

STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



Report to:	Mayor and Council Members	Priority:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Low
Submitted by:	Brent Larmer, Municipal Clerk/ Director, Legislative Services Legislative Services Division blarmer@cobourg.ca	Meeting Type:	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
Meeting Date:	January 9, 2023		
Report No.:	Legislative Services-083-23		
Submit comments to Council			

Subject/Title: Unfinished Business/Referred Items from the 2018 – 2022 Council Term

RECOMMENDATION:

THAT Council receive this report for information purposes to address unfinished and referred business items from the outgoing term of Council; and

FURTHER THAT Council direct items to Municipal Staff for further comment or review as necessary to decide to approve or to dispose of the unfinished or referred business items from the outgoing term of Council to remain on Councils Agendas; and

FURTHER THAT Council direct the Staff to include a review and report on the Unfinished Business Item listing that appears on every Council Meeting Agenda as part of the Municipal Governance Review.

1. STRATEGIC PLAN

Not Applicable.

2. PUBLIC ENGAGEMENT

Not Applicable.

3. PURPOSE

The purpose of this Staff Report to provide the new Term of Council with the outstanding unfinished business that was not completed during the previous term of Council. This report will allow the new Council to review the previous unfinished

business items and to ask questions of Staff on each item and to either have items remain on the unfinished business listing, or to remove from the unfinished business and leave with staff to manage internally through operations.

4. ORIGIN AND LEGISLATION

Pursuant to the Town of Cobourg Procedural By-law No. 009-2019, any matter on Council's Agenda that has not been disposed of by Council shall be placed on the Agenda of the next meeting of Council as 'Unfinished Business'. Items which have been considered by Council and referred to Municipal Staff or Advisory Committees for a report under Unfinished Business will be listed with the date of their first appearance noted and repeated on each subsequent Agenda until disposed of by Council or removed from the Agenda by leave of Council.

With the 2018 – 2022 outgoing term of Council, unfinished business items have remained on Council's Agenda. In addition, and due to the time constraints, that the recently departed Council experienced while approaching the completion of its term, Council Agenda items have also been recommended to be referred to the 2022 – 2026 term of Council for consideration. The new term of Council is therefore, required to review the unfinished and referred business items from the previous term of Council to make a decision to approve or to dispose of the unfinished and/or referred business items from the outgoing term of Council.

5. BACKGROUND

Council is receiving this report as part of the regular procedure of the Municipal Clerks Office when a new term of Council commences. The report provides an opportunity for Council to discuss the items that have been left unfinished as directed by Council from the previous Council Term.

6. ANALYSIS

The new term of Council will be required to consider the Agenda items that have been referred to them both directly through the previous Council, and through the unfinished business items listed on Council's Agenda. To assist the new Council with this responsibility, the following will list the current unfinished and referred business items for their consideration.

Unfinished Business Items:

Unfinished Business Item & Relevant Reports/Material	
Motion - Social Planning and/or Community Development Advisory Committee.	
Meeting Date & Type:	January 28, 2019 Committee of the Whole

Item Type:	Staff Report
Agenda Item:	Memo from the Municipal Clerk/Manager of Legislative Services, regarding the 2019 Advisory Committee Review and the draft Municipal Council Advisory Committee and Local Board Terms of Reference By-law.
Minutes Resolution:	<p>Moved by Deputy Mayor Suzanne Séguin, THAT Council receives the report from the Municipal Clerk/Manager of Legislative Services for information purposes; and</p> <p>FURTHER THAT the Municipal Council Advisory Committee and Local Board Terms of Reference By-law be endorsed and be presented to Council for adoption at a Regular Council Meeting;</p> <p>FURTHER THAT Council direct the Municipal Clerk to bring back a report to Council after the Council Strategic Plan has been approved, in order to amend Municipal Council Advisory Committee Terms of Reference as necessary in order to align with Council's strategic direction for the 2018-2022 Council Term; and</p> <p>FURTHER THAT Council direct the Municipal Clerk to research the framework and terms of reference of a social planning and/or community development advisory committee with input from the Town's Planning Division to determine how affordable housing and other community health priorities fits within a municipality's strategic plan. The research will be due back to Council no later than June 2019.</p>
Attachments:	The unfinished business Staff Report from the Town Clerk is attached herewith as Appendix 'A'.

Motion - Municipal Land Inventory	
Meeting Date & Type:	October 3, 2022 Regular Council
Item Type:	Staff Report
Agenda Item:	Memo from the Director, Planning and Development, regarding the Municipal Land Inventory Engagement Results and Next Steps.
Minutes Resolution:	<p>WHEREAS at the Committee of the Whole Meeting on September 26, 2022, Council considered a memo from the Director, Planning and Development, regarding the Municipal Land Inventory Engagement Results and Next Steps;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council approve Priority Site #1 being the lands to the west of Memorial Area as a site to be further reviewed for the potential disposition of land for housing purposes; and</p>

FURTHER THAT Council direct Planning Staff to further explore one of the following housing options for Priority Site #1:

1. Tiny Home Demonstration Development;
2. Transitional Housing; and
3. Affordable Rental Apartment Building

AND FURTHER THAT Staff report back on the feasibility and options for delivering a housing special project on Priority Site #1 within the first quarter of 2023; and

FURTHER THAT Staff maintain a roster list of the seven (7) remaining sites to form part of the Planning & Development Division's work program; and to further investigate the remaining sites upon completing the investigation and implementation of any opportunity identified for Priority Site #1.

Attachments: **The unfinished business Resolution and Staff Report from the Director is attached herewith as Appendix 'B'.**

Motion – Private Transportation By-law

Meeting Date & Type: January 27, 2020
 Committee of the Whole

Item Type: Staff Report

Agenda Item: Memo from the Municipal Clerk Manager of Legislative Services, regarding the Town of Cobourg Taxicab By-law Review and Discussion on Transportation Network Companies - T.N.C.s and the Town of Cobourg Taxicab Public Engagement Report.

Minutes Resolution:

FURTHER THAT Council authorize Staff to incorporate regulations through by-law to regulate 'Transportation Network Companies' that provide an alternative transportation service within the Town of Cobourg in order to be prepared when this industry arrives in the Town of Cobourg; and

FURTHER THAT Council approve the staff recommendations to modernize the Taxicab Regulations that are outlined in the staff report and authorize the preparation of a by-law to be endorsed and presented to Council for adoption at a Regular Council Meeting to incorporate the changes into a new 'Private Transportation Regulating By-law'; and

FURTHER THAT Council direct Staff to develop and present detailed options to Council regarding regulations to help support the introduction of Accessible Taxicabs in the Town of Cobourg and direct Staff to invite and engage new and existing businesses to operate Accessible Taxis in the Town of Cobourg; and

FURTHER THAT Council instruct Staff to investigate the Innisfil ridesharing transit model and provide a report on its viability in Cobourg, to be presented to Council by June 22, 2020.

Attachments: **The unfinished business Staff Report from the Director is attached herewith as Appendix ‘C’**

Motion – Airbnb regulations and enforcement Short-Term Rental Accommodations (STRA)

Meeting Date & Type: October 25, 2021 /November 1, 2021
Regular Council

Item Type: Staff Report

Agenda Item: Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

Minutes Resolution:

THAT Council direct Staff to report back to Municipal Council with the development of a licensing system to regulate Short-Term Rental Accommodations in the Town of Cobourg to be brought to Council for consideration; and

FURTHER THAT the Town’s Zoning By-law be amended with provisions for Short Term Rental Accommodations; and

FURTHER THAT Council direct Staff to engage the community and residents with a Short-Term Accommodation Survey to be posted on the Town’s Engage Cobourg Website to receive community engagement and feedback on STRAs; and

FURTHER THAT Council direct Staff to schedule a Public Meeting to receive comments from members of the public and those currently operating Short Term Rental Accommodations to receive comments on the proposed regulations and the Draft By-laws.

Attachments: **The unfinished business Resolution and Staff Report from the Director is attached herewith as Appendix ‘D’.**

Motion – Municipal Accommodation Tax

Meeting Date & Type: November 1, 2021
Regular Council

Item Type: Staff Report

Agenda Item: Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

Minutes Resolution:

WHEREAS at the Committee of the Whole Meeting on October 25, 2021, Council considered a Memo from the Municipal Clerk/Manager of Legislative Services, regarding the Short-Term Rental Accommodations (STRA) Information Report;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to include an analysis of the implementation of a Municipal Accommodation Tax as part of its report and analysis back to Council.

Attachments: The unfinished business Resolution is attached herewith as Appendix 'E'.

Motion – Development Charges Addendum Process

Meeting Date & Type: January 3, 2022
Regular Council

Item Type: Staff Report

Agenda Item: Memo from the Treasurer/Director of Corporate Services regarding the Town of Cobourg Development Charges - 2022.

Minutes Resolution:

THAT Council authorize the preparation of a resolution to adopt the Development Charges Background Study dated November 5, 2021 along with Addendum dated November 23, 2021 and Addendum #2 dated December 15, 2021 as prepared by Watson & Associates Economists Ltd. as well as the preparation of a Development Charges By-Law for presentation to Council on January 3, 2022 to be effective as of January 3, 2022, and

FURTHER THAT Council direct staff to continue to work with the development community in order to update all information required to ensure that the current Development Charge calculation is accurate and complete, and
FURTHER THAT Council direct staff to incorporate any additional or revised information by way of a formal Development Charges addendum process with a deadline of having an updated Development Charges Background Study and By-Law complete by September 30, 2022 at the latest.

Attachments:	The unfinished business Resolution and Staff Report is attached herewith as Appendix 'F'.
Motion – Energy Star Bench Marking System	
Meeting Date & Type:	March 14, 2022 Regular Council
Item Type:	Advisory Committee Recommendation
Agenda Item:	Memo from the Recording Secretary, Sustainability and Climate Emergency Advisory Committee, regarding Energy Star Benchmarking Tool for Municipal Buildings
Minutes Resolution:	<p>THAT Council direct staff to work with Tony Ferguson to participate in the Energy Star Bench Marking System with staff bringing the findings back to Council and the Sustainability Climate Emergency Advisory Committee.</p>
Attachments:	The unfinished business Motion and Resolution is attached herewith as Appendix 'G'.
Motion - Waterfront Residential Waterfront Parking Passes	
Meeting Date & Type:	June 20, 2022/ June 27, 2022 Regular Council
Item Type:	Delegation Action
Agenda Item:	Delegation Action, Leigha MacDiarmid, Cobourg Resident, regarding a request for two (2) additional East Waterfront Residential Waterfront Parking Passes.
Minutes Resolution:	<p>WHEREAS at the Committee of the Whole Meeting on June 20, 2022, Council considered a request from Leigha MacDiarmid, Cobourg Resident, regarding a request for two (2) additional East Waterfront Residential Waterfront Parking Passes;</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council direct Staff to implement the residential parking passes as approved in the February 14, 2022 Staff report no. 122-22 which included one (1) seasonal pass for each municipal address; and</p> <p>FURTHER THAT Council direct Staff to develop a survey in the fall for residents to provide feedback to the Town on the success of the resident pass</p>

and to provide recommendations for any improvements to Council during budget deliberations for 2023.

Attachments: **The unfinished business Resolution is attached herewith as Appendix ‘H’.**

Motion - Daintry Crescent - Park Development and Surplus Lands.

Meeting Date & Type: **May 9, 2022/ May 16, 2022**
Regular Council

Item Type: **Staff Report**

Agenda Item: Memo from the Director of Planning and Development regarding Daintry Crescent – Park Development and Surplus Lands

Minutes Resolution:

THAT Council receive this report for information purposes as the response to the Council Resolution on January 29, 2022 regarding the rezoning and development of the lands as a park;

THAT the zoning of the Daintry Park be referred to the Zoning By-law review project and enshrined for public use through the new Zoning By-law; and

FURTHER THAT Council pass a by-law included as Appendix 1 for the purposes of declaring a new lot at 604 Daintry Crescent as surplus to the needs of the Town of Cobourg pursuant to Council resolution 539-21, and;

FURTHER THAT Council instruct staff to install appropriate park signage in Daintry Crescent Park, funded from the 2022 Parks Budget, and;

FURTHER THAT Council instruct staff to undertake public engagement with the local neighbourhood on the design elements of the park by the end of October 2022, and;

FURTHER THAT the park design, budget, and funding source allocation for the enhancement of Daintry Crescent Park be included in the 2023 Capital Budget process.

Attachments: **The unfinished business Resolution and Staff Report is attached herewith as Appendix ‘I’.**

Motion - Recommendation on supporting removal of barriers to Urban Agriculture in the Town of Cobourg

Meeting Date & Type: July 11, 2022
Committee of the Whole

Item Type: **Advisory Committee Recommendation**

Agenda Item: Memo from the Secretary of the Sustainability and Climate Emergency Advisory Committee regarding a recommendation on supporting removal of barriers to Urban Agriculture in the Town of Cobourg.

Minutes Resolution:

THAT Council refer this action recommended to the new term of Council and place the item in the Unfinished Business Listing until and later date.

Attachments: **The unfinished business Resolution and Staff Report is attached herewith as Appendix 'J'.**

Motion - Issues and Options Study Rehabilitation Treatment Centres and Crisis Centres in the Town of Cobourg

Meeting Date & Type: July 19, 2022 / July 26, 2021
Regular Council

Item Type: **Staff Report**

Agenda Item: Memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the comprehensive Zoning By-Law Review

Minutes Resolution:

WHEREAS at the Committee of the Whole Meeting on July 19, 2021, Council considered a presentation and report from Meridian Consulting on Issues and Options Study Rehabilitation Treatment Centres and Crisis Centres in the Town of Cobourg; and

FURTHER THAT Council considered a memo from the Recording Secretary, Planning and Development Advisory Committee, regarding the comprehensive Zoning By-Law Review;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to implement the following:

- i. Prepare a Draft Zoning By-law in line with the recommendations in the planning report prepared by Meridian
- ii. Schedule a Public Meeting for the Draft Zoning By-Law Amendment with the necessary public notices
- iii. Collect feedback from Cobourg residents about the Draft Zoning By-law through Engage Cobourg for a period of two weeks prior to the scheduled Public Meeting

- iv. Prepare a Final Draft Zoning By-Law to be brought forward to Council for approval by December 6th, 2021

Attachments: The unfinished business Resolution and Staff Report is attached herewith as Appendix 'K'.

7. FINANCIAL IMPLICATIONS/BUDGET IMPACTS

Not applicable.

8. CONCLUSION

Due to the recent completion of the previous term of Council, referred business items have been delegated to the new term of Council that have recently taken effect. By way of this report, the new and now current term of Council will be made aware of the items referred to them, in addition to the unfinished business items that have not yet been disposed of by Council to make a determination to approve or to dispose of the unfinished or referred business items from the outgoing term of Council.

Report Approval Details

Document Title:	Unfinished Business Referred Items from the 2018 – 2022 Council Term - Legislative Services-083-23.docx
Attachments:	
Final Approval Date:	Dec 30, 2022

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

No Signature - Task assigned to Tracey Vaughan, Chief Administrative Officer was completed by workflow administrator Brent Larmer, Municipal Clerk / Director of Legislative Services

Tracey Vaughan, Chief Administrative Officer - Dec 30, 2022 - 1:56 PM