

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
<b>Submitted by:</b>	Krystal Christopher, Deputy Clerk/ Records Management Coordinator, Legislative Services Department	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	May 9, 2022		
<b>Report No.:</b>	Legislative Services-020-22		
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**Subject/Title:** Zero Emission Vehicle Ad Hoc Committee - Terms of Reference

## RECOMMENDATION:

THAT Council authorize the preparation of a by-law to be endorsed and be presented to Council for adoption at a Regular Council Meeting to amend By-law No. 008-2019 to include the proposed Terms of Reference for the Zero Emission Vehicle – Ad Hoc Committee, as attached to this Report as Attachment #1;

FURTHER THAT Council direct the Legislative Services Department to advertise the citizen vacancies in the local newspaper and on the municipal website in order to begin the search for volunteers to participate on the Ad Hoc Committee; and

FURTHER THAT Council discontinue the Ad Hoc Committee by Resolution once final recommendations upon the specified matter have been provided and further recommendations are no longer required.

## 1. STRATEGIC PLAN

This report addresses one (1) Council Strategic Plan Objective: To continue to work on green initiatives to improve the quality of life for everyone

## 2. PUBLIC ENGAGEMENT

Not Applicable.

## 3. PURPOSE

To establish the Zero Emission Vehicle – Ad Hoc Committee Terms of Reference as directed by Municipal Council through formal resolution.

#### 4. ORIGIN AND LEGISLATION

At the October 12, 2021, Regular Council meeting, direction was given to staff for the establishment of an Ad Hoc Committee to assist with the transitioning of Town operated vehicles to a zero-emission platform

Further to this Resolution, the Legislative Services Department has prepared this report, with the proposed Terms of Reference for the Ad Hoc Committee, to respond to the direction from Council.

#### 5. BACKGROUND

On October 4, 2021, Council considered a memo from the Transportation Advisory Committee, regarding the creation of a Zero Emission Vehicle Ad Hoc Committee to assist with the Town of Cobourg's Zero emission strategy for Cobourg's owned vehicles, consistent with the Climate Change initiatives adopted in Cobourg's Strategic Plan.

At the Regular Council Meeting of October 12, 2021, Council adopted the following Resolution:

*"WHEREAS at the Committee of the Whole Meeting on October 4, 2021, Council considered a Memo from the Recording Secretary, Transportation Advisory Committee, regarding the creation of a Zero Emission Vehicle Ad Hoc Committee;*

*NOW THEREFORE BE IT RESOLVED THAT Council authorize the creation of a Zero Emission Vehicle Sub Committee, with the draft Terms of Reference being presented to Council by Dec 6, 2021"*

Council may establish Ad Hoc Committees to provide opportunities for members of the public to have input into the decisions of the Town regarding a specific subject, project or undertaking, which are typically temporary in nature, until the Ad Hoc Committee has achieved their objectives. Section 6.1 of the Terms of Reference By-law (008-2019) provides that Ad Hoc Committees established by Council must be given a clear mandate and well-defined Terms of Reference.

#### 6. ANALYSIS

In keeping with the Town's Procedural By-law and the Terms of Reference By-law, Staff have prepared a draft Terms of Reference for the Zero Emission Vehicle – Ad Hoc Committee. The draft Terms of Reference have been included in this report as Attachment #1, and in general describes the Ad Hoc Committee's duties and functions; composition and terms of appointment; reporting structure; administration; and resources.

Once formed, the Zero Emission Vehicle – Ad Hoc Committee is expected to provide recommendations to assist the Town of Cobourg in researching how the Town could

successfully transition Town operated vehicles to a zero-emission platform, in an effective, effectual, and positive manner.

Given the nature and the proposed mandate of the Zero Emission Vehicle Ad Hoc Committee, Staff are recommending the following Committee structure:

- A minimum of one (1) and a maximum of four (4) Members from the Transportation Advisory Committee
- A member from the Sustainability and Climate Emergency Advisory Committee
- A minimum of one (1) and a maximum of three (3) citizen appointments

The Public Works Division will act as the lead Division for the Committee. Staff from other departments or divisions may attend meetings as required to provide expertise or report on various matters. The Public Works Division will provide secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of agendas and minutes.

Representatives from the community will be solicited through a call for applications, to be advertised in the local newspaper and on the municipal website for a proposed duration of three (3) weeks. The Ad Hoc Committee will be discontinued by Council through resolution when no further recommendations are longer required.

## **7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS**

This report does not have financial or budget impact.

## **8. CONCLUSION**

It is recommended that Council approve the Zero Emission Vehicle Ad Hoc Committee's Terms of References, as provided in Attachment #1, to be approved through by-law as an amendment to the Terms of Reference By-law (008-2019) to allow municipal staff to begin the recruitment process to fill the citizen membership positions to the Ad Hoc Committee.