

 COBOURG	<p>THE CORPORATION OF THE TOWN OF COBOURG</p> <p>BY-LAW NUMBER <u>072-2020</u></p>
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A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE MUNICIPAL CORPORATE REVIEW PROTOCOL WORKING GROUP AND TOWN OF COBOURG ROAD SAFETY RESPONSE TEAM

WHEREAS Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Corporate Policy Review Team, and Town of Cobourg Road Safety Response Team at the Committee of the Whole Meeting held on November 16, 2020;

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

- 1. THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule ‘B’ – 3 of the by-law to include the Terms of Reference for the Corporate Policy Review Team.
- 2. THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule ‘B’ – 4 of the by-law to include the Terms of Reference for the Town of Cobourg Road Safety Response Team.
- 3. THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 23rd day of September, 2020.

MAYOR

MUNICIPAL CLERK



SCHEDULE 'B' – 3
COUNCIL AND STAFF MEETING GROUPS

Corporate Policy Review Team
Terms of Reference

Reporting to:	Council
Composition:	Coordinator General Government Services Additional Member of Municipal Council Chief Administrative Officer Municipal Clerk/Manager of Legislative Services Deputy Clerk/Records Management Coordinator Manager of Human Resources Municipal Staff/Coordinators as required for review of department specific Policies will be invited to meetings as required.
Term of Appointment:	No Term

1.0 Purpose

To develop and implement a framework for the development, review and updating of Municipal Policies and Procedures.

Process Plan Responsibility: (Municipal Clerk, General Government Services):

- a) Municipal Clerk's office to initiate and implement a plan;
- b) Develop a table of contents of required Town policies and procedures;
- c) Recommend NEW policies and procedures for development;
- d) Review, revise and update current policies and procedures;
- e) Develop internal protocol for regular review, updating and approval of Town policies and procedures which will include a review of policies every three (3) years or earlier;
- f) Develop an internal protocol for distribution, training and communication to staff;
- g) to consolidate, develop and review Corporate Policies to determine if obsolete, require updating or consistent with or superseded by the Municipal Act or any other Provincial Act or Legislation;
- h) Develop ongoing program (protocol) for identifying and updating older policies;
- i) Ensure all Divisions and Departments have access to the Policies search database as well as make Policies available to the Public and accessible.

2.0 Action Plan:

- Establish working group tasked to review Corporate Policies with input from the appropriate Municipal Staff and appropriate Council Coordinator.

- In advance of Corporate Policy Review Meetings, Council members will be provided with a report listing current Policies under review.
- Council/Coordinators will be asked to attend meetings when Corporate Policies under their respective areas of responsibility will be discussed for their input, recommendations and plan of action;
- Once a Policy is reviewed and recommendations for revisions or repeal of Policies are proposed, a report will be prepared for presentation to Municipal Council for adoption and approval.

3.0 Corporate Policy Review Process

1. Municipal Clerk will prepare agendas and specific Policies for review based on the following criteria:
 - a) Topics as directed by Council, CAO, Division Directors, General Government Services, Public Works, Planning and Development, Community Services or any other municipal department/division.
 - b) Urgent matters affecting the Municipality;
 - c) Policies under general review by Municipal Clerk to be categorized as:
 - i. Corporate Policies now covered by Provincial legislation and not under municipal jurisdiction recommended for repeal;
 - ii. Corporate Policies that are no longer relative/required recommended for repeal;
 - iii. Corporate Policies that require a complete review and update;
 - iv. Corporate Policies that could be consolidated with other relative Policies
 - v. Corporate Policies that require minor adjustments to align with current legislation or circumstances;
 - vi. Corporate Policies that are strictly administrative and do not require a review now or in the future will be identified and coded accordingly in the master Policy database and index.

4.0 Policy Review and Revision

In order to ensure policies and procedures are up-to-date and relevant, they should be reviewed every five (5) years or in accordance with any applicable legislation. Each policy should have a review date identified on the document to guarantee consistent revision of policies and to identify the currency of the document.

Meetings will be held on a bi-weekly basis generally on the 2nd Thursday of the month at 9:00 A.M.



Municipal Road Safety Response Team Terms of Reference

Reporting to:	Council
Composition:	Director of Public Works, Chair Manager of Roads & Sewers Engineering and Public Transit Administrator Representative from Legislative Services Representative from Cobourg Police Services Representative from the Planning Department Other staff and agency representatives, as needed
Term of Appointment:	No Term

5.0 Purpose

The mandate of the Road Safety Response Team is to:

- Review road safety related issues as may be identified by a member of Council, as directed by Council, or through written submissions by any member of the public;
- Respond to the inquiry in a timely manner; and
- Present recommendations to Council, as needed.

6.0 Action Plan:

- The Response Team is a technical review team comprised of municipal staff from a variety of disciplines and has no independent authority; its role is to provide recommendations principally to Town Council or where appropriate to Town Departments respecting technical and operational matters.
- The Response Team shall develop procedures to address the needs of the community and the Corporation.
- All road safety related matters will be circulated to the Response Team members however, only substantive issues will be directed to the Response Team for review; Public Works staff shall address all non-substantive operational issues and requirements directly.
- Concerned citizens shall be permitted to address the Response Team as a delegation, if they choose.
- The Response Team shall provide an annual report to Council summarizing the statistics of the cases reviewed and responded to.

7.0 Staff Support

- Engineering and Public Transit Administrator will provide administrative support for the Response Team.
- GIS Coordinator will provide technical support for the online tracking system of traffic related concerns.
- Communications Manager will provide support related to media releases, as needed.

8.0 Meeting Schedule

- Six (6) week schedule or as required.
- Meeting time to be set by Response Team.