

**A BY-LAW TO DEFINE THE COMPOSITION AND TERMS OF REFERENCE FOR ADVISORY COMMITTEES, LOCAL BOARDS AND INTERNAL WORKING GROUPS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG**

**WHEREAS** By-law No.003-2016 being a By-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the ‘Council Procedural By-law’, establishes the rules and procedures under which Council and Committees of Council are to function; and

**WHEREAS** the Municipal Council of the Town of Cobourg adopted the “Advisory Committee and Local Board Policy and Procedure” to provide advice to the Cobourg Municipal Council on all matters relating to events, requests, submissions and plans for their respective committees; and

**WHEREAS** the Advisory Committee and Local Board Policy approved by Council in 2016 states that all committees and boards are to review their respective Terms of Reference every two years and all recommendations for amendments must be approved by Council. Council approval must be sought for any committee/board activity not provided by the Terms of Reference; and

**WHEREAS** the Municipal Council of the Town of Cobourg established advisory committees comprised of both members of Council and members of the general public; and

**WHEREAS** Council of the Town of Cobourg approved the Governance Model Review Report recommendations which included preparation of a by-law to formally define a Terms of Reference for various Council Committees and Local Boards at the Committee of the Whole meeting held on December 21, 2015 which was reconfirmed by Council at the Committee of the Whole meeting of January 4, 2016;

**NOW THEREFORE** the Municipal Council of the Town of Cobourg enacts as follows:

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## 1.0 DEFINITIONS

**"Ad Hoc Committee"** shall mean a committee established by Council for the purpose of dealing with a special project with a clear mandate, including a start and finish date.

**"Committee"** shall mean a standing, advisory, legislated or ad hoc committee established by Council but does not include the Committee of the Whole.

**"Committee of the Whole"** shall mean a forum for the entire membership of a legislative body, sitting in a deliberative rather than a legislative capacity, for informal debate and preliminary consideration of matters awaiting legislative action. Staff reports are presented to the Committee of the Whole for discussion and recommendations may be presented at Regular Council meetings for final approval by resolution.

**"Council Service Coordinator"** shall mean a member of council appointed by the Council to coordinate one of six municipal services, being General Government, Public Works, Protection, Planning and Development, Community, and Parks and Recreation.

**"Council Service Coordinator Working Group"** shall mean a working group made up of the Council Service Coordinator for a specific area of responsibility and the respective municipal staff representatives to consider policy matters, budget recommendations and action items for presentation to Council regarding the major areas of responsibility within the Municipality, being General Government, Public Works, Protection Services, Planning and Development, Community Services and Parks and Recreation Services.

## **COMMITTEE COMPOSITION**

### **2.0 Council Service Coordinator (Working Group) – SCHEDULE “A”**

- 2.1 It shall be the responsibility of the Coordinator of the (Working Group) to report to Council on matters regarding their respective area(s) of responsibility or referred to them by Council. Each Coordinator, in a report prepared by the appropriate municipal staff, is to recommend such action(s) as they deem necessary to Council for approval.
- 2.2 The composition and Terms of Reference for each Coordinator & Municipal Staff Working Group) established by the Town of Cobourg including:  
“A”-1 Economic Development Services  
“A”-2 General Government Services,  
“A”-3 Public Works Services,  
“A”-4 Protection Services,  
“A”-5 Planning and Development,  
“A”-6 Community Services and  
“A”-7 Parks and Recreation Services  
In accordance with Schedule “A”, attached and forming a part of this by-law.

### **3.0 Advisory Committees – SCHEDULE “B”**

- 3.1 The role of Advisory Committees shall generally be to:
- a) make recommendations to Council on matters which are in their area of jurisdiction;
  - b) guide and request municipal employees, through the Chief Administrative Officer, to provide reports on the direction and nature of policy development, fact findings, analysis and generation of possible alternatives required; and
  - c) receive public delegations and establish mechanisms to receive further input on vital policy matters.
- 3.2 The composition and Terms of Reference for Advisory Committees of Council are in accordance with Schedule ‘B’, attached hereto and forming a part of this By-law.
- 3.3 Advisory Committees include but are not limited to,  
“B”-1 Accessibility Advisory;  
“B”-2 Economic Development Advisory Committee;  
“B”-3 Public Works/Environmental and Active Transportation Advisory Committee;  
“B”-4 Cobourg Heritage Committee;  
“B”-5 Planning and Sustainability Advisory Committee; and  
“B”-6 Parks and Recreation Advisory Committee.

### **4.0 Ad-Hoc Committees reporting to Council – SCHEDULE “C”**

- 4.1 Council may constitute a Special/Ad Hoc Committee to consider and report on a specific subject, project or undertaking and shall be given a clear mandate and well defined terms of reference for special projects that may be established by Council when necessary upon a recommendation and with justification to the Committee of the Whole.
- 4.2 When a Special/Ad-Hoc Committee has been appointed by Council and has completed its work and made its final report to Council, the Special Committee shall be deemed to be discharged.

- 4.3 Ad-Hoc Committees include but are not limited to:  
“C”-1 Civic Awards Committee;  
“C”-2 Downtown Marketing Partnership;  
“C”-3 2017 Ontario 55+ Winter Games Organizing Committee; and  
“C”-4 Canada 150 Organization Committee.
- 4.4 The composition and Terms of Reference for Special/Ad Hoc Committees of Council are in accordance with Schedule “C”, attached hereto and forming a part of this By-law.
- 5.0 **Quasi Judicial Committees- SCHEDULE “D”**
- 5.1 Quasi Judicial Committees are established by Provincial Statute and may include but are not limited to:  
“D”-1 Committee of Adjustment (Planning Act) and Property Standards Committee.
- 5.2 The composition and Terms of Reference for Quasi Judicial Committees of Council are in accordance with Schedule “D”, attached hereto and forming a part of this By-law.
- 6.0 **Legislated Committees and Local Boards – SCHEDULE “E”**
- 6.1 These Committees are legislated by Provincial statutes and applicable Legislation (Act) i.e.  
“E”-1 Cobourg Police Services Board; and  
“E”-2 Cobourg Public Library Board.
- 6.2 The composition and Terms of Reference for Legislated Committees and Local Boards are in accordance with Schedule “E”, attached hereto and forming a part of this By-law.
- 7.0 **Council Member Committees – SCHEDULE “F”**
- 7.1 Council Member Committees shall be established during the inaugural meeting of the first term of a new Council and include, but not limited to; a Striking Committee, a Freedom of Information Committee and an Audit Committee.
- 7.2 The composition and Terms of Reference for Council Member Committees of Council are in accordance with Schedule “F”, attached hereto and forming a part of this By-law.
- 8.0 **Agencies and Boards with Council Appointees – SCHEDULE “G”**
- 8.1 The Committees to which Council makes appointments which are not Committees of Council include, but not limited to:  
“G”-1 Joint Animal Control Board,  
“G”-2 Victoria Hall Maintenance Trust,  
“G”-3 Town of Cobourg Holdings Inc  
“G”-4 Ganaraska Region Conservation Authority,  
“G”-5 Source Water Protection Committee,  
“G”-6 Water Quality Accountability Liaison Committee,  
“G”-7 Northam Industrial Park,  
“G”-8 Art Gallery of Northumberland,  
“G”-9 Northumberland County Council – Elected Representation.  
“G”-10 Cobourg Downtown Business Improvement Area Board of Management.  
“G”-11 Northumberland Central Chamber of Commerce.

- 8.2 The composition and Terms of Reference for Agencies and Local Boards with Council Appointees are in accordance with Schedule “G”, attached hereto and forming a part of this By-law.
- 9.0 **Municipal Staff Committees Reporting to the CAO – SCHEDULE ‘H’**
- 9.1 Committees that are made up of Municipal personnel and report to the Chief Administrative Officer include but are not limited to: Management Team, Risk Management, Health and Safety, Harassment/Violence in the Workplace, Division Directors, Management Team, Development Review Team, Social Committee and IT/GIS Working Group.
- 9.2 The composition and Terms of Reference for Municipal Staff Committees are in accordance with Schedule “H”, attached hereto and forming a part of this By-law.
- 10.0 **Council and Staff Working Group – Task Force Committees Reporting to Council – SCHEDULE “I”.**
- 10.1 Council and Municipal Staff Working Groups include, but not limited to:  
“I”-1 Community Emergency Municipal Planning Committee (CEMPC),  
“I”-2 By-law Review Working Group,  
“I”-3 Victoria Park Action Plan Working Group.
- 10.2 The composition and Terms of Reference for Council and Staff Working Group – Task Force Committees are in accordance with Schedule “I”, attached hereto and forming a part of this By-law.
- 11.0 **Appeals Committee**
- 11.1 Council Members as a Whole consider general appeals including matters dealing with municipal licensing, animal control and general by-law enforcement with the exception of those legislated by statute such as the Committee of Adjustment, OMB Hearings, Assessment Review Boards, Property Standards, and the Conservative Review Board.
- 12.0 **CODE OF CONDUCT**

All Council Members, Municipal employees, Committee/Local Board Members and Volunteers will be guided by the Town of Cobourg’s Advisory Committee and Local Board Policy and Procedures in addition to other relevant policies and procedures including the Code of Conduct, Volunteer Policy, Workplace Violence, Harassment and Discrimination Prevention Policy and the Conflict Resolution Policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Workplace conflict occurs when two or more parties have interests to some degree that are or can be perceived as being at odds which disrupts the cohesive relationships necessary for a productive and harmonious workplace.

Personal harassment is any unwelcome behaviour, conduct or communications directed at an individual that is offensive to that individual. It is persistent and creates an intimidating, offensive or embarrassing work environment.

All staff and volunteers will refrain from personal harassment and workplace conflict behaviour, including offensive remarks or other actions that create intimidating, hostile or humiliating working conditions under this policy.

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures, the Town of Cobourg By-law No.003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg and the Town of Cobourg Code of Conduct policies.

### **13.0 GENERAL COMMITTEE/BOARD PROCEDURES**

#### **13.1 General Committee/Local Board Policies and Annual Committee Responsibilities:**

- a) Nominate a Chairperson and Vice-Chairperson annually in January and advise the Municipal Clerk of the appointment;
- b) Provide updated contact information for each Committee member and provide same to the Municipal Clerk on an annual basis (information not to be published on the web site, recorded in meeting minutes or any other public document);
- c) Conduct an annual review of the Terms of Reference and provide any resolutions/motions with the recommended changes to the Municipal Clerk to be referred to Council, and that Council undertake, as a minimum, a review of the Terms of Reference once every two (2) years;
- d) Complete and provide annual attendance reports to the Municipal Clerk from January 1<sup>st</sup> to June 30<sup>th</sup> and July 1<sup>st</sup> to December 31<sup>st</sup> for circulation to Council;
- e) Advise the Municipal Clerk of any member(s) absent for 3 or more consecutive meetings;
- f) Provide all meeting minutes to the Municipal Clerk for filing and post all agendas and meeting minutes on the Municipal Web site;
- g) Prepare a schedule of meeting dates and times on an annual basis that will be circulated to the Municipal Clerk for information and tracking purposes;

#### **13.2 General Terms of Reference**

##### **Conflict of Interest**

Committee members are deemed not to have pecuniary conflict of interest in that they have no decision making ability. However members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on committees for personal or political gain.

##### **Mayor – Ex-officio Member**

The Mayor of the Town of Cobourg is an ex-officio member of all Town of Cobourg Advisory Committees and Local Boards.

##### **County of Northumberland – County Council**

The Mayor of the Town of Cobourg is appointed to represent the municipality as a member of Council for the County of Northumberland.

### 13.3 Budget and Resources

A committee/local board may make recommendations concerning expenditures to achieve their respective goals and objectives. Any financial requirement of a committee/board should be identified in the form of a motion of recommendation to Council for consideration during the annual budget deliberation process.

### 13.4 General Requirements

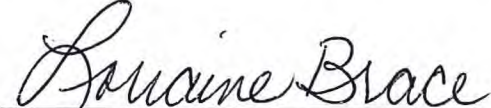
- a) A committee/local board may make recommendations on issues within their mandate for Council's consideration;
- b) All recommended action items/motions shall be provided to the Municipal Clerk in the form of a memo/report after each meeting in order to include the item in the next Council meeting agenda;
- c) This committee shall make recommendations to Council in response to a request from either Council or staff in the area of the Committee's mandate.
- d) In general, committee/boards shall comprise of (7) seven members, (1) one shall be a member of Council and (6) six shall be eligible electors/ Cobourg citizens appointed by Council which shall reflect the diverse interests of the community;
- e) The committee/local board members and the Council Member shall have voting privileges on the committees/boards and the Mayor is an ex-officio member of every committee.
- f) The number of municipal staff attending committee/board meetings is to be minimal, and municipal staff serve in an advisory capacity without voting privileges;
- g) Standards for recording minutes and for preparing correspondence will be consistent with the Town of Cobourg reporting format procedures as established and maintained in consultation with the Municipal Clerk.

14.0 **THAT** By-law No. 010-2013, By-law No. 087-2013, No. 013-2014 and By-law No. 065-2015 are hereby repealed.

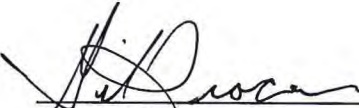
15.0 This By-law shall come into force and take effect on the day of its passing.

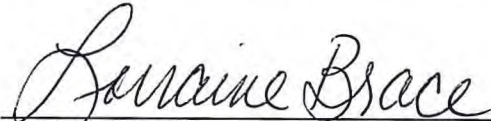
READ a first and second time in Open Council this 1<sup>st</sup> day of February, 2016.

  
MAYOR

  
MUNICIPAL CLERK

READ a third time and finally passed in Open Council this 29<sup>th</sup> day of February, 2016.

  
MAYOR

  
MUNICIPAL CLERK

## SCHEDULE "A"-1

### COUNCIL SERVICE COORDINATOR (WORKING GROUP)

#### Economic Development Services Coordinator (Mayor)

Duties of the General Government Service Coordinator are summarized as follows:

- a) to coordinate activities and to act as a liaison between the CAO, and the Economic Development Officer.
- b) to recommend to Council measures for the improvement of Economic Development Services and programs;
- c) to recommend to the Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area;
- d) to work with Municipal personnel to prepare and present recommendations on matters referred by Council to Economic Development Services.

|                          |                                                                                                                          |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Committee/Working Group: | <b>ECONOMIC DEVELOPMENT SERVICES COORDINATOR</b>                                                                         |
| Reporting to:            | Council                                                                                                                  |
| Composition:             | 1) Mayor/Economic Development Services Coordinator<br>2) Chief Administrative Officer<br>3) Economic Development Officer |
| Term of Appointment:     | Term of Council<br>(Unless changed by Council during the Term)                                                           |

**Mandate/Terms of Reference:** The Economic Development Services Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual capital and Operating Budget preparation and presentation;
- Developing matters and policies relating to comprehensive economic development program for the community;
- Review and discuss the promotion of Cobourg as a Commercial, Industrial, residential and tourism centre;
- procurement of new industrial, commercial, retail and service business and employment creating enterprises;
- development and maintenance of an attractive business and economic environment for the community;
- support for existing business to expand and/or maintain current operations;
- Encouragement of educational and technological opportunities to enhance the comprehensive economic development program.
- Provide input and direction in regards to reports and updates from the Economic Development Officer.

and further

To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

## SCHEDULE "A"-2

### General Government Services Coordinator (Deputy Mayor)

Duties of the General Government Service Coordinator are summarized as follows:

- a. to coordinate activities and to act as a liaison between the CAO, Treasurer, Municipal Clerk, Committee and Council;
- b. to recommend to Council measures for the improvement of general government services and programs;
- c. to recommend to the Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area;
- d. to work with Municipal personnel to prepare and present recommendations on matters referred by Council to General Government Services.

**Committee/Working Group:** GENERAL GOVERNMENT SERVICES COORDINATOR

**Reporting to:** Council

**Composition:**

- 1) Deputy Mayor/General Government Services Coordinator
- 2) Chief Administrative Officer
- 3) Treasurer/Director of Corporate Services
- 4) Municipal Clerk

**Term of Appointment:** Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The General Government Services Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation, timetable and deliberations for Committee of the Whole;
- Accounting audits, purchasing/tender policies, financial policy, tax collection;
- Town- owned property/facility maintenance – asset management;
- Labour & Union Negotiations;
- Town-owned property including disposition and usage; staff accommodation and sale of land (shared function with Economic Development and Northam Industrial Park)
- External customer service, overall corporate communications and public relations policies;
- Municipal Licensing including enforcement;
- Service review and performance management;
- Council and Committee Policy and Procedures;
- Council Correspondence.

and further

To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

## SCHEDULE "A"-3

### COUNCIL SERVICE COORDINATOR (WORKING GROUP)

#### Public Works Services Coordinator

Duties of the Public Works Services Coordinator service delivery area are summarized as follows:

- a. to coordinate activities and to act as a liaison between the Division Director, Committee or Local Board and Council;
- b. may recommend to the Committee of the Whole measures for the improvement of the services;
- c. may recommend to Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area.

**Committee/Working Group:** PUBLIC WORKS SERVICES COORDINATOR

**Reporting to:** Council

**Composition:**

- 1) Councillor/ Public Works Services Coordinator
- 2) Chief Administrative Officer
- 3) Director of Public Works
- 4) Deputy Director of Public Works
- 5) Manager of Roads/Sewers
- 6) Manager of Water Pollution Control

**Term of Appointment:** Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The Public Works Services Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation and presentation;
- Developing policies regarding Public Works matters;
- Transportation matters including but not limited to roads, sidewalks, boulevards, public transit, pedestrians, bicycles, traffic signals, signage, parking etc.;
- Water Pollution Control matters and policies;
- Service delivery review and performance management.

and further

To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

## SCHEDULE “A”-4

### COUNCIL SERVICE COORDINATOR (WORKING GROUP)

#### Protection Services Coordinator

Duties of the Protection Services Coordinator are summarized as follows:

- a. to coordinate activities and to act as a liaison between the CAO, Division Director, Fire Chief, Property Standards Officer and Council;
- b. may recommend to Council measures for the improvement of services;
- c. may recommend to Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area.

**Committee/Working Group:** PROTECTION SERVICES COORDINATOR

**Reporting to:** Council

**Composition:**

- 1) Councillor/ Protection Services Coordinator
- 2) Chief Administrative Officer
- 3) Director of Planning and Development
- 4) Fire Chief
- 5) Chief Building Official
- 6) By-law Enforcement and Policy Coordinator
- 7) Municipal Clerk

**Term of Appointment:** Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation and presentation;
- Developing policies regarding Protection Services matters;
- Protection Services including but not limited to emergency planning, fire protection/prevention, building and property standards; By-law Enforcement, overall public safety and protection;
- Service delivery review and performance management.
- Policy development and review;

and further

To consider such matters as may be directed by Council or referred to by the Municipal Clerk from time to time.

**SCHEDULE "A"- 5**

## COUNCIL SERVICE COORDINATOR (WORKING GROUP)

## Planning and Development Services Coordinator

Duties of the Planning and Development Services Coordinator are as follows:

- a. to coordinate activities and to act as a liaison between the Division Director, Planning Advisory Committee, Cobourg Heritage Committee and Council;
- b. may recommend to the Committee of the Whole measures for the improvement of the services;
- c. act as Chair for Public Planning meetings;
- d. may recommend to the Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area.

**Committee/Working Group:** PLANNING AND DEVELOPMENT SERVICES  
COORDINATOR

Reporting to: Council

Composition:

- 1) Councillor/ Planning and Development Services Coordinator
- 2) Chief Administrative Officer
- 3) Director of Planning and Development
- 4) Manager of Planning Services

Term of Appointment: Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation for Council deliberations;
- Adhere to legislated requirements in accordance with the Planning Act including but not limited to Official Plan, Zoning By-law, Public Planning Meetings, *Ontario Heritage Act* and all related heritage and planning matters;
- Service delivery review and performance management;
- Developing policies regarding planning and development service matters;
- Working with Planning staff on reviewing and reporting on site plans, subdivisions, zoning by-law amendments, zoning by-law and official plan reviews.

and further

To consider such matters as may be directed by Council or referred to the Planning Department or Municipal Clerk from time to time.

## SCHEDULE "A"-6

### COUNCIL SERVICE COORDINATOR (WORKING GROUP)

#### Community Services Coordinator

Duties of the Coordinator of Community Services may be summarized as follows:

- a. to coordinate activities and to act as a liaison between the CAO, Community Events Coordinator, Tourism Coordinator, Library Board and Council;
- b. may recommend to the Council measures for the improvement of Community Services matters;
- c. may recommend to the Council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area.

**Committee/Working Group:**      **COMMUNITY SERVICES COORDINATOR**

**Reporting to:**      Council

**Composition:**

- 1)      Councillor/Community Services Coordinator
- 2)      Chief Administrative Officer
- 3)      Community Events Coordinator
- 4)      Tourism Coordinator
- 5)      Seniors Programs Coordinator
- 6)      Cobourg Public Library Board Member

**Term of Appointment:**      Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to, issues related to:

- Annual Capital and Operating Budget preparation for Council deliberations;
- Service review and performance management;
- Developing policies and programs related to Community Services matters including but not limited to tourism, community events, seniors programs and Library Board services.

and further

To consider such matters as may be directed by Council or referred to by the CAO, Community Events Coordinator, Library Board or Municipal Clerk from time to time.

## SCHEDULE "A"-7

### COUNCIL SERVICE COORDINATOR (WORKING GROUP)

## Parks and Recreation Services Coordinator

Duties of the Coordinator may be summarized as follows:

- a. to coordinate activities and to act as a liaison between the Division Director, Parks Manager, Marina Manager, Facilities Manager, the Parks and Recreation Advisory Committee and Council;
- b. may recommend to the Committee of the Whole measures for the improvement of Parks and Recreational services;
- c. may recommend to the council the formation of an ad hoc committee to undertake an in-depth study of a matter within the service delivery area;
- d. areas of responsibility include but are not limited to the following:  
Cobourg Community Centre/Arenas, Victoria Park, Waterfront/Marina, Greenhouse, Municipal Parks and Operations, Sports and Recreation Activities/Facilities.

**Committee/Working Group:** PARKS AND RECREATION SERVICES  
COORDINATOR

Reporting to: Council

Composition:

- 1) Councillor/Parks and Recreation Services Coordinator  
(as appointed by Council)
- 2) Chief Administrative Officer
- 3) Director of Parks Recreation Tourism Culture
- 3) Director of Public Works
- 4) Deputy Director of Public Works
- 5) Manager of Parks and Recreation
- 6) Manager of Arenas/CCC Community Centre
- 7) Manager of Marina

Term of Appointment: Term of Council  
(unless changed by Council during the Term)

**Mandate/Terms of Reference:** The Parks and Recreation Coordinator's Working Group shall study and report to Council on policy matters which include, but are not limited to issues related to:

- Annual Capital and Operating Budget preparation;
- Service delivery review of all parks and recreation programs;
- Parks Master Plan;
- Policy development for CCC, Marina, Arena, Parks and Recreation programs and services;
- Waterfront development initiatives including trails;
- Parks By-law

and further

To consider such matters as may be directed by Council or referred to by the Director of Public Works or Municipal Clerk from time to time.

## SCHEDULE “B”-1

### ADVISORY COMMITTEES

COMMITTEE NAME: **ACCESSIBILITY ADVISORY COMMITTEE**

COMPOSITION: 7 Members; 1 Council/Coordinator  
6 Citizens appointed by Council

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

#### Authority

Town of Cobourg Procedural By-law 003-2016, Town of Cobourg Accessibility Customer Service Policy, the *Ontarians with Disabilities Act 2001* (ODA) and the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

#### Purpose

The role of the Accessibility Advisory Committee is to provide sound advice and recommendations to the Cobourg Municipal Council on matters relating to the goal of ensuring that individuals with disabilities shall be assured access to basic services generally available in the community.

#### Mandate

The Accessibility Advisory Committee shall:

- review and advise the Cobourg Municipal Council on matters relating to the accessibility of municipal buildings, facilities, programs and services;
- review and provide input in a timely manner on site plans, draft plans of subdivision, and planning policies and drawings described in section 41 of the *Planning Act* that may have an impact on accessibility;
- raise the profile of accessibility issues in the community and promote initiatives that support a universally accessible community;
- review current and proposed federal, provincial or municipal policies relating to accessibility;
- assist in the implementation and monitoring of general public awareness regarding accessibility;
- consult and co-operate with other agencies and organizations involved with accessibility issues;
- keeping current about Council-approved policies and Town related initiatives that may impact the committee and the needs of people with disabilities in Cobourg.

The committee shall provide advice on the implementation of the *Ontarians with Disabilities Act, 2001* and the *Accessibility for Ontarians with Disabilities Act, 2005*, as required through regulation in the following:

- Development of accessibility plans for the municipally and the goals and objectives for the year;
- Advise Council annually, as required by the AODA, regarding the preparation, implementation and effectiveness of the Town of Cobourg annual accessibility plan;

- Provide feedback on the accessibility plans for municipally administered, contracted or licensed transit providers in consultation with person with disabilities;
- Provide advice on the identification, removal and prevention of barriers to people with disabilities in the Town By-laws, policies, facilities, programs and services;
- perform all other functions that are specified in the *Accessibility for Ontarians with Disabilities Act* and or its regulations, including consultation requirements as outlined in the *Design of Public Spaces Standards* in the *Integrated Accessibility Standards*.

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Deputy Director of Public Works or designate, Legislative Services Representative and other staff as may be required. Secretary: Secretarial Support provided by the Planning Department.

## SCHEDULE "B"-2

### ADVISORY COMMITTEES

|                             |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| COMMITTEE NAME:             | <b>ECONOMIC DEVELOPMENT ADVISORY COMMITTEE</b>                         |
| COMPOSITION:                | 8 Members: 2 Members of Council and<br>6 Citizens appointed by Council |
| REPORTING TO:               | Council                                                                |
| TERM OF APPOINTMENT:        | Term of Council                                                        |
| MANDATE/TERMS OF REFERENCE: |                                                                        |

#### Authority

The Town of Cobourg Procedural By-law No. 003-2016.

#### Purpose

The role of the Economic Development Advisory Committee is to provide sound advice and recommendations to the Cobourg Municipal Council and the Economic Development Officer on matters relating to the goal of promoting the Town of Cobourg as an Economic destination for industry, manufacturing, tourism and commerce opportunities.

#### Mandate:

The Economic Development Advisory Committee:

- may advise Council on any matters relating to a comprehensive economic development program for the community;
- shall review and advise Council on any matters that Council may refer to from time to time to the Committee;
- shall review tracking results and provide advice to the Economic Development Officer in regard to the comprehensive strategic plan, as well as review and provide advice on the following matters following matters:
  - promotion of Cobourg as a commercial, industrial, residential and tourism centre;
  - procurement of new industrial, commercial, retail and service business and employment creating enterprises;
  - development and maintenance of an attractive business and economic environment for the community;
  - support for existing business to expand and/or maintain current operations;
  - encouragement of educational and technological opportunities to enhance the comprehensive economic development program.
  - Downtown Vitalization
  - Marie Dressler Foundation

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Economic Development Officer or designate and other staff or business advisors as may be required.

Secretary: Secretarial Services provided by the Economic Development Office.

## ADVISORY COMMITTEES

- review and advise the Cobourg Municipal Council on matters relating to environmental issues and proper management of the community's environment;
- raise the profile of environmental awareness in the community and further promote the development and creation of opportunity for citizens, industry and commercial enterprises to participate in efforts to improve the environment and provide assistance with and support for the implementation of educational programs and special events i.e. Pitch in Week;
- review current and proposed Federal, Provincial and Municipal policies relating to the environment;
- update and refresh the Town of Cobourg's Climate Action Plan annually as required;

- serve as a liaison between pedestrians, cyclists, transit and accessible features pertaining to active transportation within the Town of Cobourg;
- advise and make recommendations to Council to implement action to achieve the objectives of the active transportation components contained within the Town of Cobourg Transportation Master Plan, the Town of Cobourg Parks and Waterfront Plans and the Town of Cobourg to achieve the objectives as necessary or as directed by Council;
- to advise Council on the design, development, delivery and maintenance of active transportation policies, programs, infrastructure requirements and facilities;
- to promote all methods of active transportation including hiking and biking as a feasible mode of transportation in the Town of Cobourg and to encourage citizens to use forms of active transportation through public outreach, education and safety programs and special events;
- to educate the public on the benefits, necessities and safety aspects of active transportation in order to promote and enhance a continuous and integrated pedestrian and bicycle network (i.e. trails, sidewalks, bicycle lanes/parking stalls);
- to encourage legislation and policy changes that support and strengthen active transportation;
- to review recommendations to Council on policies, programs and regulations as appropriate pertaining to Active Transportation as directed by Council;
- to review and consider transit needs within the Municipality and have regard for recommendations outlined in the Town of Cobourg Transit Study;
- To review, consider and integrate with other active transportation programs in the Cobourg area, such as the County of Northumberland Cycling Master Plan, the Waterfront Regeneration Trust (WRT) Trail Plan, and the joint Cobourg-Port Hope Waterfront Trail and Parks Committee;
- To have regard for the policies as outlined in the Town of Cobourg Official Plan.

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Deputy Director of Public Works or designate and others staff as may be required.

Secretary: Secretarial Services provided by the Public Works Department.

## SCHEDULE “B”- 4

### ADVISORY COMMITTEES

|                             |                                                                     |
|-----------------------------|---------------------------------------------------------------------|
| COMMITTEE NAME:             | COBOURG HERITAGE COMMITTEE                                          |
| COMPOSITION                 | 7 Members; 1 Council/Coordinator<br>6 Citizens appointed by Council |
| REPORTING TO:               | Council                                                             |
| TERM OF APPOINTMENT:        | Term of Council                                                     |
| MANDATE/TERMS OF REFERENCE: |                                                                     |

#### Authority

Town of Cobourg Procedural By-law No. 003-2016, *Ontario Heritage Act* and *Town of Cobourg Heritage Master Plan*.

#### Purpose

The Cobourg Heritage Advisory Committee is established to advise, assist and make recommendations to Council on matters relating to the conservation of *cultural heritage resources*<sup>1</sup>, applications for repeal of designations, construction, alterations, and removal or demolition of heritage properties and matters relating to the conservation and designation of heritage properties and districts in accordance with the *Ontario Heritage Act* and the *Town of Cobourg Heritage Master Plan*.

Until the Arts and Cultural Advisory Committee is formed, the Cobourg Heritage Advisory Committee will provide advice to Council regarding the selection and display of art in public places within the community in accordance with the *Cobourg Public Arts Policy*.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in conservation and enhancement of cultural heritage resources, especially as it relates to the preservation of heritage properties. Where possible, and where equal representation amongst the current Committee membership is lacking, regard shall be given to new appointments that represent one of the following:

- Commercial Core Heritage Conservation District
- East Heritage Conservation District
- West Heritage Conservation District
- George Street Heritage Conservation District
- Downtown Business Improvement Area (DBIA)
- Property designated under Part IV of the *Ontario Heritage Act*
- Local Heritage Community Groups and Organizations

#### Mandate

The Cobourg Heritage Advisory Committee shall:

- Advise Council on the conservation and enhancement of cultural heritage resources within the Town of Cobourg and the implementation of the Town of Cobourg Heritage Master Plan
- Review heritage permit applications referred to it by Council and /or staff and provide input on the impact of such applications on existing heritage properties or heritage conservation districts
- Provide input to staff of heritage policy matters as they relate to all other planning applications (e.g., Minor Variances, Consents, Site Plans, etc.)

<sup>1</sup> The term 'cultural heritage resources' shall mean built heritage resources, cultural heritage landscapes and archaeological resources as defined in the Provincial Policy Statement, 2014.

- Provide advice to staff on the implementation of the Town's incentive programs as it relates to eligible heritage properties
- Have regard for the recommendations of other municipal Advisory Committees, where applicable
- Comply with the Official Plan and the Cultural Heritage Conservation Policies adopted by Council, including but not limited to:
  - Heritage Master Plan (2016)
  - Heritage Conservation District Plans
  - General Heritage Conservation Guidelines for the Town of Cobourg
  - Individual Heritage Designation Bylaws
  - Heritage Permit By-Law #097-2009

The Cobourg Heritage Advisory Committee will **NOT** be responsible for the following:

- Inspections of work performed at individual properties
- Administration matters including directing staff and budgeting
- Preparation of grant applications
- Administration and approvals for incentive programs

The Cobourg Heritage Advisory Committee will accomplish its mandate by:

- Assisting with the implementation of the Heritage Master Plan
- Providing comments and recommendations to Council on the heritage applications referred to it by Council and/or staff
- Commenting on development applications which may impact existing or potential heritage properties or heritage conservation districts, as required
- Promoting public awareness of Cobourg's heritage
- Reviewing the heritage registry and options for new designations each term
- Reviewing and nominating recipients for the Heritage Conservation Awards
- Preparing an annual report/presentation for Council in the Fall on the activities of the Cobourg Heritage Advisory Committee and/or other heritage matters

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No.003-2016 being a By-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Planner - Heritage, or designate and other staff as may be required  
Secretary, provided by the Planning Department

## SCHEDULE “B”- 5

### ADVISORY COMMITTEES

COMMITTEE NAME: **PLANNING & SUSTAINABILITY ADVISORY**

COMPOSITION 7 Members; 1 Council/Coordinator and  
6 Citizens appointed by Council

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

#### Authority

Town of Cobourg Procedural By-law No. 003-2016 and the *Planning Act*.

#### Purpose

The Cobourg Planning & Sustainability Advisory Committee is established for the purpose of advising the Cobourg Municipal Council on a wide range of matters related to the Corporation’s land use planning and sustainability programs. In addition to the Town of Cobourg Official Plan and other relevant planning documents, the widely accepted definition of “sustainability” as created by the Brundtland Commission in 1987 and incorporated into the Official Plan will guide the Committee’s work – “*development that meets the needs of the present without compromising the ability of future generations to meet their own needs.*”

#### Mandate

The Cobourg Planning and Sustainability Advisory Committee shall:

- provide advice to Cobourg Municipal Council on matters relating to land use planning and development in the community, such as applications for amendments to the municipality’s Official Plan and Zoning By-law and for approval of draft plans of subdivision, as well as land use planning policy and legislative reviews by the Province, County, Town of Cobourg or an adjacent municipality;
- provide advice to Cobourg Municipal Council on matters relating to sustainable development and policy in the community, having particular regard to the environmental, economic, cultural and social well-being of the community;
- encourage the protection of the environment in a proactive manner with emphasis on anticipation and prevention of *adverse effects* and/or *negative impacts*<sup>2</sup>;
- promote an awareness and understanding of sustainable development as it relates to the Town of Cobourg;
- foster a community-wide culture of sustainability and conservation;
- act as the Steering Committee for special planning projects as required, including the preparation of a Community Sustainability Plan for the Town of Cobourg and a Sustainable Master Plan for the Tannery District;
- may submit recommendations to the Cobourg Municipal Council on any policy and regulatory matters affecting land use planning and/or sustainability in the community not specifically referred to the Committee by Council;

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of

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<sup>2</sup> As defined in Section 6.0 of the Provincial Policy Statement, 2014

Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

Staff Resources: Director of Planning & Development, Manager of Planning Services or designate as may be required.

Secretary: Secretarial Services provided by the Planning Department

## **SCHEDULE “B” - 6**

### **ADVISORY COMMITTEES**

**COMMITTEE NAME:** **PARKS AND RECREATION ADVISORY COMMITTEE**

**COMPOSITION** 6 Members: 1 Council/Coordinator, and  
6 Citizens appointed by Council

**REPORTING TO:** Council  
**TERM OF APPOINTMENT:** Term of Council

#### **MANDATE/TERMS OF REFERENCE:**

##### Authority

Town of Cobourg Procedural By-law No. 003-2016.

##### Purpose:

A committee made of members of the public to provide advice, education and recommendations to Council on matters related to parks, open spaces, waterfront, recreational facilities and recreational programs that reflect the needs of the community and support and encourage an active healthy lifestyle. This committee will also provide advice and recommendations on policy development, review and developing and supporting community partnerships as Council may from time to time refer to the Cobourg Parks and Recreation Advisory Committee.

##### Mandate

The Cobourg Parks and Recreation Advisory Committee shall:

- review and advise the Municipal Council on matters relating to the development of all recreation centres, parks playgrounds and other real property of a like nature vested in or leased by the Town and used or designed for recreational purposes including but not limited to the Cobourg Marina, Cobourg Community Centre, Cobourg Parks and Waterfront/Harbour areas as Council may refer from time to time to the Committee;
- advise and make recommendations to Council to implement action to achieve the component objectives of the Town of Cobourg Parks Master Plan, and Waterfront Plan and other Plans as applicable and as directed by Council;
- Initiate and assist in identifying and implementing community-wide and area-wide needs and partnership opportunities for new program development and service delivery including recommendations for broad recreational needs, trends, strategies and plans.

##### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016-being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

Staff Resources Director of Parks/Recreation/Tourism/Culture, Manager of Parks, Facilities Manager and Marina Manager or designate and other as may be required.  
Secretary: Secretarial Services provided by the Parks Department.

## **SCHEDULE "B"- 7 ADVISORY COMMITTEES**

**COMMITTEE NAME:**           **Cobourg Downtown Coalition**

**COMPOSITION**               7 Members;  
                                      1 Council/Coordinator; and  
                                      6 Citizens appointed by Council

**REPORTING TO:**             Council

**TERM OF APPOINTMENT:** Term of Council

**MANDATE/TERMS OF REFERENCE:**

Authority

Downtown Vitalization Action Plan accepted by Council on 25 November 2013 (562-13)

Purpose

The Cobourg Downtown Coalition is established to oversee and ensure the timely execution of the 2013 Town of Cobourg Downtown Vitalization Action Plan. It is intended to focus the efforts and the coordination of all stakeholders that are working to promote and vitalize the Downtown.

Mandate

The Coalition shall:

- a) In liaison with Town Staff, review, detail, and/or recommend amendments to the objectives of the 2013 Town of Cobourg Downtown Vitalization Action Plan, including budget requirements;
- b) Oversee the timely implementation of approved Vitalization objectives;
- c) Establish appropriate measures of performance for the achievement of Downtown Vitalization;
- d) Report at least quarterly to Council on the progress of Vitalization, including the measures of performance;
- e) Work to align and coordinate Town Staff and member effort, resources, marketing, projects, events and activities so as to maximize the efficient achievement of the Vitalization objectives;
- f) Advise Cobourg Municipal Council on any matters relating to Downtown Vitalization, in particular, as characterized in the Action Plan Vision to "deliver

Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

Staff Resources

The participation of the Chief Administrative Officer and a representative of Economic Development will be required. Other staff may be required on occasion. Secretary: Secretarial Services provided by Town of Cobourg.

## SCHEDULE "C" - 1

### AD HOC COMMITTEE

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME: | <b>Downtown Marketing Partnership</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| COMPOSITION     | <ul style="list-style-type: none"><li>1 Representative of the Northumberland Central Chamber of Commerce;</li><li>1 Representative of the Cobourg Economic Development Advisory Committee;</li><li>1 representative of the Cobourg Downtown Business Improvement Area Board of Management (D.B.I.A);</li><li>1 Representative of the Business Advisory Centre Northumberland;</li><li>Representatives of the Town of Cobourg Economic Development, Tourism and Communications;</li><li>3 Volunteers with skills in marketing, advertising, real estate, finance or any related skills.</li></ul> |

REPORTING TO: Cobourg Downtown Coalition

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

#### Authority

Downtown Vitalization Action Plan accepted by Council on November 25, 2013 (562-13)' Minutes of Coalition Meeting, March 25, 2015, that "a Downtown Marketing Partnership be created with a two-fold mandate of attracting business and customers to the downtown."

#### Purpose

The Downtown Marketing Partnership is established foremost to address Section 5.2 of the Downtown Vitalization Action Plan: "Begin a shift toward business categories that enhance the town's economic strategy and promote the downtown Vision".

#### Mandate

1. The Downtown Marketing Partnership shall focus on two complementary issues: the attraction of desired business to the Downtown in accordance with the Downtown Vitalization Action Plan and, in particular, its vision; and the attraction of a consumer market (both resident and visitor) who will patronize those businesses. Success will require that three key stakeholders – Town Staff, the DBIA and the Chamber – coordinate closely.
2. In respect of business attraction, the partnership shall:
  - a) Research, select and recommend targeted business sectors for attraction to the Downtown;
  - b) Develop and recommend a comprehensive business attraction plan, including objectives, activities and a timeline, to attract businesses in the targeted sectors; and facilitate the adoption of this plan by each of the three stakeholders;
  - c) Facilitate implementation of the plan, specifically by assisting the three key stakeholders (Town Staff, the DBIA, and the Chamber) to coordinate effort, resources, projects, events and activities with the intent of achieving the plan objectives;

- d) With the guidance and assistance of the Coalition, establish appropriate measures and data collection methods to determine the success of the business attraction plan implementation, collect data and report on those measures to the coalition.
3. In respect of consumer attraction, the Partnership shall:
- a) Research, select and recommend targeted consumer sectors to whom the Downtown will be marketed;
  - b) Develop and recommend a comprehensive consumer marketing plan, including objectives, activities and a timeline, to attract consumers in the targeted sectors; and facilitate the adoption of this plan by each of the three key stakeholders;
  - c) Facilitate implementation of the plan, specifically by assisting the three key stakeholders (Town Staff, the DBIA, and the Chamber) to coordinate effort, resources, projects, events and activities with the intent of achieving the plan objectives;
  - d) With the guidance and assistance of the Coalition, establish appropriate measures and data collection methods to determine the success of the business attraction plan implementation, collect data and report on those measures to the Coalition.
4. The Partnership shall ensure that there is appropriate coupling between the two plans and their implementation, so that:
- a) There is an existing or anticipated consumer market for new businesses; and
  - b) The consumer market (both residents and visitors) is being provided with the businesses it wants and needs.

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Secretary: Secretarial Services provided by Town of Cobourg.

## SCHEDULE "C"-2

### AD HOC COMMITTEE REPORTING TO COUNCIL

COMMITTEE NAME: **COMMUNITY CIVIC AWARDS COMMITTEE**

COMPOSITION 8 Members: 1 Mayor and 7 Citizens selected by the Mayor

REPORTING TO: Mayor

TERM OF APPOINTMENT Term of Council (ongoing)

MANDATE/TERMS OF REFERENCE:

#### Authority

Town of Cobourg Procedural By-law No. 003-2016

#### Purpose

The Community and Civic Awards Committee is established for the purpose of submitting recommendations to the Cobourg Municipal Council regarding nominees for various Civic/Municipal, Federal and Provincial awards programs.

#### Mandate

The Community and Civic Awards Committee shall annually solicit and select from nominations received for the Town of Cobourg Annual Civic Awards for various established categories and plan, prepare for and execute the Awards Ceremony.

The Community and Civic Awards Committee shall:

1. Prepare and submit to the Cobourg Municipal Council for consideration the names of Cobourg citizens and those who volunteer within Cobourg or organizations recommended to receive a community award, together with detailed information regarding the candidate(s) in support of the recommendation;
2. The Cobourg Municipal Council shall make the final decision on nominees for the annual Lloyd Stinson award (in closed-session);
3. Provide opportunities for local citizens and organizations to submit to the Committee for consideration, names of candidates and supporting information for awards programs;
4. Submit recommendations to the Cobourg Municipal Council regarding appropriate municipal recognition of a local citizen or organization receiving a community and/or Civic award;
5. The Committee Secretary shall establish and maintain a list of Federal, Provincial, Municipal and Civic Awards Programs for which the Cobourg Municipal Council, may from time to time be invited to submit nominations;
6. All invitations to submit nominations for various award programs received by the Corporation shall be referred to the Secretary of the Community and Civic Awards Committee;

7. Ensure that the aims, objectives and functions of the Committee shall be as follows:
- to solicit nominees for civic awards;
  - to review nominations and to determine those individuals, teams or groups to receive an award;
  - to obtain the awards; to organize the annual Awards Night, to be held during April in each year;
  - to arrange for the presentation of the certificates of recognition that would recognize the achievement in the preceding calendar year and, in the case of the individual awards the outstanding contribution to the community in the preceding years;
  - to submit the names of the individual civic award recipients for consideration for Provincial and Federal awards programs where applicable;
  - to annually submit to the Council an operating budget and an estimate of funds required including sponsorships and in-kind services for the purposes of administering the civic awards program including the following:

#### Major Awards

##### **ANGUS AND BERNICE READ VOLUNTEER OF THE YEAR AWARD**

Presented to an individual whose volunteerism, leadership, commitment and actions have improved the quality of life for a large spectrum of the population in Cobourg. This individual will have a minimum of five years of volunteer service.

##### **OUTSTANDING YOUTH AWARD**

Presented to an individual who has made an outstanding volunteer contribution to the community and their school and who is nineteen years of age or younger as of December 31<sup>st</sup> of the year of nomination.

##### **OUTSTANDING SENIOR AWARD**

Presented to an individual who has made an outstanding volunteer contribution to the community and who is sixty-five years of age or older as of December 31<sup>st</sup> of the year of nomination.

##### **BRAVERY AWARD**

Presented to an individual who has displayed courage and heroism, beyond the call of duty, in the face of danger in order to save others from harm. (This award will be given out when circumstances dictate, at the discretion of the Committee).

##### **ARTS/ACADEMIC AWARD**

Presented to an individual who has accomplished outstanding achievement(s) in the arts or academics within the community.

##### **SPORTSMANSHIP AWARD**

Presented to a coach, official or sports organizer who shows outstanding leadership in contribution to Cobourg's sports and recreational community.

##### **LAYTON DODGE ATHLETIC AWARD**

Presented to an athlete who contributes to Cobourg's athletic community in terms of ability, sportsmanship, participation and leadership.

##### **ENVIRONMENTAL AWARD**

Presented to an individual or group who has made a significant contribution to conserve, protect, restore, maintain, improve, enhance or promote a healthy environment.

## **HERITAGE AWARD**

Presented to an individual or group who has demonstrated an outstanding contribution to the conservation and/or promotion of the Town's cultural heritage resources.

## **LLOYD C. STINSON MEMORIAL AWARD FOR COMMUNITY SERVICE**

Presented to a resident of Cobourg who has performed outstanding charitable works to those in need, the aged, youth or those living with disabilities.

### Award Details

The above mentioned individual awards, with the exception of the "Lloyd C. Stinson Memorial Award", shall consist of a certificate and a suitable gift as determined by the Committee.

Certificates of recognition shall be presented to individuals or groups that have made an impact at the local, regional, provincial, national or international level during the past year in the following categories – Community Services, Athletics, Arts and Academics.

A nomination form must be submitted to the Selection Committee no later than the nomination annual set nomination deadline and signed by a resident or tax payer of the Town of Cobourg. The Committee shall review all nominations in confidence, and shall determine the individuals, teams or groups to be honoured.

Awards consisting of a certificate and pin may be presented to individuals and members of the teams and groups.

Only individuals who have volunteered their time or displayed exceptional dedication to community enrichment shall be eligible to receive a civic award.

A recognition gift designed specifically for the Town of Cobourg Civic Awards is presented to one major award winner per category.

### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

### Staff Resources

Secretary: Secretarial services provided by the Mayor's Office.

## SCHEDULE "C" - 3

### AD HOC COMMITTEE

|                      |                                                                                                                                                                                                                                                                                                    |
|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:      | <b>2017 Ontario 55+ Winter Games Organizing Committee</b>                                                                                                                                                                                                                                          |
| COMPOSITION          | 1 Council Representative<br>1-2 Ontario Ministry of Tourism, Culture & Sport (Resource/Non-Voting Member)<br>1-2 Ontario Senior Games Association (Resource/Non-Voting Member)<br>10-15 Community Volunteers<br>CCC Sport and Events Coordinator<br>Seniors Program Coordinator<br>Finance Manager |
| REPORTING TO:        | Mayor and Council                                                                                                                                                                                                                                                                                  |
| TERM OF APPOINTMENT: | January 2016 to June 20, 2017                                                                                                                                                                                                                                                                      |

#### MANDATE/TERMS OF REFERENCE:

##### Authority

The Town of Cobourg Procedural By-law No.003-2016. Council passed a resolution to authorize constitution of a "2017 Ontario 55+ Winter Games Organizing Committee" Ad Hoc Committee on October 5, 2015.

##### Purpose

The 2017 Ontario 55+ Winter Games Organizing Committee (GOC) is to assist with the planning and implementation of the 2017 Ontario 55+ Winter Games.

##### Mandate

The 2017 Ontario 55+ Winter Games will be a marquee event for seniors in Cobourg, Northumberland County and across Ontario. This committee will work toward ensuring that a first-class event that will ultimately leave a lasting legacy to benefit seniors in the community.

Volunteer committee members from the community will take on specific areas of responsibility and may create sub-committees to assist with the work associated with those areas (i.e. Marketing, Accommodations, Food, Sport Technical, etc.). There will also be 1-2 community volunteers that will act as the overall Chair(s) of this committee.

##### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

##### Staff Resources

Secretary: Secretarial Services provided by Town of Cobourg.

## **SCHEDULE “C”- 4**

### **AD HOC COMMITTEE**

|                      |                                                                                                                                                                                                                                                                                                                                             |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:      | <b>CANADA 150 ORGANIZING COMMITTEE</b>                                                                                                                                                                                                                                                                                                      |
| COMPOSITION          | Mayor<br>1 Council Representative<br>2 Co-chairs<br>8-10 Community Volunteers<br>Events Coordinator (Resource/Non-Voting Member)<br>Tourism Coordinator (Resource/Non-Voting Member)<br>Corporate Communications Coordinator<br>(Resource/Non-Voting Member)<br>Finance Manager(Resource/Non-Voting Member)<br>Other staff where applicable |
| REPORTING TO:        | Mayor and Council                                                                                                                                                                                                                                                                                                                           |
| TERM OF APPOINTMENT: | January 2016 – December 2017                                                                                                                                                                                                                                                                                                                |

#### **MANDATE/TERMS OF REFERENCE:**

##### Authority

Town of Cobourg Procedural by-law No 003-2016 Council passed Resolution #441-15 on October 5, 2015 to authorize the establishment of a “Canada 150” Committee.

##### Purpose

The Canada 150 Committee will be responsible for the year-long celebrations surrounding the 150<sup>th</sup> anniversary of Canada creating opportunities for everyone to connect, engage and celebrate.

##### Mandate

Objectives, a timeline and action items have been identified in the Business plan adopted by Council on October 5, 2015. Volunteer committee members from the community and organizations will take on specific areas of responsibility and the following subcommittees will be created: Canada Week, Education and Community Awareness, Programming and events, Arts and Culture, Heritage and History, Volunteers and Community Engagement, Marketing, Finance and Sponsorship and Sporting events. Each subcommittee will have a lead who reports to the Committee.

##### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

##### Staff Resources

Secretary: Secretarial Services provided by Mayor’s Executive assistant of the Town of Cobourg.

**SCHEDULE “D”- 1  
QUASI JUDICIAL COMMITTEE**

|                     |                                                                  |
|---------------------|------------------------------------------------------------------|
| COMMITTEE NAME:     | <b>COMMITTEE OF ADJUSTMENT/<br/>PROPERTY STANDARDS COMMITTEE</b> |
| COMPOSITION         | 5 Members (citizens) appointed by Council                        |
| REPORTING TO:       | Not applicable – Quasi Judicial Committee                        |
| TERM OF APPOINTMENT | In accordance with the <i>Planning Act</i> R.S.O. 1990           |

**MANDATE/TERMS OF REFERENCE:**

Authority

The *Planning Act* R.S.O. 1990, Section 44 (1) of the *Planning Act* specifies that if a municipality has passed a by-law under Section 34 of the *Planning Act*, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such persons, not fewer than three, as the Council considers advisable. The Cobourg Committee of Adjustment is comprised of 3 members of the public as appointed by Council and there is no Council representation on this committee. The Council/Coordinator of Planning and Development acts as a liaison between the Committee of Adjustment and Council but is not an active member and does not have voting privileges on this quasi judicial committee.

Section 44(3) of the *Planning Act* specifies that the members of the committee who are not members of a municipal council shall hold office for the term of Council that appointed them. Therefore, the Town of Cobourg ‘sunset clause’ in the Policy and Procedures for Advisory Committees does not apply.

Mandate/Terms of Reference

- A Committee of Adjustment for the Town of Cobourg is constituted to authorize minor variances to the Restricted Area (Zoning) By-law of the Town of Cobourg in accordance with Section 45 of the *Planning Act*.
- The authority for giving of consents pursuant to Section 53 of the *Planning Act* is delegated to the Committee of Adjustment for the Town of Cobourg.
- The Committee of Adjustment will also act in the capacity of a Property Standards Committee with the Coordinator of Protection Services representing Council for any property standards appeals.
- Committee of Adjustment Application Refund Policy (Town of Cobourg Policy and Procedures Section 8-3-2)  
Committee of Adjustment application fees for consents and variance shall be refunded, if requested by the applicant, as follows:
  - i) 90% if the application has been submitted but no administrative functions have been performed.
  - ii) 50% if a report has been prepared or other administrative functions performed on an application by staff but the application has not been heard by the Committee of adjustment.
  - iii) No refund if an application has been considered by the Committee of Adjustment.

Administration

All meetings shall be conducted in accordance with the *Planning Act* and the Town of Cobourg Advisory Committee and Local Board Policy and Procedures as well as the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Manager of Planning Services or designate and others as may be required.  
Secretary/Treasurer Services provided by the Planning Department

Section 44 (8) of the *Planning Act* specifies that the Committee shall appoint a secretary-treasurer, who may be a member of the committee, and may engage such employees and consultants as is considered expedient, within the limits of the money appropriated for that purpose.

## SCHEDULE “E”- 1

### LEGISLATED COMMITTEES AND LOCAL BOARDS

|                             |                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:             | <b>COBOURG POLICE SERVICES BOARD</b>                                                                                               |
| COMPOSITION:                | 5 members: the Mayor, 1 other member of Council, 1 member-at-large appointed by Council and 2 members appointed by the Province.   |
| TERM OF APPOINTMENT:        | Term of Council (for Council Representatives) (except for Provincial appointees governed according to <i>Police Services Act</i> ) |
| REPORTING TO:               | Ministry of the Attorney General                                                                                                   |
| MANDATE/TERMS OF REFERENCE: |                                                                                                                                    |

#### Authority

The *Ontario Police Services Act* R.S.O. 1990, cP.15 provides the responsibilities of Police Services Boards respecting oversight, labour relations and quasi-judicial functions.

#### Mandate

The Board is responsible for the provision of adequate and effective police services in the municipality and:

- appoints the members of the municipal police force;
- generally determines, after consultation with the Chief of Police, objectives and priorities with respect to police services in the municipality;
- establishes policies for the effective management of the police force;
- recruits and appoints the Chief of Police and any Deputy Chief of Police, and annually determines their remuneration and working conditions, taking their submissions into account;
- directs the Chief of Police and monitors his or her performance;
- establishes policies respecting the disclosure by chiefs of police of personal information about individuals;
- receives regular reports from the Chief of Police on disclosures and decisions made on secondary activities;
- establishes guidelines with respect to the indemnification of members of the police force for legal costs;
- establishes guidelines for dealing with complaints;
- (reviews the Police Chief's administration of the complaints system and receives regular reports from the chief of police on his or her administration of the complaints system.

#### Annual Budget

The Board submits operating and capital estimates to the municipal Council that show, separately, the amounts that will be required,

- (a) to maintain the police force and provide it with equipment and facilities; and
- (b) to pay the expenses of the Board's operation other than the remuneration of Board members.

The format of the estimates, the period that they cover and the timetable for their submission is determined by the Council. Upon reviewing the estimate, the Council establishes an overall budget for the Board for the purposes described in (a) and (b) and, in doing so, the Council is not bound to adopt the estimates submitted by the Board. In establishing an overall budget for the Board, the

Council does not have the authority to approve or disapprove specific items in the estimates.

If the Board is not satisfied that the budget established for it by the Council is sufficient to maintain an adequate number of police officers or other employees of the police force or to provide the police force with adequate equipment or facilities, the Board may request that a Provincial Commission determine the question and the Commission, shall, after a hearing, do so.

#### Governance

The Board has prepared a Governance Manual and is committed to provide civilian oversight to the activities of the Cobourg Police Force, which includes:

- (a) ensuring the organization achieves appropriate results having regard to the financial resources of the municipality through the establishment of policies that define adequate and effective policing, and;
- (b) playing a key role in ensuring that the organization carries out its actions and activities in an acceptable manner.

#### Administration

All meetings shall be conducted in accordance with the *Police Services Act* and the Town of Cobourg Advisory Committee and Local Board Policy and Procedures as well as the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources

Secretary/Treasurer Services provided through appointments made by the Police Services Board.

## SCHEDULE "E"- 2

### LEGISLATED COMMITTEES AND LOCAL BOARDS

COMMITTEE NAME: **COBOURG PUBLIC LIBRARY BOARD**

COMPOSITION: 9 members: 1 member of Cobourg Municipal Council, 1 member of Hamilton Township Council appointed by that Council and 7 citizens appointed by Cobourg Council who are qualified to be members of the Board in accordance with the provisions of the *Public Libraries Act R.S.O. 1990*.

TERM OF APPOINTMENT: Term of Council (for Council Representatives) (governed according to *Library Services Act*)

MANDATE/TERMS OF REFERENCE:

Authority

*Public Libraries Act R.S.O. 1990*, Chapter P.44 states that the Council of a municipality may by by-law establish a public library. A public library shall be under the management and control of a board, which is a corporation known as the Town of Cobourg Public Library Board.

Terms of Reference

Term of Office:

A Board member shall hold office for a term concurrent with the term of the appointing council, or until a successor is appointed, and may be reappointed for one or more further terms.

The first appointments of members of a new board shall be made at a regular meeting of council and the member shall take office as soon as possible thereafter, and thereafter appointments shall be made at the first meeting of council in each term, but if the council fails to make the appointments at its first meeting, it shall do so at any regular or special meeting held within 60 days after its first meeting.

Notice of Vacancies:

The Municipal Clerk shall give public notice of vacancies on the board by publishing notice of them inviting applications in a newspaper of general circulation in the municipality and on the Town of Cobourg website.

Vacancies:

Where a vacancy arises in the membership of a board, the Town of Cobourg Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term, except where the unexpired term is less than forty-five days.

Disqualification of a board member:

If a Board member,

- a) is convicted of an indictable offence;
- b) becomes incapacitated;
- c) is absent from the meetings of the Board for three consecutive months without being authorized by a board resolution;
- d) ceases to be qualified to be appointed as a member of the Board (clause 10 (1)) of the *Public Libraries Act*;
- e) otherwise forfeits their seat.

## COBOURG PUBLIC LIBRARY BOARD (continued)

### First Meeting

The first meeting of the Board in a new term shall be called by the Chief Executive Officer in each new term.

### Chair

The Board shall elect one of its members as chair at its first meeting in a new term; and in the absence of the chair, the Board may appoint one of its members as acting chair.

### Staff

The Board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.

### Chief Executive Officer

The Board shall appoint a Chief Executive Officer who shall have general supervision over and direction of the operations of the public library and its staff shall attend all board meetings and shall have the other powers and duties that the board assigns to him or her from time to time.

### Secretary

The Board shall appoint a Secretary who shall,  
a) conduct the Board's official correspondence; and  
b) keep minutes of every meeting of the board.

### Treasurer

The Board shall appoint a Treasurer who shall,  
a) receive and account for all the Board's money;  
b) open an account or accounts in the name of the Board in a chartered bank, trust company or credit union approved by the Board;  
c) deposit all money received on the board's behalf to the credit of that account or accounts; and  
d) disburse the money as the Board directs.

The same person may be both the Secretary and Treasurer, and the Chief Executive Officer may be the Secretary and may be the Treasurer.

### Meetings

The Board shall hold regular meetings once a month for at least 10 months each year and at such other times as it considers necessary.

The Chair or any two members of the Board may summon a special meeting of the Board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called.

### Quorum

The presence of a majority of the Board is necessary for the transaction of business at a meeting.

## COBOURG PUBLIC LIBRARY BOARD (continued)

### Voting

The Chair or Acting Chair of the Board may vote with the other members of the Board upon all questions and any question on which there is an inequality of votes shall be deemed to be negative.

### Open and Closed meetings

Except as provided under the Closed Session all meetings shall be open to the public. A meeting shall not be closed to the public during the taking of a vote, unless the vote is for a procedural matter for giving directions or instructions to officers, employees or agents of the Board or committee of the board or persons retained by or under contract with the Board.

### Mandate/Resources

Libraries are key municipal partners and the Cobourg Public Library and as such,

- contribute directly to the economic productivity of the community by helping residents find jobs, providing information and programs on being a successful entrepreneur; and by providing in-house wireless access to individuals operating online businesses;
- provide services and programs to children, adults, and seniors that may not be available elsewhere or, if available, would be too expensive for many residents;
- provide extensive child literacy programs;
- collect and maintains a Local History Collection which is of value to genealogists, historians and those attempting to preserve the architectural, social and cultural heritage of the community;
- support life- long learning endeavors;
- promote the well-being of individuals and assists them to become more productive in their jobs and in their personal lives;
- provide free access to the Internet and to MS-Office software on public computers;
- contribute directly to the success of local social service agencies, literacy groups, home schoolers writers and others;
- provide individuals with customized information services tailored to their unique needs.

## SCHEDULE "F"-1

### COUNCIL MEMBER COMMITTEES

**1. COUNCIL STRIKING COMMITTEE**

A Striking Committee composed of the Mayor, the Deputy Mayor and the Councillor who received the greatest number of votes in the most recent election of the new Council shall prepare a report for presentation during the Inaugural meeting to recommend the appointment of Council Service Coordinators.

**2. FREEDOM OF INFORMATION COMMITTEE**

A Freedom of Information Committee composed of the Mayor, Deputy Mayor and the Councillor who received the greatest number of votes at the last municipal election are designated as head of the Corporation for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.

**3. AUDIT COMMITTEE**

An Audit Committee composed of the Mayor, Deputy Mayor and a Council member appointed by Council will form a committee with a mandate of reviewing the annual Town of Cobourg Audit. The Chief Administrative Officer and Treasurer/Director of Corporate Services shall attend all meetings.

## SCHEDULE "G" - 1

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: **JOINT ANIMAL CONTROL BOARD OF MANAGEMENT**  
(Town of Cobourg, Township of Hamilton, Township of Alnwick-Haldimand, Municipality of Port Hope)

COMPOSITION 4 Members  
Council Representation from:  
1 Township of Alnwick/Haldimand  
1 Township of Hamilton  
1 Town of Cobourg  
1 Municipality of Port Hope

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

#### MANDATE/TERMS OF REFERENCE:

Authority: Joint Agreement with the four partner municipalities for management oversight and operations of the Shelter of Hope.

#### Purpose

The role of the Joint Animal Control Board of Management is to oversee and establish policies and prepare an annual budget for the operation and act as the Board of Management for the Shelter of Hope animal shelter located in the Township of Hamilton.

#### Mandate

The mandate of the Joint Animal Control Board of Management is to advise each respective Council and make recommendations on matters relating to the animal control and care and to review, advise and makes recommendations to the Cobourg Municipal Council on matters relating to the Shelter of Hope daily operations, budget, policies, management and operations.

#### Meeting Frequency

The Board shall hold regular meetings once a month each year and at such other times as it considers necessary alternating locations and each member Municipality.

The Chair or any two members of the Board may summon a special meeting of the Board by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called.

#### Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committee and Local Board Policy and Procedures and the Town of Cobourg By-law No. 003-2016 being a by-law to Establish Rules of Order and Procedures to Govern the Proceedings of the Municipal Council of the Town of Cobourg.

#### Staff Resources:

Secretary: Secretarial Services provided by Manager of Shelter of Hope and Finance/Accounting provided by Hamilton Township.

## SCHEDULE "G"- 3

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: **TOWN OF COBOURG HOLDINGS INC. (HOLDCO)**

COMPOSITION: 5 Members: 1 Mayor as Chair, 3 Members at-large by Council.

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council for Council Representative; members-at-large appointed for 3 year term and may serve for three year terms up to a maximum of 9 years.

#### MANDATE/TERMS OF REFERENCE:

Cobourg Holdings Inc. was established by the Town of Cobourg By-law 31-00 passed on April 10, 2000 to transfer the employees, assets, liabilities, rights and obligations of the electric distribution component of the Cobourg Public Utilities Commission and of the Corporation of the Town of Cobourg in respect of the generation, transmission, distribution and retailing of electricity to a corporation and its subsidiary corporations to be incorporated under the *Business Corporations Act* (Ontario) pursuant to Section 142 of the *Electricity Act*, 1998 (Ontario).

#### Authority

*Business Corporations Act*, *Electricity Act* and Holdco Shareholders' Agreement dated May 1, 2000.

#### Purpose

The Town of Cobourg Holdings Inc., a corporation existing under the laws of Ontario oversees responsibility for the municipal utility corporations including the following:

#### Lakefront Utilities Inc. (LUI)

LUI is a corporation existing under the laws of Ontario ("WiresCo" or "Subsidiary" or collectively with ServicesCo and RetailCo "Subsidiaries") with the primary objective of the Lakefront Utilities Inc. is to ensure that LUI is a valuable asset to the Town of Cobourg achieved by generating a prudent annual dividend while ensuring the current and future integrity and viability of the electrical distribution system.

#### Lakefront Utilities Services Inc. (LUSI)

LUSI is a corporation existing under the laws of Ontario ("ServicesCo" or "Subsidiary" or collectively with WiresCo and RetailCo "Subsidiaries") The primary objective of LUSI is to provide the human resources to manage and operate utility services safely, conservatively and efficiently, complying with regulations and protecting Councillors from legal liability. This includes providing administrative, financial and operations services in support of Town of Cobourg Holdings Inc., its subsidiaries, the Town of Cobourg Water System and other contracts such as water systems with area municipalities and to support the green initiatives of the Town of Cobourg.

#### Cobourg Networks Inc. (CNI)

Cobourg Networks Inc. is a corporation existing under the laws of Ontario ("RetailCo" or "Subsidiary" or collectively with WiresCo and ServicesCo "Subsidiaries") and is the retail arm of Holdco through fibre optics/broadband, hot water heater rentals, sentinel light rentals and municipal street lighting initiatives.

Lakefront Generation Inc. and Lakefront Lighting Inc. (LLI)

It is the vision of LLI to provide environmentally friendly conservation oriented products throughout Ontario and create a Green image for the Lakefront Group of Companies with a goal of growing LLI into a viable business to provide dividends to the shareholder.

Mandate

To endeavour to satisfy shareholder financial expectations by ensuring that subsidiaries fulfil their mandates while recognizing the potential internal and external limitations imposed on subsidiaries, to ensure safe, reliable, cost effective utilities and to fulfil Holdco Mission better than potential acquisition interests.

Staff Resources:

Advisor: President LUSI and Secretarial Resources provided by LUSI

## SCHEDULE "G"- 5

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: **GANARASKA REGION CONSERVATION AUTHORITY BOARD (GRCA)**

COMPOSITION: **10 Members**  
2 Members of the Town of Cobourg Council  
2 Members of the Municipality of Clarington Council  
2 Members of the Municipality of Port Hope Council  
1 Member of the Township of Hamilton Council  
1 Member of the Township of Cavan-Monaghan Council  
1 Member of the Township of Alnwick/Haldimand Council  
1 Member of the City of Kawartha Lakes Council

REPORTING TO: Ganaraska Region Conservation Authority and Member Councils

TERM OF APPOINTMENT: Term of Council

#### MANDATE/TERMS OF REFERENCE:

##### Purpose

The Ganaraska Region Conservation Authority (GRCA) is a corporate body which was established under the Conservation Authorities Act of Ontario in October 1946 to further the conservation, restoration, development and management of renewable natural resources. The GRCA works in partnership with its member municipalities and the Province of Ontario to provide a number of resource management programs.

##### Mandate

The objectives of the Ganaraska Region Conservation Authority include:

- Ensuring that the watershed's rivers, lakes and streams are properly safeguarded, managed and restored;
- To protect, manage and restore woodlands, wetlands and natural habitat;
- To develop and maintain programs that will protect life and property from natural hazards such as flooding and erosion;
- To provide opportunities for the public to enjoy, learn from and respect the natural environment.

##### Meeting Frequency

Meeting to be determined by the Ganaraska Region Conservation Authority each year.

##### Staff Resources:

Advisor: CEO/Secretary Treasurer

## SCHEDULE "G"- 6

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

|                             |                                                                                                                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:             | <b>GANARASKA MUNICIPAL WORKING GROUP<br/>FOR THE PURPOSE OF DRINKING WATER<br/>SOURCE PROTECTION</b>                                                                                |
| COMPOSITION:                | 1 Member of the Town of Cobourg Council<br>1 Municipal Staff Representative – Town of Cobourg<br>Various members and agency representatives from<br>other Municipalities and Boards |
| REPORTING TO:               | Council                                                                                                                                                                             |
| TERM OF APPOINTMENT:        | Term of Council                                                                                                                                                                     |
| MANDATE/TERMS OF REFERENCE: |                                                                                                                                                                                     |

#### Purpose

In response to the Drinking Water Source Protection program which included the development of the Ganaraska Source Protection Plan, a Ganaraska Region Municipal Working Group was struck in 2007 to provide the means by which the Source Protection Committee can solicit municipal input and feedback on its proposed approaches and recommendations.

## SCHEDULE "G"- 7

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: **WATER QUALITY ACCOUNTABILITY LIAISON COMMITTEE**

COMPOSITION                    2 Council Representatives from Town of Cobourg  
                                         with one acting as Chair of the Committee  
                                         1 Chair of Lakefront Utilities Services Inc.  
                                         1 Vice President of Operations  
                                         1 Manager of Water Services

REPORTING TO:                Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

#### Authority

Water Quality Accountability Liaison Committee formally established by Town of Cobourg Council resolution on December 16, 2002.

#### Mandate/Purpose

The Water Quality Accountability Liaison Committee is to assist the members of the Cobourg Municipal Council with exercising due diligence in their responsibilities for ensuring water quality in the Town of Cobourg.

#### Meeting Frequency

The Committee meets every 2-3 months and the minutes are circulated to the Committee and to the Town of Cobourg Council and Senior Management.

#### Staff Resources:

Secretary: Secretarial Services provided by Lakefront Utilities Services Inc.

**SCHEDULE “G”- 8**

**AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES**

|                             |                                                                                                                                               |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:             | NORTHAM INDUSTRIAL PARK                                                                                                                       |
| COMPOSITION:                | 1 Mayor<br>1 Deputy Mayor<br>CAO and Treasurer as Municipal Resource-non-voting members                                                       |
| REPORTING TO:               | Council                                                                                                                                       |
| TERM OF APPOINTMENT:        | Term of Council                                                                                                                               |
| MANDATE/TERMS OF REFERENCE: |                                                                                                                                               |
|                             | <u>Purpose</u> To meet on a regular basis to review operations and to establish and monitor an annual budget for the Northam Industrial Park. |
|                             | <u>Meeting Frequency</u><br>Meeting called on an ongoing basis during the year as needed.                                                     |

**SCHEDULE "G"- 9**

## AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: ART GALLERY OF NORTHUMBERLAND

**COMPOSITION:**

- 17 Members**
  - 1 Member of the Town of Cobourg Council (non-voting member)
  - 1 Member Municipality of Port Hope Council
  - 1 Curator/Director of Art Gallery
  - 14 Art Gallery Members

REPORTING TO: Art Gallery Membership

TERM OF APPOINTMENT: Term of Council for Council Members

MANDATE/TERMS OF REFERENCE:

**Mandate** To promote and provide access to art and related programs as a community gallery for the enjoyment and education of the people of Northumberland.

The Art Gallery of Northumberland operates from the art gallery located on the third floor, west wing of Victoria Hall and maintains a branch gallery in downtown Port Hope.

## SCHEDULE “G” - 10

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

COMMITTEE NAME: **NORTHUMBERLAND COUNTY COUNCIL**

COMPOSITION: 7 Elected Municipal Council Representatives from each of the County of Northumberland Municipalities (1 Mayor or Designate from Town of Cobourg)

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council

MANDATE/TERMS OF REFERENCE:

#### Purpose

The Northumberland County is comprised of the Mayors of each of the seven Towns, Township or local municipalities within its boundaries. The County of Northumberland is the upper tier level of municipal government that weaves together these seven diverse yet complementary municipalities.

#### Mandate

The County provides a number of services overseen by the County's Departments including; transportation and waste, community and social services, long term care, emergency medical services, finance, human resources, provincial offences act administration, records management and archives, economic development, tourism.

#### Meeting Frequency

County Council meets once a month with some exceptions. Open Session of County Council commences at 9:30 a.m.

## SCHEDULE “G”- 11

### AGENCIES, BOARDS AND COMMITTEES WITH COUNCIL APPOINTEES

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME:             | <b>COBOURG DOWNTOWN BUSINESS<br/>IMPROVEMENT AREA BOARD OF<br/>MANAGEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| COMPOSITION:                | <b>2</b> Member of the Town of Cobourg Council<br><b>7</b> Members of the Cobourg Downtown Business<br>Improvement Area appointed by Council<br><br>Members of an improvement area consist of<br>persons who are assessed, on the last returned<br>assessment roll, with respect to rateable property in<br>the area that is in a prescribed business property<br>class and tenants of such property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| REPORTING TO:               | Council and the Cobourg DBIA Members                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| TERM OF APPOINTMENT:        | Term of Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| MANDATE/TERMS OF REFERENCE: | <p><u>Purpose</u><br/>The Cobourg Downtown Business Improvement Area (DBIA) is responsible for<br/>improvement, beautification and maintenance of Downtown Cobourg.</p> <p><u>Mandate</u><br/>In accordance with Section 204. (1) of the Municipal Act S.O. 2001 c.25, a local<br/>municipality may designate an area as an improvement area and may establish a<br/>board of management to oversee the improvement, beatification and maintenance of<br/>municipally-owned land, buildings and structures in the area beyond that provided at<br/>the expense of the municipality generally; and to promote the area as a business or<br/>shopping area. The Cobourg Downtown Business Improvement Area is designated<br/>and established by the Corporation of the Town of Cobourg under By-law No. 066-<br/>2012 (amended by-law No.006-2016 being a By-law to designate a establish the<br/>Cobourg Downtown Business Improvement Area.</p> <p><u>Meeting Frequency:</u><br/>The second Wednesday of every month at 8:30 am.</p> |

## SCHEDULE “H”

### MUNICIPAL STAFF COMMITTEES

REPORTING TO: CAO

MANDATE/TERMS OF REFERENCE:

#### Division Directors

The Division Directors comprise of the CAO, Director of Corporate Services, Director of Planning and Development, Director of Public Works and Municipal Clerk and meet after the first meeting of Committee of the Whole of Council to discuss action items from Council, current, ongoing and future municipal projects and discuss overall strategic goals and objectives for the Municipality.

#### Management Team

The Management Team comprise of the CAO, Division Directors, Municipal Clerk and all Municipal Managers including Fire Department, Police Services and the Cobourg Public Library CEO and meet the Tuesday before each Committee of the Whole Meeting of Council or as determined by the CAO to provide information and report on general matters relating to each respective municipal department. Training is also incorporated in these meetings.

#### Risk Management

The Risk Management Committee is established to develop and maintain a risk management program for the Town of Cobourg based on accepted best practices under the Corporation’s management structure, the Committee will report directly to the CAO and when dealing with the following Committee functions:

- promote effective risk management practices with all town employees through education and training;
- review Town By-laws, policies, agreements, practices and procedures in order to identify potential risks;
- monitor, through a routine inspection program, potential risks associated with Town owned or controlled equipment and properties;
- review all accident or near accident reports, complaints and claims involving the public and Town staff and/or properties relative to risk management issues;
- act upon or make specific recommendations in order to manage identified risks;
- refer any unresolved issues involving potential risk to the Director’s;
- report to the management team on activities of the Committee.

#### Health and Safety Committee

The Health and Safety Committee is established by *the Ontario Health and Safety Act* with a mandate to establish an internal responsibility system with both Union and Management Representation to ensure that Health and Safety policies are established and reviewed for the protection and well-being of all of the Town’s Employees.

#### Management Review Committee:

A Committee consisting of the Chief Administrative Officer; the Division Director and the Department Manager of the victim or complainant; Division Director and Department Manager of the accused or respondent and the Human Resources Officer. Each member shall appoint a designate to represent him/her if unable to attend.

The Committee shall review complaints filed by municipal representatives excluding, Members of Council, committee members and board members.

The purpose of the committee is to determine, by majority, whether a violation of the policy has occurred; if further action is necessary; and what steps will be taken.

## **SCHEDULE “H” (continued)**

### Violence, Harassment and Discrimination Investigation Committee:

A Committee consisting of the Human Resources Officer or designate, JHSC Management Co-Chair or alternate, Union Co-Chair or alternate and any other person(s) appointed by the Chief Administrative Officer.

The purpose of the Committee is to investigate complaints referred by the Management Review Committee.

### Development Review Team

The Development Review Team is comprised of municipal staff from Planning, Public Works, Fire and any other department as required to review site plans and development proposals in order to prepare recommendations and reports to Council.

### IT Acquisitions, Integration and Utilization Committee (IT)

The IT Committee is comprised of municipal staff from various departments with the IT Supervisor and GIS Technician acting as Co-Chairs with the goals of ensuring a fully integrated IT System across the Corporation and to make efficient use of resources, including but not limited to money, time, existing IT infrastructure and existing GIS infrastructure across the Corporation. The projected outcomes for the Committee are to improve communications across departments regarding current software technologies, to ensure software and IT/GIS hardware consistency across the Corporation, develop more efficient use of resources across departments, including education and training of municipal personnel and to develop a strategic approach to IT across the Municipality.

### Sign Guidelines Working Group

The purpose of the Sign Guidelines Working Group is to establish policies and guidelines to recommend to Council that if adopted, would be used to assess all proposed new permanent Town of Cobourg signs. Regulatory road signs will not generally be encompassed in this Working Group's scope of work, however Public Works shall notify the Group of any proposed changes or new additions to these signs. At their initial meeting, the new Working Group shall establish the categories of signs that it will deal with i.e. Tourism Directional, Interpretive, Parks, Boardwalk, Gateway and Highway 401 etc.

## SCHEDULE "I"-1

### COUNCIL AND STAFF WORKING GROUPS – TASK FORCE COMMITTEES

COMMITTEE NAME: **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE (CEMPC)**

COMPOSITION: Mayor  
Councillor/Coordinator of Protection Services  
Chief Administrative Officer  
Fire Chief  
Emergency Planner  
Police Chief  
Director of Public Works  
Director of Corporate Services  
Municipal Clerk  
HKPR (Health Unit) Representative  
Northumberland County Representatives  
Communications Officer

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council (for Council Representatives)

MANDATE/TERMS OF REFERENCE:

#### Authority

The *Emergency Management and Civil Protection Act* requires municipalities to develop and maintain community emergency management programs. As a component of the program, Ontario Regulation 380/4 requires municipalities to have a community emergency management program committee.

#### Purpose

The Committee is responsible for overseeing the ongoing review and maintenance of the Cobourg Community Emergency Management Program.

#### Mandate

- Meet no less than three times per year at the call of the Chairperson to address business that is presented by the CEMC and Emergency Planner.
- Remain familiar with the contents of the Program and routinely be prepared to offer suggestions for changes and improvements.
- Participate in the legislatively required annual program compliance verification by reviewing and commenting on the documentation that will be submitted to EMO.
- Review and comment on emergency management related matters and documents that are periodically presented to the Committee.
- As individuals or as a group of Committee Members participate in research, development, and implementation of new concepts and documents.
- Designate and assign Committee Members and/or staff to function as subcommittees to assist the Committee as required with special projects.

#### Meeting Frequency

Meetings are called on a needed basis through the current year.

## SCHEDULE "I"- 2

### COUNCIL AND STAFF WORKING GROUPS – TASK FORCE COMMITTEES

COMMITTEE NAME: **BY-LAW REVIEW TEAM**

COMPOSITION: Deputy Mayor/Coordinator General Government Services  
Councillor/Coordinator of Protection Services  
Chief Administrative Officer  
Director of Corporate Services  
Municipal Clerk/Manager of Legislative Services  
Chief of Police or Deputy Chief of Police  
Director of Parks/Recreation/Tourism/Culture  
By-law Enforcement/Policy Coordinator/Town Prosecutor, Licensed Paralegal

REPORTING TO: Council

TERM OF APPOINTMENT: Term of Council (for Council Representatives)

MANDATE/TERMS OF REFERENCE:

#### Purpose

As part of Objective #4 of the 2011-2014 Council Strategic Action Plan, Council authorized the establishment of a By-law Review Working Group tasked to review Municipal By-laws with input from the appropriate Municipal Council Coordinator, Staff, Committee or Local Board Representatives and general public.

#### Mandate

Objective #4 of the 2011-2014 Council Strategic Plan is to continuously improve municipal policies and procedures by undertaking to 1.) review and act on Town by-laws that are five years or older. As part of the By-law Review process, the Legislative Services Department will prepare agendas and specific by-laws for review based on the following criteria:

- Topics as directed by Council, CAO, Division Directors, Protection Services, Police Services, Fire Services, General Government Services, Public Works, Parks and Recreation, Planning and Development, Community Services, Risk Management Committee or any other municipal department, committee or local board;
- Urgent matters affecting the Municipality;
- By-laws that are 'hot topics' in the community;
- By-laws now covered by Provincial legislation and not under municipal jurisdiction recommended for appeal;
- By-laws that require a complete review and update;
- By-laws that could be consolidated with other relative by-laws;
- By-laws that require minor adjustments to align with current legislation or circumstances; and
- Any by-laws that are strictly administrative and do not require a review or in the future will be identified and coded accordingly in the master By-law Database Index.

### SCHEDULE "I"- 3

#### COUNCIL AND STAFF WORKING GROUPS – TASK FORCE COMMITTEES

|                 |                                                                                                                                                                                                                                                                                                                                                           |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COMMITTEE NAME: | <b>VICTORIA PARK ACTION PLAN WORKING GROUP</b>                                                                                                                                                                                                                                                                                                            |
| COMPOSITION:    | Mayor or designate (Chair)<br>Councillor/Coordinator of Parks and Recreation Services<br>Councillor/Coordinator of Protection Services<br>Chief Administrative Officer<br>Municipal Clerk/Manager of Legislative Services<br>Manager of Parks<br>Community Events Coordinator<br>Police Services Representative<br>Secretarial or Administrative Resource |

In each calendar year the Working Group will meet before the end of April and after every long weekend throughout the summer including the Labour Day weekend, and/or as required.

REPORTING TO: Mayor and Council

MANDATE/TERMS OF REFERENCE:

##### Purpose

The Victoria Park Action Plan Working Group was established by resolution of Council passed on October 18, 2010 to ensure through continuous stewardship and coordinated action, that the vision for Victoria Park which states that "Victoria Park will be a sustainable community gathering place, open and welcoming to all regardless of race, creed or ability; and the Park will provide a safe, clean environment balancing organized and unorganized events and activities on a multi seasonal basis; and whereas the Park and its activities will provide value to its citizens and the local economy."

##### Mandate

The Victoria Park Action Plan Working Group shall:

- Assess and prioritize issues in the park and beach that require attention including but not limited to the following areas: garbage control, parking, by-law enforcement, crowding, noise, washroom facilities, public safety, alcohol and signage;
- Review and assess the effectiveness of operational response to priority issues;
- Solicit input from respective advisory committees, Council Coordinators and general public through public meetings;
- Develop and implement solutions to issues requiring improved response;
- Ensure integration of effort amongst Town departments, by-law enforcement and the Cobourg Police Service;
- Communicate to Council on issues in the park and actions taken to address them.

The Victoria Park Action Plan Working Group will focus on integration and implementation of the goals and objectives of the Victoria Park Action Plan and will not duplicate or interfere with the role of the Parks and Recreation Advisory Committee in regards to their mandate and terms of reference.