

From: Glenn McGlashon [mailto:gmcglashon@cobourg.ca]
Sent: March 31, 2021 9:24 PM
To: Minnie deJong
Cc: Krystal Christopher; Adam Bureau
Subject: RE: Role of the Sustainability and Climate Change Advisory Committee (SCCAC) in developing the ICSP

Minnie:

Good evening to you and I hope you are well. I didn't forget about you but I also didn't have time to respond sooner. My sincere apologies for the delay.

To be honest, it is fairly early to confirm all of the logistics of developing the ICSP/GDS and I do not want to handcuff myself or the Corporation by stating anything prematurely until closer to when the RFP is developed and ready for issuance. Thus, my comments are to be considered preliminary at this point in time and the glass will become more clear as we move forward in the coming weeks.

I am responding to your bullet points in order of appearance below, again to be taken as preliminary:

- I am of the opinion that the SCCAC will play a prominent role in the development of the ICSP/GDS. It is logical to me that the SCCAC be actively involved as the key municipal Advisory Committee charged with providing advice and recommendations to Council on a number of environmental issues, either as the primary Steering Committee, as members of a special Ad Hoc Municipal Advisory Committee or, as has been the case in the development of numerous ICSP's across the country, part of a larger working group comprised of numerous community stakeholders, including SCCAC members, environmental interest groups (like Sustainable Cobourg), members of the public, municipal staff, agencies (like Enbridge, LUSI/LUI, GRCA, County, Bell, etc.), other municipal Advisory Committees, Council members, notable technical experts and other interested stakeholders. While there will be an initial project framework and reporting structure established in the RFP, proponents would have creative freedom to propose an alternative work program and/or reporting structure based on best practices (ie. what has worked well in other ICSP/GDS projects). Regardless of the 'oversight' structure of the ICSP/GDS program, I am very confident that there would be good representation from SCCAC and Sustainable Cobourg.
- The consulting team will be expected to have extensive expertise in sustainable community development and planning, particularly in the development of ICSP's, GDS's and sustainable master plans, and will be contracted to implement the terms of reference objective of developing the ICSP/GDS for the Municipality, which includes but is not limited to background research and analysis, community engagement, reporting, policy/program development and recommendation/implementation. The consulting team would follow an approved work plan and schedule and ultimately report to Council, however the Steering Committee, Ad Hoc Committee or Working Group (as the case may be) would have general, regular oversight over the ICSP/GDS project. A part time Project Manager consultant will also be retained over the duration of the project to

handle the day to day logistics, co-ordination and administrative duties that cannot be reasonably implemented by existing municipal staff resources.

- As indicated above, the Steering Committee, Ad Hoc Committee or Working Group would have regular contact with the consulting team and help 'steer' the project from start to finish. The ultimate reporting body is to Council (the approval authority) and the Steering Committee/Ad Hoc Committee/Working Group (a Council-appointed advisory body) would make recommendations to Council.
- The ICSP/GDS project will touch upon most if not all sectors in the community (public and private, for-profit and non-profit, municipal governance and operations, development industry, environmental groups, community members, etc.), and Sustainable Cobourg is a logical choice to provide key inputs into the process and will play an integral role in the development of the ICSP/GDS, both as an organization and most likely as an active member of the Steering Committee/Ad Hoc Committee/Working Group.

I hope the above gives you some useful information to pass along to your SCCAC.

Best Regards,



Glenn J. McGlashon, MCIP, RPP
Director, Planning and Development Division

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From: Minnie deJong [mailto:minnie.dejong@sympatico.ca]

Sent: March 6, 2021 4:31 AM

To: Glenn McGlashon <gmcglashon@cobourg.ca>

Cc: Krystal Christopher <kchristopher@cobourg.ca>; Adam Bureau <abureau@cobourg.ca>

Subject: (EXTERNAL SOURCE) Role of the Sustainability and Climate Change Advisory Committee (SCCAC) in developing the ICSP

Hi Glenn:

At the SCCAC meeting this past Wednesday, March 3, 2021, Warren and I debriefed the Committee on PDAC's discussion on Feb 23rd on the SCCAC Presentation at an earlier PDAC meeting. In doing this we shared your comments about the role of the SCCAC in developing the ICSP, namely that the SCCAC would have a lead role – perhaps be the Steering Committee.

There wasn't full agreement on the take away from your comments at the PDAC meeting, specifically who would have the lead for developing the ICSP, the role of the consultant, and the reporting structure.

It was also noted at this SCCAC meeting that in your comments there was no mention of what role Sustainable Cobourg would have in developing the ICSP. This was questioned given that Cobourg has publically stated they would work with Sustainable Cobourg on sustainability issues.

Thus I was asked by the SCCAC to send you an email asking for clarification on:

- what you saw as the role of the SCCAC in developing the ICSP;
- the role of the consulting team that would be retained to develop the project including how they fit into [who was](#) 'the lead';
- the reporting structure including who would have the overall responsibility for the ICSP; and
- the role of Sustainable Cobourg.

Our next SCCAC meeting is April 7, 2021 at 2p.m. If I could have your response before then, that would be very much appreciated.

Thanks very much Glenn

Minnie