



The Corporation of The Town of Cobourg
COMMITTEE OF THE WHOLE MEETING
AGENDA

Monday, October 26, 2020

6:00 P.M.

Electronic Participation

Pages

5. DELEGATIONS

- *5.1. Judy Smith, Environmental Officer, County of Northumberland, requesting Council to accept the Town of Cobourg Community Climate Action Plan in Principle. 2

7. GENERAL GOVERNMENT SERVICES

- *7.3. Memo from the Municipal Clerk/Manager of Legislative Services, regarding, the continuing of Remote/Electronic Meetings for the remainder of 2020. 29

Action Recommended:

THAT Council meetings be held remotely until the end of 2020; and

THAT Council direct the Municipal Clerk to bring forward a Staff Report by December 2020 with recommendations for Council meeting in 2021.

*15. CLOSED SESSION

Action Recommended:

THAT Council meet in Closed Session in accordance with Section 239 (2) (c) of the *Municipal Act, 2001*, regarding:

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

- *15.1. Northam Industrial Park Lease Agreement Proposal - Horizon Plastics International
- *15.2. Northam Industrial Park Lease Agreement Proposal - Parkland Fuel Corporation
- *15.3. Second Street Lot Lease Agreement Proposal.



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

Delegation Request Form

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

1. GENERAL INFORMATION

Name of Delegate(s):

Judy Smith Town of Cobourg Climate Action Coordinator

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

Town of Cobourg

2. MEETING SELECTION

I wish to appear before:

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

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

Press to Select a Committee of Board

Meeting Date Requested:

Oct. 26 2020

3. DELEGATION REQUEST

General Nature/Purpose of the Delegation:

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

To present to Council what consultation has occurred on the Climate Action Plan and request that a motion come forward at Nov. 2 to accept the Climate Action Plan in principle.

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)

That the Town of Cobourg pass a motion to accept the Climate Action Plan in principle at the Nov. 2nd Council meeting

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.

Please note that information on the first two (2) pages of this form will be printed on a public Agenda.

5. CONTACT INFORMATION

Address (Street, Town/City and Postal Code):

555 Courthouse Rd cobourg

Phone:

905-3723329 x2237

E-Mail:

smithj@northumberland.ca

6. ACCESSIBILITY ACCOMODATION

Do you require any accessibility accommodation? ☐ Yes ☒ No

If yes, what accommodation(s) do you require?

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

JUDY Smith

Print Full Name

Judy Smith

Signature

Digitally signed by Judy Smith
Date: 2020.10.23 12:06:36
-04'00'

2020/10/23

Date (YYYY/MM/DD)

Municipal Clerk or Designate

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

LEGISLATIVE SERVICES DEPARTMENT | VICTORIA HALL, 55 KING ST W, COBOURG, ON K9A 2M2
T.905.372.4301 | F.905.584.4325 | www.cobourg.ca | clerk@cobourg.ca

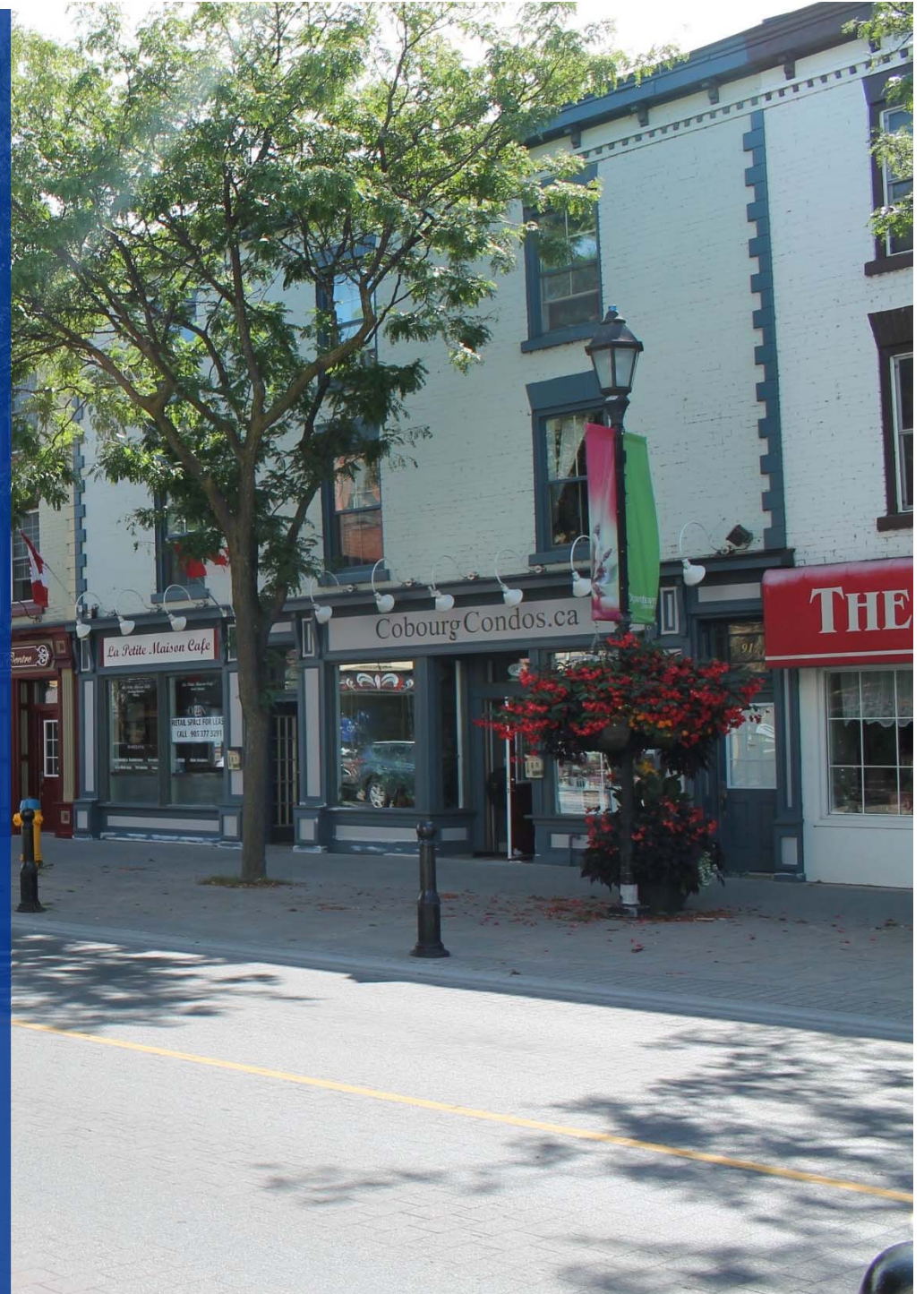


Town of Cobourg

Service Delivery Review

Key Findings, Outcomes
and Next Steps

October 26, 2020



Presentation Agenda

1. Introduction
2. Key Themes
3. Opportunities for Consideration
4. Next Steps



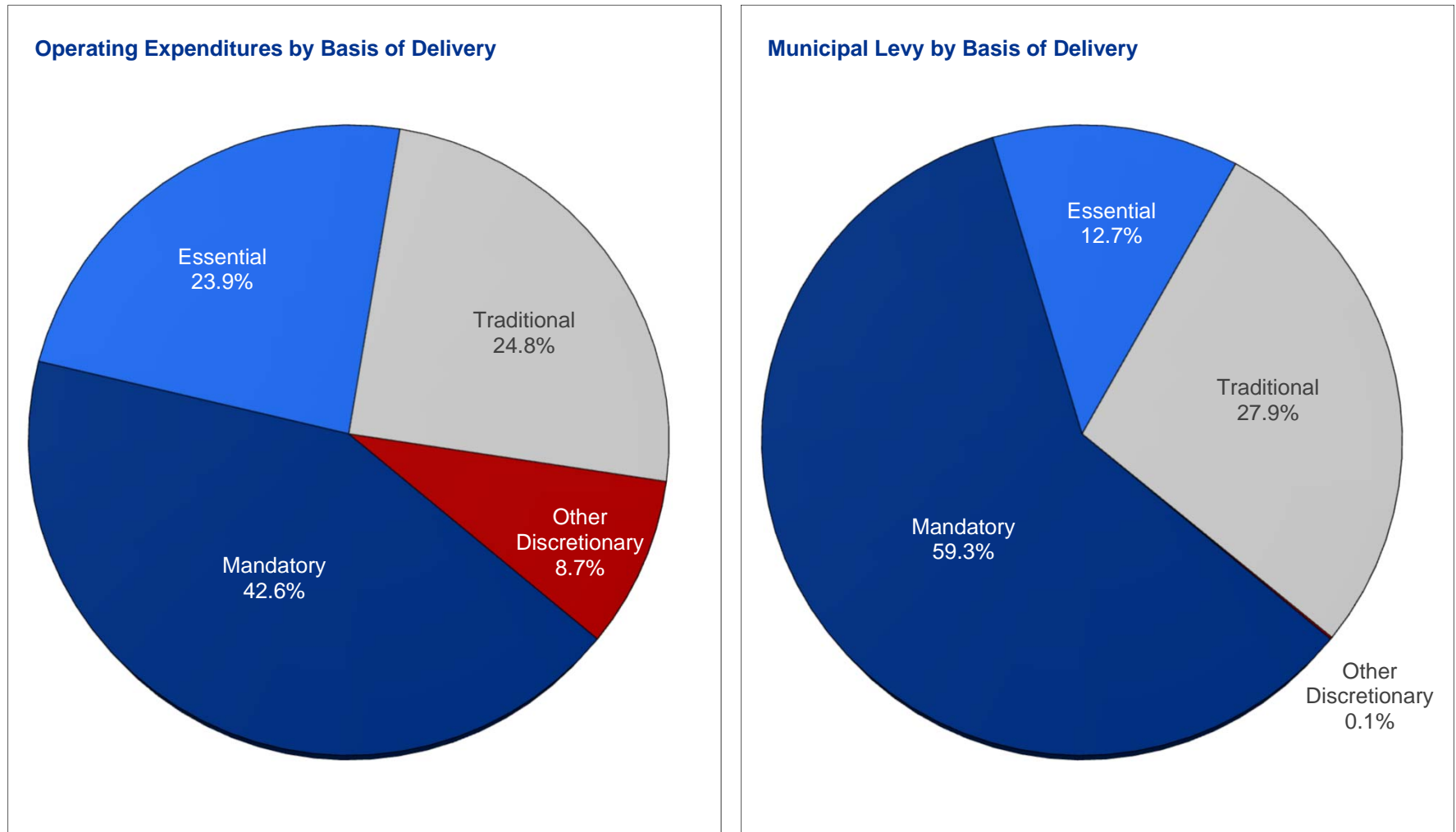
Introduction

- The Town's service delivery review commenced in April 2020 with the objective of:
 - Providing an avenue to better understand the services provided by the Town
 - Support strategies that will sustain efficiencies and value-for-money
- The specific deliverables for the review include:
 - Inventory of municipal services
 - Benchmarking and performance indicators
 - Community perspectives on the Town and its operations
 - Opportunities for efficiencies
 - Framework for opportunity implementation

Key Findings

1. Opportunities for cost reductions exist but will entail reductions in services and service levels

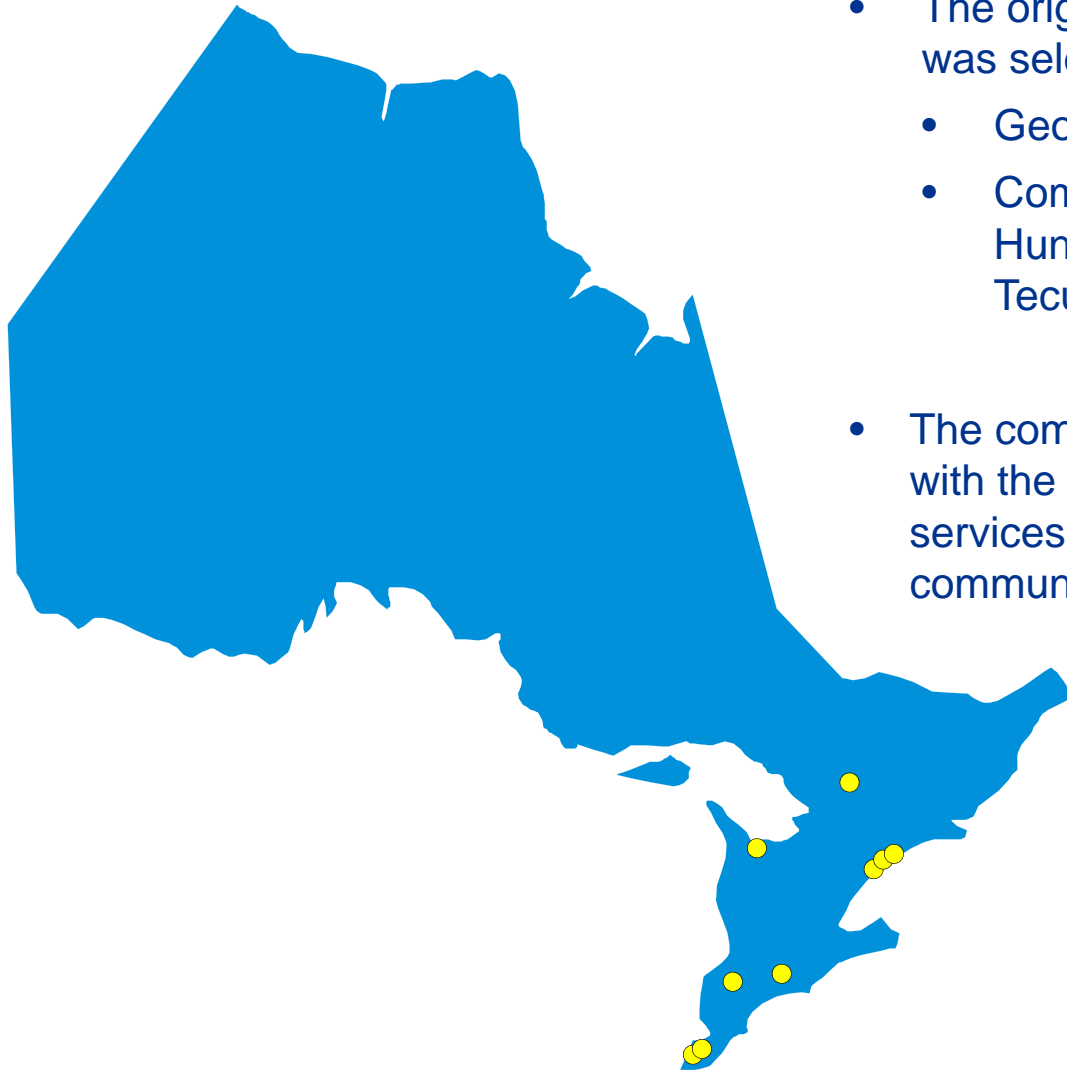
Operating Costs and Levy by Basis of Delivery



Key Findings

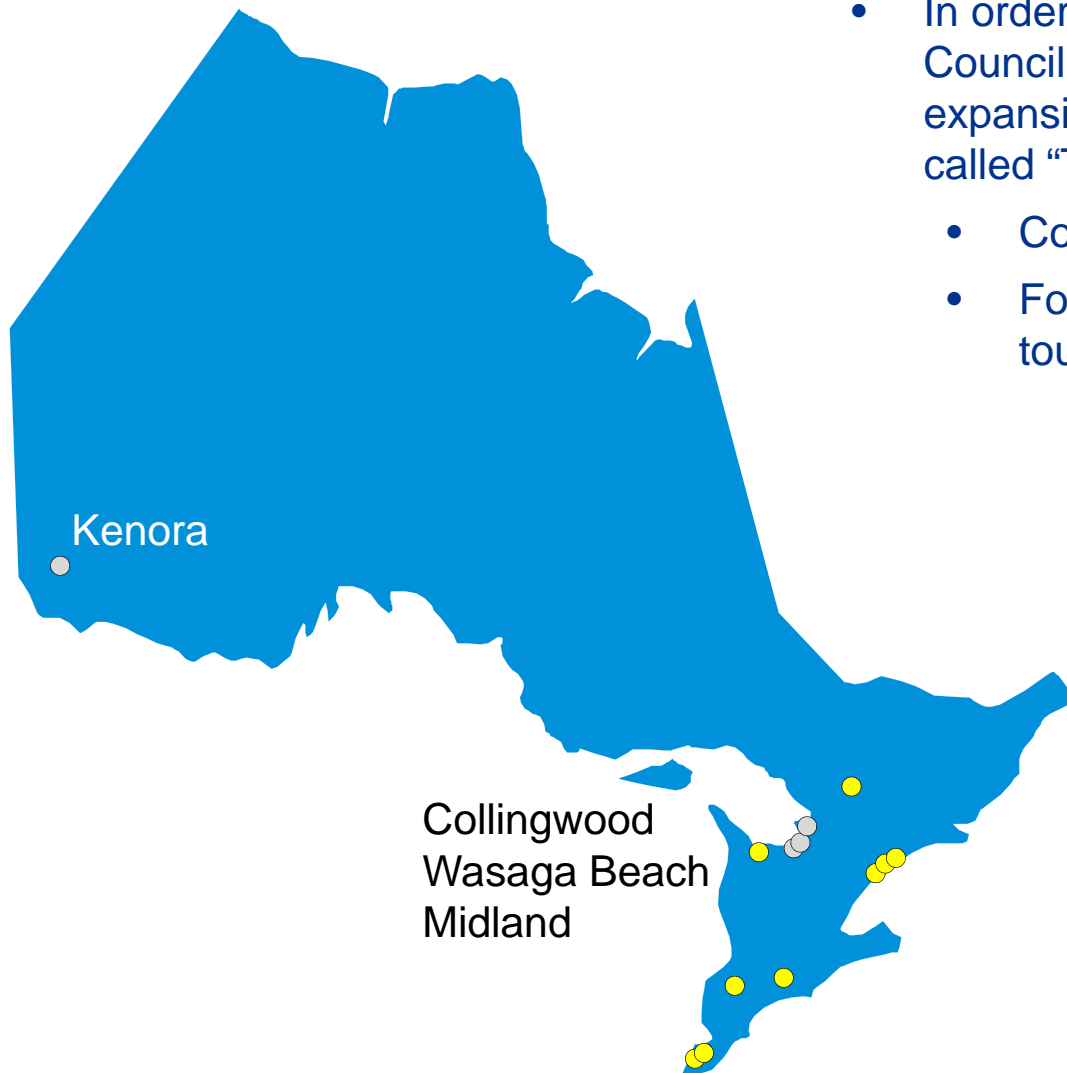
1. Opportunities for cost reductions exist but will entail reductions in services and service levels
2. Differences in service levels appear to be the primary drivers of variances in financial and staffing indicators

Comparative Analysis



- The original group of comparator municipalities was selected based on two considerations:
 - Geographic proximity (Brighton, Port Hope)
 - Comparable number of households (Essex, Huntsville, Owen Sound, Strathroy-Caradoc, Tecumseh, Tillsonburg)
- The comparative analysis yielded mixed results, with the Town having lower costs for corporate services and public works and higher costs for community-focused services

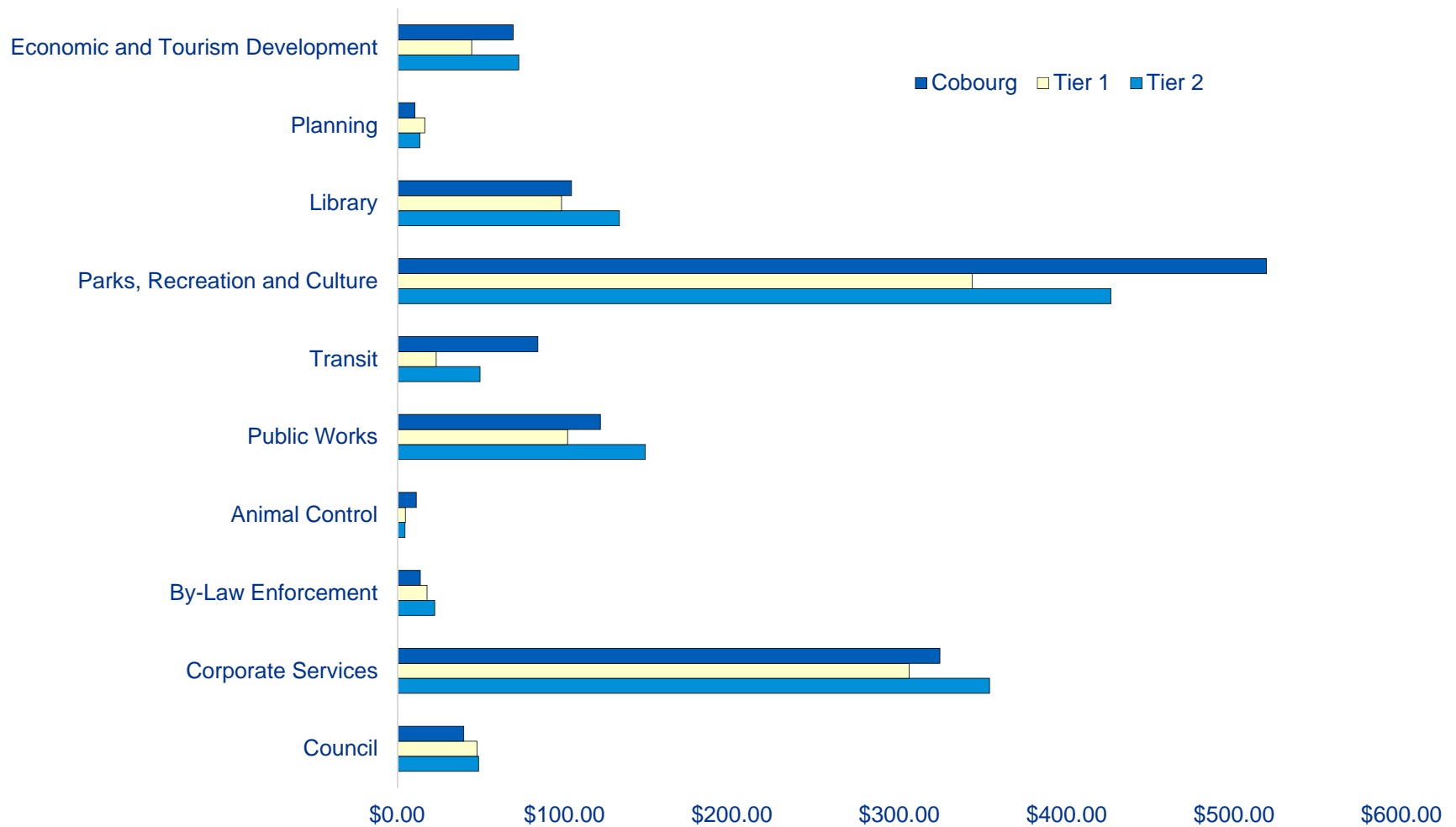
Comparative Analysis



- In order to provide a relevant analysis for Council's consideration, KPMG requested an expansion of the comparator group to include so-called "Tier 2" municipalities
 - Comparable size
 - Focus on tourism, particularly waterfront tourism

Comparative Analysis

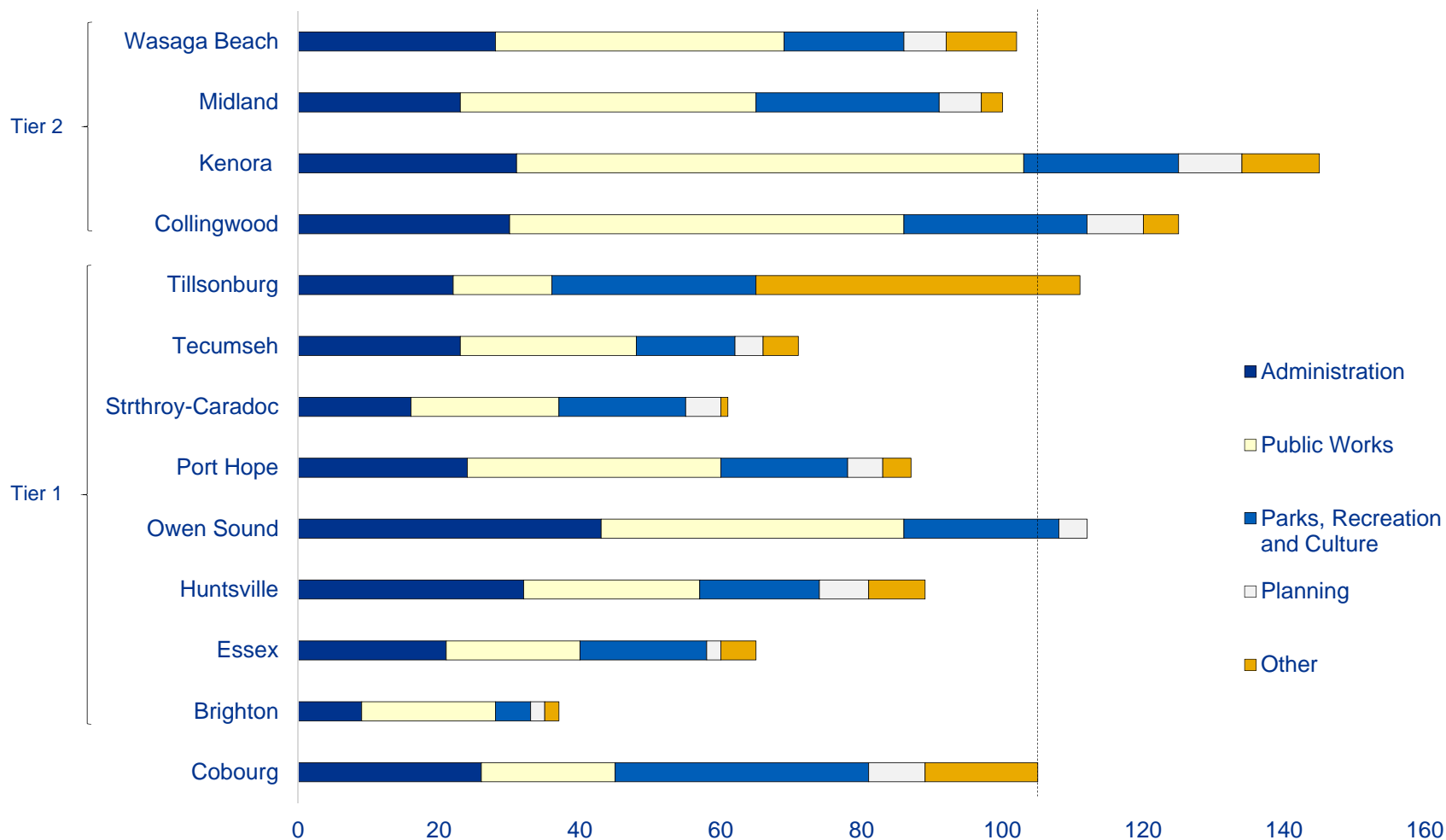
Municipal Levy Requirement (Per Household Excluding Public Works + Planning)



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Comparative Analysis

Reported Full-Time Staffing by Functional Activity



Key Findings

1. Opportunities for cost reductions exist but will entail reductions in services and service levels
2. Differences in service levels appear to be the primary drivers of variances in financial and staffing indicators
3. Corporate-level financial indicators are generally positive when compared to other municipalities, although the Town's financial reserves are towards the lower end of the range

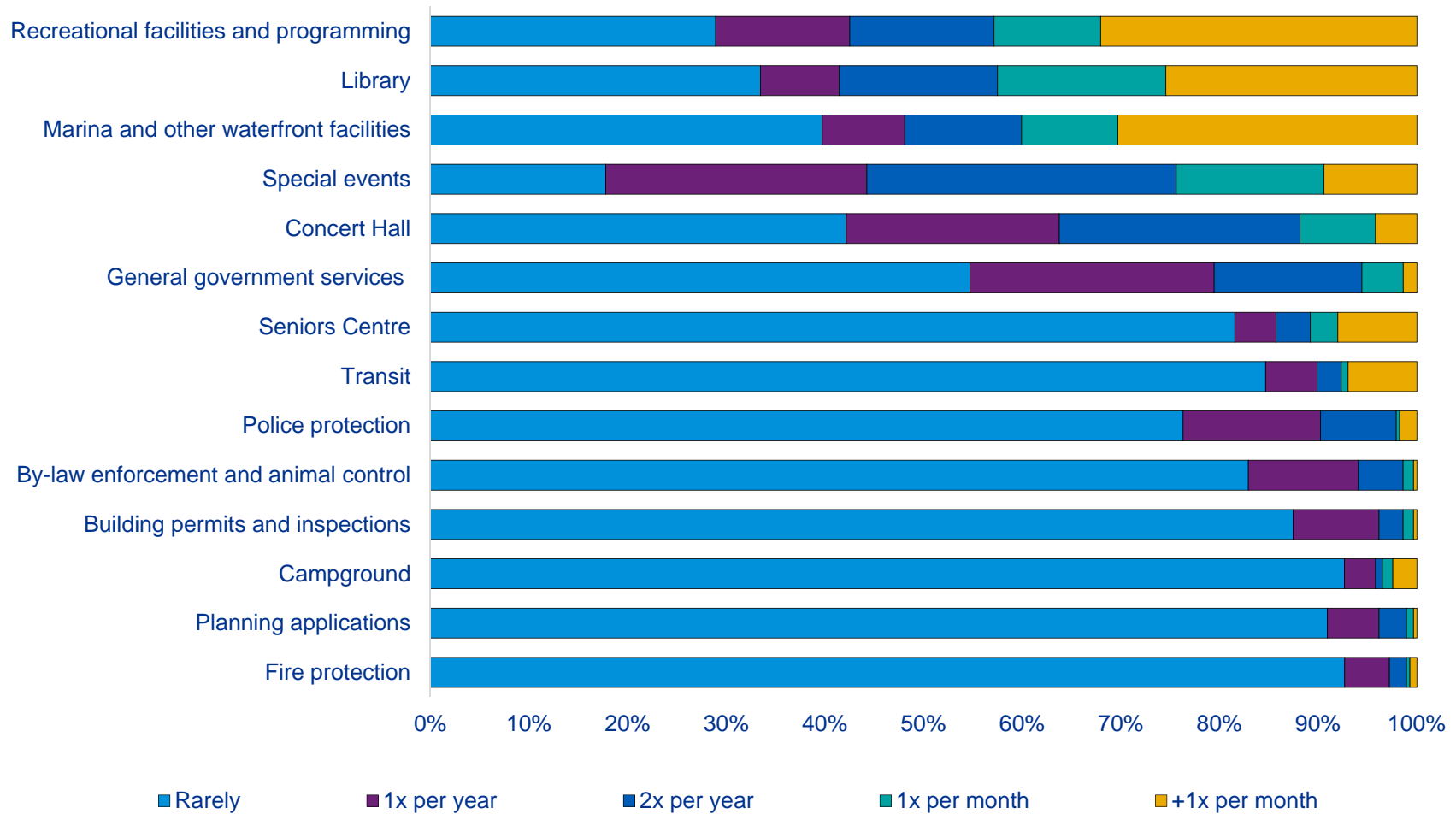
Corporate Indicators

Indicator	Rank (Highest to Lowest)
Financial assets to financial liabilities	10 th
Reserves and reserve funds per household	12 th
Capital additions as a percentage of amortization expense	7 th
Residential taxes per household – lower tier only	4 th
Residential taxes per household – lower tier, upper tier and education	4 th
Long-term debt per household	10 th
Residential taxes as a percentage of household income – lower tier only	4 th
Residential taxes as a percentage of household income – lower tier, upper tier and education	3 rd
Net book value of TCA as a percentage of historical cost	6 th

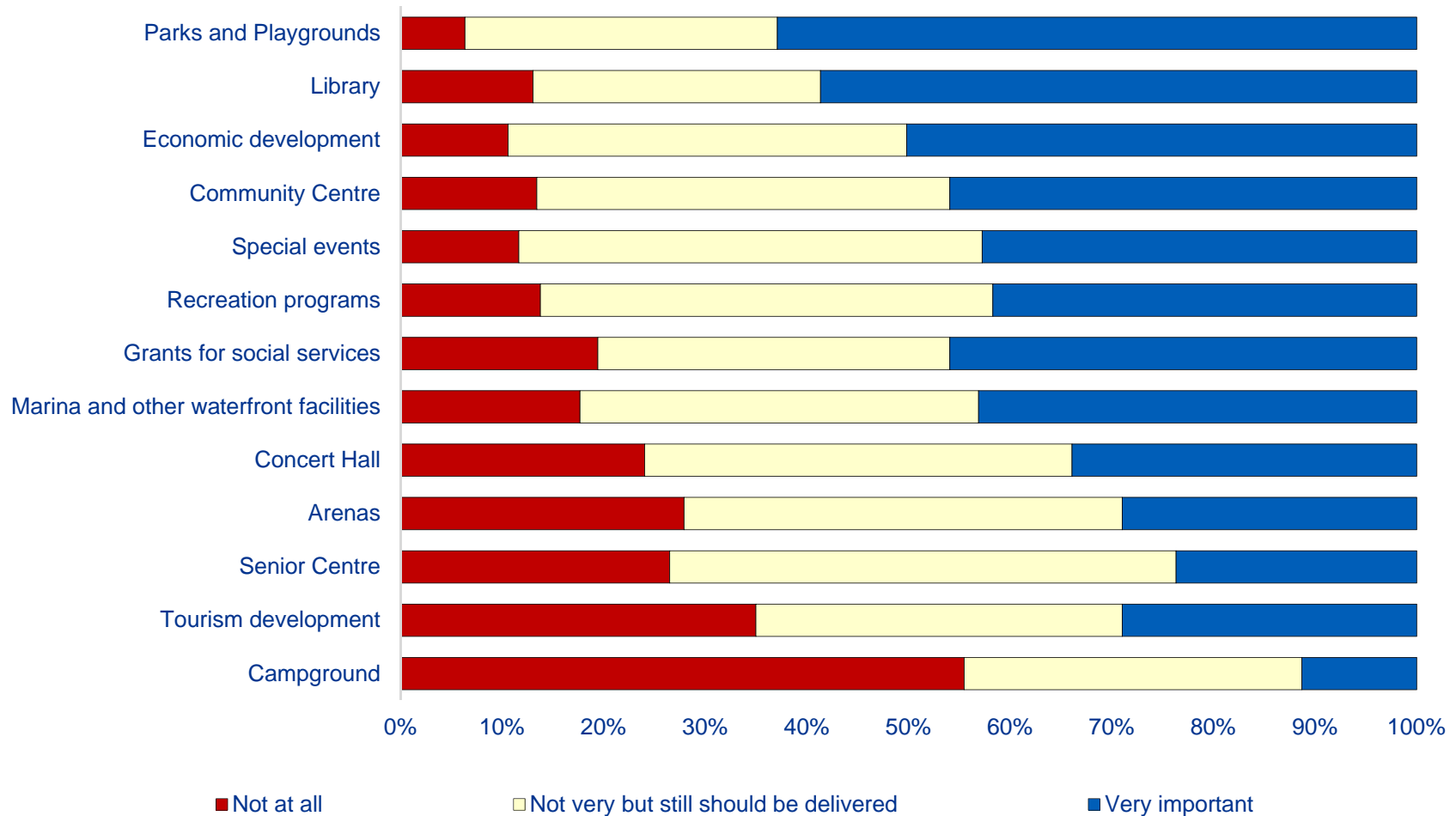
Key Findings

1. Opportunities for cost reductions exist but will entail reductions in services and service levels
2. Differences in service levels appear to be the primary drivers of variances in financial and staffing indicators
3. Corporate-level financial indicators are generally positive when compared to other municipalities, although the Town's financial reserves are towards the lower end of the range
4. Community services appear to be the most frequently used and are among the most important services for residents

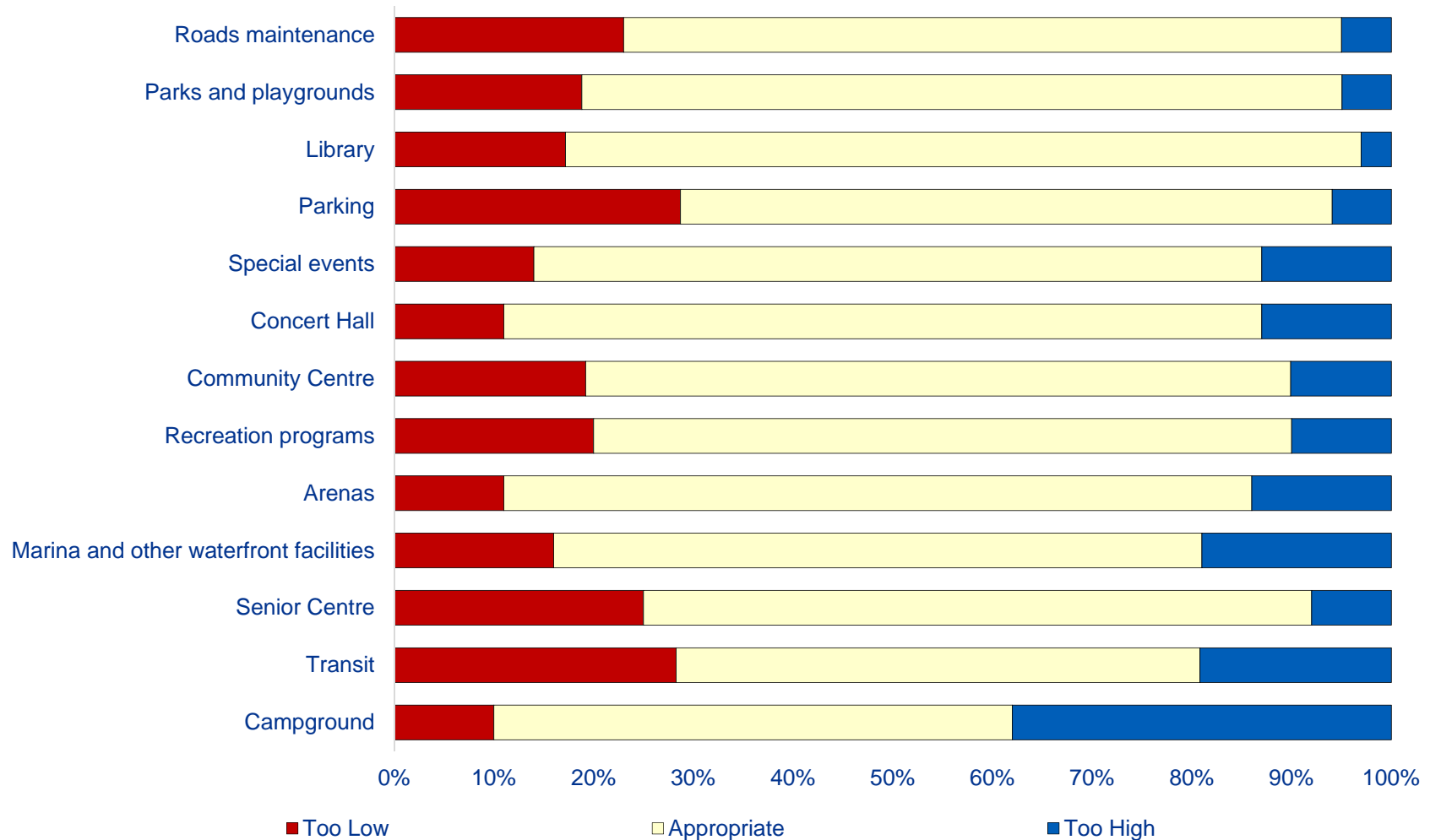
How Often Would You Typically Use The Town Services?



How Important Are Town Services To You?



Do You Believe The Level Of Service Provided Is Appropriate?



Key Findings

1. Opportunities for cost reductions exist but will entail reductions in services and service levels
2. Differences in service levels appear to be the primary drivers of variances in financial and staffing indicators
3. Corporate-level financial indicators are generally positive when compared to other municipalities, although the Town's financial reserves are towards the lower end of the range
4. Community services appear to be the most frequently used and are among the most important services for residents
5. The fundamental question is whether the Town wishes to continue with its investment in recreational and cultural programs that support both quality of life for Cobourg residents and the community's position as a tourism destination

Opportunities for Consideration

Service Level Reductions

- Recreational and cultural programming
- Transit

Alternate Service Delivery

- Animal control
- Business attraction (economic development)

User Fee Increases

- Planning
- Marina
- Stormwater management
- Parking
- Changes to user fee by-law wording

Operating Efficiencies

- Reduce paper usage and manual processes
- Enhance customer access
- Streamline financial processes
- Delegate approval to staff as appropriate
- Centralize procurement
- Integrate systems

Enhanced Performance Management

- Implement key performance indicators in order to enhance monitoring of Town performance
- Develop an enterprise risk management strategy



Next Steps

- Draft report submitted to Province November 13
- Presentation of final report to Council November 16
- Staff report on implementation strategy January 25
- Staff report on implementation progress Quarterly



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Federation of Canadian Municipalities
24 Clarence Street
Ottawa, Ontario
K1N 5P3

October 23, 2020

RE: Support for Funding Application by the Town of Cobourg

The Board of Directors of The Help and Legal Centre of Northumberland has unanimously agreed to lend their support to the Town of Cobourg in its application for funding to complete a feasibility study for a neighbourhood retrofit project to reduce energy poverty. As we understand, the goal for this project is to reduce energy poverty and to improve the building stock of homes in Cobourg to meet the anticipated extreme weather events such as heat waves that affect vulnerable populations - low income, the elderly and young - disproportionately hard.

As an organization whose vision is to realize Northumberland County as a place where all individuals have adequate resources to meet their basic needs and are empowered to participate in self-determined, meaningful ways within an equitable, just, and compassionate community, we see this project as a positive step towards achieving this goal.

As noted by Judy Smith, the Environmental Officer for the County of Northumberland, approximately 2250 households pay double or more the median amount [3%] of their income for utilities [6%] and 880 out of those households pay 10% or more. She reports that this project dovetails with the Affordable Housing policies of the County and with the goals of the Town of Cobourg where it requires the existing housing stock to be energy efficient and sustainable. It also dovetails with the Town's Climate Emergency Declaration and future Climate Action Plan passed in Dec. 2019 that stated "we are facing an unprecedented crisis that requires that we take unprecedented climate mitigation measures."

We see the Town of Cobourg as a leader in this field, and we hope they are successful in this application.

Sincerely,



Beth Bellaire
Chair, Board of Directors

October 18, 2020

To: Town of Cobourg,

Re: Community Efficiency Financing -Funding application to FCM

-and acceptance of the Community Climate Action Plan

Dear Mayor Henderson, Councilors, and Glenn McGlashon:

This letter comes to you from the Blue Dot Northumberland (BDN) community in support of the Town's application for external funding of low-income neighbourhood energy-deep energy-retrofits as part of the Community Climate Action Plan.

We are aware there is a timely FCM funding application in process that, if successful, would allow implementation of an innovative program of energy-efficiency retrofits and steps to de-carbonize low-income housing. In Cobourg many homes of lower income residents are still heated with fuel oil. This oil is expensive and contributes to energy poverty and to excessive GHG emissions compared to heating technologies such as cold-climate air-source heat pumps. Towards 2050, virtually all heating systems in Ontario will require conversion to near zero GHG emission technologies; oil heating is the low hanging fruit where retrofits can achieve both substantial energy cost savings and GHG reductions.

BDN encourages the Town of Cobourg to accept the -Community Climate Action Plan in- principle in order to apply for the FCM feasibility study to fund neighbourhood low income deep retrofit projects ASAP so that we can develop a long-term strategic plan to implement this key measure in Cobourg's Climate Action Plan. This planning sets targets for completion over the next ten years and onward to 2050. Since Cobourg met both its Kyoto target and has already met the 2030 target of a 30% reduction below 2005 according to the Climate Action Plan update 2020, the next target to 2050 will take more time to develop because it involves retrofitting the housing stock of the whole Town by 2050. It also involves the electrification of passenger and fleet vehicles over several decades. This takes a long-term strategy. The Climate Action Plan provides a vision of what we must achieve.

BDN wholeheartedly supports the funding application for this project. We look forward to being able to help support this measure in whatever way we can. Please keep BDN up to date on the progress of the application to FCM.

Sincerely,

Faye McFarlane, Tom Shea, Denny Manchee, Steve Lapp on behalf of Blue Dot Northumberland

Email: fmcfarlane@live.ca or lappstve@kos.net

Thursday October 22, 2020



To Mayor Henderson and Councilors,

It is the view of Sustainable Cobourg that the Town of Cobourg's Climate Action Plan Update 2020, submitted by the Northumberland Environmental Officer, Judy Smith, be accepted. We endorse the actions outlined in the Plan. In addition, we urge that the priorities of retrofitting existing homes that are creating 'energy poverty' for our residents, as well as transitioning all Town owned vehicles away from conventional to Electric vehicles, be seen as critical actions.

In November 2019, the Town approved the motion, by Chair Minnie de Jong of the Sustainability and Climate Change Advisory Committee, to declare a Climate Emergency and focus on reducing greenhouse gases which are known to contribute to changing our climate. The priorities outlined in the Cobourg Climate Action Plan 2020 Update will begin to achieve that.

We are living in unprecedented times. It is now that we can make our mark in shaping the future. The long awaited, by us, Integrated Community Sustainability Plan and Green Design Standards are enormous instruments that will help us mitigate the undeniable consequences to our environment, our society and our economy of the plague caused by greenhouse gases. We cannot, we dare not wait one moment longer.

As a Partner organization to the Town, as stated in the Strategic Plan, we have supported the Town's direction in creating a culture of sustainability because we know that it is only through that lens that we can achieve any measure of success in our fight against the destructive effects of ever increasing GHG.

"Our vision is of Cobourg as a sustainable community. One where the values of environmental stewardship, social responsibility and economic resilience are reflected in individual, community, business and government behaviours and are consistently supported through sustainable products, policies, purchases, programs and actions." (taken from the vision statement of Sustainable Cobourg)
The actions outlined in the Cobourg Climate Action Plan 2020 are exactly those actions. And they are doable.

We were happy to be of help in funding part of the research for this report and we are here in any measure that the Town deems to be appropriate in achieving the actions outlined in this report.

Best,
Gigi Ludorf-Weaver,
President, Sustainable Cobourg

Prelude:

The pandemic has affected the ability to conduct in-person public consultation but through electronic means consultation has taken place on the Cobourg Community Climate Action Plan Update 2020 with these groups who have provided letters of support for '*approval in principle*'. [Sustainable Cobourg, Blue Dot Movement, Coalition for Social Justice, the Northumberland Help and Legal Centre and the Electric Vehicle Society -Northumberland Chapter.] and local media have provided lengthy outlines of the Community Climate Action Plan for the public to see. Consultation is on-going.

MOTION

WHEREAS on December 2nd, 2019 the Town of Cobourg passed a resolution to declare a Climate Emergency that stated that “we are facing an unprecedented crisis requiring unprecedented climate mitigation measures; and

WHEREAS the Cobourg's Official Plan specifies that the Town of Cobourg shall develop an Integrated Community Sustainability Plan (ICSP) which will be designed with specific achievable actions for the community and will build on existing initiatives; and

WHEREAS Cobourg has met and surpassed its two targets, first Kyoto in 2014 based on the 2010 Climate Action Plan and then the more recent 2019 Partners for Climate Protection [PCP] target which is also the provincial and federal government greenhouse gas reduction target of a 30% cut in greenhouse gas emissions below 2005 levels by 2030 and


WHEREAS The Cobourg Community Climate Action Plan Update 2020 provides a *vision of the future* which if we accept in principle, will be taken up in detail by the Integrated Community Sustainability Plan and in the implementation of Green Development Standards, funding for both already secured and

WHEREAS the next government sanctioned Target year is 2050, 30 years away, and the major reduction measures in the Update 2020 that we must implement by 2050 will take time -

- retrofitting all housing and buildings starting with the needs of the neediest first and
- putting the infrastructure and education in place to electrify passenger and fleet vehicles and provide alternative bio-fuels through biodigesters for heavy duty trucks
- and to green up urban forests by growing more trees

BE IT RESOLVED THAT

That the Town of Cobourg should accept this Community Climate Action Plan Update 2020 in principle as a vision document, the first step on a road to future five year Climate Action Plans and annual updates to 2050.

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG	
	STAFF REPORT COMMITTEE OF THE WHOLE	
TO:	Mayor, Deputy Mayor and Council Members	
FROM:	Brent Larmer	
TITLE:	Municipal Clerk/Manager of Legislative Services	
DATE OF MEETING:	October 26, 2020	
TITLE / SUBJECT:	Continued Remote Council Meetings for 2020	
REPORT DATE:	October 19, 2020	File #:

1.0 STRATEGIC PLAN

Not Applicable

2.0 PUBLIC ENGAGEMENT

Not Applicable

3.0 RECOMMENDATION

THAT Council meetings be held remotely until the end of 2020; and

THAT Council direct the Municipal Clerk to bring forward a Staff Report by December 2020 with recommendations for Council meeting in 2021.

4.0 ORIGIN

- On March 19, 2020, Town of Cobourg Municipal Council Meetings begin to be held remotely (or electronically) via Zoom Video Conference in order to continue the continuity of Municipal Council approvals and the continuance of necessary decision making.
- On September 14, 2020, Municipal Council implemented the successful restart of in-person Council Meetings utilizing an alternative location of the Concert Hall, Victoria Hall with increased safety protocols and physical distancing of participants and by limiting the capacity of members of the public attending physically in the new meeting space. As a result of the increasing rise of COVID-19 cases within Ontario and throughout Canada, the decision was made to suspend the continuance of in-person

meetings until the effects of the potential second wave are fully realized by staff and provincial numbers return to a lower daily increase.

- At this time, remote/electronic meetings are the safest option to gather for Council decision making and it provides flexibility to quickly adapt to the changing circumstances of the current pandemic.
- The recommendation for Municipal Council Meetings to be held remotely until the end of 2020 has been made through considerations of public participation, accessibility and inclusion for the current meeting space, Ontario's Framework for Recovery Phase 3, public health advice, health and safety and current technology. Municipal Staff have also scanned other lower-tier municipalities within Northumberland County and other neighbouring municipalities and regions close to Cobourg's proximity.

5.0 BACKGROUND

Since March 2020, Council meetings have been held remotely (or electronically) to continue to provide continuity of local government and decision making during the changing pandemic environment. Council amended the Town's Procedural By-law on March 16, 2020, under the temporary amendment to the *Municipal Act, 2001* to allow for remote meetings of Council. The *COVID-19 Economic Recovery Act, 2020* further amended the *Municipal Act, 2001* to allow municipal councils to continue to meet remotely indefinitely after an emergency is declared. On July 27, 2020 Council amended the Town's Procedural By-law to include provisions to allow Council to meet remotely indefinitely in accordance with the *Municipal Act* amendment. Staff have continued to implement more functionality to remote meetings for efficiency and will continue to create more opportunities for remote participation at Council meetings in the future. This will start to become fully transparent once the final move to the new meeting management system eSCRIBE is completed.

6.0 ANALYSIS

It is the recommendation of staff that Council meetings return to being held remotely for the remainder of 2020 in light of the COVID-19 pandemic. Remote meetings are the safest option to gather for decision-making and it provides flexibility to quickly adapt to the changing circumstances of the current pandemic, and the unpredictability of a COVID-19 Second Wave.

This Staff recommendation to revert back to remote meetings has been made with considerations for the current meeting space, consistent public health advice, Ontario's Framework for Recovery – Stage 3, health and safety and meeting technology. Staff have also considered a scan of municipal practices in Northumberland County and other neighbouring regions/county.

In communications regarding COVID-19, HKPRDHU Public Health and the Government of Ontario advises to work from home, if possible, and to use technology to keep in touch. When outside your home, Health Officials advises

that you should practice physical distancing to stop or slow down the spread of COVID-19 in the community by limiting close contact with others. This means staying at least 2 metres (or 6 feet) away from other people whenever possible and also this includes the wearing of a face covering or mask.

On July 24, 2020, the HKPDHU Area entered Stage 3 of Ontario's Framework for Recovery, which included an indoor gathering limited to 50 persons. As part of the Town of Cobourg's ongoing Recovery Strategy, risk assessments were conducted and continue to be conducted to help Town of Cobourg workplaces identify potential COVID-19 risks to employees while at work, identify ways to reduce worker exposures, and to provide a tool for the Town of Cobourg workplaces with developing an exposure control plan based on the results of performing a risk assessment.

The Municipal Clerk considered the return of in-person Council meetings when the number of COVID cases were reporting numbers of cases at the 100 level. This review of the physical meeting space started with Council Chambers, and a risk assessment was conducted, which took into consideration the entrance/exist of the room and the third floor entrances, the potential introduction of plexi-glass partitions and other personal protective equipment, cleaning and disinfection practices and the workspace layout. When Staff accessed the area, there was a clear indication of the need for physical modifications to be made for the set-up in Council Chambers for in-person meetings in order to comply and follow the Public Health protocols. Once the determination was made that the Council Chambers would not be a viable option, Staff worked to create a secondary location to hold Council Meetings in person, that location was the Concert Hall located on the second floor of Victoria Hall. Municipal Staff did work through the same risk assessment that was conducted in the Council Chambers, which resulted in the capability to start and safely allow for Council meetings to return in-person with enhanced safety protocols and procedures, including screening of all attendees and the public to address risks related to COVID-19 and the mandatory wearing of masks.

Current Challenges:

Due to the necessity for the live streaming of meetings in order to adhere to the legislated requirement of holding open meetings for the public and utilizing the technology that currently exists to support live streaming, the new set up in the Concert Hall is presently the only room option available for currently holding in-person recorded or live-streamed Council meetings. Due to the recommended public health guidelines, the Concert Hall is limited on public attendance restrictions due to room capacity resulting from physical distancing requirements. Based on the square footage requirements for distancing, the maximum capacity for the Concert Hall is 20 members of the public in addition to the mandatory physical attendance of Staff and Councillors.

In addition to the room restrictions, technology has also become a barrier to transparency and efficiencies in Council Meetings. In-person Council meetings do not fully replace the need for electronic participation. For example, Council Members, staff and the public at times may need equipment to connect to the meeting electronically due to meeting room restrictions or any other reason (ie. self-isolation). If this is to be done successfully, an electronic meeting platform would need to be integrated with the current AV system and the current live stream recording within the Concert Hall. This would be required for members of the public (both at home and in Council Chambers), staff and Council in order to be able to clearly identify, see and hear all participating members who are present physically and electronically. In-person meetings, with forms of electronic participation, which would result in a hybrid meeting structure, that requires increased logistical processes to ensure a seamless end-to-end experience for all individuals, whether participating in-person or remotely.

In July, Municipal Council approved the new eSCRIBE Meeting Management System which includes a Hybrid Meeting function that will help integrate physical and electronic attendance into one steady stream to the public. This current technology is still in the works and the Municipal Clerk's Department hopes to have this hybrid model working by January 2021. The current model is still causing problems related to sound for some municipalities that are utilizing the system currently.

Currently, the Town of Cobourg has a strong staff team that can continue to support remote meetings for the remainder of 2020 and adapt when necessary. Municipalities across the province are adapting their Council meeting procedures and logistics in light of the current pandemic and the recent legislative changes, likely taking into consideration their respective: Council Chambers size and features, technology, access to broadband and recovery plans. Currently, Northumberland County municipalities, other than the municipality of Brighton are continuing with remote Council meetings at this time. Through a scan of municipalities, similar-sized and larger municipalities continue to conduct remote Council meetings for the time-being and up to the end of 2020.

In light of this recommendation, staff are also looking at opportunities to better support remote statutory public meetings. Staff recommend continued remote Council meetings for the remainder of 2020 due to the considerations discussed above. Council direction on this matter will allow staff the ability to plan ahead for the remainder of this year throughout any changing circumstances of this pandemic.

Below is the current remainder of the Council Meeting for 2020:

	Meeting Type	Date	Time
1.	Committee of the Whole	Monday, October 26, 2020	6:00 P.M
2.	Regular Council Meeting	Monday, November 2, 2020	6:00 P.M
3.	Statutory Public Planning Meeting	Monday, November 9, 2020	5:00 P.M
4.	Committee of the Whole	Monday November 16, 2020	6:00 P.M
5.	Divisional Budget Meeting	Tuesday November 17, 2020	3:00 P.M
6.	Divisional Budget Meeting	Thursday November 19, 2020	3:00 P.M
7.	Regular Council Meeting	Monday, November 23, 2020	6:00 P.M
8.	Divisional Budget Meeting	Tuesday November 24, 2020	3:00 P.M
9.	Divisional Budget Meeting	Thursday November 26, 2020	3:00 P.M
10	Statutory Public Planning Meeting	Monday, November 30, 2020	5:00 P.M
11	Committee of the Whole	Monday, December 7, 2020	6:00 P.M
12	Regular Council Meeting	Monday, December 14, 2020	6:00 P.M

Total Remaining Scheduled Meetings for 2020: 12 Meetings

7.0 FINANCIAL IMPLICATIONS/BUDGET IMPACT

There are no financial implications or budget impacts related to this report.

8.0 CONCLUSION

THAT Council meetings be held remotely until the end of 2020; and

THAT Council direct the Municipal Clerk to bring forward a Staff Report by December 2020 with recommendations for Council meeting in 2021.

9.0 AUTHORIZATION/SIGNATURES



Brent Larmer
Municipal Clerk
Manager of Legislative Services



Tracey Vaughan,
Chief Administrative Office