receive the Memo for information purposes and direct Staff to proceed with the development of a Cultural Master Plan; and

FURTHER THAT a Cultural Master Plan Steering Committee be appointed for this planning process by providing input and advice to the Director of Recreation and Culture who will procure expert services to work with the Steering Committee and stakeholders to develop a Cultural Master Plan to be presented to Council for its consideration; and

FURTHER THAT the \$90,000 approved in the 2018 Town of Cobourg Budget be utilized for the procurement of professional consulting services for the development of the Cultural Master Plan.

096-18

Carried

Motion from the Regular Council regarding the declaration of the Country Wild Music Festival as an event of Municipal Significance within the Town of Cobourg.

Moved by Councillor Séguin, Seconded by Councillor McCarthy:

WHEREAS at the Regular meeting on April 9, 2018 Council considered a memo from the Community Events Coordinator regarding the Country Wild Music Festival at Victoria Park in Cobourg requesting that Council deem the event as one of Municipal Significance in order for them to obtain a 'Special Occasion Permit' for the event to be held from 2:00 p.m. to 11:00 p.m. on Saturday June 2, 2018;

NOW THEREFORE BE IT RESOLVED THAT Council approve the request from the Country Wild Music Festival event organizers and declare the Country Wild Music Festival as an event of Municipal Significance in the Town of Cobourg.

097-18

Carried

BY-LAWS

Planning and Development Services

By-Law No.012-2018, being a by-law to authorize the execution of a Development Agreement with Sobeys Development Limited Partnership and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (990-1000 Division Street, Cobourg).

Councillor Brian Darling declared a pecuniary interest and did not take part in the discussion or vote on the motion.

Moved by Councillor Burchat, Seconded by Deputy Mayor Henderson:

THAT Council adopt By-law No.012-2018 a by-law to authorize the execution of a Development Agreement with Sobeys Development Limited Partnership and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (990-1000 Division Street, Cobourg).

098-18

Carried

By-Law No.013-2018, being a by-law to authorize the execution of a Pre-Servicing Agreement and a Subdivision Agreement with EIE Corporation and Lakefront Utility Services Inc and the Corporation of the Town of Cobourg. (589 King Street West, Cobourg)

Moved by Councillor Burchat, Seconded by Councillor Rowden:

THAT Council adopt By-law No.013-2018 a by-law to authorize the execution of a Pre-Servicing Agreement and a Subdivision Agreement with EIE Corporation and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (589 King Street West, Cobourg)

099-18

Carried

By-Law No.014-2018, being a by-law to authorize the execution of a Pre-Servicing Agreement with Vandyk-West Park Village Ltd. and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (Lands Generally West of 1125 Elgin Street West, Cobourg).

Moved by Councillor Burchat, Seconded by Councillor Darling:

THAT Council adopt By-law No.014-2018 a by-law to authorize the execution of a Pre-Servicing Agreement with Vandyk-West Park Village Ltd. and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (Lands Generally West of 1125 Elgin Street West, Cobourg).

100-18

Carried

General Government Services

THAT the following By-laws be passed:

Moved by Deputy Mayor Henderson, Seconded by Councillor Suzanne Séguin:

1. By-law No.013-2018 a By-law to authorize the execution of a Pre-Servicing Agreement and a Subdivision Agreement with EIE Corporation and Lakefront Utility Services Inc and the Corporation of the Town of Cobourg. (589 King Street West, Cobourg).

2. By-law No.014-2018 a By-law to authorize the execution of a Pre-Servicing Agreement with Vandyk-West Park Village Ltd. and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (Lands Generally West of 1125 Elgin Street West, Cobourg).

THAT leave be granted to introduce By-law # 013-2018 to By-law #014-2018 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.

101-18

Carried

The following By-law be passed:

Moved by Deputy Mayor John Henderson, Seconded by Councillor Aaron Burchat

3. By-law No.012-2018 a By-law to authorize the execution of a Development Agreement with Sobeys Development Limited Partnership and Lakefront Utility Services Inc. and the Corporation of the Town of Cobourg. (990-1000 Division Street, Cobourg).

THAT leave be granted to introduce By-law # 012-2018 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.

102-18

Carried

PETITIONS

CORRESPONDENCE

Northumberland County Resolution, regarding Shared Archival Services Agreement. (General Government Services).

Moved by Deputy Mayor Henderson, Seconded by Councillor McCarthy:

THAT Council receive the resolution for information purposes.

103-18

Carried

COUNCIL/COORDINATOR ANNOUNCEMENTS

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

- Mayor Brocanier, Economic Development Services Coordinator
- Deputy Mayor Henderson, General Government Services Coordinator
- Councillor Darling, Parks and Recreation Services Coordinator
- Councillor Rowden, Public Works Services Coordinator
- Councillor McCarthy, Protection Services Coordinator
- Councillor Burchat, Planning Services Coordinator
- Councillor Séguin, Community 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. 003-2016.

- 06-05-17 Sidewalk installations Policy/Priority list (Public Works)
- 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
- 08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
- 10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street
(Public Works)
- 01-08-18 Barrier Free Parking Spaces Report (Public Works)

TABLING OF DOCUMENTS

- 04-02-18 Town of Cobourg Highway 401 Boundary Signs.

CLOSED SESSION


ADJOURNMENT

Moved by Councillor Darling: THAT the meeting adjourn (5:52 p.m.).
104-18

Carried

Mayor

Municipal Clerk

	THE CORPORATION OF THE TOWN OF COBOURG
	COMMITTEE OF THE WHOLE MEETING REPORT
	Monday April 23, 2018 Council Chambers, Victoria Hall, Cobourg

The Cobourg Municipal Council's Committee of the Whole met this afternoon at 4:00 p.m. in the Council Chambers, Victoria Hall, Cobourg with the following persons in attendance:

Members Present:

- Mayor - Mayor Gil Brocanier
- Deputy Mayor - Deputy Mayor John Henderson
- Councillor - Councillor Brian Darling
- Councillor - Councillor Forrest Rowden
- Councillor - Councillor Debra McCarthy
- Councillor - Councillor Aaron Burchat
- Councillor - Councillor Suzanne Séguin

Staff Present:

- Stephen Peacock, Chief Administrative Officer
- Ian Davey, Treasurer/Director of Corporate Services
- Glenn McGlashon, Director of Planning and Development
- Barry Thrasher, Director of Public Works
- Dean Hustwick, Director of Recreation and Culture
- Brent Larmer, Municipal Clerk

CALL TO ORDER

Mayor Brocanier called the meeting to order.

CLOSED SESSION

Moved by Deputy Mayor John Henderson: THAT Council meet in Closed Session prior to the Committee of the Whole Meeting starting at 3:00 PM in accordance with Section 239 of the *Municipal Act S.O. 2001* regarding:

- 239(2)(a) the security of the property of the municipality or local board
1) Northam Industrial Park.
- 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees.
1) Holdco Board Nominating Committee Recommendations

Carried

Members of Council reconvened for the Committee of the Whole Meeting in open session at 4:00 P.M.

AGENDA ADDITIONS

DISCLOSURE OF PECUNIARY INTEREST

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

PRESENTATIONS

Public Works Coordinator Councillor Rowden presenting the Share the Road Cycling Coalition Bicycle friendly Community Award Bronze, to Municipal Council in recognition of efforts to create a great community for people who bike.

Councillor Rowden and Bruce Bellaire, Chair, Bicycle Action Committee presented the 'Share the Road Cycling Coalition Bicycle friendly Community Award Bronze' to the Deputy Director of Public Works L. Wills.

B. Bellaire was excused from the meeting (4:09pm).

DELEGATIONS

Glenn Scheels, GSP Group Inc, and Julia Salvini, Salvini Consulting, regarding support of Zoning By-law Application for the proposed Elementary School in New Amherst, Cobourg.

G. Scheels and J. Salvini attended the meeting to discuss the Zoning By-law Application for the proposed Elementary School in New Amherst, Cobourg.

After a question and answer period, G. Scheels and J. Salvini were excused from the meeting (4:34 pm).

Andre Balais, Director of Education, Conseil Scolaire Catholique MonAvenir, regarding the proposed Zoning By-law Amendment Application for the proposed new Elementary French Catholic School.

A. Balais attended the meeting to discuss the Zoning By-law Amendment Application for the proposed new Elementary French Catholic School.

After a question and answer period, A. Balais was excused from the meeting (4:54 pm).

Dennis Nabieszko, Cobourg Resident, New Amherst, regarding an opposition to the application for approval of a Zoning By-law amendment for a proposed Elementary School in New Amherst.

D. Nabieszko attended the meeting to discuss opposition to the approval of a Zoning By-law amendment for a proposed Elementary School in New Amherst. Speaking notes attached hereto as Appendix 'A'.

After a question and answer period, D. Nabieszko was excused from the meeting (5:06 pm).

DELEGATION ACTIONS

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

Memo from the Director of Planning and Development regarding an application for approval of a Zoning By-law Amendment for a proposed elementary school in New Amherst (New Amherst Ltd / GSP Group Inc.).

Councillor Burchat presented and explained the memo from the Director of Planning and Development attached hereto as Appendix 'B'.

Moved by Councillor Burchat, Seconded by Councillor Darling: THAT Council authorize the preparation of a By-law to re-zone the 1.86 ha (4.60 ac) parcel of land on the west side of New Amherst Blvd., north of Fred Adams Street, from "Neighbourhood Mixed Use (NMU) Zone" and "Neighbourhood General (NR2) Zone" to an "Institutional Holding (I-H) Zone" to permit the development of a 2,600 sq m (28,280 sq ft) elementary school and associated accessory uses, including daycare, playground, playing fields and parking/loading facilities; and

FURTHER THAT the Holding (H) Symbol not be removed by Council until all relevant technical matters associated with the development of the school are addressed to meet applicable municipal and agency policies, guidelines and regulations and the proponent has entered into a Development Agreement with the Municipality.

Recorded Vote: Requested by Councillor Rowden

	For	Against
Mayor Gil Brocanier	x	
Deputy Mayor John Henderson	x	
Councillor Brian Darling	x	
Councillor Forrest Rowden		x
Councillor Debra McCarthy	x	
Councillor Aaron Burchat (Moved By)	x	
Councillor Suzanne Séguin		x
TOTAL	5	2

Carried

Mayor Brocanier called a recess at 6:31 PM.

Mayor Brocanier reconvened the Committee of the Whole meeting at 6:39 PM.

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

Memo from the Treasurer/Director of Corporate Services regarding the Waterworks - 2017 Financial Statement.

Deputy Mayor Henderson presented and explained the memo from the Treasurer/Director of Corporate Services attached hereto as Appendix 'C'.

Moved by Deputy Mayor Henderson: THAT Council approve the draft financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2017.

Carried

PROTECTION SERVICES

Chair, Councillor McCarthy- Protection Services Coordinator

Memo from the Cobourg Fire Chief, regarding the Cobourg Fire Department Quarterly Report. January 1st to March 31, 2018.

Councillor McCarthy presented and explained the memo from the Cobourg Fire Chief attached hereto as Appendix 'D'.

Moved by Councillor McCarthy: THAT Council receive the report for information purposes.

Carried

ECONOMIC DEVELOPMENT SERVICES

Chair, Mayor Brocanier - Economic Development Services Coordinator

Memo from the Secretary of the Downtown Coalition Advisory Committee, regarding an amendment to the Terms of Reference By-law No.008-2016.

Deputy Mayor Henderson presented and explained the memo from the Secretary of the Downtown Coalition Advisory Committee attached hereto as Appendix 'E'.

Moved by Deputy Mayor Henderson: THAT Council support the recommendation from the Downtown Coalition Advisory Committee regarding the amendments to the Terms Of Reference for Advisory Committees, Local Boards and Internal Working Groups established by and/or Involving the Corporation of the Town Of Cobourg By-law No.008-2016; and

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

Carried

GENERAL GOVERNMENT SERVICES

Chair, Deputy Mayor Henderson - General Government Services Coordinator

Memo from the Municipal Clerk/Manager of Legislative Services regarding the Use of Corporate Resources for Election Purposes Policy.

Deputy Mayor Henderson presented and explained the memo from the Municipal Clerk/Manager of Legislative Services attached hereto as Appendix 'F'.

Moved by Deputy Mayor John Henderson: THAT Council receive the Staff report, entitled "Use of Corporate Resources for Election Purposes Policy" LEG-ADM23; and

FURTHER THAT Council enact the Use of Corporate Resources for Election Purposes Policy LEG-ADM23 as presented and attached to the Staff Report to meet the Town's responsibilities under the *Municipal Elections Act, 1996*, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period.

Carried

Memo from the Economic Development Officer to approve acceptance of an offer to purchase municipally owned land in Lucas Point Business and Industrial Park.

Deputy Mayor Henderson presented and explained the memo from the Economic Development Officer attached hereto as Appendix 'G'.

Moved by Deputy Mayor John Henderson: THAT Council approve acceptance of an offer received for the purchase of 2 acres of land by Cardinal Industrial Solutions Inc. dependent upon site plan approval in the Lucas Point Business and Industrial Park, Cobourg.

Carried

A By-law to authorize the Execution of a Lease Agreement with the Cobourg's Farmers Market for use of the Rotary Waterfront Park.

Deputy Mayor Henderson presented and explained the intention of the by-law attached hereto as Appendix 'H'.

Moved by Deputy Mayor John Henderson: THAT the by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting.

Carried

PARKS AND RECREATION SERVICES

Chair, Councillor Darling - Parks and Recreation Services Coordinator

Memo from the Manager of Parks, regarding the approval of the Diesel Tractor Tender (CO-18-08).

Councillor Darling presented and explained the memo from the Manager of Parks attached hereto as Appendix 'I'.

Moved by Councillor Brian Darling: THAT Council approve the purchase of a diesel tractor including cab, loader, bucket, sub-frame harness and snow plows from Evergreen Farm and Garden Ltd for the amount of \$47,476.00 plus HST, to be funded from the approved 2018 Parks Equipment Reserve Budget.

Carried

Memo from the Manager of Parks, regarding the approval of the purchase of a One Ton Truck Tender. (CO-18-07).

Councillor Darling presented and explained the memo from the Manager of Parks attached hereto as Appendix 'J'.

Moved by Councillor Brian Darling: THAT Council approve the purchase a one ton truck from Fraser Ford Cobourg for the amount of \$41,334.00 plus HST and that it be funded from the approved 2018 Parks Equipment Reserve Budget.

Carried

PUBLIC WORKS SERVICES

Chair, Councillor Rowden - Public Works Services Coordinator

Memo from the Director of Public Works, regarding Monk's Cove Shoreline Rehabilitation - Water and Erosion Control Infrastructure Funding.

Councillor Rowden presented and explained the memo from the Director of Public Works attached hereto as Appendix 'K', 'KK'.

THAT the attached by-law be endorsed and be presented to Council for adoption at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to enter into an agreement with the Ministry of Natural Resources and Forestry (MNR) for capital cost share funding to rehabilitate the damaged shoreline wall at Monk's Cove Park, should the application for said funding be approved.

Moved by Councillor Forrest Rowden: THAT the matter be Withdrawn.

Carried

Correspondence, Kevin Burke, Cobourg Resident, regarding the proposed Sidewalk Priority Plan.

Councillor Rowden presented correspondence from K. Burke attached hereto as Appendix 'L'.

Moved by Councillor Forrest Rowden: THAT Council receive the correspondence for information purposes.

Carried

Memo from the Director of Public Works, regarding the Capital Sidewalk Extension Program Priority Guidelines.

Councillor Rowden presented and explained the memo from the Director of Public Works attached hereto as Appendix 'M'.

Moved by Councillor Forrest Rowden: THAT Council approve the proposed Sidewalk Priority Guidelines for the Town of Cobourg to clearly identify the criteria by which new sidewalk locations will be evaluated and prioritized.

Carried

Memo from the Manager of Environmental Services, regarding the approval of a Replacement Heat Exchanger at the Water Pollution Control Plant #2.

Councillor Rowden presented and explained the memo from the Manager of Environmental Services attached hereto as Appendix 'N'.

Moved by Councillor Forrest Rowden: THAT Council approve the immediate purchase of a Heat Exchanger for the Digester at Water Pollution Control Plant #2 from JDV for \$41,219 plus an additional \$5,000 for installation plus HST; and

FURTHER THAT Council authorize the reallocation of funds to be drawn from a lower priority Capital Project from the 2018 Capital Budget.

Carried

Memo from the Manager of Roads and Sewers regarding the approval of the Single Axle Cab and Chassis Tender.

Councillor Rowden presented and explained the memo from the Manager of Roads and Sewers attached hereto as Appendix 'O'.

Moved by Councillor Forrest Rowden: THAT Council approve the awarding of the proposal for the purchase a new 2019 Single Axle Cab and Chassis and dump box and ploughing equipment as submitted by Winslow Gerolamy Motors Limited in the amount of \$111,128.00 plus HST.

Carried

Memo from the Manager of Road and Sewers regarding the approval of the Dump Box And Plow Equipment Tender.

Councillor Rowden presented and explained the memo from the Manager of Roads and Sewers attached hereto as Appendix 'P'.

Moved by Councillor Forrest Rowden, Seconded by THAT Council approve the awarding of the proposal for the purchase a dump box and plow equipment as submitted by Tenco Inc. in the amount of \$77,111.50 plus HST; and

FURTHER THAT as this project involves two tenders being;

- 1) Cab and Chassi; and
- 2) Dump-box and ploughing equipment,

THAT Council authorize an additional \$12,500.00 from Vehicle Equipment Reserve to complete the acquisition of the entire unit.

Carried

PLANNING AND DEVELOPMENT SERVICES

Chair, Councillor Burchat - Planning and Development Services Coordinator

Correspondence received after the Statutory Public Meeting as of April 15, 2018 regarding the Zoning By-law Amendment Application for the 1.86 ha (4.60 ac) parcel of land located at the north-west corner of New Amherst Blvd. and Fred Adams Street, Cobourg (New Amherst Ltd/GSP Group).

Councillor Burchat presented and explained the correspondence attached hereto as Appendix 'Q'.

Moved by Councillor Burchat: THAT Council receive the correspondence for information purposes.

Carried

Memo from the Planner I – Heritage regarding the implementation of the Downtown Vitalization Community Improvement Plan (CIP) 2018 Intake.

Councillor Burchat presented and explained the memo from Planner I - Heritage attached hereto as Appendix 'R'.

Moved by Councillor Burchat: THAT Council receive the staff report for information purposes; and

FURTHER THAT Council endorse the implementation of the Downtown Cobourg Vitalization Community Improvement Plan (CIP) for the 2018 intake as outlined in the Staff Report.

Carried

Motion from the Secretary, Cobourg Heritage Advisory Committee regarding representation on the Cobourg Cultural Master Plan Steering Committee.

Councillor Burchat presented and explained the memo from the Secretary, Cobourg Heritage Advisory Committee attached hereto as Appendix 'S'.

Moved by Councillor Burchat: THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant the Cobourg Heritage Advisory Committee and the heritage sector representation on the Cobourg Cultural Master Plan Steering Committee.

Carried

COMMUNITY SERVICES

Chair, Councillor Séguin- Community Services Coordinator

NOTICE OF MOTION

Planning and Development Services

Notice of Motion, Councillor Burchat, Coordinator of Planning and Development, regarding the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P. 13, as amended.

Councillor Burchat presented and explained the Notice of Motion.

Moved by Councillor Burchat: THAT Council direct planning staff to review the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P. 13, as amended, and submit a report to Council for consideration.

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.

- 06-05-17 Sidewalk installations Policy/Priority list (Public Works)
- 08-21-17 Traffic Study Lower Division Street/Esplanade Area (Public Works)
- 08-21-17 MOU between YMCA Northumberland and the Town of Cobourg
(Parks and Recreation)
- 10-10-17 Traffic/Parking Concerns Condo. Corp.#58- 148 Third Street
(Public Works)
- 01-08-18 Barrier Free Parking Spaces Report (Public Works)

ADJOURNMENT

Adjournment

Moved by Councillor Darling: THAT the meeting adjourn (8:39 PM).

Carried

Municipal Clerk

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

1.0 STRATEGIC PLAN
Not Applicable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.0 ORIGIN

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

5.0 BACKGROUND

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

The Membership of this committee shall be comprised of;

- one (1) member, being the Committee Chair or designate appointed from each Town of Cobourg Advisory Committee consisting of six (6) members and one (1) member being chosen from the Community at large:

1. Terry Stopps, Planning and Sustainability Advisory Committee;
2. Bruce Bellaire, Environmental / Active Transportation Advisory Committee;
3. Stanley Frost, Parks and Recreation Advisory Committee;
4. George Kamphorst, Cobourg Heritage Advisory Committee;
5. Richard Riley, Cobourg Economic Development Advisory Committee
6. Eugene Maynard, Cobourg Accessibility Advisory Committee;
7. Dilys Robertson, Cobourg Resident at large.

- a committee secretary for the purpose of production and distribution of minutes and agendas; and
- the Municipal Clerk and Human Resources representative as required to attend Committee meetings to serve as staff resources to the Committee and to develop a background statistical report to be presented to the Committee on comparable Ontario municipalities.

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

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

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

6.0 ANALYSIS

Council Remuneration Ad Hoc Committee Deliberations

Analytical Plan

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

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

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

Council Remuneration Ad Hoc Committee Findings

High-level Principles

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

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

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

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

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

Other Municipalities

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

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

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

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

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

Our Municipality – Town of Cobourg

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

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

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

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

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

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

Unresolved Issues

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

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

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

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

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

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

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

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

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

8.0 CONCLUSION

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

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

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

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

9.0 AUTHORIZATION/SIGNATURES:

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

Council Remuneration and Ad Hoc Committee - Council Honorariums and Benefits Survey 2018 - MAYOR															
Municipality	Population	Household	Mayor's Honorarium	Deputy Mayor's Honorarium	Councillor's Honorarium	1/3 Tax Free Allowance	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council
			01-Jan-17	01-Jan-17	01-Jan-17	Yes/No	Rate Per Km	Rate Per Year	Rate Per Km	Rate Per Year	Health/Dental/Vision Yes/No	OMERS/Pension Yes/No	Life Insurance Yes/No		
1 Selwyn	17,060	8,587	33,571	22,354	18,323	Yes	0.55		0.55		Council can opt into plan	No	No	3	5
2 Pelham	17,110	6,882	33,990	N/A	15,578	Yes		2,600			Optional (Paid by Councillor)	No	No	5	7
3 Petawawa	17,187	6,875	40,698	25,899	22,199	Yes		2,400		0.55	Yes	No	Yes	5	7
4 Niagara on the Lake	17,511	6,691	45,200	N/A	14,300	Yes	\$70 per pay			0.55	Yes	No	Yes	8	9
5 Port Colborne	18,306	10,300	34,916	N/A	10,103	Yes		250 per month			Yes	Yes	Yes	8	9
6 South Frontenac	18,646	10,336	29,932	14,931	12,716	Yes									
7 Springwater	19,059	7,630	35,228	26,901	21,338	Yes	0.54			0.54	Yes	Yes	Yes	5	7
8 Town of Cobourg	19,440	8,958	34,720	21,851	17,210	Yes	0.52	1,000		0.52	YES	No	Yes	5	7
9 Huntsville	19,816	10,084	43,819	21,270	19,270	Yes	0.55			0.55	Value of Single Benefit Coverage Every Year (1,720.56)			7	9
10 Wasaga Beach	20,675	12,821	26,272	18,279	14,260	Yes	0.45			0.45	Yes	No	Yes	5	7
11 Strathroy-Caradoc	20,867	8,919	44,728	23,904	17,892	Yes	0.48			0.48	Mayor Only	No	Yes	7	9
12 Orp-Medonte	21,036	9,388	31,050	24,841	19,361	Yes	0.48			0.48	Yes	Yes	Yes	5	7
13 Wilmot	21,151	7,822	27,479	N/A	13,240	Yes	0.50			0.50	No	No	No	5	1
14 Uxbridge	21,176	8,050	47,822	N/A	40,000	Yes	0.54	5,541		0.54	2,500.00	Yes	Yes	6	7
15 Brockville	21,346	10,794	40,651	N/A	17,932	Yes	0.45			0.45	Optional (Paid by Councillor)	No	Yes	8	9
16 Kingsville	21,552	8,676	30,834	20,885	16,969	Yes	0.52			0.52	No	No	No	5	7
17 Scupper	21,617	8,725	43,162	N/A	27,003	No	0.55			0.55	No	Yes	No	5	7
18 Owen Sound	21,688	10,148	48,159	24,880	21,635	Yes	100.00 per month			0.55	Optional (50/50 Split)	Yes	Yes	7	9
19 Clarence-Rockland	24,512	9,639	45,880	N/A	26,218	Yes	0.52			0.52	No	No	Yes	8	9
20 Orangeville	28,734	10,678	47,484	28,264	25,551	Yes	0.52			0.52	Yes	No	Yes	5	7
The 3rd Quartile of Mayor Honorarium			\$ 44,846.00												
The Median of Mayor Honorarium			\$ 37,939.40												
The Average of Mayor Honorarium			\$ 38,279.68												

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

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

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

Notes:

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

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

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

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

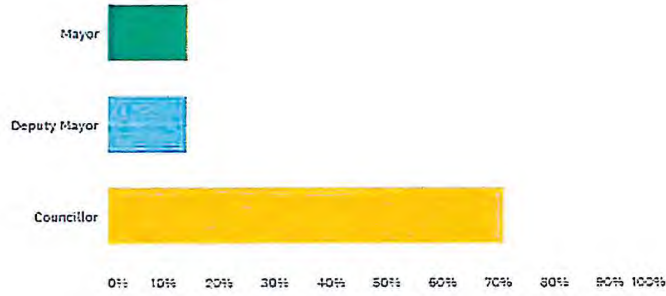
	Municipality	Population	Household	Mayor's	Deputy Mayor's	Councillor's	1/3 Tax Free	Mayor Car Allowance Mileage		Councillor Car Allowance Mileage		Benefits			Number of Councillors	Total Council	
				Honorarium	Honorarium	Honorarium	Allowance	Rate Per Km	Rate Per Year	Rate Per Km	Population	Health/Dental/Vision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

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

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

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

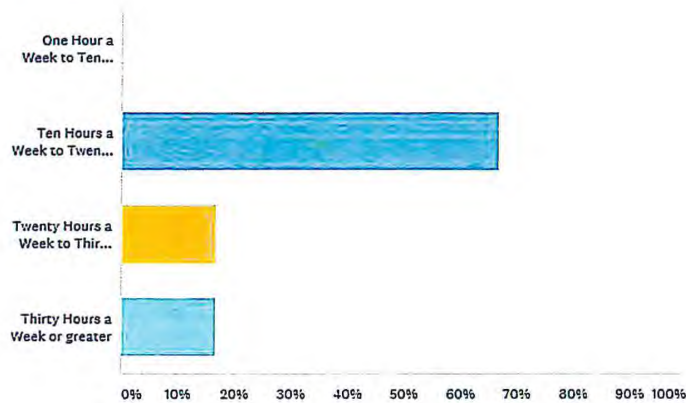
Answered: 7 Skipped: 0



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

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

Answered: 6 Skipped: 1



COMMENTS – MAYOR:

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

COMMENTS – DEPUTY MAYOR:

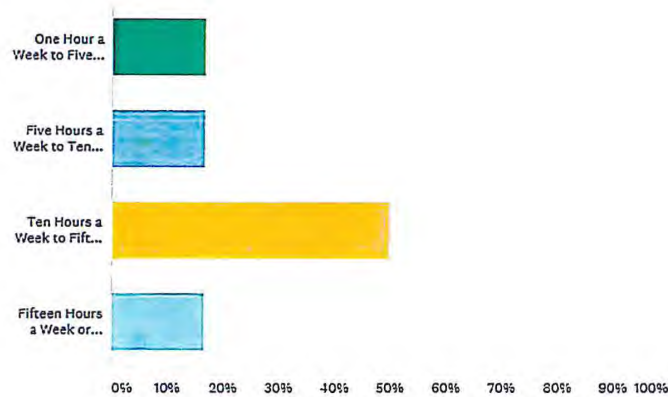
- During budget, this becomes 30-40 hours *(Twenty Hours a Week to Thirty Hours a Week)*

COMMENTS – COUNCILLOR:

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

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

Answered: 6 Skipped: 1



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

COMMENTS – MAYOR:

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

COMMENTS – DEPUTY MAYOR:

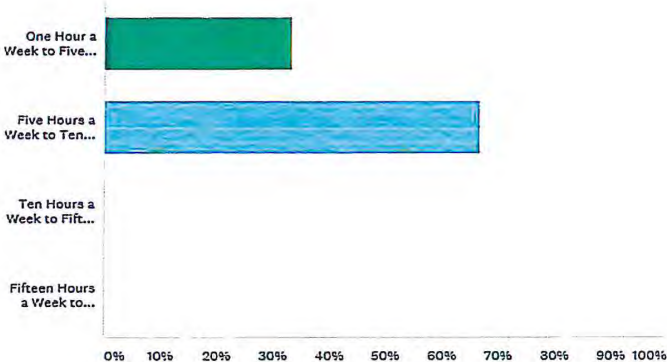
- *N/A (Ten Hours a Week to Fifteen Hours a Week)*

COMMENTS – COUNCILLOR:

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

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

Answered: 6 Skipped: 1



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

COMMENTS – MAYOR:

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

COMMENTS – DEPUTY MAYOR:

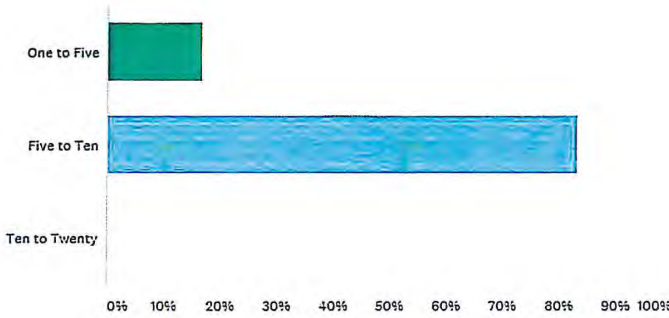
- N/A *(Five Hours a Week to Ten Hours a Week)*

COMMENTS – COUNCILLOR:

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

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

Answered: 6 Skipped: 1



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

COMMENTS – MAYOR:

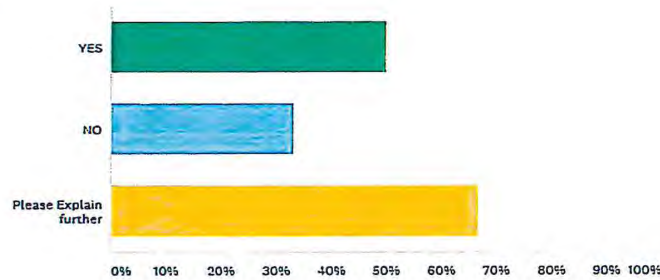
- As Mayor I sit on Committees other than Cobourg meetings. Such as County, Board of Health, Lakefront Utilities (*Five to Ten*)

COMMENTS – DEPUTY MAYOR:

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

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

Answered: 6 Skipped: 1



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

COMMENTS – MAYOR:

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

COMMENTS – DEPUTY MAYOR:

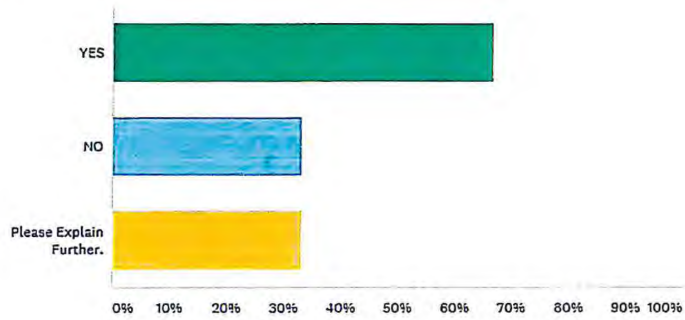
- This should reflect the recommendations of the Ad Hoc Committee based on assessing other municipalities.

COMMENTS – COUNCILLOR:

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

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

Answered: 6 Skipped: 1



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

COMMENTS – MAYOR:

- Explained in #6.

COMMENTS – DEPUTY MAYOR:

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

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

Answered: 4 Skipped: 3

COMMENTS – MAYOR:

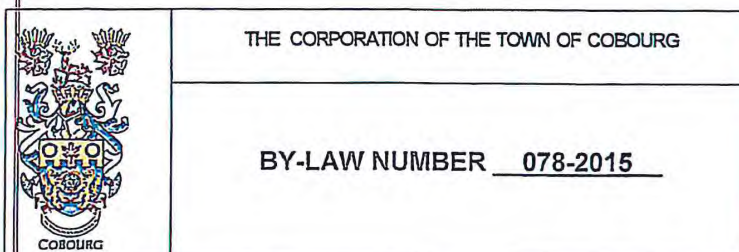
- Mayor in a community the size of Cobourg is a 24/7 job as people with issues, concerns, information etc. always want to go to the top. People also know where you live and contact me at home even on weekends. I also have frequent requests for meetings with me by members of the public.

COMMENTS – DEPUTY MAYOR:

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

COMMENTS – COUNCILLOR:

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



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

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

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

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

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

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

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

1. COUNCIL REMUNERATION

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

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

2. INSURANCE BENEFITS

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

3. COUNCIL PER DIEM

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

4 **COUNCIL EXPENSES**

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

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

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

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

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

5. CONFERENCE REPORTING

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

6. COUNCIL MEMBERSHIPS

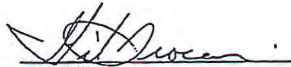
- 6.1. The Corporation of the Town of Cobourg pays the annual fees for on-going memberships in the associations and organizations approved during the annual budget deliberation process.
- 6.2. Elected and appointed officers of the Corporation are authorized to attend meetings of the associations and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

7. COUNCIL PARKING – CAR ALLOWANCE

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

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

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


MAYOR

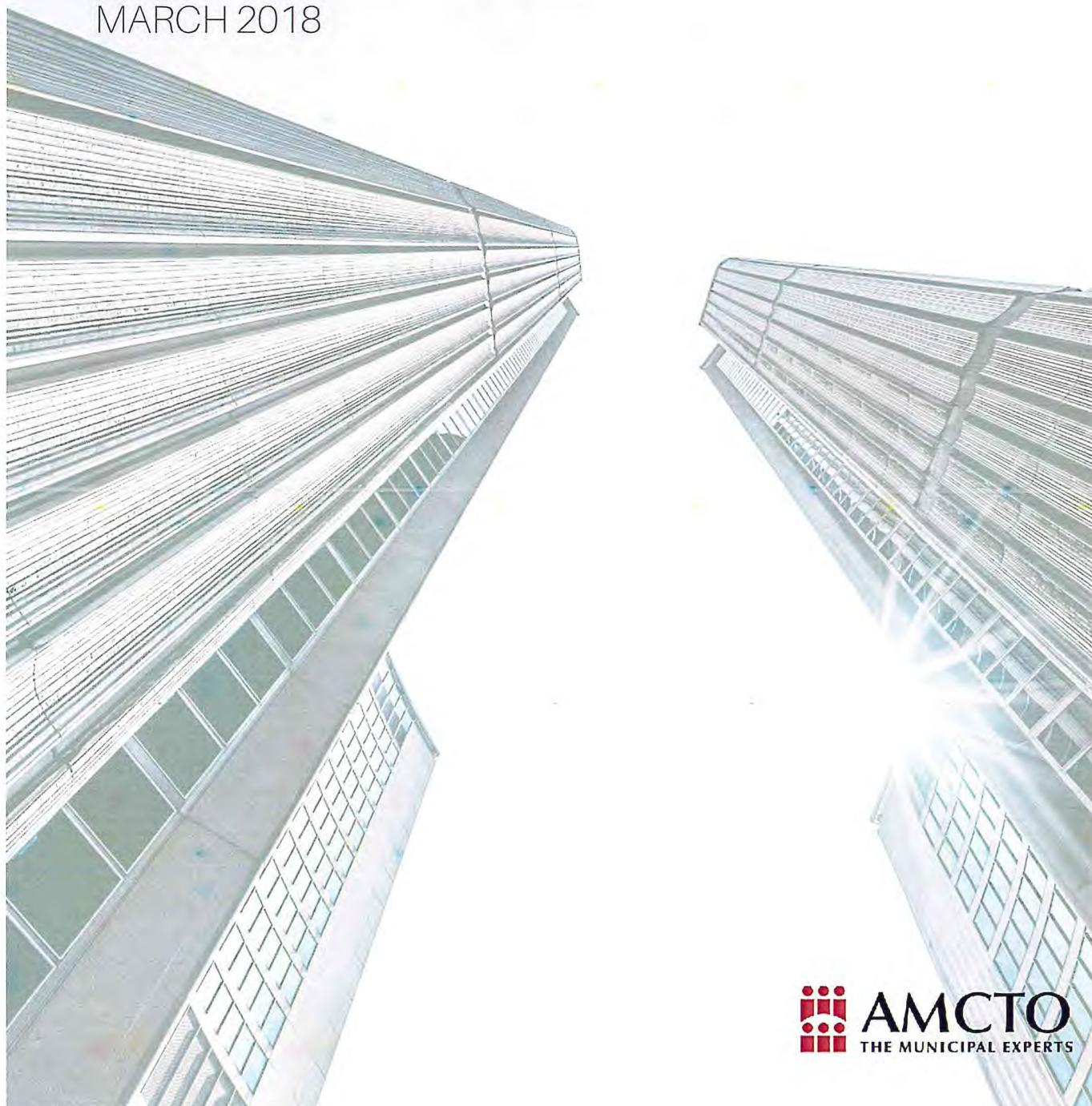

MUNICIPAL CLERK

AMCTO REPORT

Appendix 4

MUNICIPAL COUNCIL COMPENSATION IN ONTARIO

MARCH 2018



About AMCTO:

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

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

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

For more information about this submission, contact:

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

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

Contact us:

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

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1 EXECUTIVE SUMMARY

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

Key findings from the survey, include:

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

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

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

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

2 BACKGROUND

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

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

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

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

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

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

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

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

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

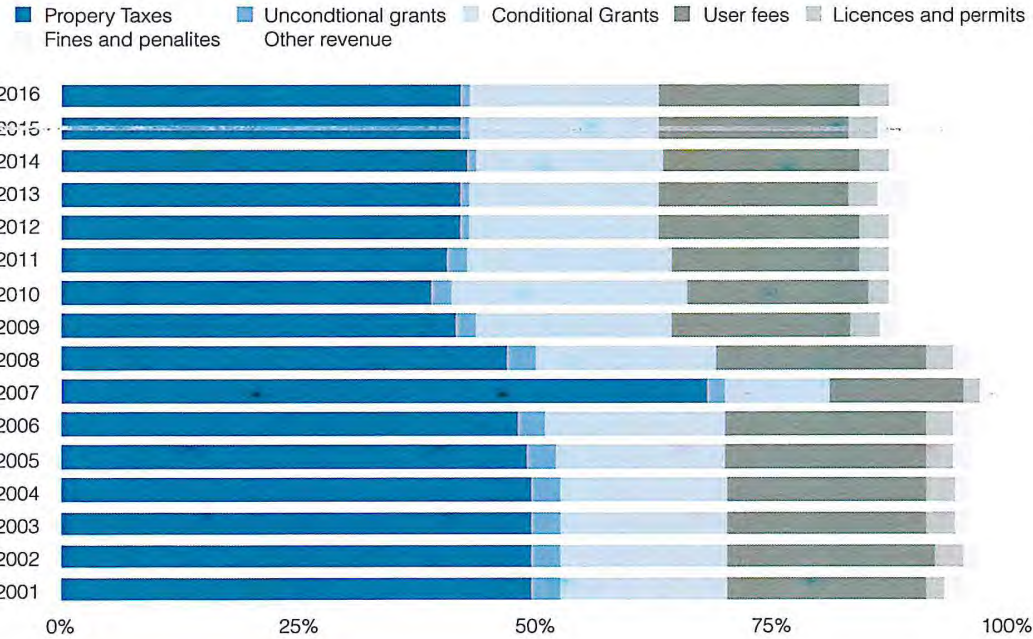
ROI's councillor profile noted that across the province serving representatives and prospective candidates said that balancing personal responsibilities and professional commitments is a challenge. In some cases potential candidates choose not to run for local office because the sacrifices are simply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

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

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

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

Chart 1: Sources of Municipal Revenue, 2001 - 2016



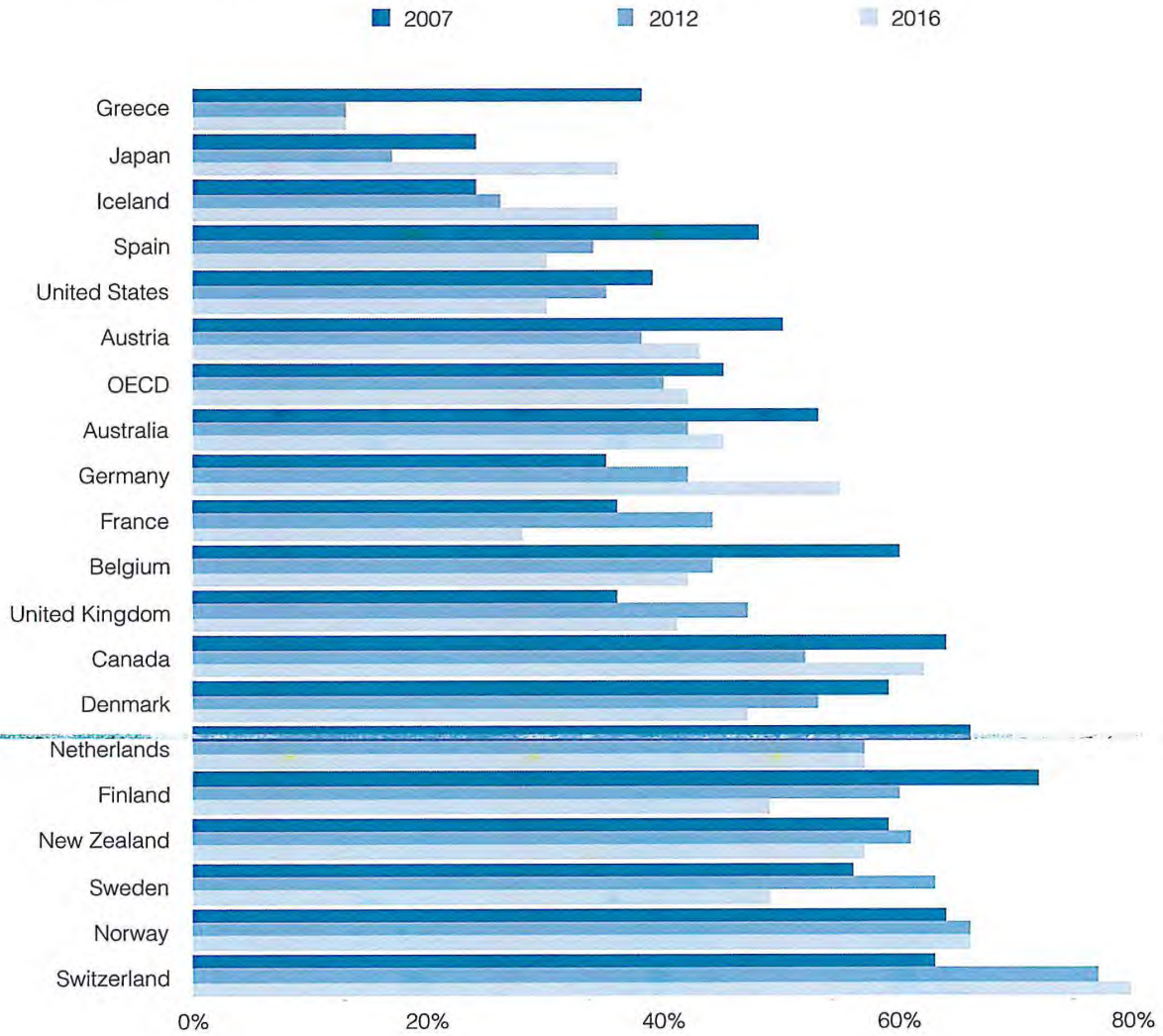
Source: Ministry of Municipal Affairs, Financial Information Returns

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

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

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

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



Source: OECD

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

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

3 METHODOLOGY

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

Table 1.
Survey Respondents vs. Ontario Municipalities

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

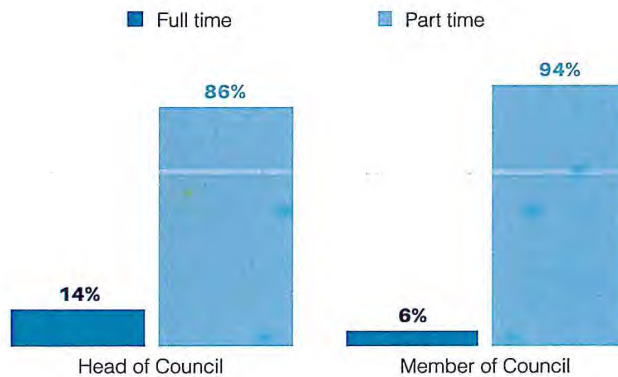
The data presented in this report is not weighted and reflects the responses of all municipalities who participated in the survey. The majority of respondents (60%) were municipalities with a population of less than 10,000. Just over 25% of respondents were municipalities with a population between 10,000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

4 FINDINGS

Full-time versus Part-time Councils

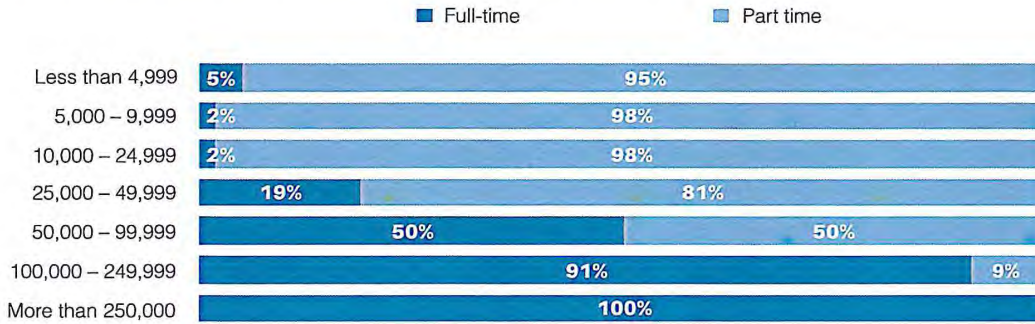
Most municipalities in the province classify their councils as part-time. However, municipalities are slightly more likely to have full-time heads of council than members of council. Only 14% of municipalities have a full-time head of council, while only 6% of municipalities have full-time councillors.

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



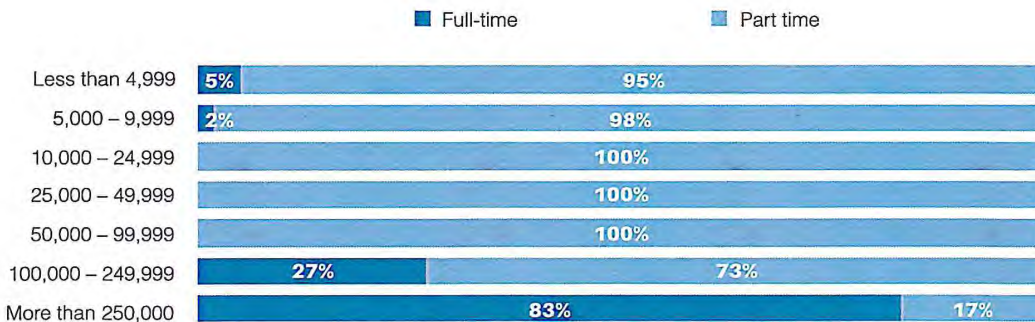
Population clearly impacts whether or not a municipality's council is full- or part-time. Municipalities with a full-time head of council are more likely to have a population over 50,000. For instance, 100% of municipalities with a population over 250,000, 91% of municipalities with a population over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

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



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

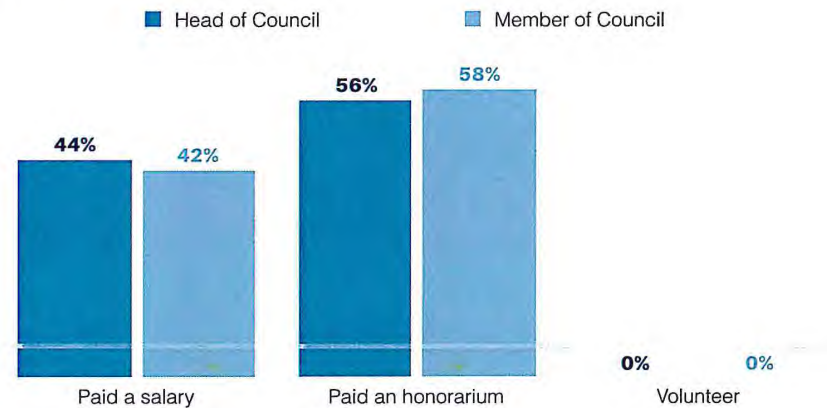
Chart 5.
Full-time vs. Part-time Members of Council, by population



Paid versus Volunteer Councils

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

Chart 6.
Paid vs. Volunteer Council



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

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

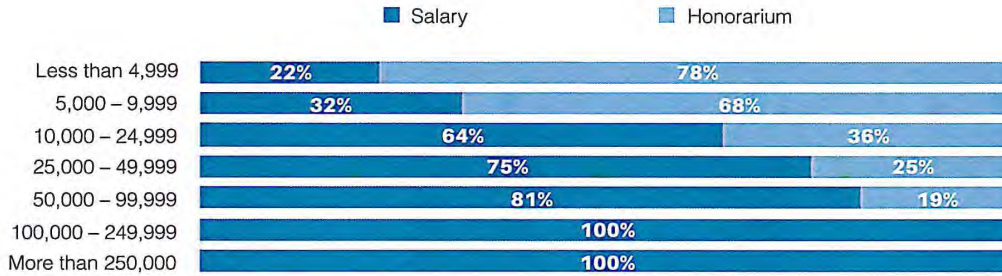
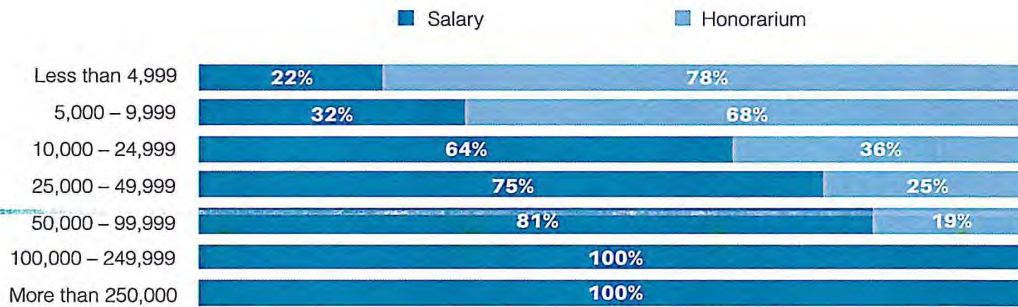


Chart 8.
Salary vs. Stipend, Members of Council, by population



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

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

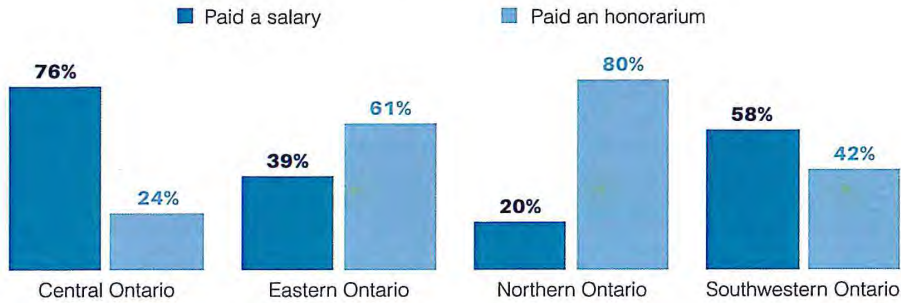
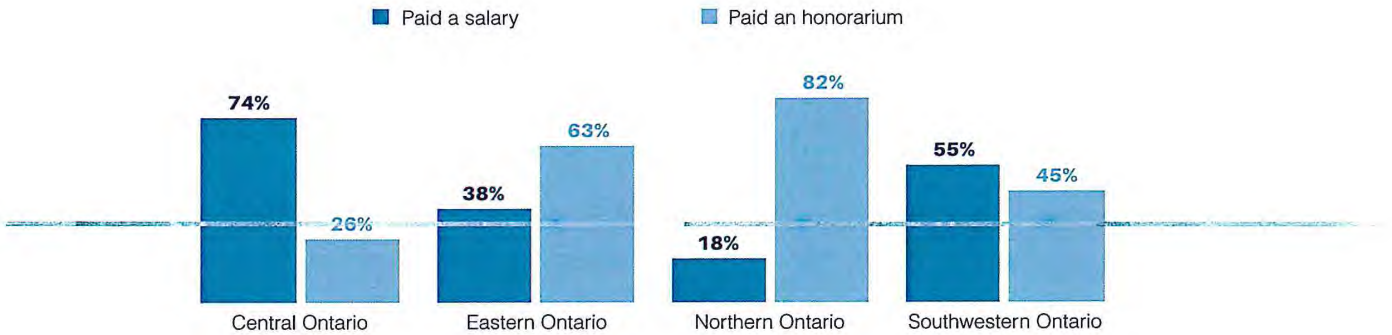


Chart 10.
Salary vs. Stipend, *Members of Council*, by region



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

Chart 11.

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

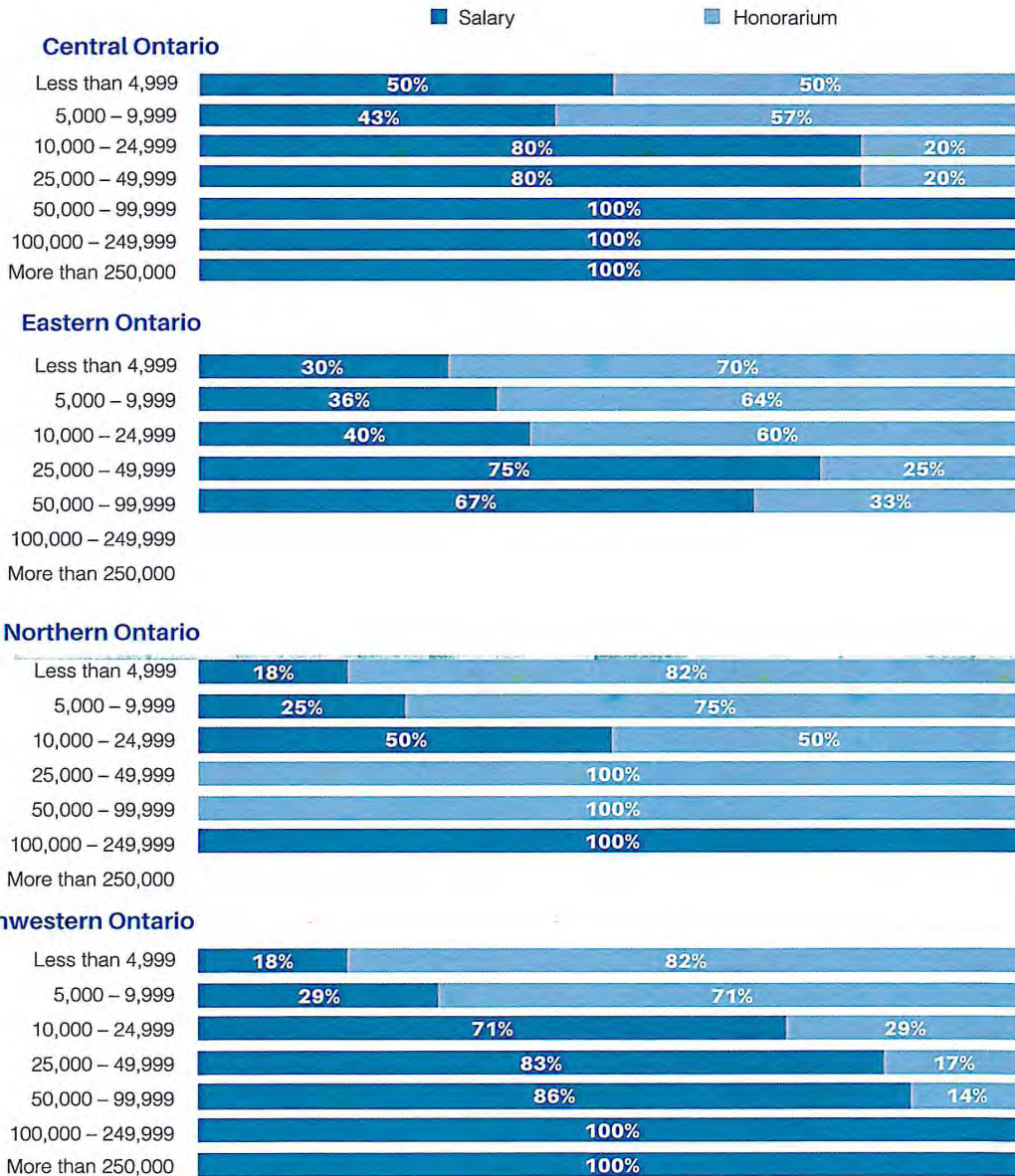
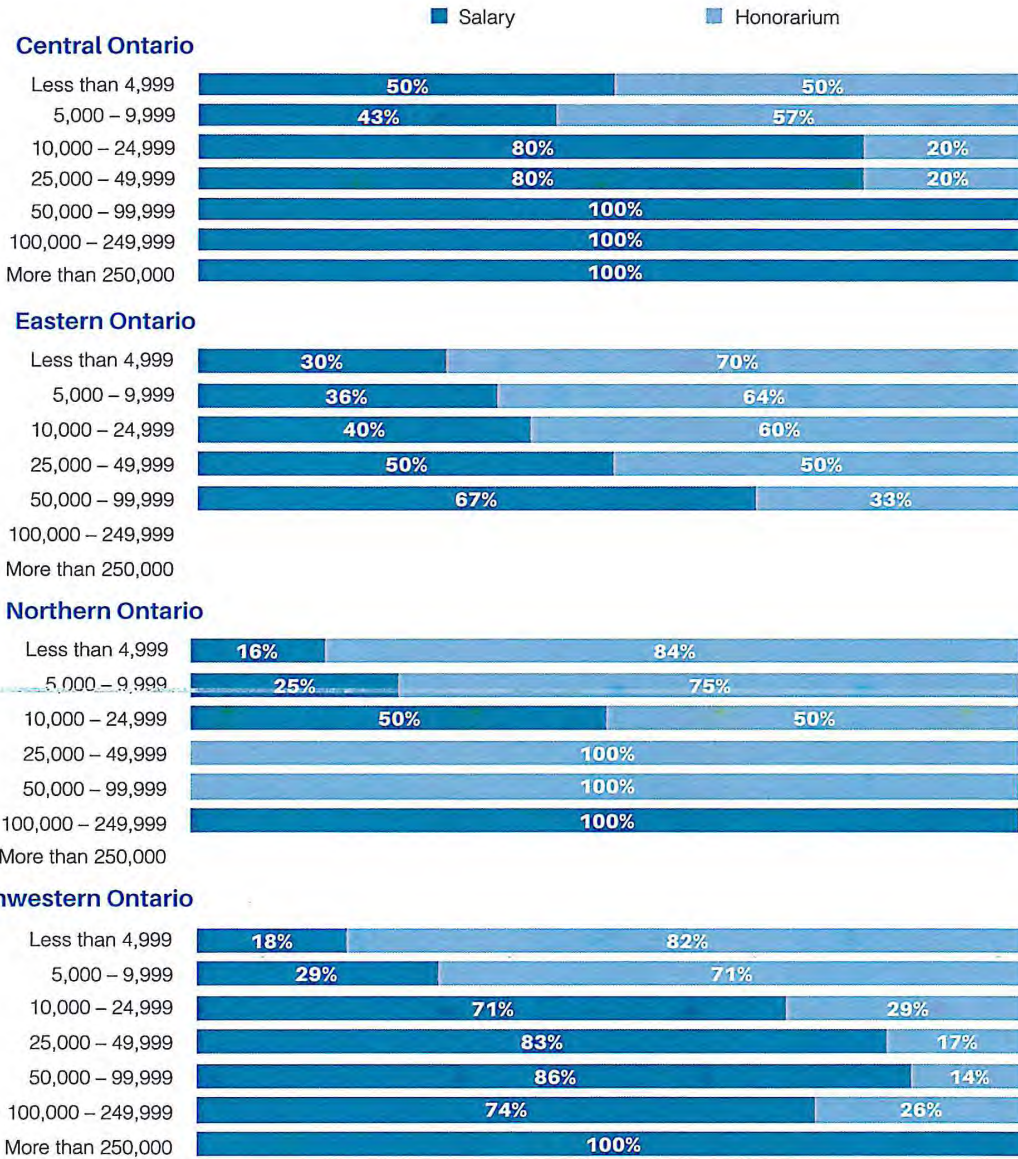


Chart 12.

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



Levels of Pay

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

Chart 13.
Average Head of Council Compensation

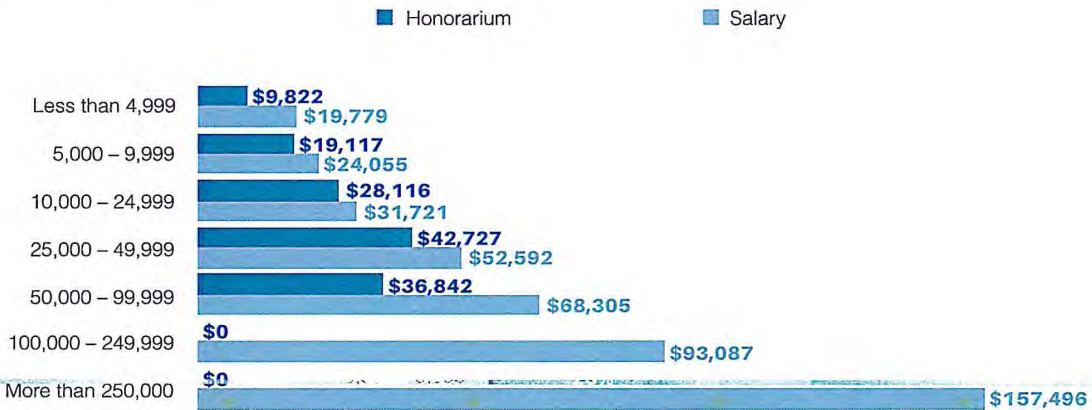


Chart 14.
Average Member of Council Compensation



Table 2.

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

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

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

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

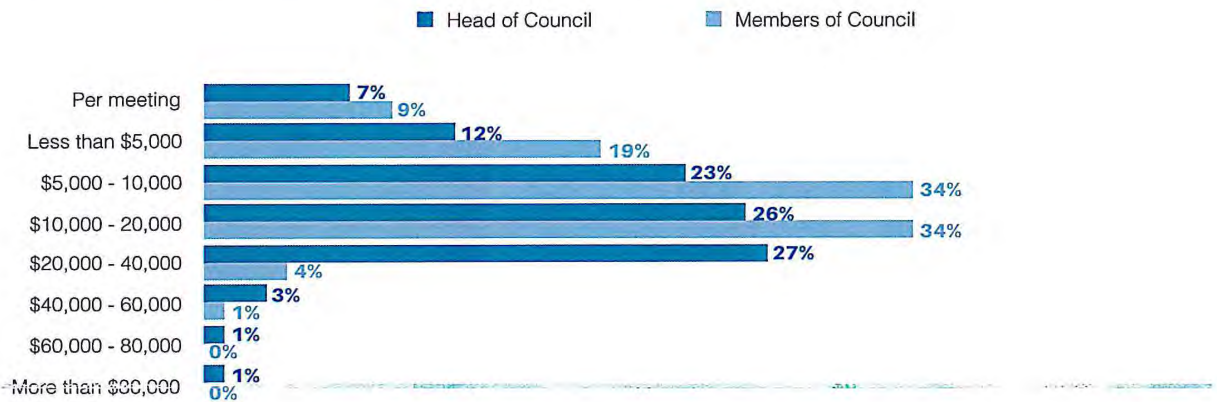
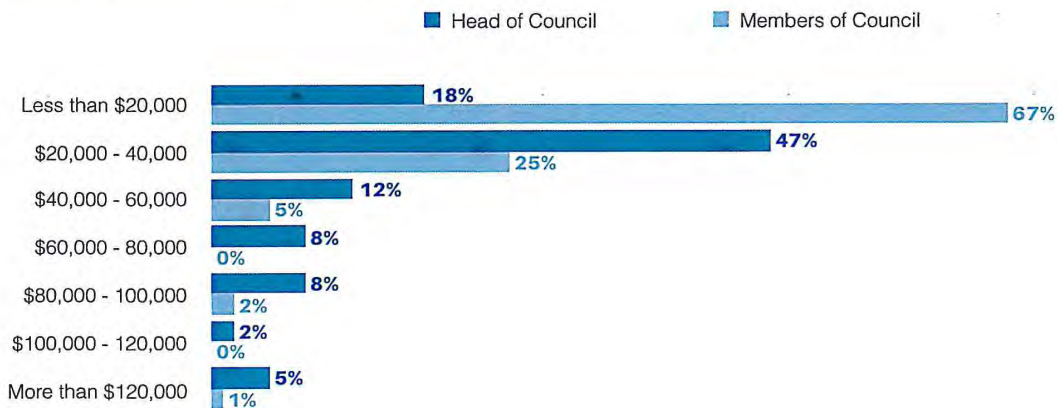


Chart 16.
Council Compensation—Salaries (per year)



Population Differences

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

Table 3.
Council Honorariums, by population size

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

Table 4.
Council Salaries, by population size

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

Regional Differences

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

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

Table 5.
Council Honorariums, by region

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

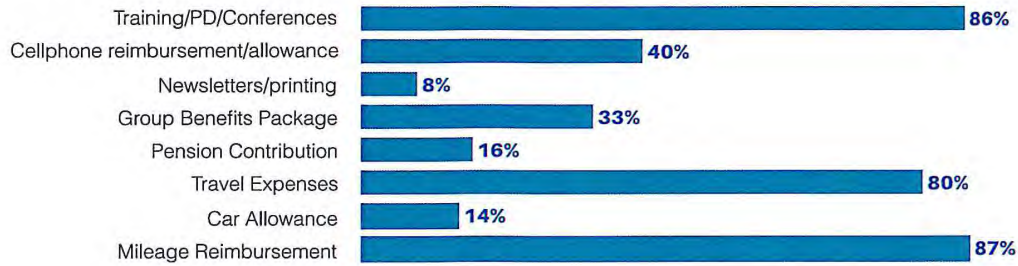
Table 6.
Council Salaries, by region

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

Other Benefits

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

Chart 17.
Council Compensation—Salaries(per year)



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

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

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

Reviewing Compensation

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

Chart 18.
Factors considered in council compensation reviews



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

Table 8.

Factors considered in council compensation reviews, by population size

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

5 CONCLUSION

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

6 APPENDICES

Appendix A. Full survey results

What is the population of your municipality?

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

What type is your municipality?

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

Where is your municipality located?

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

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

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

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

Full time	14%
Part time	86%

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

Full time	6%
Part time	94%

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Appendix B.

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

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

7 SOURCES

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The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Treasurer/Director of Corporate Services regarding the Waterworks - 2017 Financial Statement.

NOW THEREFORE BE IT RESOLVED THAT Council approve the draft financial statements for the Waterworks of the Town of Cobourg for the year ended December 31, 2017.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Municipal Clerk/Manager of Legislative Services regarding the Use of Corporate Resources for Election Purposes Policy.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Staff report, entitled "Use of Corporate Resources for Election Purposes Policy" LEG-ADM23; and

FURTHER THAT Council enact the Use of Corporate Resources for Election Purposes Policy LEG-ADM23 as presented and attached to the Staff Report to meet the Town's responsibilities under the Municipal Elections Act, 1996, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period.

CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Use of Corporate Resource
Policy for Election Purposes

Section # 2-5
Policy # LEG-ADM23

Purpose

The Corporation of the Town of Cobourg is committed to ensuring accountable and transparent election practices relating to the use of corporate resources. Section 88.18 conveys that before May 1 in the year of a regular election, municipalities shall establish rules and procedures with respect to the use of municipal resources during the election campaign period.

The purpose of the Corporate Resource Use Policy for Election Purposes is to meet the Town's responsibilities under the *Municipal Elections Act, 1996*, as amended, by establishing rules and procedures with respect to the use of municipal resources during the election campaign period. This policy is established to protect the interests of Election Candidates, Members of Council, Third Party Advertisers as well as the Town of Cobourg residents.

Policy

The purpose of this policy is to provide a consistent approach and direction to municipal employees, elected officials, candidates and third party advertisers, regarding the use of Corporate Resources during the election campaign period in accordance with the *Municipal Elections Act, 1996*.

This Policy is intended to:

- i. Ensure compliance with the *Municipal Election Act, 1996*, with respect to the role of the Town of Cobourg contribution to a municipal and trustee election campaign;
- ii. ensure the integrity of the election process is maintained at all times;
- iii. establish the appropriate use of resources during an election period, in order to:
 - a) protect the interests of Members of Council, Candidates, Registered Third Parties, Staff and the Corporation; and
 - b) ensure accountable and transparent election practices.

CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Use of Corporate Resource
Policy for Election Purposes

Section #
Policy #

2-5
LEG-ADM23

1.0 PROVISIONS

- 1.1 Pursuant to the *Municipal Election Act, 1996*, as amended, the Town of Cobourg cannot make a contribution, including money, goods and services, to any candidate, registered third party, or in support of a question on the ballot during the election period.
- 1.2 That Town property or facilities shall not be used for any election campaign-related purposes. Election campaign-related material and signage shall be prohibited from municipal owned property and facilities, with the exception of complying with the municipal Election Sign By-law;
- 1.3 Candidates shall not use any municipally provided facilities for any election-related purposes unless rented in accordance with the Town of Cobourg rental policies and procedures.
- 1.3 The Town of Cobourg logo, crest, coat of arms, slogans etc. shall not be printed or distributed on any election-related campaign materials or included on any election-related website, except in the case of a link to the Town of Cobourg website to obtain information about the Municipal Election.
- 1.4 That campaigning and/or distribution of campaign literature during any function being hosted by the Town of Cobourg whether on municipal property or not shall be prohibited.
- 1.5 That printing, photocopying or distributing any election-related material using municipal funds or resources shall be prohibited.
- 1.6 That corporate technology shall not be used for election campaign purposes at any time.
- 1.7 That websites, e-mail or domain names that are funded by the Town of Cobourg shall not include any election campaign-related material.

2.0 EMPLOYEE PROVISIONS

- 2.1 Employees shall not canvass nor actively work in support of or in opposition to a candidate during normal working hours or use corporate assets or resources, or property.

CORPORATION OF THE TOWN OF COBOURG



Division:	Corporate Services	Effective Date:	
Department:	Legislative Services	Approval Level:	Council
Policy Title:	Use of Corporate Resource Policy for Election Purposes	Section #	2-5
		Policy #	LEG-ADM23

- 2.2 Town of Cobourg employees may not engage in political activity during working hours and shall not identify as Town of Cobourg employees when engaged in any kind of political activity in accordance with the sections of this policy.
- 2.3 While engaging in election related activities, employees shall not wear any clothing, such as a uniform or badge, which identifies them as a Town of Cobourg employee.
- 2.4 While engaging in election related activities, employees shall not use any vehicles, technology, or other resources that are owned or leased by the Town of Cobourg.

3.0 EXCLUSIONS

- 3.1 It is recognized that Members of Council are holders of their elected office until the end of the Council term. Nothing in this policy shall preclude a Member of Council from performing their job as a Member of Council, nor inhibit them from representing the interests of the constituents who elected them.

4.0 ENFORCEMENT

- 4.1 In accordance with the Municipal Elections Act, 1996, the Clerk is authorized and directed to take the necessary action to give effect to this policy.
- 4.2 All complaints received from the public shall be in writing and addressed to the Clerk. If a breach of this policy is confirmed, the candidate shall be required to personally reimburse the Municipality for any of the costs associated with the breach.

Definitions

“Act” shall mean the *Municipal Elections Act, 1996, S.O. 1996, c. 32*, as amended.

“Campaign Period” for Candidates shall mean May 1, 2018 being the start of Nominations for elected office, until December 31, in the year of an election (unless a request for extension of campaign period has been filed).

CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services Effective Date:
Department: Legislative Services Approval Level: Council
Policy Title: Use of Corporate Resource Section # 2-5
Policy for Election Purposes Policy # LEG-ADM23

For Registered Third Parties “Campaign Period” shall mean the date on which the Notice of Registration as a third party advertiser is filed until December 31 in the year of an election (unless a request for extension or campaign period has been filed)

“**Candidate**” shall mean a person who has filed a Nomination Form for an office pursuant to section 33 of the Act, and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.

“**Clerk**” shall mean the Municipal Clerk of the Town of Cobourg or their designate.

“**Corporate Resources**” shall mean real property, goods, and/or services owned, controlled, leased, acquired or operated by the Town of Cobourg including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Town IT system and resources, data bases, social media, intellectual property and suppliers.

“**Members of Council**” shall mean the Council of the Town of Cobourg.

“**Nomination Day**” shall mean for a regular election is the fourth Friday in July in the year of the election as prescribed by the *Municipal Election Act, 1996*.

“**Registered Third Party**” shall mean an individual, corporation, or trade union that has filed a Notice of Registration as a third party advertiser in the municipal election.

“**Staff**” shall mean all full-time, part-time and contract persons hired by the Town.

Administration

This policy shall be administered by the Legislative Services Department. Procedures may be defined and amended from time to time by the Municipal Clerk to address specific implementation of this policy.

Scope

This policy shall apply to Candidates, Municipal Council, and Municipal Staff.

CORPORATION OF THE TOWN OF COBOURG



Division: Corporate Services

Effective Date:

Department: Legislative Services

Approval Level: Council

Policy Title: Use of Corporate Resource
Policy for Election Purposes

Section # 2-5
Policy # LEG-ADM23

Cross Reference

1. Council Code of Conduct Policy COUN-ADM1.
2. Election Sign By-law 071-2017.

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

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Economic Development Officer to approve acceptance of an offer to purchase municipally owned land in Lucas Point Business and Industrial Park.

NOW THEREFORE BE IT RESOLVED THAT Council approve acceptance of an offer received for the purchase of 2 (two) acres of land by Cardinal Industrial Solutions Inc. dependent upon site plan approval in the Lucas Point Business and Industrial Park, Cobourg.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Manager of Parks, regarding the approval of the Diesel Tractor Tender (CO-18-08).

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase of a diesel tractor including cab, loader, bucket, sub-frame harness and snow plows from Evergreen Farm and Garden Ltd for the amount of \$47,476.00 plus HST, to be funded from the approved 2018 Parks Equipment Reserve Budget.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Manager of Parks, regarding the approval of the purchase of a One Ton Truck Tender. (CO-18-07).

NOW THEREFORE BE IT RESOLVED THAT Council approve the purchase a one ton truck from Fraser Ford Cobourg for the amount of \$41,334.00 plus HST and that it be funded from the approved 2018 Parks Equipment Reserve Budget.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Director of Public Works, regarding the Capital Sidewalk Extension Program Priority Guidelines.

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed Sidewalk Priority Guidelines for the Town of Cobourg to clearly identify the criteria by which new sidewalk locations will be evaluated and prioritized.



THE CORPORATION OF THE TOWN OF COBOURG
Public Works & Engineering Department
740 Division Street Bldg. #7
Cobourg ON K9A 0H6
Telephone: 905-372-9971
Fax: 905-372-0009

March 29, 2018

RE: Sidewalk Priority Plan

1 Background

The Town of Cobourg has an annual sidewalk capital program where new sidewalk is installed by Public Works staff or a private contractor. The budget for the program ranges from \$75,000 - \$100,000 which would typically cover the cost of construction for 250 to 500 linear metres of sidewalk and includes labour, equipment, and materials for the sidewalk as well as any restoration of disturbed areas as needed.

In 2017, Council requested that Town staff prepare a master list of priorities for new sidewalk locations in order to eliminate subjectivity and dispute in the future.

The purpose of the enclosed master sidewalk plan is to clearly identify the criteria by which new sidewalk locations will be evaluated and prioritized.

The objective of the plan is for the Town to have a justifiable long term list of priority sidewalks endorsed by Council.

1.1 Transportation Master Plan

The Town of Cobourg's Official Plan (OP) and Transportation Master Plan (TMP) recommend that all collector and arterial roads have sidewalk on both sides and local roads have sidewalk on at least one side. Cul-de-sacs and short streets are the exception, unless the sidewalk forms part of a connecting link to a destination (ie. a sidewalk which leads to a walkway into a park).

2 Approach and Methodology

2.1 Criteria One: Existence of Sidewalk

- a) No Sidewalk: The highest priority roads are those with no sidewalk on either side.

Scenario: All roads with no sidewalk on either side will have priority over roads with sidewalk on one side or partial sidewalks.

For more information visit Cobourg.ca, 'like' us on Facebook, follow us on Twitter and watch us on YouTube.



/townofcobourg



@townofcobourg



TownCobourg



Town of Cobourg

- b) **Partial Sidewalks on One Side, None on the Other:** Sidewalks that end mid-block have been considered in the analysis only if the subject block has residential units existing on the entire side of the road with the partial sidewalk. However, if the sidewalk ends at a destination and no buildings exist beyond the end of the sidewalk then this block has been excluded from the analysis.

Scenario: Anne Street between College Street and University Street is included in the analysis whereas Furnace Street between the Curling Club and Ontario Street has been excluded from the analysis.

- c) **Partial Sidewalks on One Side, Complete Sidewalk on the Other:** Roads that already have a complete sidewalk on one side of the road but are missing part of a sidewalk on the other side have been considered as long as there is a necessity to complete the partial sidewalk for existing adjacent residences.

Scenario: Munroe Street between Ryerson Commons and Division Street is considered a partial sidewalk that will be considered in the analysis where as King Street East between Coverdale Avenue and Maplewood Boulevard, the sidewalk on the north side ends at the last residence and will only be extended upon development of the vacant lands to east. This section between Coverdale and Maplewood has not been included in the analysis.

2.2 Criteria Two: Road Classification

The second highest priority of roads is based on the volume of traffic or classification. Those that are classified as Arterial are the highest, followed by Collector, and then Local roads.

Scenario: An arterial road with no sidewalk will have priority over a collector or local road with no sidewalk.

2.3 Criteria Three: Proximity to Various Entities

The third consideration is how close a road is to important community infrastructure that exists within the Town's GIS database. The following are what have been considered in the analysis:

- a) Schools
- b) Major Pedestrian Generators/Destinations ie. Hospital, library, YMCA, shopping, employment areas, downtown, etc.
- c) Transit Stops
- d) Parks
- e) Local roads that intersect with arterial or collector roads

It should be noted that specific private businesses such as medical clinics, nursing homes, dental offices, etc. are not identified in the Town's GIS. The major pedestrian generator/destination category typically encompasses the institutional and commercially zoned areas of the Town.

GIS can also identify which classes of roads intersect with other classes of roads so the data extracted for the final entity of Criteria 3 included local roads that start or end at arterial or collector roads. These local roads were assigned a higher weighting because they connect lower density areas to higher density areas where sidewalk is more likely to already exist.

2.3.1 Buffer Distance

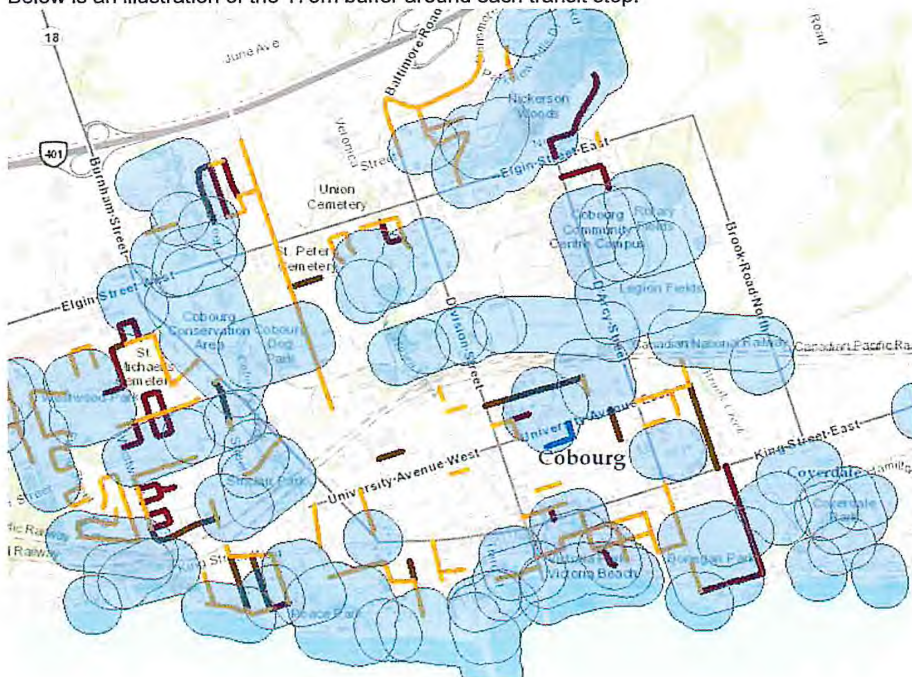
In order to identify the streets that are in close proximity to important community infrastructure, a buffer distance (radius) was assigned to all schools, major pedestrian generators, transit stops and parks. The buffer is essentially like drawing a circle around an object and then noting all of the streets that intersect with that circle.

The community infrastructure categories were assigned the following buffers and each scenario has been illustrated on a map below:

	Category	Buffer Distance
a)	Schools	250 m
b)	Major Pedestrian Generators/Destinations	250 m
c)	Transit Stops	175 m
d)	Parks	150 m

The transit stop buffer distance is based on the Town's Wheels service restrictions and/or requirements for users who are not able to travel a distance of 175 metres to reach a transit stop.

Below is an illustration of the 175m buffer around each transit stop.

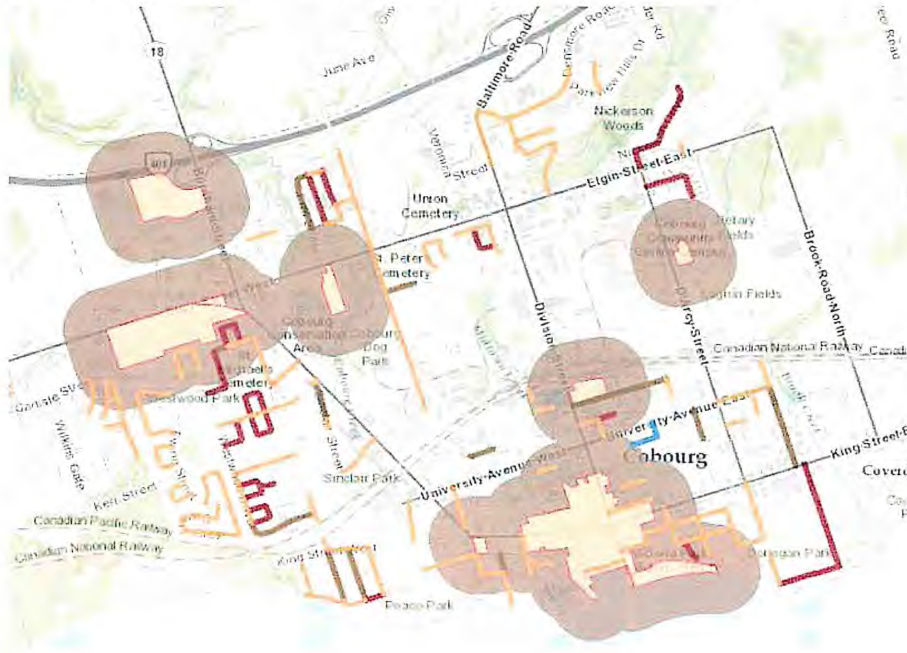


Typically, a block length in Cobourg is less than 250m or approximately a 3 minute walk, which indicates that pedestrians on local roads will almost always be within 250m of a more major road where sidewalk is more likely to exist.

Below is an illustration of the 250m buffer around schools.

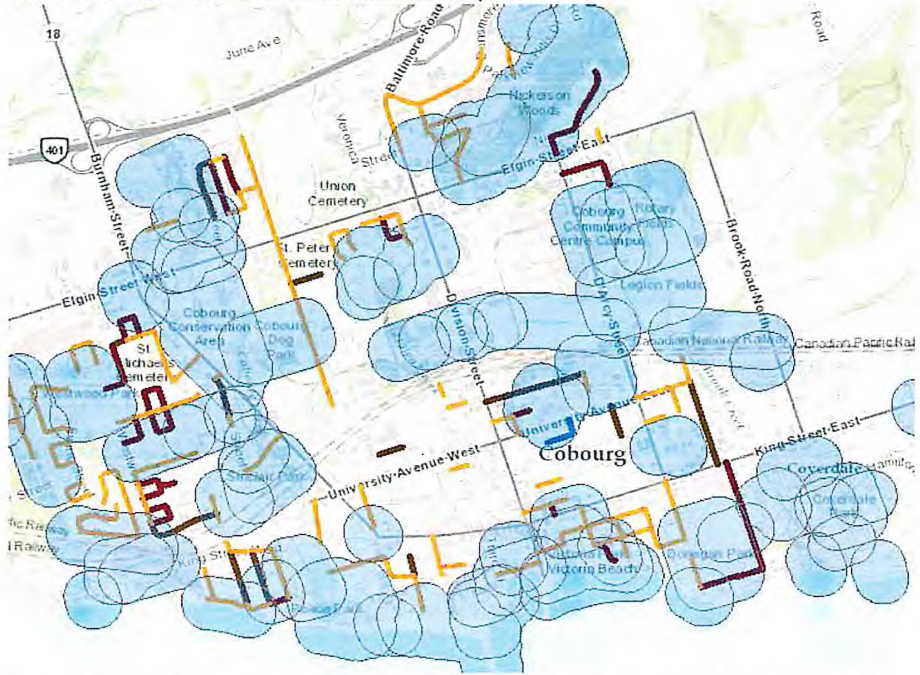


Below is an illustration of the 250m buffer around major pedestrian generators/destinations.



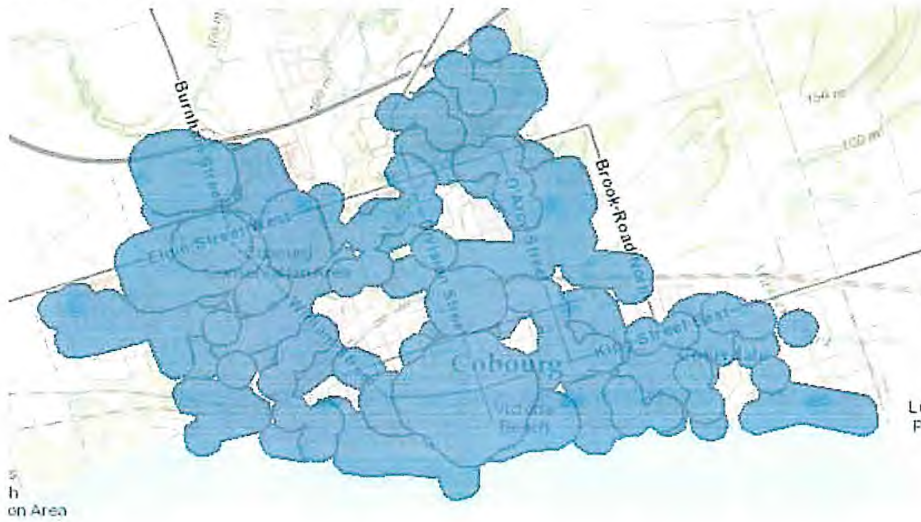
The buffer around parks was reduced to 150m (2 minute walk).

Below is an illustration of the 150m buffer around parks.



Once all of the buffers were established and mapped, they were overlapped onto each other and the data for each layer was exported to a spreadsheet for analysis.

Below is an illustration of the buffers superimposed.



2.4 Exclusions

For this study, the following roads have been excluded from the analysis:

1. Local roads that already have sidewalk on one side.
2. All roads that do not have curb and gutter.
3. Dead end streets or cul-de-sacs.
4. Special circumstances ie. Furnace Street there is an existing sidewalk from Victoria Street to the entrance of the curling club on the north side. There are no other residences or buildings on the north side of Furnace Street between the Curling Club and Ontario Street and therefore the extension of the sidewalk to Ontario Street will not be considered. Typical scenarios such as this have been excluded from the study.

The Sidewalk Priority Plan does not include repairs. Existing sidewalks that is in need of repair are identified and repaired by the Public Works Department and costs associated with the repairs are included in the annual operations budget. New sidewalks are only included in the Town's capital works budget.

Road reconstruction projects are also not included in the Sidewalk Priority Plan. Where ever possible, all streets that are reconstructed or rehabilitated will also be considered for new or replacement sidewalk.

Costs associated with the construction of new sidewalk in accordance with the Sidewalk Priority Plan do not include engineering fees, if required. Some of the more challenging streets in Town

that require substantial restoration and/or retaining walls may require a topographic survey and detailed engineering plans for construction and these costs have not been included in the financial analysis of this plan.

Along with the implementation of new infrastructure comes increased maintenance costs. Operations and maintenance costs associated with new sidewalks have not yet been considered in this plan. A subsequent investigation and report will be conducted to determine the current costs associated with all sidewalk maintenance in order to determine the required annual operating budget increases associated with the new infrastructure.

3 Evaluation

In order to evaluate all of the roads in Town that require sidewalk, each of the criteria were assigned a corresponding weight. Weighting is a common way to assess the relative merits of a range of options as opposed to a rating which is typically a score of results. Criteria that receive a higher weight are considered to have a higher priority to be serviced by a sidewalk.

The criteria were assigned the following weights for analysis:

	Criteria	Description	Assigned Weight
1	Existence of Sidewalk		
	No Sidewalks on Either Side	Roads with curb and gutter	25
	Sidewalk on One Side Only	Roads with curb and gutter	15
	Partial Sidewalk on One Side No sidewalk on Other side	Roads with curb and gutter	10
	Partial Sidewalk on One Side Complete Sidewalk on Other side	Roads with curb and gutter	5
2	Road Classification		
	Arterial (4 lanes)	Roads with curb and gutter	15
	Arterial (2 lanes)	Roads with curb and gutter	10
	Collector	Roads with curb and gutter	5
	Local	Roads with curb and gutter	1
3	Proximity to Various Entities		
	School Zone	Within 250m of a school	20
	Major Pedestrian Generators/Destinations	Within 250m of Hospital, library, YMCA, Downtown, Beach, Shopping	15
	Transit	Within 175m of transit stop	10
	Parks	Within 150m of Parks	5
	Intersecting with Arterial or Collector Roads	Any road classification	10

It should be noted that the weightings for Criteria 1 and 2 were specifically assigned, through an iterative process, so that the following circumstances would always be met if road classification and sidewalk existence were the only considerations:

1. An arterial (2 lane) and collector with no sidewalk on either side must always score higher than a local road with no sidewalk on either side.
2. A local road with no sidewalk must always score higher than an arterial (2 lane) or collector with sidewalk on one side.

4 Although the TMP recommends sidewalk on both sides for arterial and collectors and one side for locals, this strategy will ensure that local roads receive one sidewalk before a two lane arterial or collector receives a second sidewalk. However, any collectors or arterials that also fall under Criteria 3 may result in a collector or arterial receiving a second sidewalk before a local road receives one sidewalk. Analysis

All roads with curb and gutter have been mapped within the Town's Geographic Information System (GIS) and can be assigned their weighting for Criteria 1 and 2. For each of the entities of Criteria 3, a buffer was created to capture all of the roads within the buffers in order to assign an associated weight. Data was then extracted from GIS into a spreadsheet to sum up all of the weighting assigned to each section of road.

Constructability

This evaluation has been completed strictly based on spatial GIS data that does not consider topography and the fact that there are often obstructions in the road allowance that will make building a sidewalk challenging and more costly. Obstructions such as overhead utilities and poles, fire hydrants, and trees will significantly add to the cost of constructing a sidewalk. Having to construct a retaining wall to make up a grade differential is not ideal, expensive and typically not desired on municipal property.

At any given time, there may be several streets that have the same total score on the priority list. Staff will inspect the subject streets to identify any additional factors that may determine which street should be the higher priority for the upcoming year of construction. The cost to construct the sidewalks may also impact its priority ie. If it is a very expensive section with many challenges, it may require additional funding before it can be constructed or it may have to be constructed over two or more years.

Complete Streets

As illustrated in the priority list, the sections of road that are being evaluated are actually block lengths (intersection to intersection) and all connecting blocks on a single street have been grouped together and highlighted with the same colour. This is so that a single block will not be constructed in isolation. The block with the highest score in a grouping is what indicates the street's priority.

How to Choose Which Side

For roads with no sidewalk, there are many factors involved in deciding which side of the road the new sidewalk will go on. This decision will be provided by staff recommendation after a thorough review of road.

Considerations will include but not be limited to the following:

1. Overhead utilities – avoid having to relocate hydro poles and hydrants due to costs.
2. Underground utilities – avoid building sidewalk over top in case buried utility requires maintenance in the future and sidewalk has to be removed and replaced.
3. Driveways – ideal to have sidewalk on the side with the least amount of driveways.
4. Trees – ideal to construct sidewalk where there are fewer trees impacted.
5. Transit stops – ideal to construct sidewalk on the same side as a transit stop, if possible.
6. Retaining walls – ideal to avoid any if possible due to safety and capital/maintenance costs.

5 Implementation

Based on a typical unit rate for construction of a linear metre of sidewalk, the priority list is also showing the cost estimate of each section of road and a cumulative cost estimate to complete all of the sidewalks on the priority list. In summary, with an annual budget of \$100,000, it will require over 27 years to complete the list of sidewalk priorities based on current market rates. This estimate is variable based on bid prices, time of year and weather, and difficulty or ease of construction.

Funding and government grants may arise from time to time that allow for additional construction projects and Town staff will continue to watch for these opportunities as well as identifying other budget alternatives.

The top priorities will be physically assessed in the fall of the preceding year to determine any constraints or extenuating circumstances that are unique and particular to the street that may otherwise change its priority ie. a street that is slated for reconstruction in the near future as part of the Town's Asset Management Plan would be deferred until that time. An annual report to Council will be prepared to document the results of the assessment in support of the next priority sidewalk.

Town of Cobourg Sidewalk Standards

The following standards will apply for all new sidewalks constructed on existing streets.

1. All new sidewalks will be constructed parallel to the curb line and are not to be constructed around trees with the exception of any trees that are designated to be preserved by the Town Arborist.
2. The Town will not be constructing around private obstructions that have been installed on municipal property. Any private works must be relocated prior to sidewalk construction or they will be removed and disposed of by the Town or the Town's contractor. The Town will provide one site visit and one written notice to home owners at least ninety (90) days in advance of the sidewalk construction if private works are to be relocated.

3. Boulevards will be maximized where possible. All new sidewalks will have a minimum setback of 1.2m from the back of the curb as a boulevard between the road and the sidewalk is required for snow storage.
4. Sidewalks will be 1.5m wide and constructed in accordance with Ontario Provincial Standard Specifications and Drawings.
5. Tactile walking surface indicators will be installed on all curb ramps where new sidewalk is installed at an intersection.
6. Existing driveways and private walkways will be restored in kind. Private walkways are not permitted between the sidewalk and the curb.

6 Closing and Next Steps

The Sidewalk Priority Plan is a tool to implement the recommendations of the Transportation Master Plan, Official Plan, and make Cobourg a more accessible and pedestrian friendly town in a systematic and rational manner. The Plan will be reviewed and updated regularly to ensure that the criteria and weightings remain relevant and applicable. New criteria can also be added as data becomes available.

The next steps will be for the Town to develop an official policy for the implementation of new sidewalks in the Town of Cobourg, based on the subject Sidewalk Priority Plan.

Street Name	Location / Road Section	Road Class	Sidewalk Location	Sidewalk Weight	Road Class Weight	School Weight	Major Ped Gen Weight	Transit Weight	Parks Weight	Intersects with Ar/Ctr	Total Road Section Score	Total Road Score	Road Section Length (m)	Total Road Length (m)	\$ / Road Section	\$ / Total Road
Northwood Drive	NORTHWOOD DR FROM WESTWOOD TO CARLISLE	LCL	NONE	25	1	20	15	10	5	0	76	76	339		\$ 67,800	
Spencer Street East	SPENCER ST E FROM JOHN TO RYERSON COMMONS	LCL	NONE	25	1	20	15	10	5	0	76	76	104		\$ 20,800	
Lakeshore Drive	LAKESHORE DR FROM DARCY TO BAYVIEW	CLCT	NONE	25	5	20	0	10	5	10	75	75	267	378	\$ 53,400	\$ 75,600
Lakeshore Drive	LAKESHORE DR FROM BAYVIEW TO ABBOTT	CLCT	NONE	25	5	0	0	10	5	0	45		111		\$ 22,200	
Abbott Boulevard	ABBOTT BV FROM LAKESHORE TO CORONATION	LCL	NONE	25	1	20	0	10	5	10	71	71	119	350	\$ 23,800	\$ 70,000
Abbott Boulevard	ABBOTT BV FROM CORONATION TO KING	LCL	NONE	25	1	20	0	10	0	10	66		161		\$ 32,200	
Abbott Boulevard	ABBOTT BV FROM CORONATION SOUTH TO CORONATION NORTH	LCL	NONE	25	1	20	0	10	5	0	61		70		\$ 14,000	
D'Arcy Street	D'ARCY ST FROM ELGIN TO NICKERSON	LCL	NONE	25	1	20	0	10	5	10	71	71	485		\$ 97,000	
Hayden Crescent	HAYDEN CR FROM BURWASH EAST TO BURWASH WEST	LCL	NONE	25	1	20	0	10	5	0	61	61	213		\$ 42,600	
Nickerson Drive	NICKERSON DR FROM DARCY TO END	LCL	NONE	25	1	20	0	10	5	0	61	61	51		\$ 10,200	
Spragge Crescent	SPRAGGE CR FROM WESTWOOD TO BURWASH	LCL	NONE	25	1	20	0	10	5	0	61	61	251		\$ 50,200	
Barbara Street	BARBARA ST FROM SHIRLEY TO SANDMERE	LCL	NONE	25	1	20	0	10	0	0	56	56	113		\$ 22,600	
Curtis Crescent	CURTIS CR FROM EAST CARLISLE TO WEST CARLISLE	LCL	NONE	25	1	0	15	10	5	0	56	56	330		\$ 66,000	
Murray Crescent	MURRAY CR FROM BURWASH EAST TO BURWASH WEST	LCL	NONE	25	1	20	0	10	0	0	56	56	91		\$ 18,200	
Sandmere Crescent	SANDMERE CR FROM WESTWOOD TO BARBARA	LCL	NONE	25	1	20	0	10	0	0	56	56	517	887	\$ 103,400	\$ 177,400
Sandmere Crescent	SANDMERE CR FROM BARBARA TO WESTWOOD	LCL	NONE	25	1	0	0	10	0	0	36		370		\$ 74,000	
Burnham Street	BURNHAM ST FROM WESTWOOD TO BURNHAM MANOR	CLCT	ONE COMPLETE	15	5	20	0	10	5	0	55	55	158	331	\$ 31,600	\$ 66,200
Burnham Street	BURNHAM ST FROM CN ROW TO WESTWOOD	CLCT	ONE COMPLETE	15	5	0	0	10	5	0	35		120		\$ 24,000	
Burnham Street	BURNHAM ST FROM KING TO CP ROW	CLCT	ONE COMPLETE	15	5	0	0	10	0	0	30		53		\$ 10,600	
D'Arcy Street	D'ARCY ST FROM ROCKINGHAM TO QUEEN	CLCT	ONE COMPLETE	15	5	20	0	10	5	0	55	55	160	1421	\$ 32,000	\$ 284,200
D'Arcy Street	D'ARCY ST FROM PERRY TO ROCKINGHAM	CLCT	ONE COMPLETE	15	5	20	0	10	5	0	55		191		\$ 38,200	
D'Arcy Street	D'ARCY ST FROM QUEEN TO KING	CLCT	ONE COMPLETE	15	5	20	0	10	0	0	50		315		\$ 63,000	
D'Arcy Street	D'ARCY ST FROM LAKEVIEW TO PERRY	CLCT	ONE COMPLETE	15	5	20	0	0	5	0	45		516		\$ 103,200	
D'Arcy Street	D'ARCY ST FROM BAY TO LAKEVIEW	CLCT	ONE COMPLETE	15	5	20	0	0	5	0	45		86		\$ 17,200	
D'Arcy Street	D'ARCY ST FROM LAKESHORE TO LAKE	CLCT	ONE COMPLETE	15	5	0	0	0	5	0	25		16		\$ 3,000	
D'Arcy Street	D'ARCY ST FROM LAKE TO WATER	CLCT	ONE COMPLETE	15	0	0	0	0	0	0	15		138		\$ 27,600	
Heath Street	HEATH ST FROM WILLIAM TO BURNHAM	CLCT	ONE COMPLETE	15	5	20	0	10	5	0	55	55	259		\$ 51,800	

Street Name	Location / Road Section	Road Class	Sidewalk Location	Sidewalk Weight	Road Class Weight	School Weight	Major Ped Gen Weight	Transit Weight	Parks Weight	Intersects with Art/Citr	Total Road Section Score	Total Road Score	Road Section Length (m)	Total Road Length (m)	\$ / Road Section	\$ / Total Road
University Avenue East	UNIVERSITY AV E FROM DARCY TO CAMPBELL	ART	ONE COMPLETE	15	10	20	0	10	0	0	55	55	166	468	\$ 33,200	\$ 93,600
University Avenue East	UNIVERSITY AV E FROM CAMPBELL TO MAJOR	ART	ONE COMPLETE	15	10	20	0	10	0	0	55		161		\$ 32,200	
University Avenue East	UNIVERSITY AV E FROM MAJOR TO COTTESMORE	ART	ONE COMPLETE	15	10	20	0	0	0	0	45		141		\$ 28,200	
Anne Street	ANNE ST FROM COLLEGE TO UNIVERSITY	LCL	ONE PART	10	1	0	15	10	5	10	51	51	108		\$ 21,600	
Bagot Street	BAGOT ST FROM SYDENHAM TO ALBERT	LCL	ONE COMPLETE ONE PART	5	1	20	15	10	0	0	51	51	224		\$ 44,800	
Queen Street	QUEEN ST FROM CHURCH TO GREEN	CLCT	ONE COMPLETE	15	5	0	15	10	5	0	50	50	237	1143	\$ 47,400	\$ 228,600
Queen Street	QUEEN ST FROM MCGILL TO CHURCH	CLCT	ONE COMPLETE	15	5	0	15	10	5	0	50		329		\$ 65,800	
Queen Street	QUEEN ST FROM GREEN TO HENRY	CLCT	ONE COMPLETE	15	5	0	15	10	0	0	45		577		\$ 115,400	
Booth Street	BOOTH ST FROM GLENHARE TO FREI	LCL	NONE	25	1	0	15	0	5	0	46	46	142		\$ 28,400	
Paul Currelly Way	PAUL CURRELLY WAY WY FROM PERRY TO BAY	LCL	NONE	25	1	0	15	0	5	0	46	46	351		\$ 70,200	
Chapel Street	CHAPEL ST FROM JOHN TO COLLEGE	CLCT	ONE COMPLETE	15	5	0	15	10	0	0	45	45	177		\$ 35,400	
Division Street	DIVISION ST FROM VERONICA SOUTH TO VERONICA NORTH	ART	ONE COMPLETE	15	15	0	0	10	5	0	45	45	94		\$ 18,800	
Heenan Street	HEENAN ST FROM FAIRBANKS TO HEENAN CRT	LCL	NONE	25	1	0	0	10	5	0	41	41	63	207	\$ 12,600	\$ 41,400
Heenan Street	HEENAN ST FROM HEENAN CRT TO FAIRBANKS	LCL	NONE	25	1	0	0	10	5	0	41		144		\$ 28,800	
Henry Street	HENRY ST FROM JAMES TO UNIVERSITY	LCL	ONE COMPLETE ONE PART	5	1	20	0	10	5	0	41	41	121		\$ 24,200	
Monk Street	MONK ST FROM STUART TO TREMAINE	LCL	NONE	25	1	0	0	10	5	0	41	41	388		\$ 77,600	
Sinclair Street	SINCLAIR ST FROM KERR TO BOULTON	LCL	ONE COMPLETE ONE PART	5	1	20	0	10	5	0	41	41	27		\$ 5,400	
Willow Crescent	WILLOW CR FROM WESTWOOD NORTH TO WESTWOOD SOUTH	LCL	NONE	25	1	0	0	10	5	0	41	41	322		\$ 64,400	
Cottesmore Avenue	COTTESMORE AV FROM KING TO UNIVERSITY	LCL	ONE COMPLETE ONE PART	5	1	20	0	10	0	0	36	36	48		\$ 9,600	
Munroe Street	MUNROE ST FROM DIVISION TO WALTON	LCL	ONE COMPLETE ONE PART	5	1	0	15	10	5	0	36	36	100		\$ 20,000	
King Street West	KING ST W FROM TREMAINE TO SINCLAIR	CLCT	ONE COMPLETE	15	5	0	0	10	5	0	35	35	110	717	\$ 22,000	\$ 143,400
King Street West	KING ST W FROM SINCLAIR TO STUART	CLCT	ONE COMPLETE	15	5	0	0	10	0	0	30		274		\$ 54,800	
King Street West	KING ST W FROM STUART TO BURNHAM	CLCT	ONE COMPLETE	15	5	0	0	10	0	0	30		333		\$ 66,600	
Ontario Street	ONTARIO ST FROM SUTHERLAND TO HUYCKE	CLCT	ONE COMPLETE	15	5	0	0	10	5	0	35	35	93	1037	\$ 18,800	\$ 207,400
Ontario Street	ONTARIO ST FROM MCGUIRE TO SUTHERLAND	CLCT	ONE COMPLETE	15	5	0	0	10	5	0	36		340		\$ 68,000	
Ontario Street	ONTARIO ST FROM ELGIN TO ADELE	CLCT	ONE COMPLETE	15	5	0	0	10	0	0	30		122		\$ 24,400	
Ontario Street	ONTARIO ST FROM HUYCKE TO ELGIN	CLCT	ONE COMPLETE	15	5	0	0	10	0	0	30		327		\$ 65,400	

Street Name	Location / Road Section	Road Class	Sidewalk Location	Sidewalk Weight	Road Class Weight	School Weight	Major Ped Gen Weight	Transit Weight	Parks Weight	Intersects with Art/Citr	Total Road Section Score	Total Road Section Score	Road Section Length (m)	Total Road Length (m)	\$/ Road Section	\$/ Total Road
Ontario Street	ONTARIO ST FROM ADELE TO WHITE	CLCT	ONE COMPLETE	15	5	0	0	0	0	0	20		155		\$ 31,000	
Carlisle Street	CARLISLE ST FROM CURTIS TO NORTHWOOD	LCL	ONE COMPLETE ONE PART	5	1	0	15	10	0	0	31	31	389		\$ 77,800	
Frei Street	FREI ST FROM GLENHARE TO BOOTH	LCL	ONE COMPLETE ONE PART	5	1	0	15	0	5	0	26	26	66		\$ 13,200	
Glenhare Street	GLENHARE ST FROM ADELE TO FREI	LCL	NONE	25	1	0	0	0	0	0	26	26	178		\$ 35,600	
Burnham Street	BURNHAM ST FROM MONKS COVE TO KING	LCL	ONE COMPLETE ONE PART	5	1	0	0	10	5	0	21	21	150		\$ 30,000	
Stuart Street	STUART ST FROM MONK TO KING	LCL	ONE COMPLETE ONE PART	5	1	0	0	10	5	0	21	21	434		\$ 86,800	
Westwood Drive	WESTWOOD DR FROM BURNHAM TO WILLOW	LCL	ONE COMPLETE ONE PART	5	1	0	0	10	5	0	21	21	52		\$ 10,400	
Huycke Street	HUYCKE ST FROM BATTELL TO ONTARIO	LCL	ONE COMPLETE ONE PART	5	1	0	0	10	0	0	16	16	307		\$ 61,400	
Delanty Road	DELANTY RD FROM CARROLL TO WILLMOTT	LCL	ONE COMPLETE ONE PART	5	1	0	0	0	5	0	11	11	220		\$ 44,000	
Furnace Street	FURNACE ST FROM BALL TO VICTORIA	LCL	ONE COMPLETE ONE PART	5	1	0	0	0	0	0	6	6	120		\$ 24,000	

*Colour grouping indicates a 'Total Road' i.e. Sandmere Crescent has two sections/blocks that make up its total road. The section/block with the highest score is how the total road is prioritized.

Total
\$ 2,638,600

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Manager of Environmental Services, regarding the approval of a Replacement Heat Exchanger at the Water Pollution Control Plant #2.

NOW THEREFORE BE IT RESOLVED THAT Council approve the immediate purchase of a Heat Exchanger for the Digester at Water Pollution Control Plant #2 from JDV for \$41,219 plus an additional \$5,000 for installation plus HST; and

FURTHER THAT Council authorize the reallocation of funds to be drawn from a lower priority Capital Project from the 2018 Capital Budget.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Manager of Roads and Sewers regarding the approval of the Single Axle Cab and Chassis Tender.

NOW THEREFORE BE IT RESOLVED THAT Council approve the awarding of the proposal for the purchase a new 2019 Single Axle Cab and Chassis and dump box and ploughing equipment as submitted by Winslow Gerolamy Motors Limited in the amount of \$111,128.00 plus HST.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Memo from the Manager of Road and Sewers regarding the approval of the Dump Box and Plow Equipment Tender.

NOW THEREFORE BE IT RESOLVED THAT Council approve the awarding of the proposal for the purchase a dump box and plow equipment as submitted by Tenco Inc. in the amount of \$77,111.50 plus HST; and

FURTHER THAT as this project involves two tenders being;

- 1) Cab and Chassi; and
- 2) Dump-box and ploughing equipment,

THAT Council authorize an additional \$12,500.00 from Vehicle Equipment Reserve to complete the acquisition of the entire unit.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ **Seconded by:** _____

WHEREAS the Committee of the Whole considered a Memo from Planner I – Heritage regarding the implementation of the Downtown Vitalization Community Improvement Plan (CIP) 2018 Intake.

NOW THEREFORE BE IT RESOLVED THAT Council receive the staff report for information purposes; and

FURTHER THAT Council endorse the implementation of the Downtown Cobourg Vitalization Community Improvement Plan (CIP) for the 2018 intake as outlined in the Staff Report.

The Corporation of the Town of Cobourg

MOTION

Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Motion from the Secretary, Cobourg Heritage Advisory Committee regarding representation on the Cobourg Cultural Master Plan Steering Committee.

NOW THEREFORE BE IT RESOLVED THAT Council endorse the recommendation of the Cobourg Heritage Advisory Committee and grant the Cobourg Heritage Advisory Committee and the heritage sector representation on the Cobourg Cultural Master Plan Steering Committee.

The Corporation of the Town of Cobourg

MOTION

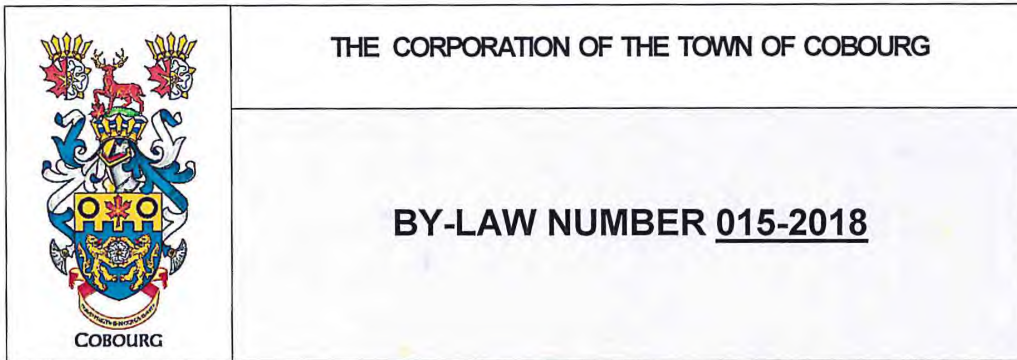
Date: April 30, 2018

No. _____

Moved by: _____ Seconded by: _____

WHEREAS the Committee of the Whole considered a Notice of Motion, submitted by Councillor Burchat, Coordinator of Planning and Development, regarding the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P. 13, as amended.

NOW THEREFORE BE IT RESOLVED THAT Council direct planning staff to review the Town of Cobourg's public notification, meeting and engagement procedures pertaining to applications submitted under the Planning Act, R.S.O. 1990, c.P. 13, as amended, and submit a report to Council for consideration.



A BY-LAW TO AUTHORIZE THE LEVYING OF TAX RATES AND COLLECTION OF TAXES FOR THE YEAR 2018.

WHEREAS it is necessary for the Council of the Corporation of the Town of Cobourg pursuant to Section 307 of the Municipal Act, 2001 Ch.25 as amended to levy on the whole rateable property according to the last revised assessment roll the sums as set forth for various purposes in Schedule "A" attached hereto for the current year;

AND WHEREAS pursuant to the County of Northumberland By-Law Number 2018-08 tax ratios which establish the relative amounts of taxation to be borne by each property class have been adopted as set out in Schedule "B";

AND WHEREAS the property classes have been prescribed by the Minister of Finance under the Assessment Act R.S.O. 1990, Clause A. 31 as amended and Regulations thereto;

AND WHEREAS pursuant to the County of Northumberland By-Law Number 2018-16 to adopt estimates of all sums required by the County of Northumberland for the purposes of the county and to provide a levy on its constituent municipalities as set out in Schedule "C";

AND WHEREAS pursuant to the Province of Ontario Regulation 98/06 being a regulation to amend Ontario Regulation 400/98 made under the Education Act, the Council of the Town of Cobourg is directed to levy specified tax rates on the assessment for school purposes as set out in Schedule "D";

AND WHEREAS an interim levy was made before the adoption of the estimates for the current year;

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

1. For the year 2018, the Corporation of the Town of Cobourg shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment, Industrial Assessment, Pipeline Assessment and Farmland Assessment the rates of taxation as set out in Schedule "A" attached to this by-law.
2. THAT the estimates for the year 2018 for General Municipal Purposes as set out in Schedule "E" attached hereto are hereby adopted.
3. THAT the levy provided for in this by-law in the amount of \$23,160,148 shall be reduced by the amount of the interim levy for 2018.

4. For payments-in-lieu of taxes due to the Corporation of the Town of Cobourg, the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2018.
5. For the railway rights of way taxes due to the Corporation of the Town of Cobourg in accordance with the Regulations as established by the Minister of Finance, pursuant to the Municipal Act, 2001 the actual amount due to the Corporation of the Town of Cobourg shall be based on the assessment roll and the tax rates for the year 2018.
6. THAT the Treasurer is hereby authorized to mail to the person taxed a written or printed notice specifying amount of taxes payable to him or cause it to be mailed to the address of the residence or place of business of such person.
7. THAT for Residential and Farm Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 1st day of June, 2018 and on or before the 7th day of September, 2018.
8. THAT for Commercial, Industrial, Multi-Residential and Pipeline Properties payments of taxes including all rents and rates payable as taxes shall be made into the office of the Treasurer and shall be due and payable on or before the 7th day of September, 2018 and on or before the 2nd day of November, 2018.
9. THAT a percentage charge is hereby imposed and the Treasurer is authorized to impose the percentage charge as a penalty for non-payment of taxes or any class or installment thereof in accordance with the provision of By-law Number 36-84.
10. THAT the Treasurer is authorized to receive payments on account of taxes for the year in advance of the day fixed for payment of any installment of such taxes.
11. THAT where the Treasurer received part payment on account of taxes due for any year, he shall credit such part payment first on account of the interest and penalty charges, if any, added to such taxes.
12. THAT in default of payment of any instalment by the day named for payment thereof, the subsequent instalment or instalments shall forthwith become payable.
13. THAT the Treasurer is hereby directed to levy and collect the taxes in accordance with the provisions of the Municipal Act with respect to the levy of rates and collection of taxes.

14. If any section or portion of this By-law or of Schedule "A" is found by a court of competent jurisdiction to be invalid, it is the intent of Council for the Corporation of the Town of Cobourg that all remaining sections and portions of this By-law and of Schedule "A" continue in force and effect.

15. Schedule "A", "B", "C", "D" and "E" attached hereto shall be and form a part of this By-law.

THAT this By-law shall come into force upon the final passing hereof.

By-law read and passed in Open Council this 30th day of April 2018.

MAYOR

MUNICIPAL CLERK

BY-LAW NUMBER 015-2018

**SCHEDULE "A"
TAX RATES FOR 2018
TOWN OF COBOURG**

2018 TAX RATES

		TOWN	COUNTY	EDUCATION	TOTAL
Residential	RT	0.0083905	0.0047734	0.0017000	0.0148639
Multi-Residential	MT	0.0166781	0.0095468	0.0017000	0.0279249
Commercial	CT	0.0127133	0.0072327	0.0134000	0.0333460
Commercial - Vacant	CU	0.0088993	0.0050629	0.0093800	0.0233422
Commercial - New	XT	0.0127133	0.0072327	0.0109000	0.0308460
Commercial - New - Vac	XU	0.0088993	0.0050629	0.0076300	0.0215922
Industrial	IT	0.0208085	0.0118380	0.0134000	0.0460465
Industrial - Vacant	IU	0.0135255	0.0076947	0.0087100	0.0299302
Farmlands	FT	0.0020976	0.0011934	0.0004250	0.0037160
Pipelines	PT	0.0100527	0.0057190	0.0116486	0.0274203
Managed Forest	TT	0.0020976	0.0011934	0.0004250	0.0037160

BY-LAW NUMBER 015-2018

Schedule "B"

**Tax Ratios for the
County Of Northumberland
(By-law #2018-08)**

CLASS	TAX RATIO
Residential / Farm	1.0000
Multi-Residential	2.0000
Commercial:	
- Occupied	1.5152
- Vacant Units	1.0606
- Vacant Land	1.0606
Industrial:	
- Occupied	2.4800
- Vacant Units	1.612
- Vacant Land	1.612
Pipelines	1.1981
Farmlands	.2500
Managed Forest	.2500

BY-LAW NUMBER 015-2018

SCHEDULE "C"

**2018
COUNTY OF NORTHUMBERLAND LEVY**

<u>LOWER TIER MEMBER</u>	<u>2018 GENERAL LEVY</u>
Towns:	
- Municipality of Brighton	\$6,851,278
- Trent Hills	\$7,612,141
- Cobourg	\$13,208,936
- Municipality of Port Hope	\$10,702,497
	\$38,374,852
Townships:	
- Cramahe	\$3,548,492
- Alnwick/Haldimand	\$5,056,676
- Hamilton	\$7,128,331
	\$15,733,499
2018 Requirement	\$54,108,351

BY-LAW NUMBER 015-2018

SCHEDULE "D"

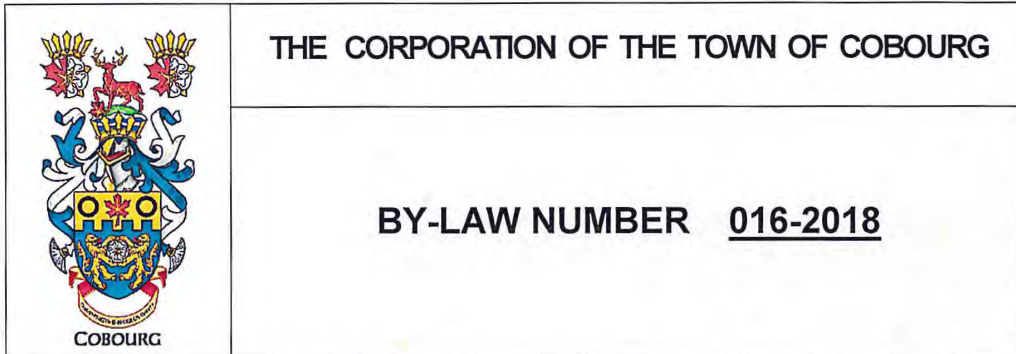
**COMMERCIAL AND INDUSTRIAL & PIPELINE TAX RATES
FOR EDUCATION IN
THE COUNTY OF NORTHUMBERLAND**

<u>PROPERTY CLASS</u>	<u>2018 TAX RATES</u>
Commercial:	
- Occupied	.0134000
- Occupied – New Construction	.0109000
- Vacant Units	.00938000
- Vacant Lands	.00938000
- Vacant Lands – New Construction	.00763000
Industrial:	
- Occupied	.0134000
- Vacant Units	.00871000
- Vacant Lands	.00871000
Pipeline:	
	.01164855

BY-LAW NUMBER 015-2018

**SCHEDULE "E"
TOWN OF COBOURG
2018 CURRENT OPERATING BUDGET**

<u>FUNCTION</u>	<u>2018 BUDGET</u>
NET EXPENDITURES	
GENERAL GOVERNMENT	\$2,868,370
PROTECTION – POLICE	6,032,105
PROTECTION –OTHER	3,481,705
PUBLIC WORKS	4,245,688
ENVIRONMENTAL	37,825
SOCIAL & FAMILY	21,500
PARKS & RECREATION	3,505,076
CULTURE & COMMUNITY	1,479,480
PLANNING & RESIDENTIAL	423,229
COMMERCIAL & ECONOMIC DEVELOPMENT	613,467
TOTAL OPERATING:	22,708,445
CAPITAL LEVY	341,203
LONG TERM DEBT CHARGES	485,600
NET EXPENDITURES	23,535,248
REVENUES	
PROVINCIAL GRANTS	117,100
OTHER GRANTS	23,000
OTHER INCOME	60,000
MISC. LEVIES	175,000
TOTAL REVENUES OTHER THAN TAXATION	375,100
TAXATION	23,160,148



A BY-LAW TO AMEND BY-LAW NO. 008-2016 BEING A BY-LAW TO DEFINE THE COMPOSITION AND TERMS OF REFERENCE FOR ADVISORY COMMITTEES, LOCAL BOARDS AND INTERNAL WORKING GROUPS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG TO AMEND THE TERMS OF REFERENCE OF THE DOWNTOWN COALITION ADVISORY COMMITTEE.

WHEREAS By-law No.008-2016 being a By-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the 'Council 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 and Local Board Policy and Procedure" to provide advice to the Cobourg Municipal Council on all matters relating to events, requests, submissions and plans for their respective committees; and

WHEREAS the Advisory Committee and Local Board Policy approved by Council in 2016 states that all committees and boards are to review their respective Terms of Reference every two years and all recommendations for amendments must be approved by Council. Council approval must be sought for any committee/board activity not provided by the Terms of Reference; and

WHEREAS the Municipal Council of the Town of Cobourg established advisory committees comprised of both members of Council and members of the general public; 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 February 1, 2016 which was reconfirmed by Council at the Committee of the Whole meeting of April 23, 2018;

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

1. THAT Schedule "B"-7 – be added to By-law No. 008-2016 to amend the Terms of Reference of the Downtown Coalition Advisory Committee.
2. This by-law shall take effect upon the date of passing.

By-law read and passed in Open Council this 30th day of April, 2018.

MAYOR

MUNICIPAL CLERK

**SCHEDULE "B"- 7
ADVISORY COMMITTEES**

COMMITTEE NAME: **Cobourg Downtown Coalition**

COMPOSITION: 7 Members;
1 Council/Coordinator; and
6 Citizens appointed by Council

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

Authority

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

Purpose

The Cobourg Downtown Coalition 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.

Mandate

The Coalition shall:

- a) 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;
- b) Oversee the timely implementation of approved Vitalization objectives;
- c) Establish appropriate measures of performance for the achievement of Downtown Vitalization;
- d) Report at least quarterly to Council on the progress of Vitalization, including the measures of performance;
- e) 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;
- f) Advise Cobourg Municipal Council on any matters relating to Downtown Vitalization, in particular, as characterized in the Action Plan Vision to "deliver

Meeting Frequency

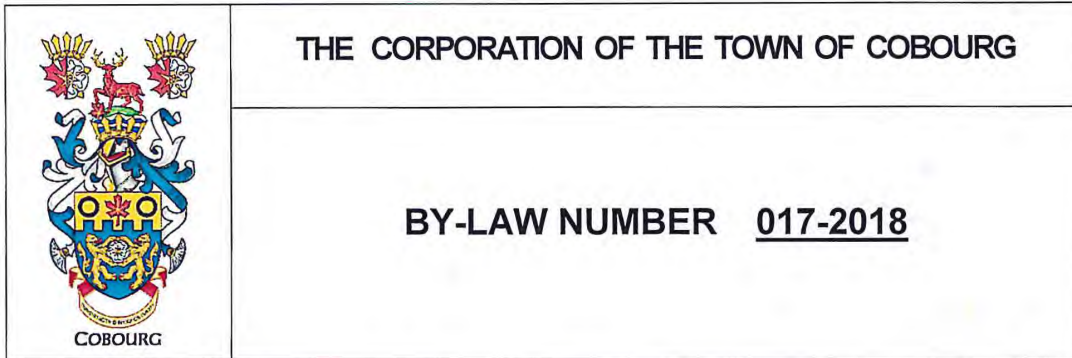
The Board shall hold regular meetings on the fourth Wednesday of every month each year and at such other times as it considers necessary alternating locations and each member Municipality.

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 By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

Staff Resources

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



A BY-LAW TO AUTHORIZE EXECUTION OF AN AGREEMENT WITH CANADIAN NATIONAL RAILWAY COMPANY AND THE CORPORATION OF THE TOWN OF COBOURG FOR PART OF STATIONS GROUNDS, PLAN CADDY (FORMERLY PART OF LOT 17, CONCESSION A, HAMILTON, DESIGNATED AS PART 1 ON REFERENCE PLAN 39R-13687, IN THE TOWN OF COBOURG.

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

AND WHEREAS the Cobourg Municipal Council has expressed a desire to enter into an agreement with the Canadian National Railway Company to purchase the 30' strip of land known as Station 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 on behalf of the Corporation an Agreement with the Canadian National Railway Company and the Corporation of the Town of Cobourg for purchase of Part of Station Grounds, Plan Caddy (formerly part of Lot 17, Concession A, Hamilton), designated as part 1 on Reference Plan 39R-13687, Town of Cobourg as described in Schedule "A".

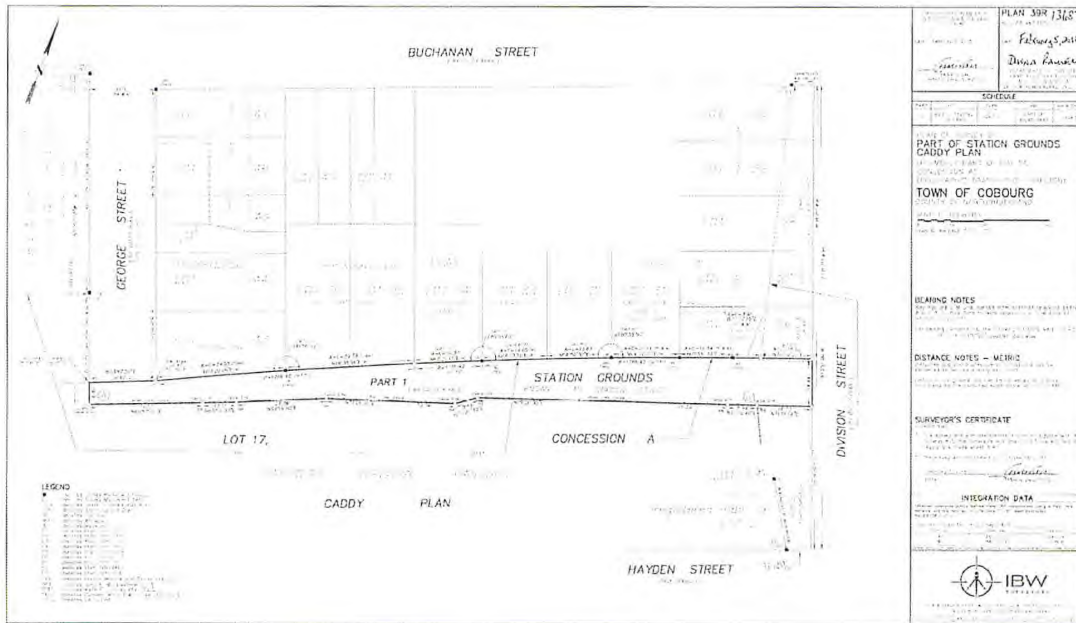
2. THAT this by-law shall take effect upon the date of passing.

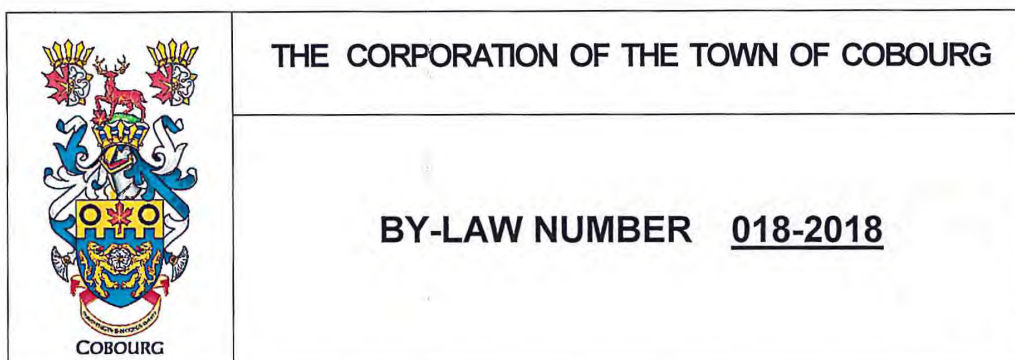
By-law read and passed in Open Council this 30th day of April, 2018.

MAYOR

MUNICIPAL CLERK

Schedule "A"





A BY-LAW TO AMEND ZONING BY-LAW NUMBER 85-2003 (FRED ADAMS STREET & NEW AMHERST BOULEVARD).

WHEREAS the Council of the Corporation of the Town of Cobourg held a Public Meeting in accordance with the Planning Act, R.S.O. 1990, c.P. 13, as amended, on the 19th day of March, 2018 regarding an application by New Amherst Ltd. to re-zone the 1.86 ha (4.60 ac) parcel of land at the north-west corner of Fred Adams Street and New Amherst Boulevard (hereinafter referred to as the "Subject Lands") to permit a new elementary school;

AND WHEREAS a number of public submissions regarding the application were received by the Council of the Corporation of the Town of Cobourg prior to, during and after the Public Meeting;

AND WHEREAS the Council of the Corporation of the Town of Cobourg referred the subject matter to the Planning Department for a report;

AND WHEREAS the Council of the Corporation of the Town of Cobourg considered a report from the Director of Planning & Development at a meeting of the Committee of the Whole on the 23rd day of April, 2018;

AND WHEREAS the Council of the Corporation of the Town of Cobourg duly considered all public submissions, the Director's report and all other relevant information surrounding the subject matter, and deems it advisable to amend By-Law Number 85-2003, as amended;

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

1. That By-law No. 85-2003, Section 19 is hereby amended by deleting subsection 19.2.3.2 and replacing it with the following new subsection:

19.2.3.2 Permitted Uses, Buildings and Structures and Regulations

The permitted uses, buildings and structures and regulations for the (I-3) zone shall be the same as for the (I-1) zone with the exception of the following special regulations:

- i) **Permitted Uses**
 - i) elementary school use;
 - ii) day nursery use;
 - iii) library use;
 - iv) recreation and community centre use;
 - v) public uses in accordance with the provisions of Section 5.3.2;
 - vi) accessory use.

ii) **Lot Area:**

0.6 ha (1.5 ac) minimum

iii) **Building Height:**

3 storeys maximum, and the front wall and exterior side wall of the main building shall be a minimum height of 6.0 m (20 ft).

v) **Front Yard:**

3.0 m (10 ft) minimum.

vi) **Exterior Side Yard:**

3.0 m (10 ft) minimum to a maximum of 15.0 m (50 ft).

vii) **Side Yard:**

7.5 m (25 ft) minimum

viii) **Site Access**

No vehicular access shall be permitted to the lands zoned (I-3) from New Amherst Boulevard, with the exception of one emergency access.

2. That Schedule 'A', Map 8, attached to and forming part of By-law No. 85-2003, is hereby amended by changing the zone category of the lands as illustrated on Schedule "B" attached hereto from "Neighbourhood Mixed Use Holding [NMU(H)] Zone' and 'Neighbourhood General Holding [NR2(H)] Zone' to "Institutional Exception 3 Holding [I-3(H)] Zone'.
3. The Holding (H) Symbol shall not be removed by Cobourg Municipal Council until the Owner(s) has received approval of all applicable plans, drawings, and other related documentation by the Municipality, and after a Development Agreement has been entered into pursuant to the Site Plan Control provisions of the Planning Act, R.S.O. 1990, c.P. 13, as amended. The Agreement shall address technical matters both internal and external to the Subject Lands, including but not limited to: plans and/or other documentation pertaining to site plan, landscape and urban design; architectural and building design; vehicular access, parking, site circulation, passenger loading/unloading; pedestrian connections and access; infrastructure and servicing; fencing and buffering; and, performance measures (re: financial securities and regulations for construction and use), all to the satisfaction of the Municipality.

That Schedule "B" attached hereto is hereby made part of this by-law as fully and to all intents and purposes as though recited in full herein.

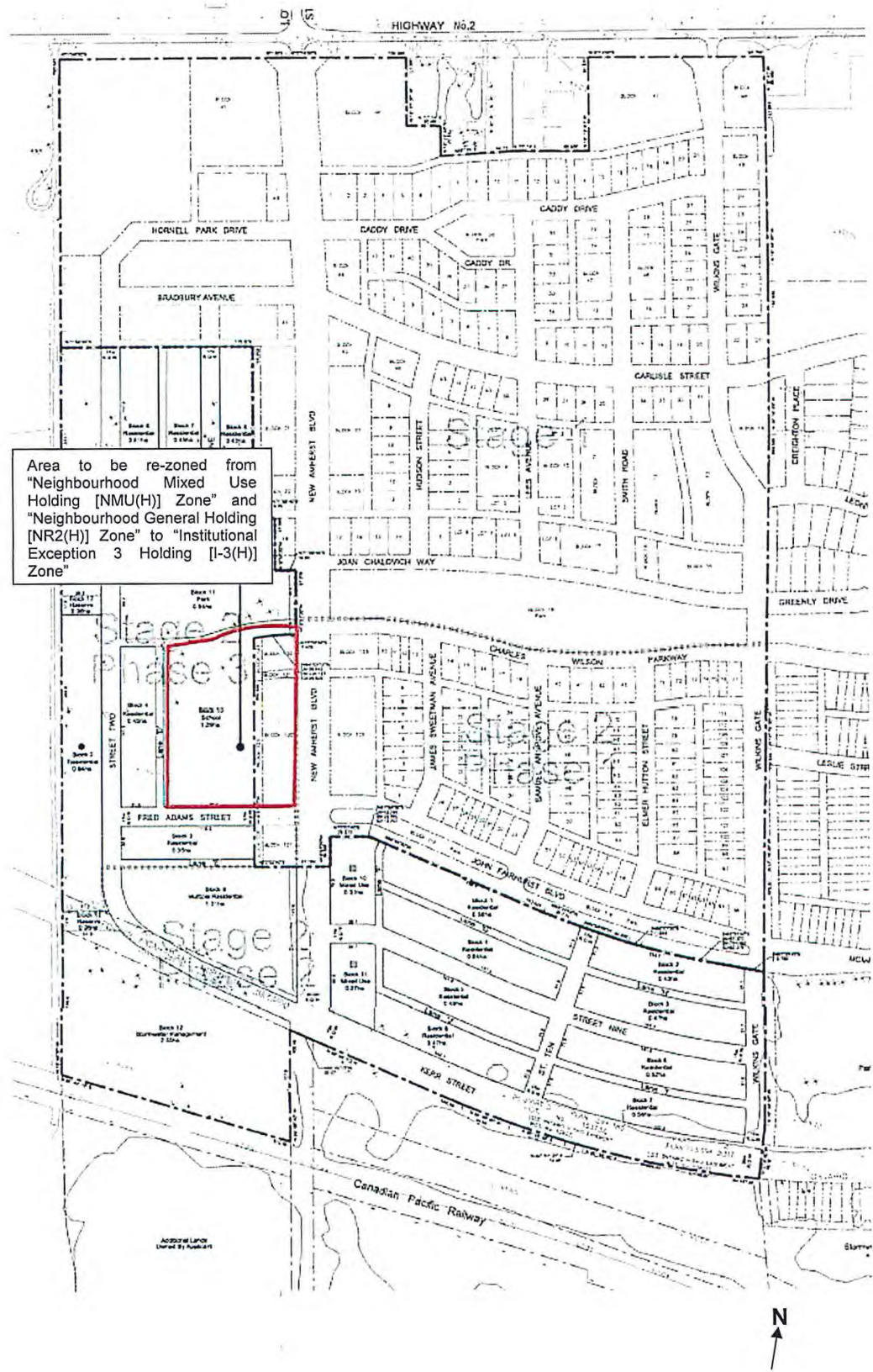
THIS BY-LAW shall come into force and effect upon final passing hereof, subject to the provisions of the Planning Act, R.S.O. 1990, c. P. 13, as amended.

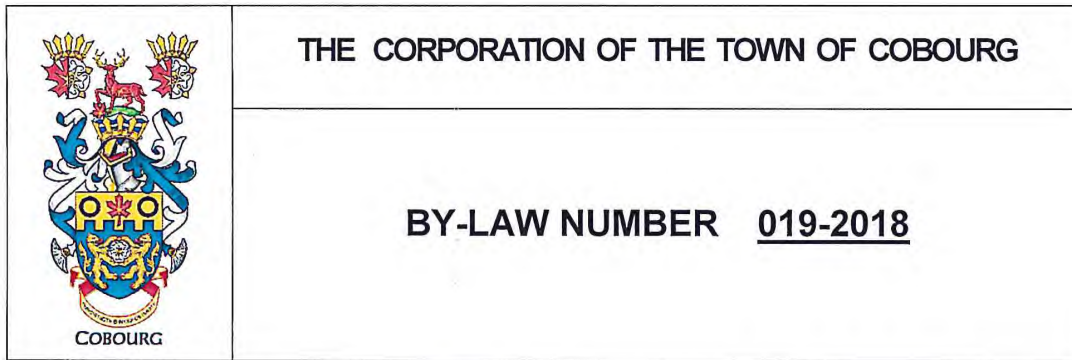
READ and passed in Open Council this 30th day of April, 2018.

MAYOR

MUNICIPAL CLERK

Schedule "B"





A BY-LAW TO AUTHORIZE THE EXECUTION OF A LEASE AGREEMENT BETWEEN THE CORPORATION OF THE TOWN OF COBOURG AND THE COBOURG FARMERS' MARKET FOR USE OF THE ROTARY WATERFRONT PARK, COBOURG.

WHEREAS pursuant to Section 113 of the Municipal Act S.O. 2001, c. 25 which provides that a local municipality may, a) establish and operate a farmers market, and b) regulate a farmers market including regulating the hours of operation of a market;

AND WHEREAS at the Regular Council meeting held on April 23, 2018 the Council of the Corporation of the Town of Cobourg authorized the Mayor and Municipal Clerk to execute an agreement with the Cobourg Farmers' Market for use of Rotary Waterfront Park.

NOW THEREFORE the Municipal Council of The Corporation of Cobourg hereby 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 the Cobourg Farmer's Market and the Town of Cobourg to lease the Rotary Waterfront Park on Saturdays between the hours of 6:00 a.m. to 2:00 p.m. from Saturday, May 5, 2018 through to Saturday, December 22, 2017.
2. All vendors must leave the area no later than 2:30 p.m. in order to allow public access to the Municipal Park.
3. THAT this By-law shall take effect upon the date of passing.

By-law read and passed in Open Council this 30th day of April, 2018.

MAYOR

MUNICIPAL CLERK