



The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
AGENDA

Monday, October 23, 2023, 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Pages

1. CALL TO ORDER
2. ADDITIONS TO THE AGENDA
3. CLOSED SESSION

Action Recommended:

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

- personal matters about an identifiable individual, including municipal or local board employees.

4. RECONVENE INTO OPEN MEETING
5. TRADITIONAL LAND ACKNOWLEDGMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

6. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST
7. ADOPTION OF MINUTES OF THE PREVIOUS MEETING

- | | | |
|-----|---|----|
| 7.1 | Adoption of the October 2, 2023 Regular Council Minutes | 8 |
| 7.2 | Adoption of the October 10, 2023 Special Council Minutes | 28 |
| 7.3 | Adoption of the October 16, 2023 Committee of the Whole Council Minutes | 31 |

Action Recommended:

BE IT RESOLVED THAT the minutes of Cobourg Municipal Council be approved as presented.

8.	<u>PRESENTATIONS</u>	
9.	<u>DELEGATIONS</u>	
9.1	David Vasey, Tezca regarding a request to waive the Heritage By-law for the pink skulls in the windows of Tezca at 91 1/2 King St.	39
10.	<u>DELEGATION ACTIONS</u>	
11.	<u>CONSENT AGENDA - CORRESPONDENCE</u>	
11.1	Correspondence from the Township of The Archipelago regarding Request to Province to Establish a Regulatory Framework for Digital Platforms such as Airbnb and VRBO	41
	<u>Action Recommended:</u> THAT Council direct Staff to send a letter of support to the Township of The Archipelago regarding Request to Province to Establish a Regulatory Framework for Digital Platforms such as Airbnb and VRBO.	
11.2	Correspondence from the Township of Severn regarding the Climate Emergency Just Transition Transfer	43
11.3	Correspondence from the Town of Wasaga Beach regarding Illegal Car Rallies	46
	<u>Action Recommended:</u> THAT Council send a letter to support to the Town of Wasaga Beach regarding Illegal Car Rallies; and FURTHER THAT Council direct Staff to investigate the matter and report back.	
11.4	Correspondence from the Municipality of Port Hope Resolution regarding Correspondence from the Town of Brighton regarding a Request to Establish an Inter-Municipal Ad-Hoc Committee	48
11.5	Correspondence from the Township of West Lincoln regarding Challenges faced by Smaller Developers in Ontario Communities	49
11.6	Correspondence from Natasha, Resident of Cobourg regarding Residential Outdoor Burning	51
11.7	Correspondence from Johnny Percolides regarding Cobourg Health and Safety	52
11.8	Correspondence from Township of McKellar regarding Amendments to the Legislation Act, 2006	54
11.9	Correspondence from Township of The Archipelago regarding Cigarette Producer Responsibility	56
11.10	Correspondence from Dennis Nabieszko regarding Governance Structure	58

- 11.11 Correspondence from the Ganaraska Region Conservation Authority regarding the September 21, 2023 Minutes 62

Action Recommended:

THAT Council receive all correspondence for information purposes.

12. ITEMS EXTRACTED FROM CONSENT AGENDA

13. REPORTS

13.1 General Government Services

- 13.1.1 Memo from the Town Clerk/Director Legislative Services regarding the Sale of Portion of Land at the Corner of Elgin Street and Ontario Street – Enbridge Gas Inc. 66

Action Recommended:

THAT Council receive this report for information purposes; and

FURTHER THAT Council deem the lands surplus to the needs of the Municipality with the intention of the disposal of the lands and provide notice to the public, and;

FURTHER THAT Council endorse the entering into a Purchase and Sale Agreement in the amount of \$2,300 with Enbridge Gas for the sale of 336 sq.m. of municipally owned property located at the corner of Elgin Street and Ontario Street, legally known as PT PARKLT S PL CADDY (FORMERLY LT 18 CON A HAMILTON) COBOURG PT 1 39R2615; COBOURG – PIN 51095-0282.

13.2 Planning and Development Services

13.3 Public Works Services

- 13.3.1 Memo from the Director Public Works regarding Reallocation of Capital Funding 71

Action Recommended:

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council approve a reallocation of the Roads and Sewers Capital Budget funding in the amount of \$100,000 for a replacement brush chipper unit #34-13 to be replaced with with a ¾ tonne pick up truck unit #14-09 or ½ tonne pick up truck unit #8-12 with all costs are to be funded by the vehicle reserve fund.

13.4 Parks and Recreation Services

13.5 Protection Services

13.6 Arts, Culture and Tourism Services

14. MOTIONS

14.1 General Government Services

14.1.1 Motion from the Committee of the Whole regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024

76

Action Recommended:

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Treasurer / Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024.

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of our insurance broker and renew the Comprehensive Insurance Program with Marsh Canada for the period from November 1, 2023 through November 1, 2024 at a cost of \$768,208.76 which includes all applicable taxes; and

FURTHER THAT Council extend the current agreement with McDougall Insurance Brokers Inc. for brokerage services through November 1, 2025.

14.1.2 Motion from the Committee of the Whole regarding the Draft 2023- 2027 Strategic Plan Final Report

77

Action Recommended:

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Chief Administrative Officer, regarding the Draft 2023- 2027 Strategic Plan Final Report.

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to initiate a community engagement program starting Tuesday, October 17, 2023 to receive feedback from the public on the Draft Strategic Plan 2023-2027 and Beyond; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the community engagement period, including bringing forward the final draft Strategic Plan 2023 – 2027 and Beyond for Council review,

consideration and approval for the November 6, 2023, Committee of the Whole meeting.

- 14.1.3 Motion from the Committee of the Whole regarding the Municipal Community Grants Policy Updates 78

Action Recommended:

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Grant and Policy Writer, regarding Municipal Community Grants Policy Updates.

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed recommendations for the Municipal Community Grants Policy and Municipal Grant Application form as attached to the staff report.

- 14.1.4 Motion from the Committee of the Whole regarding Proposed Updates to Council Governance Structure and Procedural By-law 86

Action Recommended:

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Clerk and Deputy Clerk, regarding Proposed Updates to Council Governance Structure and Procedural By-law.

NOW THEREFORE BE IT RESOLVED THAT Council endorse the proposed draft Procedural By-law, and direct staff to proceed with the next steps for the governance review model as directed at the October 10, 2023 Special Council Meeting; and

FURTHER THAT Council schedule a special meeting to be called by the Mayor once public engagement has been completed.

14.2 Planning and Development Services

14.3 Public Works Services

14.4 Parks and Recreation Services

- 14.4.1 Motion from the Committee of the Whole regarding YMCA Northumberland regarding a request to engage the Town of Cobourg staff to work with YMCA Northumberland staff to develop a Memorandum of Understanding 87

Action Recommended:

WHEREAS at the Committee of the Whole meeting on

October 16, 2023, Council considered a delegation from Eunice Kirkpatrick, YMCA Northumberland regarding a request to engage the Town of Cobourg staff to work with YMCA Northumberland staff to develop a Memorandum of Understanding.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to collaborate with YMCA Staff for the purpose of exploring options where we can better serve our growing, diverse community in the areas of recreation, health, wellness and children's services; and

FURTHER THAT an update be brought back to Council in the first quarter of 2024.

- 14.4.2 Motion from the Committee of the Whole regarding Pre-Approval of 2024 Refrigeration Compressor Replacement 88

Action Recommended:

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Director, Community Services, regarding Pre-Approval of 2024 Refrigeration Compressor Replacement.

NOW THEREFORE BE IT RESOLVED THAT Council pre-approve a 2024 Capital project "CCC-Refrigeration Compressor Replacement" (Acct: 2374023; \$60,500) allowing the parts to be ordered early to prevent supply-chain delays; and

FURTHER THAT Council approve Cimco Inc. as the sole-source vendor for the supply and install of the compressor and components as quoted for project 2374023.

14.5 Protection Services

14.6 Arts, Culture and Tourism Services

15. BYLAWS

- 15.1 By-law No. 078-2023 being a By-law to appoint Adam Giddings as Treasurer for the Corporation of the Town of Cobourg and to repeal By-law 024-2006 89

- 15.2 By-law No. 079-2023 being a By-law to authorize execution of a pre-servicing agreement and a subdivision agreement with New Amherst Limited and the Corporation of the Town of Cobourg 90

- 15.3 By-law No. 080-2023 being a By-law to authorize execution of a subdivision agreement with Castlegrove Homes (Cobourg) Inc. and 91

The Corporation of the Town of Cobourg.

Action Recommended:

BE IT RESOLVED THAT leave be granted to introduce By-law No.078-2023 to By-law No.080-2023 and to dispense with the reading of the bylaw 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.

16. NOTICE OF MOTION

17. COUNCIL/COORDINATOR ANNOUNCEMENTS

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

- Mayor Lucas Cleveland
- Deputy Mayor Nicole Beatty
- Councillor Adam Bureau
- Councillor Brian Darling
- Councillor Aaron Burchat
- Councillor Miriam Mutton
- Councillor Randy Barber

18. UNFINISHED BUSINESS

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

19. CONFIRMATORY BY-LAW

19.1 By-law No. 081-2023, being a By-law to confirm the proceedings of the Council Meeting of October 23, 2023.

92

Action Recommended:

THAT leave be granted to introduce By-law No. 081-2023 and to dispense with the reading of the By-law by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on October 23, 2023 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

20. ADJOURNMENT



The Corporation of The Town of Cobourg
REGULAR COUNCIL MEETING
MINUTES

October 2, 2023, 6:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Mayor Lucas Cleveland
Deputy Mayor Nicole Beatty
Councillor Aaron Burchat
Councillor Miriam Mutton
Councillor Randy Barber
Councillor Brian Darling

Members Absent: Councillor Adam Bureau

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Adam Giddings, Treasurer/Director of Corporate Services
Brian Geerts, Director of Community Services
Brent Larmer, Municipal Clerk/Director of Legislative Services
Ellard Beaven, Fire Chief
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Terry Hoekstra, Manager, Engineering

Staff Absent: Laurie Wills, Director of Public Works

1. **CALL TO ORDER**

His Worship Mayor Lucas Cleveland called the Meeting to Order at 5:01 P.M.

2. **DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST**

There were no Declarations of Pecuniary Interest from Members of Council.

3. CLOSED SESSION

Resolution 311-23

Moved by Councillor Randy Barber

Seconded by Deputy Mayor Nicole Beatty

THAT Council meet in Closed Session in accordance with the Municipal Act, 2001 regarding:

- 3.1 a proposed or pending acquisition or disposition of land by the municipality or local board (s. 239 (2)(c)).

Carried

Council reconvened into Open Session at 6:01 p.m.

4. TRADITIONAL LAND ACKNOWLEDGMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

5. ADDITIONS TO THE AGENDA

None

6. ADOPTION OF MINUTES OF THE PREVIOUS MEETING

6.1 Adoption of the September 11, 2023 Regular Council Minutes

6.2 Adoption of the September 25, 2023 Committee of the Whole Minutes

Resolution 312-23

Moved by Councillor Brian Darling

Seconded by Councillor Randy Barber

BE IT RESOLVED THAT the minutes of Cobourg Municipal Council be approved as presented.

Carried

7. **ITEMS EXTRACTED FROM CONSENT AGENDA**

None

8. **PRESENTATIONS**

None

9. **DELEGATIONS**

None

10. **DELEGATION ACTIONS**

None

11. **CONSENT AGENDA - CORRESPONDENCE**

11.1 Correspondence from the Town of Grimsby regarding Guaranteed Livable Income

11.2 Correspondence from the Municipalities Chatham Kent, Puslinch, Bracebridge, and Grace Francis regarding MFIPPA Review Request

11.3 Correspondence from the Architectural Conservancy Ontario - Summer 2023 Newsletter

11.4 Correspondence from the Town of Parry Sound regarding a Request for Provincial Regulations regarding Short-Term Rental Digital Platforms

11.5 Correspondence from Rick Miller, Marie Dressler Foundation regarding a Proclamation Request for Marie Dressler Celebration Day

11.6 Correspondence from Bob Scott, International PolioPlus Committee of Rotary International regarding a Flag Raising Request for World Polio Day

Resolution 313-23

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT Council receive all correspondence for information purposes.

Carried

Councillor Aaron Burchat joined the meeting at 6:18 pm.

12. ITEMS EXTRACTED FROM CONSENT AGENDA

12.1 Correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement

Resolution 314-23

Moved by Councillor Miriam Mutton

Seconded by Councillor Brian Darling

THAT Council receive the correspondence from the Township of Puslinch regarding Illegal Land Use Enforcement for information purposes; and

FURTHER THAT Council endorse and support the resolution from the Township of Puslinch and Council direct staff to send a duplicate resolution to associated ministries and Ontario municipalities.

Carried

12.2 Correspondence from the Town of Midland regarding Catch and Release Justice in Ontario

Resolution 315-23

Moved by Councillor Miriam Mutton

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the Town of Midland regarding Catch and Release Legislation for information purposes; and

FURTHER THAT Council support the resolution from the Town of Midland and direct Staff to circulate to Ontario municipalities and the Cobourg Police Services Board.

Carried

12.3 Correspondence from the Town of Brighton regarding a request to Establish an Inter-Municipal Ad-Hoc Committee

Resolution 316-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the Municipality of Brighton on the Inter-Municipal Ad Hoc Committee on Housing and Homelessness for information purposes.

NOW THEREFORE BE IT RESOLVED THAT Council endorse a revised version of the proposal from the Municipality of Brighton, by endorsing a working group that would be comprised of up to two (2) Council members from lower-tier municipalities to participate in a informal round table discussion to share current challenges related to Housing and Homelessness locally in their communities with attendance and participation with the County of Northumberland representatives to speak on opportunities for collaboration between municipalities and to provide recommendations on the current priorities of the Homelessness Support System Review and other Housing and Homelessness initiatives that could be supported by the lower-tiers and Northumberland County; and

FURTHER THAT the working group determine if it is necessary to formalize the meeting as an Ad Hoc Committee, or remain as an informal discussion between members to discuss local challenges and opportunities in each community with membership based on the current topic and effects on the individual municipality.

Carried

12.4 Correspondence from the Ganaraska Region Conservation Authority regarding the Memorandum of Understanding

Resolution 317-23

Moved by Councillor Brian Darling

Seconded by Councillor Randy Barber

THAT Council receive the correspondence from the Ganaraska Region Conservation Authority regarding the Memorandum of Understanding for information purposes; and

FURTHER THAT Council direct the correspondence to the CAO for consideration.

Carried

12.5 Correspondence from the West Northumberland Physician and Recruitment Advisory Board regarding a Request for Financial Support

Resolution 318-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council receive the correspondence from the West Northumberland Physician and Recruitment Advisory Board; and

FURTHER THAT Council refer the request for financial support to the 2024 budget deliberations.

Carried

13. **REPORTS**

13.1 **General Government Services**

13.1.1 **Memo from the Secretary, Cobourg Accessibility Advisory Committee regarding Accessible Transit**

Resolution 319-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council receive the memo from the Cobourg Accessibility Advisory Committee; and

FURTHER THAT Council direct Staff to report back to the October 18, 2023, Accessibility Advisory Committee Meeting on the barriers listed below, as referenced in the multi-year accessibility plan and if there are any short falls that pertain to accessible transit:

- Systemic
- Attitudinal
- Physical/Non-Physical
- Structural
- Customer Service
- Visual/Non-visual
- Cognitive/Intellectual
- Informative and Communicative

FURTHER THAT the report includes recommendations on how to improve the Town's accessible transit to make it equitable for all residents of the Town of Cobourg; and

FURTHER THAT Council also receive the report for information purposes for any budget considerations.

Carried

13.2 Planning and Development Services

13.2.1 Memo from the Secretary, Cobourg Heritage Advisory Committee regarding Heritage Permit HP-2023-018 – 324 Spring Street

Resolution 320-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Aaron Burchat

THAT Council receive the memo from the Cobourg Heritage Advisory Committee and

FURTHER THAT Council approve and grant Heritage Permit #HP-2023-018, submitted by Andrew Smith Building Design, regarding the proposed alterations at 324 Spring Street, Cobourg and concluded that these alterations would be compatible with the character of the existing structure and conform with the George Street Heritage Conservation District (HCD) Plan subject to the finalization of details by staff.

Carried

13.2.2 Memo from the Secretary, Board of Management of the Cobourg DBIA regarding Board Member Addition

Resolution 321-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Randy Barber

THAT Council receive the memo from the Board of Management of the Cobourg DBIA; and

FURTHER THAT Council endorse and approve Denise Liboiron as a member at large to the Board of Management.

Carried

13.2.3 Memo from the Secretary, Board of Management of the Cobourg DBIA regarding Terms of Reference Amendment Recommendation

Resolution 322-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council receive the memo from the Downtown Business Improvement Area Board of Management of the Cobourg DBIA for information purposes.

Amended

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Miriam Mutton

MOTION TO AMEND:

THAT the following wording be added:

FURTHER THAT Council amend the terms of reference for the Cobourg DBIA to increase the board composition to include an additional community member at large.

Carried

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council receive the memo from the Downtown Business Improvement Area Board of Management of the Cobourg DBIA for information purposes; and

FURTHER THAT Council amend the terms of reference for the Cobourg DBIA to increase the board composition to include an additional community member at large.

Carried

13.2.4 Memo from the Director of Planning & Development regarding an Addendum Report for 432 King Street East

Resolution 323-23

Moved by Councillor Randy Barber

Seconded by Councillor Brian Darling

THAT Council receive this Report for information purposes; and

FURTHER THAT Council pass a By-law approving a revised Official Plan Amendment No. 82 being a site-specific policy exception for lands located at 432 King Street East; and

FURTHER THAT Council pass the revised Zoning By-law Amendment which has the effect of expanding the list of permitted uses for lands located at 432 King Street East as requested.

Carried

13.3 Public Works Services

13.3.1 Memo from Director, Public Works regarding 414 King Street Property Acquisition

Resolution 324-23

Moved by Deputy Mayor Nicole Beatty

Seconded by Councillor Brian Darling

THAT Council authorize the Mayor and Clerk to execute the purchase and sale agreement for the property adjacent to WPCP#1 known as #414 King Street West, Cobourg in the amount of \$575,000 plus a contingency of \$25,000 for a property appraisal, closing costs and legal fees for a total of \$600,000 to be funded by the sanitary reserve.

Carried

13.4 Parks and Recreation Services

None

13.5 Protection Services

None

13.6 Arts, Culture and Tourism Services

None

14. MOTIONS

14.1 General Government Services

Mayor Lucas Cleveland relinquished the position of Chair to Deputy Mayor Nicole Beatty at 6:58 p.m.

14.1.1 Motion from the Committee of the Whole regarding the Poet Laureate Nominating Ad Hoc Committee Terms of Reference Policy

Resolution 325-23

Moved by Councillor Aaron Burchat

Seconded by Councillor Randy Barber

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Deputy Clerk/Manager, Legislative Services regarding the Poet Laureate Nominating Ad Hoc Committee Terms of Reference Policy.

NOW THEREFORE BE IT RESOLVED THAT THAT Council amend the Poet Laureate Nominating Ad Hoc Committee Terms of Reference Policy to remove the following wording:

“In keeping with the notion that the title of Poet Laureate is an honour bestowed rather than a position of employment, individuals are not invited to apply for the position. The Nominating Committee will deliberate and identify a candidate and confirm the willingness of the candidate to serve in this role.”

with the wording shown below:

“The Town of Cobourg will invite members of the public to submit nominations for the Poet Laureate. The Poet Laureate Nominating Ad Hoc Committee will present a recommendation of appointment from the nominees to the municipal Council.”

FURTHER THAT Council direct Staff to work with the Committee to revise the eligibility and appointment criteria to apply to a greater number of residents.

Carried

14.1.2 Motion from the Committee of the Whole regarding the Northumberland Expo for Women

Resolution 326-23

Moved by Councillor Aaron Burchat
Seconded by Councillor Randy Barber

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a delegation from Maria Papaioannoy, Northumberland Expo for Women regarding the Northumberland Expo for Women, being held on October 14 and 15 in Port Hope at OfficeLinx.

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

FURTHER THAT Council direct Communications Staff to share the event on Experience Cobourg and on the Town's social media.

Carried

14.1.3 Motion from the Committee of the Whole regarding the effects of short-term rentals on condominium corporations

Resolution 327-23

Moved by Councillor Randy Barber
Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a delegation from Grant Hayes, Genedco and Guardian Property Management regarding a request to speak to short term rentals and the effects on condominium corporations.

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

FURTHER THAT Council direct Staff to review the information provided while going through the rest of the process.

Carried

14.2 Planning and Development Services

14.2.1 Motion from the Committee of the Whole regarding the Draft Plan Extension Request – Victoria Meadows Subdivision.

Resolution 328-23

Moved by Councillor Aaron Burchat

Seconded by Mayor Lucas Cleveland

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Manager of Development Review regarding the Draft Plan Extension Request – Victoria Meadows Subdivision.

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

FURTHER THAT Council approve the request for a two (2) year extension to draft plan approval and associated conditions, as amended, included in Attachment 1 to the Staff Report for Victoria Meadows subdivision, with a new expiry date of December 14, 2025.

Carried

Deputy Mayor Nicole Beatty relinquished the position of Chair to Mayor Lucas Cleveland at 7:00 p.m.

14.3 Public Works Services

14.3.1 Motion from the Committee of the Whole regarding Approval of Preliminary Budget for New Sidewalk at Various Sites in 2024

Resolution 329-23

Moved by Councillor Brian Darling

Seconded by Councillor Aaron Burchat

THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council approve the costs associated with survey work for new sidewalk construction planned for 2024 at five (5) sites in the amount of \$30,303.11 (price includes non-refundable HST); and

FURTHER THAT the work will be paid for through a combination of Ontario Community Infrastructure Funds and development charges and which will not impact the municipal tax levy.

Carried

14.4 Parks and Recreation Services

None

14.5 Protection Services

14.5.1 Motion from the Committee of the Whole regarding Modernizing Vehicle-For Hire Standards in the Town of Cobourg

Resolution 330-23

Moved by Councillor Aaron Burchat
Seconded by Deputy Mayor Nicole Beatty

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Town Clerk/Director, Legislative Services regarding Modernizing Vehicle-For Hire Standards in the Town of Cobourg.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council receive the following by-laws related to modernization, Licensing and Regulation of Vehicles-For-Hire (VFH's) in the Town of Cobourg; and

FURTHER THAT Council authorize the scheduling of a Public Meeting to receive further feedback from the Public, Taxicab Industry and Ridesharing services on the proposed regulations of Vehicles-For-Hire within the Town of Cobourg; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the public meeting, including the bringing forward of the final by-laws for Council review, consideration and approval; and

FURTHER THAT Council authorize staff to share and circulate the draft By-laws with other Northumberland County municipalities on an opportunity to adopt a similar by-law to allow for a consistent licensing regime across the County to make it easier for VFH's to become available and assist in increasing the transportation network within all area municipalities in the County.

Carried

Mayor Lucas Cleveland relinquished the position of Chair to Deputy Mayor Nicole Beatty at 7:02 p.m.

14.5.2 Motion from the Committee of the Whole regarding Short-Term Rental Licensing Consultation Results and Proposed Licensing System

Resolution 331-23

Moved by Mayor Lucas Cleveland
Seconded by Councillor Brian Darling

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Town Clerk/Director, Legislative Services and the Director of Planning and Development, regarding Short-Term Rental Licensing Consultation Results and Proposed Licensing System.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council receive the following draft by-laws related to the Licensing and Regulation of Short-Term Rental Accommodations (STRAs) in the Town of Cobourg, regarding the general regulatory objectives of health and safety, consumer protection, nuisance control and impact on housing and rental supplies be considered where appropriate in all future STRA initiatives:

Appendix "A" Draft Short Term Rental Accommodation Licensing By-law;

Appendix "B", Draft Zoning By-law Amendment to introduce Short Term Rental Accommodation Definitions, Permission and Regulations;

Appendix "C", Draft Amendments to User Fee By-law

FURTHER THAT Council authorize the scheduling of a Public Meeting for October 30th 2023, to receive further feedback from the public on the proposed regulations of Short-Term Rental Accommodations within the Town of Cobourg and the Zoning By-law Amendment as required by the Planning Act; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the public meeting, including the bringing forward the final by-laws for Council review, consideration and approval.

Amended

Moved by Mayor Lucas Cleveland

Seconded by Councillor Aaron Burchat

MOTION TO AMEND

THAT the following wording be added:

FURTHER THAT Council authorize Staff to investigate the inclusion of an 'Un-Hosted STR License' in which the licensee/host/owner/permanent resident is not residing at the property while it is being used as a Short-Term Rental Accommodation with conditions and higher licensing fees in addition to the Permanent Residence Licensing that is being presented by Staff for Council consideration.

Carried

Moved by Mayor Lucas Cleveland

Seconded by Councillor Aaron Burchat

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Town Clerk/Director, Legislative Services and the Director of Planning and Development, regarding Short-Term Rental Licensing Consultation Results and Proposed Licensing System.

NOW THEREFORE BE IT RESOLVED THAT Council receive the Staff Report for information purposes; and

FURTHER THAT Council receive the following draft by-laws related to the Licensing and Regulation of Short-Term Rental Accommodations (STRAs) in the Town of Cobourg, regarding the general regulatory objectives of health and safety, consumer protection, nuisance control and impact on housing and rental supplies be considered where appropriate in all future STRA initiatives:

Appendix “A” Draft Short Term Rental Accommodation Licensing By-law;

Appendix “B”, Draft Zoning By-law Amendment to introduce Short Term Rental Accommodation Definitions, Permission and Regulations;

Appendix “C”, Draft Amendments to User Fee By-law

FURTHER THAT Council authorize the scheduling of a Public Meeting for October 30th 2023, to receive further feedback from the public on the proposed regulations of Short-Term Rental Accommodations within the Town of Cobourg and the Zoning By-law Amendment as required by the Planning Act; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the public meeting, including the bringing forward the final by-laws for Council review, consideration and approval; and

FURTHER THAT Council authorize Staff to investigate the inclusion of an ‘Un-Hosted STR License’ in which the licensee/host/owner/permanent resident is not residing at the property while it is being used as a Short-Term Rental Accommodation with conditions and higher licensing fees in addition to the Permanent Residence Licensing that is being presented by Staff for Council consideration.

Carried

Deputy Mayor Nicole Beatty relinquished the position of Chair to Mayor Lucas Cleveland at 7:07 p.m.

Councillor Miriam Mutton left the meeting at 7:08 p.m.

14.5.3 Motion from the Committee of the Whole regarding Request for increase to the Staff Complement of the Municipal Law Enforcement Department.

Resolution 332-23

Moved by Councillor Randy Barber

Seconded by Deputy Mayor Nicole Beatty

WHEREAS at the Committee of the Whole meeting on September 25, 2023, Council considered a memo from the Town Clerk, Director, Legislative Services regarding Request for increase to the Staff Complement of the Municipal Law Enforcement Department.

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

FURTHER THAT Council approve the staffing adjustment within the Municipal Law Enforcement Department to convert the vacant Part-Time Officer position into a permanent Full-Time Officer position with full-time hours to assist with the departments increase in demand within the Municipal Law Enforcement Department; and

FURTHER THAT this staffing adjustment of a Full-Time Municipal Law Enforcement Officer be funded by remaining unused salary dollars from the available vacant staffing gap positions within the Legislative Services Division budget in the amount of \$23,232.30 (salary + benefits) in 2023.

Carried

14.6 Arts, Culture and Tourism Services

None

15. BYLAWS

15.1 By-law No. 075-2023 being a by-law to adopt amendment no. 82 to the official plan of the Town of Cobourg – 432 King Street East

15.2 By-law No. 076-2023 being a By-law to amend zoning by-law 85-2003 for King and Brookeast inc., 432 King Street East

Resolution 333-23

Moved by Councillor Brian Darling

Seconded by Deputy Mayor Nicole Beatty

BE IT RESOLVED THAT leave be granted to introduce by-law No.075-2023 to bylaw No.076-2023 and to dispense with the reading of the bylaw 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.

Carried

16. ITEMS EXTRACTED FROM CONSENT AGENDA

None

17. NOTICE OF MOTION

None

Mayor Lucas Cleveland relinquished the position of Chair to Deputy Mayor Nicole Beatty at 7:09 p.m.

18. COUNCIL/COORDINATOR ANNOUNCEMENTS

Deputy Mayor Nicole Beatty relinquished the position of Chair to Mayor Lucas Cleveland at 7:11 p.m.

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

19. UNFINISHED BUSINESS

None

20. **CONFIRMATORY BY-LAW**

20.1 **By-law 077-2023, being a bylaw to confirm the proceedings of the Council Meeting of October 2, 2023.**

Resolution 334-23

Moved by Councillor Randy Barber

Seconded by Councillor Aaron Burchat

THAT leave be granted to introduce Bylaw 077-2023 and to dispense with the reading of the Bylaw by the Municipal Clerk to confirm the proceedings of Council of the Town of Cobourg at its Regular Council Meeting held on October 2, 2023 and the same be considered read and passed and that the Mayor and the Municipal Clerk sign the same and the Seal of the Corporation be thereto affixed.

Carried

21. **ADJOURNMENT**

Mayor Lucas Cleveland adjourned the meeting at 7:21 P.M.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



The Corporation of The Town of Cobourg
SPECIAL COUNCIL MEETING
MINUTES

October 10, 2023, 4:00 p.m.
Council Chambers, Victoria Hall, Cobourg

Members Present: Mayor Lucas Cleveland
Deputy Mayor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Brian Darling
Councillor Randy Barber
Councillor Miriam Mutton

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Laurie Wills, Director of Public Works
Anne Taylor Scott, Director of Planning and Development Services
Brian Geerts, Director of Community Services
Brent Larmer, Municipal Clerk/Director of Legislative Services
Ellard Beaven, Fire Chief
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Adam Giddings, Director of Corporate Services/Treasurer

1. CALL TO ORDER

His Worship Mayor Lucas Cleveland called the Meeting to Order at 4:11 P.M

2. TRADITIONAL LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. DISCLOSURE OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest from Members of Council.

4. REPORTS

4.1 Clarify and Discuss the intent of Council regarding the Motion from the Committee of the Whole regarding the Town of Cobourg Governance Review Recommendations and next steps from the May 1, 2023 Regular Council meeting

Resolution 335-23

Moved By Deputy Mayor Nicole Beatty

Seconded By Councillor Brian Darling

THAT Council support the current progress completed by Staff and Council on the Governance Review Model for Cobourg Municipal Council that was approved on May 1, 2023; and

FURTHER THAT Council endorse the next steps of the Governance Review with the Draft Procedural By-law and Standing Committee Terms of Reference to be presented to Council on October 16th 2023 for review and consideration by Council which provides the ability for all of Council to have open debate, deliberation and review, to decide on a final governance model structure; and

FURTHER THAT Council direct the final Draft Procedural By-law and other relevant information to be posted on engage Cobourg for public feedback and comment on the proposed Governance Structure; and

FURTHER THAT the final drafts, after receiving final public feedback be brought back to Council on November 6th, 2023, for final consideration, amendments, and approval; and

FURTHER THAT any changes to the Town's Governance Review shall take effect in January 2024, following communication and public education on the new structure, and with training to all Members of Council and Staff on the new governance system.

Carried

5. ADJOURNMENT

Mayor Lucas Cleveland called for adjournment at the completion of all items on the Council Agenda at 4:58 P.M.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



**The Corporation of The Town of Cobourg
COMMITTEE OF THE WHOLE COUNCIL MEETING
MINUTES**

**October 16, 2023,
Closed Session 5:00 P.M.
Open Session 6:00 P.M.
Council Chambers, Victoria Hall, Cobourg**

Members Present: Mayor Lucas Cleveland
Deputy Mayor Nicole Beatty
Councillor Aaron Burchat
Councillor Adam Bureau
Councillor Brian Darling
Councillor Randy Barber
Councillor Miriam Mutton

Staff Present: Tracey Vaughan, Chief Administrative Officer
Ian Davey, Treasurer/Director of Corporate Services
Laurie Wills, Director of Public Works
Anne Taylor Scott, Director of Planning and Development Services
Brian Geerts, Director of Community Services
Brent Larmer, Municipal Clerk/Director of Legislative Services
Ellard Beaven, Fire Chief
Kristina Lepik, Deputy Clerk/Manager of Legislative Services
Adam Giddings, Director of Corporate Services/Treasurer

1. CALL TO ORDER

His Worship Mayor Lucas Cleveland called the Meeting to Order at 5:04 P.M.

2. TRADITIONAL LAND ACKNOWLEDGEMENT

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. ADDITIONS TO THE AGENDA

3.1 Closed Session in accordance with the Municipal Act, 2001 regarding personal matters about an identifiable individual, including municipal or local board employees (S. 239 (2)(b)).

3.2 Memo from the Treasurer / Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024

3.3 Memo from the Clerk and Deputy Clerk, regarding Proposed Updates to Council Governance Structure and Procedural By-law

4. DISCLOSURE OF PECUNIARY (FINANCIAL) INTEREST

There were no Declarations of Pecuniary Interest from Members of Council.

Council reconvened into Open Meeting at 6:04 P.M.

5. CLOSED SESSION

Moved by Deputy Mayor Nicole Beatty

THAT Council meet in Closed Session in accordance with the Municipal Act, 2001 regarding:

- personal matters about an identifiable individual, including municipal or local board employees (S. 239 (2)(b)).

Carried

6. PRESENTATIONS

None

7. DELEGATIONS

7.1 Eunice Kirkpatrick, YMCA Northumberland regarding a request to engage the Town of Cobourg staff to work with YMCA Northumberland staff to develop a Memorandum of Understanding

Eunice Kirkpatrick on behalf of YMCA Northumberland provided an update on current operations and the growth plan and presented a vision of what the community can achieve by working together in partnership to provide recreational, health, wellness, social programming, and service opportunities to the Town of Cobourg residents now and in the future.

8. DELEGATION ACTIONS

8.1 Eunice Kirkpatrick, YMCA Northumberland

Moved by Councillor Adam Bureau

That Council direct Staff to create a memorandum of understanding with the YMCA and the Town to be brought back to Council for consideration and approval.

Amended

Moved by Deputy Mayor Nicole Beatty

MOTION TO AMEND:

That the wording be replaced with the following:

That Council direct Staff to collaborate with YMCA Staff for the purpose of exploring options where we can better serve our growing, diverse community in the areas of recreation, health, wellness and children's services; and

FURTHER THAT an update be brought back to Council in the first quarter of 2024.

Carried

Moved by Deputy Mayor Nicole Beatty

That Council direct Staff to collaborate with YMCA Staff for the purpose of exploring options where we can better serve our growing, diverse community in the areas of recreation, health, wellness and children's services; and

FURTHER THAT an update be brought back to Council in the first quarter of 2024.

Carried

9. GENERAL GOVERNMENT SERVICES

Council consented to considering the memo from the Treasurer/Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024 first and the Memo from the Clerk and Deputy Clerk, regarding Proposed Updates to Council Governance Structure and Procedural By-law last.

9.1 Memo from the Treasurer / Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024

Moved by Councillor Adam Bureau

THAT Council accept the recommendation of our insurance broker and renew the Comprehensive Insurance Program with Marsh Canada for the period from November 1, 2023 through November 1, 2024 at a cost of \$768,208.76 which includes all applicable taxes.

AND Further that Council extend the current agreement with McDougall Insurance Brokers Inc. for brokerage services through November 1, 2025.

Carried

9.2 Memo from the Chief Administrative Officer, regarding the Draft 2023-2027 Strategic Plan Final Report

Council recessed at 6:39 p.m. and reconvened at 6:43 p.m.

Moved by Councillor Randy Barber

THAT Council receive the staff report for information purposes; and

FURTHER THAT Council direct staff to initiate a community engagement program starting Tuesday, October 17, 2023 to receive feedback from the public on the Draft Strategic Plan 2023-2027 and Beyond; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the community engagement period, including bringing forward the final draft Strategic Plan 2023 – 2027 and Beyond for Council review, consideration and approval for the November 6, 2023, Committee of the Whole meeting.

Carried

9.3 Memo from the Grant and Policy Writer, regarding Municipal Community Grants Policy Updates

Moved by Councillor Adam Bureau

THAT Council approve the proposed recommendations for the Municipal Community Grants Policy and Municipal Grant Application form as attached to the staff report.

Carried

10. PLANNING AND DEVELOPMENT SERVICES

10.1 Memo from the Manager of Development Review, regarding Request to Enter into Subdivision Agreement - Victoria Meadows Subdivision

Moved by Councillor Brian Darling

THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute the Subdivision Agreement with Castlegrove Homes (Cobourg) Inc. for the subdivision known as Victoria Meadows.

Carried

10.2 Memo from the Manager of Development Review, regarding Request to Enter into Pre-Servicing Agreement and Subdivision Agreement - New Amherst Stage 2 Phase 3

Moved by Councillor Brian Darling

THAT Council receive the report for information purposes; and

FURTHER THAT Council authorize the preparation of a By-law to be presented at a Regular Council Meeting to authorize the Mayor and Municipal Clerk to execute the Pre-Servicing Agreement and Subdivision Agreement with New Amherst Limited for the subdivision known as New Amherst Stage 2 Phase 3.

Carried

11. PUBLIC WORKS SERVICES

None

12. PARKS AND RECREATION SERVICES

12.1 Memo from the Director, Community Services, regarding Pre-Approval of 2024 Refrigeration Compressor Replacement

Moved by Councillor Aaron Burchat

THAT Council pre-approve a 2024 Capital project “CCC-Refrigeration Compressor Replacement” (Acct: 2374023; \$60,500) allowing the parts to be ordered early to prevent supply-chain delays; and

FURTHER THAT Council approve Cimco Inc. as the sole-source vendor for the supply and install of the compressor and components as quoted for project 2374023.

Carried

13. PROTECTION SERVICES

None

14. ARTS CULTURE AND TOURISM SERVICES

None

15. **GENERAL GOVERNMENT SERVICES CONTINUED**

15.1 **Memo from the Clerk and Deputy Clerk, regarding Proposed Updates to Council Governance Structure and Procedural By-law**

Moved by Councillor Adam Bureau

THAT Council receive this staff report for information purposes; and

FURTHER THAT Council endorse the proposed Procedural By-law, (as amended, if required), and direct staff to proceed with the next steps for the governance review model as directed at the October 10, 2023 Special Council Meeting.

Amended

Moved by Mayor Lucas Cleveland

MOTION TO AMEND:

To remove the following wording:

(as amended, if required)

To add the following wording

FURTHER THAT Council endorse the draft proposed Procedural By-law and direct staff to proceed with the next steps for the governance review model as directed at the October 10, 2023 Special Council Meeting; and

FURTHER THAT Council schedule a special meeting to be called by the Mayor once public engagement has been completed.

Carried

Moved by Mayor Lucas Cleveland

THAT Council receive this staff report for information purposes; and

FURTHER THAT Council endorse the proposed draft Procedural By-law, and direct staff to proceed with the next steps for the governance review model as directed at the October 10, 2023 Special Council Meeting; and

FURTHER THAT Council schedule a special meeting to be called by the Mayor once public engagement has been completed.

Carried

16. **UNFINISHED BUSINESS**

None

17. **COMMITTEE OF THE WHOLE OPEN FORUM**

17.1 **Open Forum**

18. **ADJOURNMENT**

Mayor Cleveland called for Adjournment at the completion of all items on the Council Agenda at 7:52 PM

Lucas Cleveland, Mayor

Brent Larmer, Clerk



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

1.	GENERAL INFORMATION
	<p>Name of Delegate(s): David Vasey</p> <p>Group/Organization/Business Delegation Represents (if applicable): Tezca</p>
2.	MEETING SELECTION
	<p>I wish to appear before:</p> <p><input type="checkbox"/> Committee of the Whole <input checked="" type="checkbox"/> Regular Council <input type="checkbox"/> Advisory Committee or Local Board</p> <p>If appearing before an Advisory Committee or Local Board please specify: Press to Select a Committee of Board</p> <p>Meeting Date Requested: Monday October 23, 2023</p>
3.	DELEGATION REQUEST
	<p>General Nature/Purpose of the Delegation: (Clearly state the nature of the business to be discussed & provide a general summary of the information to be presented)</p> <p>To waive heritage by-law for the pink skulls in the windows of Tezca. 91 1/2 King St.</p>

Recommendation to Council/Committee/Board:

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

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

Yes No

4. PRESENTATION MATERIAL

Will you have an oral or written presentation? Oral Written

Do you have any equipment needs? Yes No

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

Please Select the Type of Equipment

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



**The Corporation of The Township of The Archipelago
Council Meeting**

Agenda Number: 15.2.

Resolution Number 23-131

Title: Request to Province to establish a regulatory framework for digital platforms such as Airbnb and VRBO - Resolution to Support

Date: Friday, August 18, 2023

Moved by: Councillor Barton

Seconded by: Councillor Cade Fraser

WHEREAS the Council of the Township of The Archipelago has received a request for support from the Town of Fort Erie with regards to Controls on Airbnb, VRBO and other global technology platforms which affect municipal rentals;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of The Archipelago hereby supports the Town of Fort Erie's resolution and requests the Government of Ontario to establish a regulatory framework requiring digital platforms such as Airbnb and VRBO to:

1. Require owners using the digital platforms to comply with municipal planning and licensing regulations; and
2. Prevent advertising of properties that are not registered with the relevant municipality; and
3. Provide a contact with the platform to ensure ongoing and effective communications for provincial and municipal officials; and

BE IT FURTHER RESOLVED that the Province of Ontario work with municipalities to address situations in which long term housing stock has been lost to corporate ownership of short-term rental properties; and

BE IT FINALLY RESOLVED a copy of the resolution be forwarded to the Premier of Ontario (Hon. Doug Ford), the Minister of Municipal Affairs and Housing (Hon. Steve Clarke), local MPPs, the Association of Municipalities of Ontario (AMO) and all municipalities in Ontario.

Carried



Administration Office
Mailing address
Email
Phone

1024 Hurlwood Lane, Severn
PO Box 159, Orillia, Ontario L3V 6J3
info@severn.ca
705-325-2315

August 11, 2023

Climate Emergency Unit
c/o The David Suzuki Institute
201 Pringle Farm Rd
Saltspring Island, BC
V8K 2Y2

Dear Erin Blondeau, Director of Communications

Re: Climate Emergency Just Transition Transfer (JTT)

Please be advised that the Council for the Township of Severn received correspondence respecting the Just Transition Transfer (JTT) at their recent August 9th, 2023 Council meeting.

Following discussion Motion C2023-042 was passed:

Moved by Councillor - Ward 3 Phil Brennan
Seconded by Deputy Mayor Judith Cox

WHEREAS Canada's greenhouse gas (GHG) emissions are slowly starting to trend downward, but the reduction trajectory remains incongruent with what science and justice demands;

WHEREAS Canada must spend what it takes to confront the climate emergency, and there is an urgent need for Canada to spend more on climate infrastructure that would drive down GHGs and hasten the transition off fossil fuels;

WHEREAS Canada needs to make an audacious and hopeful offer to those workers and communities whose employment and economic security is currently tied to the fossil fuel industry (and to a lesser extent the auto, steel, concrete, and agriculture industries, etc., all of which face substantial transition challenges), and to Indigenous communities on the frontlines of fossil fuel extraction;

WHEREAS the federal government has introduced a *Sustainable Jobs Act*, but this Act needs to be paired with and backed-up by a substantial investment in the jobs of the future;

WHEREAS much of the climate infrastructure needed will come under provincial, municipal and Indigenous jurisdiction (renewable energy, grid upgrades, public transit, zero-emission housing, etc.), and training comes under provincial jurisdiction, but it is the federal government that has the greatest capacity to pay;

WHEREAS a new federal Climate Emergency Just Transition Transfer (JTT) specifically linked to funding climate infrastructure projects that would create hundreds of thousands of jobs, along with training and apprenticeships programs for workers and those leaving the oil and gas industry -- would be a transformative program that signals that Canada is indeed entering emergency mode;

WHEREAS the JTT would be an annual transfer of approximately \$25 billion from the federal government to provincial/territorial, municipal and Indigenous governments, purpose-built to meet the climate emergency imperative to decarbonize our society, ensuring communities can fund the infrastructure and training needed to transition off fossil fuels, while creating thousands of sustainable jobs in a way that is specific to their needs and locale;

WHEREAS the JTT's distribution would be based on a formula linked to recent GHG emissions in each province (but fixed from that point onward, so as not to perversely incentivize continued high GHGs), recognizing that some jurisdictions face a more challenging task to transition their local economies;

WHEREAS the JTT would transfer federal funds to newly established just transition agencies in each province and territory -- jointly governed by the federal government, provincial/territorial governments, municipal governments, and local Indigenous nations -- and in some case directly to Indigenous nations, ensuring the transfer money is not simply absorbed into provincial or municipal budgets or used to displace other infrastructure or

training funds, but rather, ensuring the money is used for its intended purpose, and that fund are allocated in a manner sensitive to local climate action plans, the unique GHG profiles of each region, and to local labour market/training needs;

WHEREAS a JTT could provide significant, stable, multi-year funding for the climate infrastructure and training/employment needs of municipalities, Indigenous communities, energy utilities, public transit authorities and public housing authorities;

WHEREAS the federal government is welcome to title such a new transfer as they see fit (e.g. a Sustainable Jobs Transfer or a Climate Infrastructure Transfer);

NOW THEREFORE BE IT RESOLVED, that the Township of Severn formally endorses the call for a new Just Transition Transfer; and

THAT the Township of Severn urges the federal government to establish a new Just Transition Transfer, starting with a major financial commitment in the next federal budget; and will write to the federal ministers concerned expressing this support;

AND THAT this resolution be circulated to all municipalities.

Carried

Should you have any questions or concerns, please feel free to contact me at (705) 325-2315 x 232 or by email at agray@severn.ca

Regards,

Alison Gray

Alison Gray, BAH, CMO, AOMC
Clerk

Cc Ontario Municipalities



TOWN OF WASAGA BEACH

30 Lewis Street, Wasaga Beach
Ontario, Canada L9Z 1A1

Tel (705) 429-3844
Fax (705) 429-6732

mayor@wasagabeach.com

September 28, 2023

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

BY EMAIL ONLY

Dear Premier Ford,

RE: Illegal Car Rally – Provincial Task Force

Please be advised that the Council of the Town of Wasaga Beach, during their September 14, 2023 Council meeting adopted the following resolution regarding illegal car rallies:

WHEREAS the prevalence of unsanctioned car rally events has grown in recent years throughout North America;

AND WHEREAS the Town of Wasaga Beach has been the target of unsanctioned car rallies over the past four years resulting in property damage, threats to public order, and significant risk to people's safety and enjoyment of their property;

AND WHEREAS the protections afforded by the Canadian Charter of Rights and Freedoms are being violated by unsanctioned car rally organizers and participants, thereby infringing on the rights of others and undermined the response of enforcement personnel;

AND WHEREAS unsanctioned car rally activity crosses multiple jurisdictions requiring a province wide coordinated response framework to protect all communities from the same disruption and risk to public safety;

THEREFORE BE IT RESOLVED THAT the Town of Wasaga Beach requests that a provincial task force be assembled to create a municipal response framework to protect communities from unsanctioned car rallies with a mandate to include, but not limited to:

- Investigate legislative enhancements and tools to assist municipalities in responding and enforcing unsanctioned car rallies.
- Investigate expanded powers for municipal law enforcement officers.
- Develop a proactive approach to awareness, prevention, enforcement and collaboration across all enforcement personnel, including police, municipal law enforcement officers and other provincial offences officers.
- Investigate harsher penalties and increased fines for unsanctioned car rally organizers and participants.

AND FURTHER THAT the Province provide funding to municipalities to assist with the cost in enforcing unsanctioned car rallies;

AND FURTHER THAT a copy of this Resolution be sent to the Right Honourable Prime Minister Justin Trudeau, Honourable Doug Ford, Premier of Ontario, the Honourable Michael Kerzner, Solicitor General of Ontario, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Prabmeet Sarkaria, Minister of Transportation, MPP Brian Saunderson, Commissioner of the Ontario Provincial Police, County of Simcoe, FCM, and AMO;

AND FURTHER THAT a copy of this resolution be sent to all Ontario municipalities requesting a letter of support be sent to senior levels of government.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at mayor@wasagabeach.com or (705) 429-3844.

Respectfully yours,



Brian Smith, Mayor Town of Wasaga Beach

cc: Right Honourable Prime Minister Justin Trudeau
Hon. Michael Kerzner, Solicitor General of Ontario
Hon. Doug Downey, Attorney General of Ontario
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Prabmeet Sarkaria, Minister of Transportation
Brian Saunderson, MPP – Simcoe-Grey
Commissioner Thomas Carrique, Ontario Provincial Police
County of Simcoe Council
Federation of Canadian Municipalities
Association of Municipalities of Ontario
Ontario Municipalities

From: Amanda Millar <amillar@porthope.ca>
Sent: Wednesday, October 4, 2023 4:34 PM
Subject: (EXTERNAL SOURCE) Municipality of Port Hope Resolution re
Correspondence from the Town of Brighton regarding a Request to Establish an Inter-
Municipal Ad-Hoc Committee

Good afternoon,

Please be advised that the Council of the Municipality of Port Hope passed the following motion at their regular meeting of Council on October 3, 2023. Please note that this resolution will be ratified at the October 17, 2023, Council meeting and it is their intent to move this item forward.

Moved by Councillor Holloway Wadhwani
Seconded by Councillor Pearson

That a Resolution be presented at the next Council meeting endorsing the Resolution from Brighton calling for the establishment of an Ad-Hoc multi-municipality working group, indicating our intent to join with Northumberland County and other Northumberland lower tier municipalities at the table once convened.

Kind regards,

Amanda Millar *she/her*
Acting Deputy Clerk
Municipality of Port Hope
Town Hall: 56 Queen Street, Port Hope L1A 3Z9
t. 905.885.4544 x 4101
e. amillar@porthope.ca | porthope.ca



Oct 5, 2023

Association of Municipalities of Ontario (AMO)
200 University Ave #801
Toronto, ON
M5H 3C6

Dear AMO Members:

Re: Challenges Faced by Smaller Developers in Ontario Communities

This is to confirm that at the Sept 25, 2023 Council Meeting the following resolution was adopted with respect to the above noted matter:

That, a letter be drafted for signature by the Mayor and that the letter be forwarded to the Minister of Municipal of Affairs, Association of Municipalities of Ontario (AMO) and its member municipalities, outlining the issues and constraints brought to the Township Council's attention with respect to holding back development applications of new homes within the community.

The Township of West Lincoln is writing to bring to your attention a significant matter that has recently come to our attention at the Township of West Lincoln. This issue pertains to the challenges faced by small developers in communities like ours, across the province of Ontario. These challenges are currently making it difficult for communities like West Lincoln to meet the housing goals of the province.

We recently received a request from a developer regarding their development project in Smithville, Ontario which was first draft approved approximately in 2015. The developer has presented a compelling case for an extension to the draft plan of condo approval, citing several noteworthy factors that have emerged since their initial application and which are delaying the start of development. Initially Council wanted to refuse extension approval to force the development but it was clear that would not be possible. The challenges are a symptom of broader issues felt by the Municipality on numerous planning issues, and some of these challenges as outlined to us by the developer, are noted below.

A significant challenge is the current state of the market, characterized by severe material supply chain constraints. These constraints have made it exceedingly difficult for the developer to secure pricing for essential construction materials, introducing financial uncertainty. An extension is deemed necessary to ensure the viability of the project, which aligns with our community's need for diverse housing options.

Furthermore, the recent and unexpected increase in interest rates by the Bank of

Canada has created volatility in the marketplace for pre-sale condo townhomes. These rate hikes have affected both the developer's financing costs and potential buyer's ability to secure financing. An extension would provide the developer with the opportunity to adapt their financial strategies in response to this rapidly changing environment.

Additionally, the challenging market conditions in the Niagara Region, as indicated by the Niagara Association of Realtors, have led to declining home values and shifting market dynamics. These changes necessitate a reassessment of the project timelines, for dwelling types and sizes, to ensure its long-term viability and success. Granting an extension will allow the developer to adapt to these current market dynamics and make informed decisions.

Importantly, extending the draft plan of condo approval would help conserve our Township's valuable resources. Re-submitting the entire approval package and undergoing the approval process again would be resource-intensive for both the developer and our local government. We believe that an extension at this time is a pragmatic solution that aligns with efficient resource utilization.

In light of these challenges, our commitment to supporting responsible and sustainable development in our community, and a desire to help address the identified housing shortfall, we kindly request that AMO and the Provincial government consider the current issues faced by developers in communities across Ontario. The challenges outlined by this developer reflect a broader trend that warrants attention and will severely hamper the ability to achieve increased housing starts if not addressed.

We recommend that the decision-making process for future planning applications be allowed to be guided by a balanced approach that takes into account market conditions, historical precedence, and resource conservation. This approach should ultimately contribute to provide much-needed housing supply to communities like West Lincoln, albeit at slower rates than first contemplated.

We appreciate your attention to this matter and believe that addressing these challenges will help promote equitable development opportunities across the province. Please do not hesitate to reach out if you require any additional information or clarification on this issue.

We look forward to collaborating with AMO and the Provincial government to find solutions that support the growth and vitality of our community and others like it.

Sincerely,



Mayor Cheryl Ganann
cc.. Minister Paul Calandra
All AMO member municipalities

From: Natasha [REDACTED]
Sent: Wednesday, October 18, 2023 5:46 PM
To: Robyn Bonneau <rbonneau@cobourg.ca>
Subject: (EXTERNAL SOURCE) Residential Outdoor Burning

Hello,

I am reaching out to you today to express my deep concern regarding outdoor burning in residential areas. I raised this important issue with town council and the Fire Department, five years ago, with no resolve.

I struggle with asthma and have also developed COPD. The neighbouring fires, have made my lung health increasing worse. To the point of ER visits for COPD exacerbation.

I am not the only person in my neighbourhood that struggles with lung disease and is finding these fires difficult to deal with. The fire department and town appear to not care.

Even after being asked by Aaron Blair from the Fire Department, five years ago, to submit a letter from my doctor, they along with town council have continued to ignore this serious issue.

As I'm sure you are aware.. It is common knowledge that wood smoke causes a decline in health for people with Asthma, COPD, Cancer and Heart Disease. It is also bad for the environment. Wood smoke emissions are full of toxic chemicals. Chemicals that we all breathe in. It's difficult enough dealing with smoke caused by Forest Fires. When we add backyard camp fires, it only makes it worse.

We can't control Forest Fires. However, we can control what we do in our own backyards. We need leaders that actually care about this, to create laws and to enforce them!

My health is in an obvious decline because of these outdoor recreational fires.

I would like to know what your committee is willing to do in order to change the bylaw for outdoor fires. Camp fires have no place in our neighbourhoods. They are killing your residents and our environment!

Sincerely,

Natasha [REDACTED]

From: Johnny Percolides [REDACTED]
Date: October 17, 2023 at 9:56:46 PM EDT
Subject: (EXTERNAL SOURCE) Info

Hello everyone,

Hope all is well!

The word on the street these days is not very kind or positive about the Town of Cobourg and **ALL** of its 20 K plus residents.

What specifically is Cobourg doing currently to promote Cobourg in a positive light to tourists, locals and anyone else besides the usual marketing and advertising?

One of the main issues I'm hearing from most local residents is the concern for everyone's health and safety.

The constant gathering of people downtown in parking lots, bus stop shelters and in the streets everywhere who seem to be doing dangerous illegal drugs in plain sight of kids, the elderly, the tourists and everyone has just become very alarming. Local residents are constantly finding the remains of these tools used for illegal drug consumption left behind everywhere.

Having homeless people living in the streets without the use of washroom facilities is really not safe for anyone. The people with the hazmat safety suits who do the cleanup at the encampment site is not something anyone wants to see.

Are we going to be using the public washrooms at the bus shelter downtown by the skating rink this winter ?

I can tell you that many local residents are feeling very discouraged with our Town and the tourists are feeling very concerned and staying away.

I am sure some of you who follow real estate have seen the dramatic increase in homes for sale and especially in the east end of Town.

I wanted to let you know about a call I received yesterday that was very embarrassing. A potential buyer from Quebec called to get some info on a property that's for sale and during the conversation let me know that they were not sure and very concerned about the feel good town. Their exact words were (what's with all the crack heads in Cobourg ?) to which I quickly replied this is a major problem everywhere these days not just Cobourg and no easy fix is available.

They very clearly let me know that yes maybe that's true but this problem in Cobourg seems to be so out of control right now. This was not something anyone wants to hear from tourists and potential investors and maybe even new residents to our town.

The reality is that this is NOT a problem everywhere these days. I do a lot of traveling daily in Northumberland and the issues Cobourg has are not everywhere in Northumberland.

Please tell me that there's a bigger plan in place for our safety than just waiting for the Province or the Federal government to get involved?

Can we maybe organize some community volunteer program (like street angels ?) to patrol the streets day and night? Maybe hiring more security guards to patrol and keep these repeat criminals out of the backyards of local residents and from doing illegal activity all around our great town?

Can we maybe get the by law officers to enforce the existing loitering by laws mostly in the downtown area, parking lots and the parks?

The other day at 8 am I saw 4-5 individuals huddling together in the bus stop on King st and burning something in aluminium foil which I can only imagine was not pot pourri or incense.

People are really afraid to go to the restaurants downtown, to go shopping downtown and to just walk around downtown IN COBOURG because of the potential of violence from so many people with mental health issues walking around and yelling at people for no apparent reason.

The attack on a local resident on Chapel st was just one of many and most of these are not being reported because of fear and making things worse for their families.

Yes there's a lot of issues just barely touched upon here with frustration which is building up with so many local residents.

Thank you for your time!

Johnny Percolides





Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



The Corporation of The Township of The Archipelago
Council Meeting

Agenda Number: 15.13.
Resolution Number 23-178
Title: Cigarette Producer Responsibility
Date: Friday, October 13, 2023

Moved by: Councillor Sheard
Seconded by: Councillor MacLeod

WHEREAS cigarette manufacturers play a crucial role in the creation and distribution of cigarette products. Cigarettes, are responsible for significant environmental damage and contribute to waste and pollution; and

WHEREAS cigarette butts are the most common form of litter worldwide and pose a threat to aquatic life and ecosystems. As reported 26 July 2023 to the Canadian Council of Ministers of the Environment, Pollution Probe's Great Lakes Plastic Cleanup identified cigarette butts one of the top five items of microplastics found in the Great Lakes, and

WHEREAS cigarette filters are composed of non-biodegradable materials that can take several years to degrade, exacerbating the problem of waste accumulation; and

WHEREAS the concept of producer responsibility promotes the idea that the party that profits from the creation and sale of a product should also be responsible for managing the product's end-of-life environmental impact; and

WHEREAS the Province of Ontario has successfully implemented producer responsibility programs for various industries, such as electronics, packaging, and batteries, resulting in significant improvements in waste management and environmental sustainability; and

WHEREAS the exclusion of cigarette manufacturers from current producer responsibility programs in our province creates an inconsistency in environmental policy and hampers our overall efforts to reduce waste and protect our environment. It is imperative to address the environmental impact of cigarette manufacturing, usage, and disposal.

NOW THEREFORE BE IT RESOLVED that the Township of The Archipelago hereby requests the Province of Ontario to include cigarette manufacturers within the scope of producer responsibility regulations and programs;

AND FURTHER BE IT RESOLVED that the Ontario Government takes necessary steps to develop and amend legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and the Province of Ontario be encouraged to work collaboratively with relevant stakeholders, including public health organizations, environmental groups, and retail associations, to develop comprehensive and effective strategies for the inclusion of cigarette manufacturers in producer responsibility program, taking into account the unique challenges posed by tobacco products;

AND FURTHER BE IT RESOLVED that the Province of Ontario allocate adequate resources and establish monitoring systems to ensure compliance with the newly imposed responsibilities by cigarette manufacturers, including penalties for non-compliance;

AND FURTHER BE IT RESOLVED that the Province of Ontario adopts regulations and policies that require cigarette manufacturers to:

1. Take financial responsibility for the collection, transportation, recycling, or safe disposal of discarded cigarettes and related waste materials.
2. Develop and engage in public awareness campaigns to educate the public about the environmental impact of cigarette butt litter and implement programs to educate the public on the safe disposal of cigarette butts.
3. Implement measures to minimize the environmental impact of their products through the use of sustainable materials, reduced packaging, and improved recycling initiatives;

AND FURTHER BE IT RESOLVED The Ministry of the Environment actively collaborates with other provinces and territories within Canada to encourage a nationwide approach towards including cigarette manufacturers in Producer Responsibility initiatives;

AND FURTHER BE FINALLY RESOLVED that copies of this Resolution be sent to the Honorable Doug Ford Premier of Ontario, the Honorable Andrea Khanjin Minister of the Environment, Conservations and Parks, relevant Members of Provincial Parliament (MPPs), Leader of the Opposition parties, All Municipalities in Ontario, Pollution Probe, Georgian Bay Forever, Georgian Bay Association, and other pertinent stakeholders as appropriate, urging their support and action in this matter.

Carried

From: Dennis Nabieszko [REDACTED]
Sent: Sunday, October 15, 2023 1:44 PM
Subject: (EXTERNAL SOURCE) Governance Structure

With the current review of the Town's governance structure, many of us find it difficult to understand what is being considered.

Here is some information that I found helpful to understand the benefits of each system and alternatives.

I hope you find this information useful.

Regards
Dennis Nabieszko

Comparison and Recommendation: Governance Coordinator System vs. Governance Standing Committees

Comparison:

1. Structure and Organization:

- **Governance Coordinator System:** In this system, a designated individual or a team is responsible for coordinating and managing governance activities. This can be a centralized or decentralized structure, depending on the organization's needs.

- **Governance Standing Committees:** Standing committees consist of a group of members, typically elected or appointed, with specific roles and responsibilities in the governance process. These committees are structured to address various aspects of governance.

2. Responsibilities:

- **Governance Coordinator System:** The governance coordinator(s) focus on streamlining the governance process, ensuring compliance, and facilitating communication and coordination between different governance entities and stakeholders.

- **Governance Standing Committees:** Standing committees are responsible for in-depth examination and decision-making on specific governance areas, such as finance, personnel, policy development, or strategic planning.

3. Efficiency and Decision-Making:

- **Governance Coordinator System:** This system is often efficient in terms of information flow and decision-making, as it centralizes the coordination of governance activities, reducing redundancy and improving communication.

- **Governance Standing Committees:** Standing committees allow for in-depth expertise in specific areas, but this can sometimes lead to slower decision-making and potential conflicts of interest if not managed effectively.

4. Flexibility:

- **Governance Coordinator System:** Offers more flexibility in adapting to changing governance needs and priorities as the coordinator(s) can adjust their focus as necessary.

- **Governance Standing Committees:** These committees are typically fixed in their areas of responsibility, which may not be as adaptable to changing organizational needs.

Recommendation:

The choice between a Governance Coordinator System and Governance Standing Committees should be based on the specific needs and objectives of the organization. Here are some considerations to help you make an informed decision:

1. Governance Coordinator System Recommended When:

- The organization values streamlined communication and coordination across various governance entities.
- Flexibility and adaptability are essential due to changing governance needs.
- The organization is relatively small or has a simple governance structure.

2. Governance Standing Committees Recommended When:

- In-depth expertise is required for specific governance areas (e.g., finance, personnel, strategic planning).
- The organization is large and has complex governance needs that can be best addressed by specialized committees.
- There is a desire for checks and balances to avoid undue concentration of power in a coordinator or centralized system.

In some cases, a hybrid approach can also be considered. For instance, having a Governance Coordinator to oversee the overall governance process while utilizing standing committees for specific areas where expertise and in-depth focus are required.

Ultimately, the choice should align with the organization's goals, size, and governance structure, ensuring that the selected system optimally supports decision-making, accountability, and transparency.

What are alternatives to governance coordinator and standing committees?

There are several alternative governance structures and mechanisms that organizations can consider in addition to or instead of governance coordinators and standing committees. The choice of alternative governance structures depends on the organization's specific needs, size, and objectives. Here are some alternatives:

1. **Ad Hoc Committees:** These committees are formed on an as-needed basis to address specific issues or projects. They are temporary and dissolve once their objectives are achieved. This approach is flexible and efficient for addressing specific, time-limited issues.

2. **Councils:** Councils are groups of individuals who represent different stakeholder groups within an organization, such as employees, customers,

or community members. They provide input and feedback on various aspects of governance.

3. **Task Forces:** Task forces are temporary groups created to focus on specific tasks or projects. They are typically composed of subject-matter experts and can be effective for tackling complex issues that require specialized knowledge.

4. **Roundtable Discussions:** These are informal gatherings of stakeholders, often with diverse perspectives, to discuss and collaborate on governance-related topics. Roundtables promote open dialogue and inclusivity.

5. **Governance Workshops:** Periodic workshops or training sessions can be conducted to educate board members, staff, or stakeholders about governance principles and best practices. This approach promotes governance awareness and capacity building.

6. **Technology-Based Solutions:** Utilizing governance software and digital platforms can streamline the governance process, facilitate communication, and enhance transparency. These tools can assist in document management, voting, and collaboration.

7. **Open Forums and Town Halls:** Open forums and town hall meetings provide opportunities for stakeholders to voice their opinions, ask questions, and engage in direct discussions with organizational leadership. These events enhance transparency and inclusivity.

8. **Peer Review Panels:** Organizations can establish peer review panels composed of independent experts from relevant fields to evaluate and provide recommendations on governance practices.

9. **Ombudsman or Mediator:** An ombudsman or mediator can be appointed to address disputes and conflicts within the organization, promoting fairness and conflict resolution.

10. **Rotational Leadership:** In this model, leadership roles, such as committee chairs or coordinators, rotate among members or stakeholders, ensuring that multiple perspectives and voices are heard over time.

11. **Delegate Decision-Making:** In some cases, organizations may delegate decision-making authority to specific individuals, departments, or teams based on their areas of expertise and responsibility. This approach can simplify decision-making and streamline governance.

12. **Consensus Decision-Making:** Organizations can adopt consensus-based decision-making processes, where decisions are made collectively, and all stakeholders must agree on a course of action. This approach can promote collaboration and inclusivity but may require more time.

The choice of alternative governance structures should align with the organization's unique needs, culture, and goals. Many organizations may also use a combination of these approaches to create a governance structure that best suits their circumstances.

GANARASKA REGION CONSERVATION AUTHORITY

MINUTES OF THE BOARD OF DIRECTORS

September 21, 2023 (Hybrid)

GRCA 05/23

1. Welcome, Land Acknowledgement and Call to Order

The Chair called the Ganaraska Region Conservation Authority (GRCA) Board of Directors meeting to order at 4:02 p.m.

MEMBERS PRESENT: Mark Lovshin, Chair - Township of Hamilton
Vicki Mink, Vice - Chair - Municipality of Port Hope
Randy Barber - Town of Cobourg
Bruce Buttar - Agricultural Representative
Miriam Mutton - Town of Cobourg
Lance Nachoff - Township of Cavan Monaghan
Adam Pearson - Municipality of Port Hope
Tracy Richardson - City of Kawartha Lakes
Joan Stover - Township of Alnwick/Haldimand
Willie Woo - Municipality of Clarington
Margaret Zwart - Municipality of Clarington

ALSO PRESENT: Linda Laliberte, CAO/Secretary-Treasurer
Cory Harris, Watershed Services Coordinator
Ken Thajer, Planning and Regulations Coordinator
Ed Van Osch, Forest Recreation Technician

**ABSENT WITH
REGRETS:**

ALSO ABSENT:

Land Acknowledgement

The Ganaraska Region Conservation Authority respectfully acknowledges that the land on which we gather is situated within the traditional and treaty territory of the Mississauga's and Chippewa's of the Anishinabek, known today as the Williams Treaties First Nations. Our work on these lands acknowledges their resilience and their longstanding contribution to the area. We are thankful for the opportunity to live, learn and share with mutual respect and appreciation.

2. Disclosure of Pecuniary Interest

None.

3. Minutes of Last Meeting

GRCA 37/23

MOVED BY: Randy Barber
SECONDED BY: Adam Pearson

THAT the Ganaraska Region Conservation Authority approve the minutes of the June 15, 2023 meeting.

CARRIED.

4. Adoption of the Agenda

GRCA 38/23

MOVED BY: Miriam Mutton
SECONDED BY: Joan Stover

THAT the Ganaraska Region Conservation Authority adopt the agenda.

CARRIED.

5. Business Arising from Minutes:

None.

6. Delegations

a) Adam Yahn, resident on Glen Watford Road, Cobourg made a presentation to the Board of Directors with regards to the lands that are bordered by Canadian National Rail to the north, town limits/Bob Carr Road to the west, Lake Ontario to the south, and Glen Watford Road to the east. Adam communicated concerns regarding a potential residential development. The presentation can be found in the agenda items for this meeting.

GRCA 39/23

MOVED BY: Joan Stover
SECONDED BY: Adam Pearson

THAT the Ganaraska Region Conservation Authority receive the delegation for information and refer the information from the presentation to staff.

CARRIED.

7. Presentations

None.

8. Correspondence

02/23 Ministry of Municipal Affairs and Housing re: Proposal to return lands in Ajax to the Greenbelt.

GRCA 40/23

MOVED BY: Vicki Mink
SECONDED BY: Tracy Richardson

THAT the Ganaraska Region Conservation Authority receive the correspondence to note and file.

CARRIED.

9. Applications under Ontario Regulation 168/06:

Permits approved by Executive:

GRCA 41/23

MOVED BY: Randy Barber

SECONDED BY: Margaret Zwart

THAT the Ganaraska Region Conservation Authority receive the permits for information.

CARRIED.

Permit Application requiring Ganaraska Region Conservation Authority Board of Directors discussion:

None.

10. Committee Reports:

a) Ganaraska Forest Recreational Users Committee Minutes – September 7, 2023

Miriam Mutton asked a question in regard to the environmental concerns that are brought forward at the Recreational Users Committee meetings. Staff confirmed concerns of this nature are addressed at said meetings.

GRCA 42/23

MOVED BY: Joan Stover

SECONDED BY: Lance Nachoff

THAT the Ganaraska Region Conservation Authority receive the Ganaraska Forest Recreational Users Committee Minutes – September 7, 2023 for information.

CARRIED.

11. New Business

a) Municipal Memorandum of Understanding as per Regulation 687/21

GRCA 43/23

MOVED BY: Miriam Mutton

SECONDED BY: Randy Barber

THAT the Board of Directors approve the Memorandum of Understanding and Appendices to be forwarded to the watershed municipalities.

CARRIED.

b) Program and Services Inventory

GRCA 44/23

MOVED BY: Adam Pearson

SECONDED BY: Lance Nachoff

THAT the Board of Directors approve the Ganaraska Region Conservation Authority's Programs and Services Inventory,

AND FURTHER THAT, the Ganaraska Region Conservation Authority Board of Directors direct staff to distribute the Programs and Services Inventory to the member municipalities and the Ministry of Natural Resources and Forestry as well as post the document on the GRCA website.

CARRIED.

c) 2024 Preliminary Budget Criteria

GRCA 45/23

MOVED BY: Joan Stover

SECONDED BY: Lance Nachoff

THAT the Board of Directors direct staff to prepare the 2024 preliminary budget based on the criteria contained in the staff report dated September 21, 2023, and the preliminary budget be prepared for the October 19, 2023 meeting.

CARRIED.

12. Other Business:

Ganaraska Forest Board Members Tour

The Board of Directors discussed the dates for the Ganaraska Forest Board Members Tour. It was decided the tour would take place October 19, 2023, beginning at 1:00 pm. The Board will meet at the Forest Centre. After the forest tour, the regular Board meeting will take place at the administrative office in person and via Zoom.

13. Public Question Period

None.

14. In Camera

None.

15. Adjourn

GRCA 46/2023

MOVED BY: Vicki Mink

SECONDED BY: Randy Barber

THAT the meeting adjourned at 5:00 p.m.

CARRIED.

CHAIR

CAO/SECRETARY-TREASURER

STAFF REPORT



THE CORPORATION OF THE TOWN OF COBOURG

Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Brent Larmer, Town Clerk, Director, Legislative Services, Legislative Services Division Blarmer@cobourg.ca 905-372-4301 Ext 4401	Meeting Type: Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	October 23, 2023		
Report No.:	Legislative Services-135-23		
Submit comments to Council			

Subject/Title: Sale of Portion of Land at the Corner of Elgin Street and Ontario Street – Enbridge Gas Inc.

RECOMMENDATION:

THAT Council receive this report for information purposes; and

FURTHER THAT Council deem the lands surplus to the needs of the Municipality with the intention of the disposal of the lands and provide notice to the public, and;

FURTHER THAT Council endorse the entering into a Purchase and Sale Agreement in the amount of \$2,300 with Enbridge Gas for the sale of 336 sq.m. of municipally owned property located at the corner of Elgin Street and Ontario Street, legally known as PT PARKLT S PL CADDY (FORMERLY LT 18 CON A HAMILTON) COBOURG PT 1 39R2615; COBOURG – PIN 51095-0282.

1. STRATEGIC PLAN

Not Applicable

2. PUBLIC ENGAGEMENT

Pursuant to the Town of Cobourg Sale and Acquisition of Land By-law, Staff will provide notice to the public via the Town's website and public notices site on its intention to dispose of the subject property.

3. PURPOSE

The purpose of this report is to obtain approval for the sale of a Town-owned parcel of vacant land located at the corner of Elgin and Ontario Street. The purpose of acquiring the land is to expand the **existing district regulating station (“DRS”)** that is owned and operated by Enbridge Gas Inc. Discussions with Enbridge Gas have resulted in an ‘Offer to Purchase’ that is being recommended for acceptance by the Town. The terms for completing the transaction as set out herein are considered to be fair, reasonable and reflective of market value for the area and portion of land that is being requested by Enbridge Gas Inc.

Staff are now reporting back to Municipal Council on the execution of a Purchase and Sale agreement in respect of the subject land.

4. ORIGIN AND LEGISLATION

Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public.

Section 270 of the Municipal Act provides that a municipality shall adopt and maintain policies with respect to the sale and other disposition of land. The Town of Cobourg approved By-law No.013-2008, being a By-law to establish procedures for the sale of land by the Town of Cobourg

On March 29th 2023, the Town of Cobourg received a formal request to purchase municipally owned land from Enbridge Gas located directly next to the current district regulating station at the corner of Elgin and Ontario Street.

5. BACKGROUND

In a Closed Session of Council in 2023, Municipal Council directed staff to conduct negotiations to divest of a portion of Town-owned land located at Ontario Street, just south of the Elgin Street intersection at Ontario Street. The property is legally described as PT PARKLT S PL CADDY (FORMERLY LT 18 CON A HAMILTON) COBOURG PT 1 39R2615; COBOURG. Enbridge Gas is looking to facilitate an extension of Enbridge’s **existing district regulating station (“DRS”)** near the corner of Elgin and Ontario Streets.

6. ANALYSIS

The Enbridge system in Cobourg has seen notable growth in recent years with more reportedly coming, such as the new Golden Plough Long Term Care facility. The additional natural gas load from this one (1) facility pulls down the health of the system requiring Enbridge to rebuild the existing **DRS**.

Enbridge has designed a new station that conforms to current station specifications and allows Enbridge to maintain the operation of the existing **DRS** during the new station’s fabrication, set and tie-in. It was determined to meet these requirements and because the existing parcel of land is oddly shaped, Enbridge needs to expand the site.

Figure 1 – Plan of Survey – Part 1 Description of request Land:

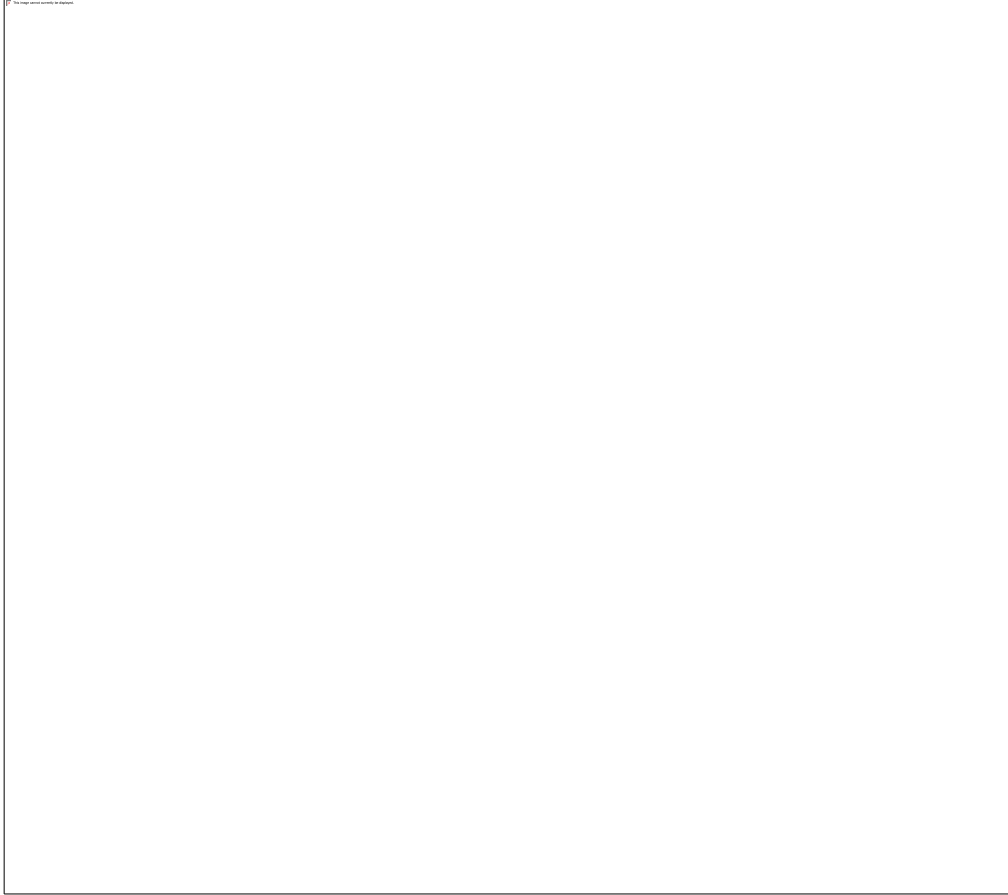


Figure 2 – Arc GIS Diagram of subject property.



7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

To proceed with the disposition of this parcel of land, Municipal Council must pass a by-law to declare the subject lands as surplus to the needs of the municipality as well as to authorize the entering into a Purchase and Sale Agreement following the other the Sale of Land By-law 013-2008.

Municipal Staff, including the Town Clerk, Director of Corporate Services and the Director of Planning and Development discussed the purchase price of the requested parcel to determine the fair market value of the subject property. Town Staff evaluated the area being requested for purchase of 336 sq.m. (0.23 acres) to be a purchase price of \$2,300.

The subject property is a small piece of land and subject property is zoned Environmental Constraint, therefore using the MPAC assessment and a land appraiser would not be reliable for the property being requested. Therefore, the Town used a combination of Conservation Authority evaluation for EP type parcels and past purchases to provide an evaluation of \$10,000 an acre, therefore Staff are recommending the sale price of \$2,300 would be appropriate for the land transaction and disposition.

All costs associated with the disposition of land, including all transfer, costs shall be paid by the party acquiring the land.

8. CONCLUSION

Staff are recommending that Council declare the requested purchase of the 336 sq.m. (0.23 acres) of land by Enbridge Gas Inc. located at the corners of Elgin and Ontario Streets as surplus to the needs of the Municipality and that Council authorize Staff to proceed with the purchase and sale agreement, which will allow Enbridge to facilitate an extension of Enbridge's existing district regulating station ("DRS") near the corner of Elgin and Ontario Streets to maintain and grow with their operational needs and to supply needed infrastructure in the community.

Report Approval Details

Document Title:	Disposition of Land - Enbridge Gas - Ontario Street Cobourg - Legislative Services-135-23.docx
Attachments:	
Final Approval Date:	Oct 19, 2023

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Oct 19, 2023 - 4:10 PM

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
Submitted by:	Laurie Wills Director, Public Works	Meeting Type:	
		Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>	
Meeting Date:	October 23, 2023		
Report No.:	Public Works-177-23		
Submit comments to Council			

Subject/Title: Reallocation of Capital Funding

RECOMMENDATION:

THAT Council approve the reallocation of Roads and Sewers capital budget funding of \$100,000 for a replacement brush chipper unit #34-13 to instead replace ¾ tonne pick up truck unit #14-09 or ½ tonne pick up truck unit #8-12. Costs are to be funded by the vehicle reserve.

1. STRATEGIC PLAN

N/A

2. PUBLIC ENGAGEMENT

N/A

3. PURPOSE

To reallocate funds for a higher priority asset replacement of similar value and immediate availability.

4. ORIGIN AND LEGISLATION

Asset Management Planning and 2023 Capital Budget

5. BACKGROUND

The brush chipper was brought forward as a capital budget item in 2022 but was deferred due to budget cuts. The chipper had underwent some repairs in 2021 to extend its life. Replacement was planned for 2023 however performance of the chipper has maintained reliability and a fair condition assessment for two seasons since its last major repair. Staff are confident that the chipper will continue to be in service for an estimated 5 more years. Should major maintenance be required, the costs for repairs would be well worth the investment in consideration of the significant increase in value of the equipment since its purchase date. The original cost of the chipper was \$40,000 in 2013 and now has been quoted at nearly \$100,000.

The Roads and Sewers fleet currently consists of six (6) ½ tonne, one (1) ¾ tonne, and two (2) 1 tonne pick up trucks. Three (3) ½ tonnes and the ¾ tonne are operating beyond their useful life of nine (9) years and considered to be in very poor condition. An additional ½ tonne of 2003 vintage was just retired earlier this year. The 1 tonnes are due for replacement in 2024 and 2025. All trucks are regular cabs meaning they only transport a maximum of two Staff to a job site and back to the Operations Centre creating inefficiencies in work and over spending on fuel. For future vehicle purchases, only crew or extended cabs will be specified so that four Staff can be transported in one vehicle. A minimum box length of 6.5 feet is also a requirement due to the size of equipment and tools being transported.

Staff are also considering only replacing trucks with a minimum of ¾ tonne vehicles due to the heavy loading and towing they undergo on a constant basis. They withstand a lot of hard work which reduces their useful life much faster than the typical family pick up truck.

The ¾ tonne is a 2009 truck that is used for plowing and salting of multi-use paths. Only one other vehicle (1 tonne truck) is outfitted for plowing similar locations and there are no other spares for this purpose.

The Engineering Department utilizes two (2) surplus vehicles from Fire and Roads, both of which are beyond their useful life and in very poor condition. The retired Roads truck is a 2006 that is not worth investing in any further. The Engineering Department requires a minimum of two (2) vehicles since all four (4) Staff regularly make site visits to review road permit work, development construction progress, resident inquiries, and capital projects.

In 2024, it will be proposed to transfer a ½ tonne from Roads to Engineering (Unit 08-12) to ensure that a reliable and safe vehicle is available for Engineering Staff to utilize for field work. This unit is a 2012 model and beyond its pre-determined useful life of 9 years however it still in good enough shape to continue to be utilized for light duty and local travel. The unit is a regular cab and is not four wheel drive, making it very ineffective for Roads Staff.

6. ANALYSIS

Just over one week ago, a 1 tonne truck was discovered to be available on a local dealership lot with all the specifications that would be required to replace unit 14-09. The existing 1 tonne trucks are outfitted with dump boxes, which the ¾ tonne is not however having a more powerful truck is far more useful for plowing and towing. This available model was cheaper than a typical 1 tonne due to it not having the dump box and having a shorter frame. Just as this report was being prepared for Council's consideration, the truck has since been sold.

Typically vehicles valued over \$50,000 are to be tendered however given the state of vehicle supply and pricing, there are no trucks being sold under \$50,000 anymore nor are dealerships providing competitive pricing as it is not necessary due to demand. If a vehicle ever makes it to a sales lot, the price is basically non-negotiable and it will be sold very quickly, as was witnessed already this week. Tendering would require a factory build order which can have a long delivery time in consideration of supply, demand, backlog and now the UAW strike.

Either Unit 14-09 or 8-12 are recommended to be replaced in 2023. Staff are requesting permission to continue to inquire with dealerships about available vehicles with the required specifications. Nearing the end of the year, more vehicles become available as the 2024 models start being produced so it is possible that another vehicle will become available again before year end. Advance Council approval will allow Staff to secure available vehicles immediately.

It should be noted that it is not intended to retire or dispose of Unit #14-09. The truck would still be capable of light duty for several more years however recent structural repairs have been needed to bear the loading of the plow and salting equipment which is an indication that it is likely to fail very soon. Without this unit for plowing multi-use trails, there is only one other truck available and this will delay snow clearing service and increase risk for the Town.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Several quotes have been obtained for ½ tonne trucks locally as they are more readily available. Quotes range from \$55,000 to \$63,000 plus tax.

The 1 tonne model that was available was quoted at \$89,908 plus tax. It is expected that the 1 tonne units with dump boxes to be replaced in 2024 and 2025 will be \$120,000 and \$160,000 with the more expensive unit including a plow and salter/sander.

Staff will continue to inquire with dealerships to find a similarly priced 1 tonne as a first priority. It cannot be guaranteed that three (3) quotes will be obtained for this type of vehicle. Otherwise, a ½ tonne crew cab, 4x4 with 6.5' (min) box will be sourced and priced with a minimum of three (3) quotes.

The approved budget of \$100,000 will not be exceeded.

8. CONCLUSION

THAT Council approve the reallocation of Roads and Sewers capital budget funding of \$100,000 for a replacement pick up truck either 1 tonne or ½ tonne. Costs are to be funded by the vehicle reserve.

Report Approval Details

Document Title:	Truck Replacement 14-09 (2023) - Public Works-177-23.docx
Attachments:	
Final Approval Date:	Oct 19, 2023

This report and all of its attachments were approved and signed as outlined below:

Tracey Vaughan, Chief Administrative Officer - Oct 19, 2023 - 4:08 PM



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Treasurer / Director of Corporate Services regarding the Comprehensive Insurance Program – November 1, 2023 to November 1, 2024

NOW THEREFORE BE IT RESOLVED THAT Council accept the recommendation of our insurance broker and renew the Comprehensive Insurance Program with Marsh Canada for the period from November 1, 2023 through November 1, 2024 at a cost of \$768,208.76 which includes all applicable taxes; and

FURTHER THAT Council extend the current agreement with McDougall Insurance Brokers Inc. for brokerage services through November 1, 2025.



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Chief Administrative Officer, regarding the Draft 2023- 2027 Strategic Plan Final Report.

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

FURTHER THAT Council direct staff to initiate a community engagement program starting Tuesday, October 17, 2023 to receive feedback from the public on the Draft Strategic Plan 2023-2027 and Beyond; and

FURTHER THAT Council authorize Staff to summarize the public submissions following the community engagement period, including bringing forward the final draft Strategic Plan 2023 – 2027 and Beyond for Council review, consideration and approval for the November 6, 2023, Committee of the Whole meeting.



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Grant and Policy Writer, regarding Municipal Community Grants Policy Updates.

NOW THEREFORE BE IT RESOLVED THAT Council approve the proposed recommendations for the Municipal Community Grants Policy and Municipal Grant Application form as attached to the staff report.



Corporation of the Town of Cobourg

Division:	Corporate Services	Effective Date:	May 23, 2023
Department:	Finance	Approval Level:	Council
Policy Title:	Municipal Community Grants - Administration	Section #	3-2
		Policy #	FIN-ADM1

Purpose

The purpose of this policy is to provide decision making criteria for use by members of Council when responding to requests for grants. The fundamental goal of this policy is to achieve consistency, fairness, and demonstrate due diligence with respect to proper use of public funds for grants.

Definitions

“In-Kind Contributions” are grants based on the provision of municipal property/facilities, materials, or resources to an applicant. This type of contribution does not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind Grants, it is recognized that such grants will involve either an expense or loss of revenue for the Town.

“Organization” means an organization based within the boundaries of the Corporation of the Town of Cobourg, which is created primarily for a charitable object or purpose, is registered as not-for-profit or returns 75% or greater its net proceeds to the community for the community’s benefit. An organization’s activities must be deemed to be in the best interest of the inhabitants of the Town of Cobourg.

“Urgent Requests” are requests granted under exceptional circumstances at a different time of year than the annual municipal grant program. Urgent requests can only be for a waiver of fees or in-kind contributions, not cash contributions.

Policy

The Town of Cobourg may, at the discretion of Council, provide direct monetary grants to programs, charities, causes, local boards, and agencies that:

- Extend or complement the community services the Municipality provides, deemed to be in the best interests of the Town of Cobourg.
- Are seen to be of significant value to a wide segment of the citizens of Cobourg.
- Benefit the community by assisting the arts, culture, and social well-being of the community and its citizens.

1. Legislative Authority

1.1 Pursuant to Section 107 of the *Municipal Act, 2001* Council has the legislative authority to provide grants as follows:



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date: May 23, 2023

Department: Finance

Approval Level: Council

Policy Title: Municipal Community Grants -
Administration

Section # **3-2**
Policy # **FIN-ADM1**

“Despite any provision of this or any Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality.”

2. Governing Principles

- 2.1 The primary purpose of this policy is to provide municipal services in an accountable and responsible manner with respect to the use of funds from taxation and other non-tax revenue sources.
- 2.2 The Town may, at the discretion of Council, provide grants in the form of in-kind services, a waiver of standard fees, whereby doing so could benefit the quality of life for citizens in the community.
- 2.3 In general, the Town will not directly contribute to charities, individuals, causes or programs because the Town would be using tax revenue for a purpose other than that for which it was primarily intended and would be at risk of interfering with the individual taxpayer’s right to support charities, causes, or programs of their choice.

3. Type of Grants

- 3.1 The various types of grants and funding options awarded under this policy are as follows:

Community Project:

- One-time assistance for the start-up of an organization/project, not including a capital project; or
- Funds for a short-term undertaking with a start-up and completion date, not including a capital project.

Operating: Grants defined as operating funding will assist with the general operating expenses, including administrative costs and program-related expenses.

In-Kind Contribution: Grants are based on the provision of Municipal property/facilities, materials, or resources , and do not include the provision of cash funds to, or on behalf of, the applicant.

Special Event: One-time or first-time events that are of cultural, historical, social, environmental, or recreational significance to the community and may include the participation of more than one organization.



Corporation of the Town of Cobourg

Division: Corporate Services	Effective Date: May 23, 2023
Department: Finance	Approval Level: Council
Policy Title: Municipal Community Grants - Administration	Section # 3-2 Policy # FIN-ADM1

Community Event: a recurring event that Council has determined provides some significant benefit to the community and is open to all members of the public. Pursuant to the Special Events Policy each applicant must submit a grant application request to Council each year if looking for support from Council for the Special Event.

Parking Permit: a request for parking permits which allows for up to 20 daily parking permits at a 50% discount in various municipal lots, and on occasion at specific metered locations. All requests for free or discounted permits must be made through the Municipal Community Grants process.

4. General Eligibility Criteria

4.1 The following outlines basic criteria that must be met and demonstrated by each applicant for consideration of grant approval from the Town Council:

- a) Assist organizations which have demonstrated a desire to help themselves.
- b) Promote and enhance the well-being of the Town and its citizens.
- c) Ensure that the activities and values of organizations are consistent with the values and policies of the Town.
- d) Ensure that the requested service, activity, or program is open to the community.
- e) Encourage more active involvement in community organizations, programs, and activities.
- f) Ensure that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented with groups or organizations making requests.
- g) Ensure that a proper system of accountability is developed and maintained between the community group and/or organization requesting and receiving approval from Town of Cobourg Council.

5. Funding Eligibility

5.1 An applicant organization must meet the following general criteria to be considered for a Town of Cobourg Grant:

- There may only be one grant request per organization/project per year that will be considered which may include multiple components and fall under more than one grant classification.
- The organization must have existed for at least one year (as of the date of application) before being considered for a grant.
- Have a Volunteer Board consisting of three (3) or more members.



Corporation of the Town of Cobourg

Division: Corporate Services	Effective Date: May 23, 2023
Department: Finance	Approval Level: Council
Policy Title: Municipal Community Grants - Administration	Section # 3-2 Policy # FIN-ADM1

- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The Town grant should never be the only source of funding for the applicant.
- Funding requests are for events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, and recreation and/or health activities.
- Copies of the most recent Financial Statements and the organization's current year budget must accompany the request.
- Financial assistance consideration is based on budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization must spend grant funding on the sole purpose for which it was awarded within the planned fiscal year.

6. Funding Ineligibility

6.1 The following are not eligible to apply for a Municipal Community Grant in the Town of Cobourg:

- An organization that acts as a funding body or makes grants to another organization.
- Commercial businesses, for-profit organizations, or individuals.
- An organization that is the responsibility of a higher level of government, education, or precluded under the Municipal Act.
- Grants cannot be used:
 - To cover deficits of the organization.
 - To fund an organization's debts.
 - To fund activities that serve primarily the membership or purposes of religious or political organizations.
- An organization that receives 75% or greater of its funding from the federal or provincial government would disqualify the organization from any municipal grant or a reduction in the amount of the grant that is awarded.
- Organizations who have received funding and failed to provide financial statements and financial verification reports as to the success of the previous year specifically with respect to the allocation of grant funds, will not be eligible for grant funding until such time proper documentation is remitted and evaluated.
- Any Board of Directors shall not benefit from receiving a municipal grant, and there shall be no personal gain from any member of the organization's governing board.



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date: May 23, 2023

Department: Finance

Approval Level: Council

Policy Title: Municipal Community Grants -
Administration

Section # **3-2**
Policy # **FIN-ADM1**

7. Application

- 7.1 Requests for grants will be considered as part of the annual budget deliberation process.
- 7.2 Applicants must complete the Municipal Grant Application Form 1 attached to this policy as Schedule "A" and delivered to the Treasurer no later than October 31st of the year preceding the year in which the grant is being requested.
- 7.3 Urgent requests for waiver of fees and in-kind donations may be granted in exceptional circumstances at other times during the budget year in writing to the Municipal Clerk by requesting delegation status and submitting all required grant paperwork for review and approval at a Council Meeting.
- 7.4 Municipal Council has the sole authority to approve Community Grants, and Council will not approve any grant application which does not promote and improve the cultural, social, and economic well-being of the Community, and any grant not in line with the Town's values.
- 7.5 Granting of assistance in any one year or repeated years is not to be interpreted as a commitment to future years funding.

8. Grant Review Process

- 8.1 All completed applications for Community Grants that are received by the October 31st deadline will be forwarded to the Council as part of the annual budget deliberations for review and consideration.
- 8.2 All applicants will receive confirmation of receipt of their application upon the submission of a complete application. The confirmation will be sent via email for online submissions and provided verbally for in-person submissions.
- 8.3 All applications for Community Grants shall progress through the following process after the deadline for submissions:
 - 1. Initial review by municipal staff
 - 2. Deputy Mayor and Council review.
 - 3. Council budget meeting review of Municipal Community Grants.
- 8.4 When considering grant applications during budget deliberations, Council will evaluate applications in terms of basic principles and funding eligibility principles outlined in the Municipal Grants Policy on the prescribed application form. Any further information needed will be gathered from any group during the annual budget deliberations. The



Corporation of the Town of Cobourg

Division:	Corporate Services	Effective Date:	May 23, 2023
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		Policy #	FIN-ADM1

final recommendations are based on the total grant allocation and approval of individual grants for that year.

8.5 Recognizing that unique and beneficial “Special Events” may also arise from time to time outside the timelines noted in this policy, applications for Special Events grants received after the grant deadline shall be forwarded directly to Council for consideration as per 7.3.

8.6 Applicants determined to be ineligible for funding shall be notified in writing of Council’s decision following approval of the Town’s annual operating budget.

9. Municipal Community Grant Budget

9.1 Council shall consider the total amount of grant funds that was awarded to organizations in the previous year’s operating budget inflationary adjustments, and new requests.

10. Reporting

10.1 Each applicant organization must complete Form 2 – the Municipal Grant Report Form attached to this policy as Schedule “B” to report on how the funding was spent, along with Financial Verification Report in support of funds that were used, the impact the funding achieved and the volunteer hours that were contributed to the community by the organization. This report must be submitted to the Town within three months after the program/project/event, or by September 30th of the following year.

Scope

This policy applies to all members of Town Council when evaluating and processing requests for Community Grants and Donations where Town of Cobourg funds are involved.

Administration

This policy shall be implemented and administered by the Treasurer when responding to application requests and subsequently to the members of Council of the Town of Cobourg when responding to requests for Community Grants.

Cross Reference

Policy #



Corporation of the Town of Cobourg

Division: Corporate Services

Effective Date: May 23, 2023

Department: Finance

Approval Level: Council

Policy Title: Municipal Community Grants -
Administration

Section # 3-2
Policy # FIN-ADM1

<p>Resolution # 191-23</p>	<p>Revision Purpose/Description: Changes to Section 3.1 – Parking Passes</p>	<p>Municipal Clerk: _____ Signature</p>	<p>Council Approval Date: May 23, 2023</p>
<p>Resolution #</p>	<p>Revision Purpose/Description: Addition of Urgent Requests Section 4 renamed “General Eligibility Criteria”</p>	<p>Municipal Clerk: _____ Signature</p>	<p>Council Approval Date:</p>



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Clerk and Deputy Clerk, regarding Proposed Updates to Council Governance Structure and Procedural By-law.

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

FURTHER THAT Council endorse the proposed draft Procedural By-law, and direct staff to proceed with the next steps for the governance review model as directed at the October 10, 2023 Special Council Meeting; and

FURTHER THAT Council schedule a special meeting to be called by the Mayor once public engagement has been completed.



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a delegation from Eunice Kirkpatrick, YMCA Northumberland regarding regarding a request to engage the Town of Cobourg staff to work with YMCA Northumberland staff to develop a Memorandum of Understanding.

NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to collaborate with YMCA Staff for the purpose of exploring options where we can better serve our growing, diverse community in the areas of recreation, health, wellness and children's services; and

FURTHER THAT an update be brought back to Council in the first quarter of 2024.



Moved By _____

Resolution No.:
xxx-2023

Last Name Printed _____

Seconded By _____

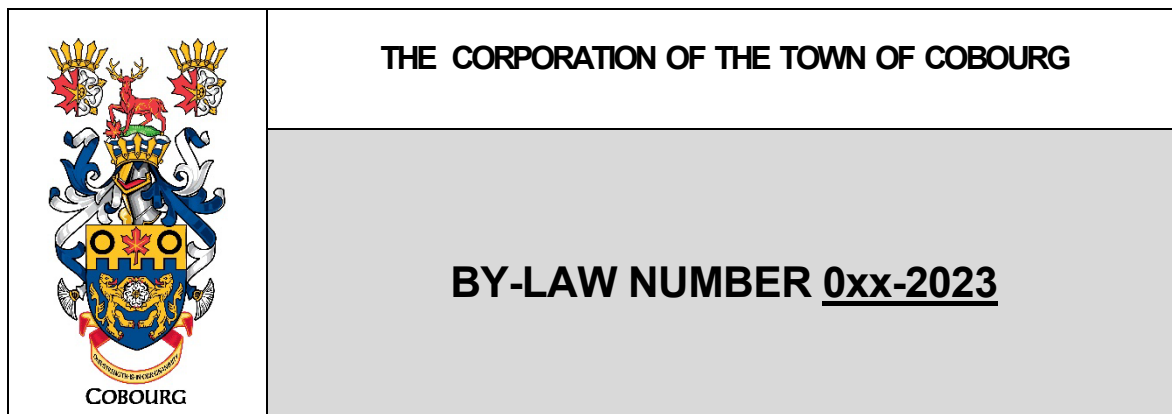
Council Date:
October 23, 2023

Last Name Printed _____

WHEREAS at the Committee of the Whole meeting on October 16, 2023, Council considered a Memo from the Director, Community Services, regarding Pre-Approval of 2024 Refrigeration Compressor Replacement.

NOW THEREFORE BE IT RESOLVED THAT Council pre-approve a 2024 Capital project “CCC-Refrigeration Compressor Replacement” (Acct: 2374023; \$60,500) allowing the parts to be ordered early to prevent supply-chain delays; and

FURTHER THAT Council approve Cimco Inc. as the sole-source vendor for the supply and install of the compressor and components as quoted for project 2374023.



A BY-LAW TO APPOINT ADAM GIDDINGS AS TREASURER FOR THE CORPORATION OF THE TOWN OF COBOURG AND TO REPEAL BY-LAW 024-2006.

WHEREAS Section 286 (1) of the *Municipal Act S.O. 2001* provides that a Municipal Council shall appoint a Treasurer who shall have all of the powers and duties of the Municipal Clerk under this and every other Act.

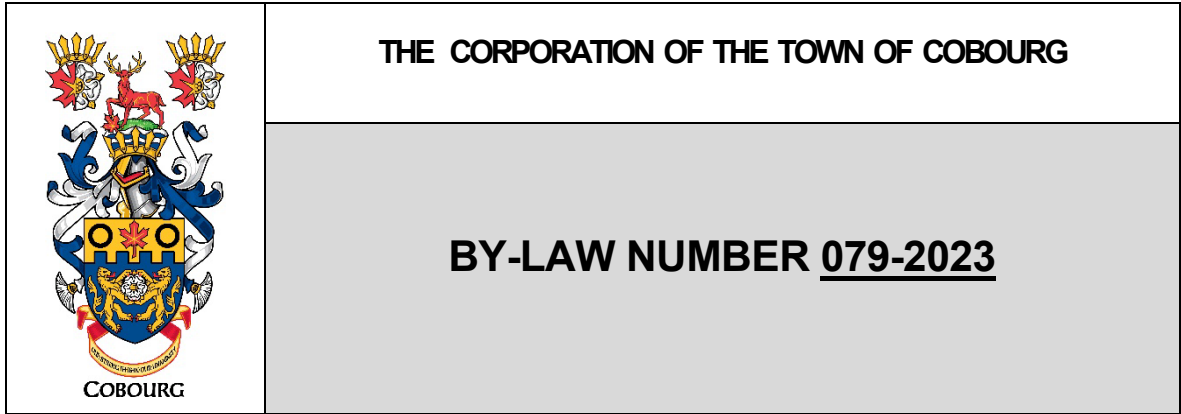
NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT Adam Giddings is hereby appointed as the Treasurer for the Corporation of the Town of Cobourg, for the purpose of fulfilling requirements under the *Municipal Act, 2001*, its regulations, and other Acts related to the role of the Treasurer, and any by-laws made thereunder which apply within the Town of Cobourg, as well as the position description approved for the Treasurer, which may be subject to updates.
2. THAT this By-law shall come into effect upon the final passing hereof.
3. THAT By-law No. 024-2006 is hereby repealed.

READ and finally passed in Open Council this 23rd day of October, 2023

Lucas Cleveland, Mayor

Brent Larmer, Clerk



A BY-LAW TO AUTHORIZE EXECUTION OF A PRE-SERVICING AGREEMENT AND A SUBDIVISION AGREEMENT WITH NEW AMHERST LIMITED AND THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS pursuant to Section 51(26) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, which provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a plan of subdivision;

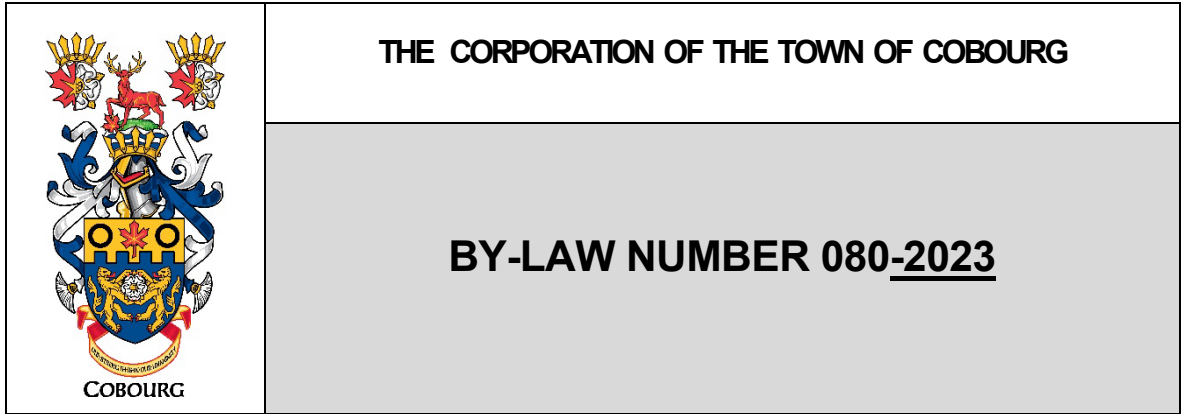
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobourg enacts as follows:

1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Pre-Servicing Agreement and a Subdivision Agreement with New Amherst Limited for a subdivision known as New Amherst Stage 2 Phase 3 on the west side of New Amherst Boulevard and east of the Town Boundary, consisting of 10 residential blocks, 2 mixed use blocks, 1 pumping station block, 3 park blocks, 1 one-foot reserve block and various public road rights-of-way and private lanes, subject to the finalization of details by municipal staff and applicable agencies; and
2. THAT 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, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 23rd day of October, 2023.

Lucas Cleveland, Mayor

Brent Larmer, Clerk



A BY-LAW TO AUTHORIZE EXECUTION OF A SUBDIVISION AGREEMENT WITH CASTLEGROVE HOMES (COBOURG) INC. AND THE CORPORATION OF THE TOWN OF COBOURG.

WHEREAS pursuant to Section 51(26) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, which provides that a municipality has the authority to enter into one or more agreements as a condition of the approval of a plan of subdivision;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobourg enacts as follows:

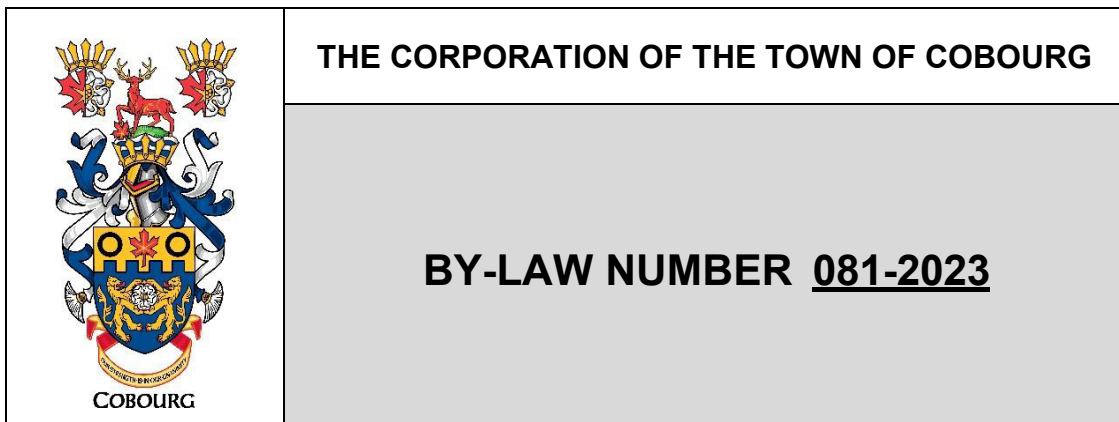
1. THAT the Mayor and Municipal Clerk are hereby authorized and instructed to execute on behalf of the Corporation a Subdivision Agreement with Castlegrove Homes (Cobourg) Inc. for a subdivision known as Victoria Meadows located on the south side of Elgin Street East (County Road 2) and west of Canadian Tire consisting of 17 blocks for 72 residential lots, 1 commercial block, 1 park block, 1 emergency/pedestrian access block, and associated public roads, subject to the finalization of details by municipal staff and applicable agencies.

2. THAT this By-law shall come into force and effect upon final passing hereof, subject to the provisions of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, and shall expire two (2) years from the date of passing.

By-law read and passed in Open Council this 23rd day of October, 2023 .

Lucas Cleveland, Mayor

Brent Larmer, Clerk



A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG AT ITS REGULAR COUNCIL MEETING HELD ON OCTOBER 23rd, 2023.

WHEREAS Section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a Municipality shall be exercised by its Council;

AND WHEREAS Section 5(3) of the *Municipal Act, 2001*, as amended, provides Municipal power, including the Municipality’s capacity, rights, powers and privileges under Section 8, shall be exercised by by-law, unless the Municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Corporation of the Town of Cobourg adopted By-law No. 009-2019, establishing the rules of order and procedure, which provided for the enactment of a Confirmatory By-law at the end of each Regular Council Meeting to confirm the recommendations and actions approved at that meeting;

AND WHEREAS in many cases, action which is taken or authorized to be taken by Council does not lend itself to the passage of an individual by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Town of Cobourg at this meeting be confirmed and adopted by by-law;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Cobourg enacts as follows:

1. **THAT** the actions of the Council of the Town of Cobourg at its Regular meeting held on October 23rd, 2023, in respect to each report, motion, resolution or other action passed and taken by Council at its meeting, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law; and
2. **THAT** where no individual by-law has been or is passed with respect to the taking of any action authorized in or by the above-mentioned proceedings, then this by-law shall be deemed for all purposes to be the by-law required for approving and authorizing and the taking of any action authorized therein or thereby the proceedings of Council at its Regular meeting on October 23rd, 2023; and
3. **THAT** this by-law, to the extent to which it provides authority for or constitutes the exercise of power for an undertaking, work, project, scheme, act, matter or thing which requires additional approval to that of Council, shall not take effect until the additional approval has been obtained; and

4. **THAT** any member of Council who dissented from any action or proceeding or has abstained from discussion and voting thereon shall be deemed to have dissented or abstained, as the case may be, in respect to this by-law as it applies to such action or proceeding; and
5. **THAT** the Chief Administrative Officer and the appropriate Division Head of the Corporation are hereby authorized and directed to do all things necessary to give effect to the said actions of Council referred to in its October 23rd, 2023, Regular Council proceedings.
6. **THAT** the Mayor and Municipal Clerk, or their respective designates, are authorized and directed to execute all documents necessary on behalf of Council and to affix the corporate seal of the Corporation of the Town of Cobourg to all such documents; and
7. **THAT** this by-law shall come into full force on the day it is passed.

By-law read and passed in Open Council this 23rd day of October, 2023 .

Lucas Cleveland, Mayor

Brent Larmer, Clerk