

# STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG



<b>Report to:</b>	Mayor and Council Members	<b>Priority:</b>	<input checked="" type="checkbox"/> High <input type="checkbox"/> Low
<b>Submitted by:</b>	Ian D. Davey, BBA CPA CA Treasurer / Director of Corporate Services idavey@cobourg.ca	<b>Meeting Type:</b>	Open Session <input checked="" type="checkbox"/> Closed Session <input type="checkbox"/>
<b>Meeting Date:</b>	March 29, 2021		
<b>Report No.:</b>	[Report Number]		
<a href="#">Submit comments to Council</a>			

**Subject/Title:** Cobourg Public Library Draft MOU

## RECOMMENDATION:

THAT Council receive the draft Memorandum of Understanding between the Town of Cobourg and the Cobourg Public Library;

AND

FURTHER THAT Council authorize the Chief Administrative Officer to execute the MOU with the Cobourg Public Library.

## 1. STRATEGIC PLAN

Pillar – Programs – Action #5 – Review and Assess the Appropriateness of Agreements with Facility User Groups.

## 2. PUBLIC ENGAGEMENT

N/A

## 3. PURPOSE

The purpose of this report is to provide Council with the draft MOU setting out the terms and conditions of the agreement between the Town of Cobourg as the owner of the building and the Cobourg Public Library Board as the operator of the library.

## 4. ORIGIN AND LEGISLATION

As requested by the Cobourg Public Library Board and authorized by the Cobourg Municipal Council, a working group was established to develop a MOU to clearly

define the roles, responsibilities and relationship between the Town of Cobourg and the Cobourg Public Library Board.

## **5. BACKGROUND**

The Cobourg Public Library operates out of the C. Gordon King Centre located at 200 Ontario Street. The facility and surrounding lands are owned by the Town of Cobourg. In addition the CPL operates 2 satellite facilities in the Township of Hamilton, one in Bewdley and one in Gores Landing.

The Cobourg Public Library Board is responsible for providing library services to the residents of the Town of Cobourg as well as the Township of Hamilton.

The Town of Cobourg provides and maintains the Cobourg facility and provides funding of approximately 68.5% of the total revenue as presented in the 2021 operating budget. The Township of Hamilton provides approximately 23.7% and the remaining 7.8% of revenue comes from all remaining sources.

## **6. ANALYSIS**

The proposed term of this agreement is for a four year period ending December 31, 2024. The main purpose of the agreement is to separate out the responsibility for the operation of the facility from the operation of the Cobourg Public Library. In simple terms it can be expressed as who does what.

The draft document has been to the Cobourg Public Library Board for review on two occasions with some outstanding questions from the Board remaining to be clarified. Once the Board has given their final approval to the draft document a final copy will come back to Council for final approval and authorization to enter into the agreement.

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

The intention of this document was not to increase or decrease funding to the CPL from the Town of Cobourg but rather to clarify the roles and responsibilities of both parties. Decisions regarding the amount of funding shall be determined on an annual basis through the municipal budget process.

## **8. CONCLUSION**

That Council receive this draft document for review and consideration and further that at such time as the Cobourg Public Library Board give their final approval to the MOU it will come back before Council with any revisions for their final approval.

Once the document has been approved by both parties the Chief Administrative Officer of the Town of Cobourg and the Chief Executive Officer of the Cobourg Public Library shall be authorized to execute this agreement.

## Report Approval Details

Document Title:	Cobourg Public Library MOU - Corporate Services-043-21.docx
Attachments:	- doc23927420210318145635.pdf
Final Approval Date:	Mar 18, 2021

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

**Tracey Vaughan, Chief Administrative Officer - Mar 18, 2021 - 5:48 PM**