



THE CORPORATION OF THE TOWN OF COBOURG

BY-LAW NUMBER 016-2018

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

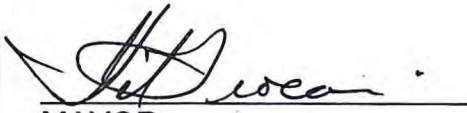
WHEREAS the Municipal Council of the Town of Cobourg established advisory committees comprised of both members of Council and members of the general public; and

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.