



BY-LAW NUMBER 008-2019

A BY-LAW TO DEFINE THE TERMS OF REFERENCE FOR INTERNAL MEETING GROUPS, ADVISORY COMMITTEES, AD HOC COMMITTEES, AND LEGISLATIVE COMMITTEES AND BOARDS ESTABLISHED BY AND/OR INVOLVING THE CORPORATION OF THE TOWN OF COBOURG

WHEREAS By-law 009-2019 being a by-law to establish rules of order and procedures to govern the proceedings of Council, and is referred to as the '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 of Municipal Council Policies and Procedures' to provide advice to the Cobourg Municipal Council on matters relating to events, requests, submissions and plans for their respective committees;

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 BE IT RESOLVED that the Municipal Council of the Corporation of the Town of Cobourg enacts as follows:

TABLE OF CONTENTS

Section	Description	Page(s)
1.0	Definitions	2 – 4
2.0	Council Service Coordinator Meeting Groups	4
	'A' – 1 General Government Services	11 – 12
	'A' – 2 Planning and Development Services	13
	'A' – 3 Public Works Services	14
	'A' – 4 Parks and Recreation Services	15 – 16
	'A' – 5 Protection Services	17
	'A' – 6 Arts, Culture and Tourism Services	18
3.0	Council and Staff Working Groups	4
	'B' – 1 Community Emergency Management Program Committee (CEMPC)	19 – 20
	'B' – 2 By-law Review Team	21 – 22
4.0	Advisory Committees	4 – 6
	'C' – 1 Accessibility Advisory Committee	23 – 26
	'C' – 2 Sustainability and Climate Change Advisory Committee	27 – 29
	'C' – 3 Cobourg Heritage Advisory Committee	30 – 33
	'C' – 4 Planning and Development Advisory Committee	34 – 36
	'C' – 5 Parks and Recreation Advisory Committee	37 – 39
	'C' – 6 Cobourg Downtown Coalition Advisory Committee	40 – 41
	'C' – 7 Transportation Advisory Committee	42 – 44

5.0	Legislative Committees and Boards	6 – 7
	‘D’ – 1 Committee of Adjustment	45 – 48
	‘D’ – 2 Property Standards Committee	49 – 51
	‘D’ – 3 Cobourg Police Services Board	52 – 54
	‘D’ – 4 Cobourg Public Library Board	55 – 57
	‘D’ – 5 Cobourg Downtown Business Improvement Area Board of Management (DBIA)	58 – 59
6.0	Ad Hoc Committees	7 – 8
	‘E’ – 1 Community Civic Awards Committee	60 – 63
7.0	General Terms of Reference	8 – 10
8.0	Effective Date	10
9.0	Repeal of Existing By-laws	10

1.0 DEFINITIONS

1.1 In this by-law,

“**Act**” means the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended

“**Ad Hoc Committee**” means a Committee established by Council with a defined ending, to report directly to Council on a specific matter

“**Advisory Committee**” means a Committee established by Council, to address on-going administrative matters within the scope and responsibility of Council and will provide periodic reports to Council presenting advice and recommendations on matters under consideration

“**Building Code Act**” means the *Building Code Act, 1992*, S.O. 1992, c. 23

“**CAO**” means the Chief Administrative Officer of the Town or his/her designate

“**Chair**” means the Presiding Officer at a meeting or such other person as may be authorized to preside in their absence

“**Clerk**” means the Municipal Clerk of the Town of Cobourg or designate appointed by Council

“**Closed Session**” means a meeting, or part of a meeting, which is closed to the public, other than those persons specifically invited by the Committee or Board to remain as permitted by the Act and in accordance with the Procedural By-law

“**Committee**” means a Committee of Council, including Advisory and Ad Hoc Committees but does not include the Committee of the Whole

“**Conflict of Interest**” means a pecuniary (financial) interest as defined in the Municipal Conflict of Interest Act

“**Council**” means the elected and sworn-in members of the Municipal Council of the Town of Cobourg

“**Council Service Coordinator**” is a Member of Council appointed to assume responsibility for a specific municipal service area such as Economic Development, General Government, Planning and Development, Public Works, Arts, Culture and Tourism, Parks and Recreation, and Protection Services

“Council Service Coordinator Alternate” means the alternate Council member that is appointed by Council to temporarily assume the role and responsibility of another Council Service Coordinator who, by reason of absence, illness, or other such circumstances, is not able to perform their duties as that Council Service Coordinator

“Council Service Coordinator Meeting Group” means 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, Arts, Culture and Tourism, and Parks and Recreation Services

“Emergency Management and Civil Protection Act” means the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9

“Local Board” means a Local Board established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities

“Meeting” means any meeting of a Committee or Board where a Quorum is present, and at which Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Committee or Board

“Member” means a member of Council and/or an appointed member of a Municipal Committee or Local Board

“Municipal Act, 2001” means *the Municipal Act, 2001*, S.O. 2001, c. 25

“Municipal Conflict of Interest Act” means the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50

“Ontario Heritage Act” means *Ontario Heritage Act*, R.S.O. 1990, c. O.18

“Planning Act” means the *Planning Act*, R.S.O. 1990, c. P.13

“Police Services Act” means *Police Services Act*, R.S.O. 1990, c. P.15

“Procedural By-law” means the most current Procedural By-Law of the Town of Cobourg which establishes the rules of order and procedures for Municipal Council and Committee Meetings

“Public Libraries Act” means *Public Libraries Act*, RSO 1990, c P.44

“Public Meeting” means a Meeting held to hear public input, as may be prescribed by legislation or where public input is sought on a matter

“Quasi-Judicial Committee” means a Committee created by Council to exercise a legislative or quasi-judicial power under the Planning Act, Municipal Act, or any other Act as prescribed, and includes a Property Standards Committee required under the Building Code Act

“Secretary” means the recording secretary for a Committee or Board who is responsible for preparing Agendas and taking Minutes

“Statutory Committee” means a committee established by by-law and/or pursuant to provincial legislation and shall function according to requirements of the by-law or provincial legislation

“Statutory Powers Procedure Act” means the *Statutory Powers Procedure Act*, R.S.O. 1990, c. S.22

“Sub-Committee” means a Council approved committee consisting of at least three (3) Members of a committee establishing the sub-committee, to consider one or more matters

“Town/Municipality” means the Corporation of the Town of Cobourg

2.0 COUNCIL SERVICE COORDINATOR MEETING GROUPS – SCHEDULE ‘A’

- 2.1 Council Service Coordinators shall have a corresponding Council Service Coordinator Meeting Group to report to Council on matters regarding their respective area of municipal service.
- 2.2 The purpose of Coordinator Meeting Groups are 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, Planning and Development, Arts, Culture and Tourism, and Parks and Recreation.
- 2.3 It shall be the responsibility of the Coordinator of the Meeting 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.

TERMS OF REFERENCE

- 2.4 The Terms of Reference for Council Service Coordinator Meeting Groups are in accordance with Schedule ‘A’, attached hereto and forming a part of this by-law.

‘A’ – 1 General Government Services
‘A’ – 2 Planning and Development Services
‘A’ – 3 Public Works Services
‘A’ – 4 Parks and Recreation Services
‘A’ – 5 Protection Services
‘A’ – 6 Arts, Culture and Tourism Services

3.0 COUNCIL AND STAFF WORKING GROUPS – SCHEDULE ‘B’

- 3.1 The Terms of Reference for Council and Staff Working Groups are in accordance with Schedule ‘B’, attached hereto and forming a part of this by-law.

‘B’ – 1 Community Emergency Management Program Committee
(CEMPC)
‘B’ – 2 By-law Review Team

4.0 ADVISORY COMMITTEES – SCHEDULE ‘C’

- 4.1 The role of an Advisory Committee is to provide recommendations, advice and information to the Municipal Council of the Town of Cobourg on those specialized matters which relate to the purpose of

the Advisory Committee, to facilitate public input to Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles.

- 4.2 Advisory Committees shall not give direction to Municipal Staff or to any Local Board, nor shall Advisory Committees request, without the approval of the Municipal Council or the CAO, the preparation of any administrative reports, research or work assignments. This does not preclude Advisory Committees from directly asking Municipal Staff for information and data when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.
- 4.3 Council Service Coordinators will review Advisory Committee applications under their assigned respective service area of responsibility and will make recommendations for prospective Committee Members from applications received in Closed Session for appointment by motion at a Regular Council Meeting for their areas of responsibility after each municipal election for any vacancies or expired terms of office or on an as needed basis.

REVIEW OF ADVISORY COMMITTEES

- 4.4 The Terms of Reference for each Advisory Committee shall be reviewed every two (2) years by Council in order to ensure that the Terms of Reference, the need and the role of each Advisory Committee remains relevant and appropriate to the Town of Cobourg's Strategic Plan.

ANNUAL REPORT AND WORK PLAN

- 4.5 Advisory Committees shall submit an annual report to the Clerk by the end of September of every year outlining the previous year's accomplishments and a work plan for the upcoming year for Council to approve. The work plan shall set out the proposed initiatives to be undertaken that are directly linked to the purpose, mandate and duties of the Advisory Committee and the priorities as set out in the Town of Cobourg's Strategic Plan. The work plan shall also address any responsibilities that are required under their Terms of Reference and/or applicable legislation.
- 4.6 Upon receiving the annual report, Council may provide direction to the Advisory Committee, determine if amendments to the Terms of Reference are required, or determine the advisability of the Committee continuing.

TERM OF APPOINTMENTS

- 4.7 Members of Advisory Committees shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise in their Terms of Reference or by a resolution of Council. Committee members may be appointed to the same Committee upon reapplication for a maximum of six (6) consecutive years and may reapply after an absence of one (1) year from that Committee.

- 4.8 Mid-year appointments will not be counted in the calculation of the maximum six (6) year term limit.
- 4.9 Council Members are appointed to Advisory Committees through the appointment of each Council Coordinator role at the start of the new term of Council and expires at the end of the Council term in accordance with the Council resolution.
- 4.10 Each Council Member shall have an alternate Council Member to provide backup in the case that a Member is unavailable to attend an Advisory Committee meeting. The Council Member alternate shall be considered for quorum purposes and shall have voting privileges for the meetings in which they are providing back up for.

REMUNERATION

- 4.11 Advisory Committee members shall serve without remuneration.

SUB-COMMITTEES

- 4.12 Advisory Committees may form sub-committees as may be necessary to address specific issues, however the creation of a sub-committee shall receive prior approval from the Municipal Council and shall consist of at least three (3) Members of the originating Advisory Committee. Council approval of a sub-committee shall be sought through a written request by the Advisory Committee in the form of a memo that shall be provided to the Committee of the Whole for consideration.

OPEN MEETINGS

- 4.13 All Advisory Committee meetings shall be open to the public and are subject to the Procedural By-law, unless otherwise specified in the Terms of Reference, or required by statute.

TERMS OF REFERENCE

- 4.14 The Terms of Reference for Advisory Committees of Council are in accordance with Schedule 'C', attached hereto and forming a part of this by-law.

- 'C' – 1 Accessibility Advisory Committee
- 'C' – 2 Sustainability and Climate Change Advisory Committee
- 'C' – 3 Cobourg Heritage Advisory Committee
- 'C' – 4 Planning and Development Advisory Committee
- 'C' – 5 Parks and Recreation Advisory Committee
- 'C' – 6 Cobourg Downtown Coalition Advisory Committee
- 'C' – 7 Transportation Advisory Committee

5.0 LEGISLATIVE COMMITTEES AND BOARDS – SCHEDULE 'D'

- 5.1 Legislative Committees and Boards in the Town of Cobourg consist of Quasi-Judicial Committees and Local Boards.
- 5.2 Quasi-Judicial Committees are Committees created by Council to exercise legislative powers under provincial legislation. Quasi-Judicial Committees operate independently from the Municipal Council of the Town of Cobourg and are responsible for specific matters as provided for, and in accordance with the governing legislation.

- 5.3 Local Boards are established by legislation and have the authority to address their responsibilities as determined under the relevant legislation and with respect to the affairs or purposes of the Town, or the Town and one or more other municipalities.

TERM OF APPOINTMENTS

- 5.4 Members of Legislative Committees and Boards shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.
- 5.5 Appointments made by the Municipal Council to the Cobourg Police Services Board may be appointed to the same Board upon reapplication for a maximum of six (6) consecutive years and may reapply after an absence of one (1) year from that Board, unless provided otherwise by legislation or in their Terms of Reference.

TERMS OF REFERENCE

- 5.6 The Terms of Reference for Legislative Committees and Board of Council are in accordance with Schedule 'E', attached hereto and forming a part of this by-law.

QUASI-JUDICIAL COMMITTEES

- 'D' – 1 Committee of Adjustment
- 'D' – 2 Property Standards Committee

LOCAL BOARDS

- 'D' – 3 Cobourg Police Services Board
- 'D' – 4 Cobourg Public Library Board
- 'D' – 5 Cobourg Downtown Business Improvement Area Board of Management (DBIA)

6.0 AD HOC COMMITTEES – SCHEDULE 'E'

- 6.1 Council may constitute an Ad Hoc Committee, also referred to as a Special 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.

DISBANDING AD HOC COMMITTEES

- 6.2 When an Ad-Hoc Committee has been appointed by Council and has completed its work and made its final report to Council, the Ad Hoc Committee shall be deemed to be discharged.

OPEN MEETINGS

- 6.3 All Ad Hoc Committee meetings shall be open to the public and are subject to the Procedural By-law, unless otherwise specified in the Terms of Reference, or required by statute.

TERM OF APPOINTMENTS

- 6.4 Members of an Ad Hoc Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise in their Terms of Reference or by resolution of Council. Ad Hoc Committee members may be appointed to the same Committee upon reapplication for a maximum of six (6) consecutive years and may reapply after an absence of one (1) year from that Ad Hoc Committee.

TERMS OF REFERENCE

- 6.5 The Terms of Reference for Ad Hoc Committees of Council are in accordance with Schedule 'C', attached hereto and forming a part of this by-law.

'E' – 1 Community Civic Awards Committee

7.0 GENERAL TERMS OF REFERENCE

MAYOR – EX-OFFICIO MEMBER

- 7.1 The Mayor of the Town of Cobourg is an ex-officio member of all Municipal Advisory Committees, Ad Hoc Committees and Local Boards.

MUNICIPAL CLERK

- 7.2 The Municipal Clerk, or his or her delegate, shall be responsible for legislative and governance functions related to Advisory Committees, Ad Hoc Committees and Legislative Committees and Boards' operation, establishment, review, and term amendments. This includes leading or supporting day-to-day Committee or Board activities such as the co-ordination of meeting schedules and the external or internal distribution or posting of agendas and reporting forms (i.e. meeting Minutes, Notes, or Reports).
- 7.3 The Municipal Clerk will facilitate and support the recruitment and appointment process of Committees and Boards through assisting in the development of vacancy notices while ensuring all relevant forms and supporting documentation are completed and received. The Legislative Services Department will work with applicable Municipal Staff and/or Council Service Coordinators to ensure new Committee and Board members receive orientation.

COMPOSITION

- 7.4 In general, Committees and Boards shall be comprised of seven (7) members which shall include a minimum one (1) member of Council and six (6) eligible electors/Cobourg citizens appointed by Council which shall reflect the diverse interests of the Cobourg community.
- 7.5 Committee and Board Members, including the appointed member of Council and the Mayor being an ex-officio member of every Advisory and Ad Hoc Committee and Board, shall have voting privileges on the Committee or Board in which they are an active member of.

- 7.6 The number of Municipal Staff attending Committee or Board meetings is to be minimal, and Municipal Staff shall serve in an advisory capacity only and without voting privileges.

PARLIAMENTARY PROCEDURES

- 7.7 The parliamentary rules outlined in the Procedural By-law shall be observed, as far as applicable, by each Advisory Committee, Ad Hoc Committee, and Legislative Committee and Board. Notwithstanding the foregoing, where a Committee or Board convenes for the purpose of holding a hearing as required by any statute, the provisions of the statute and the Statutory Powers Procedure Act, as applicable, shall govern the proceeding.

REPORTING PROCEDURES

- 7.8 A Committee or Board may make recommendations to Council on issues within their mandate or in response to a request from Council or Municipal Staff. All recommended action items from Committees and Boards shall be provided to the Clerk in the form of a Memo/Staff Report in order to include the item in the Agenda of the next Council meeting.
- 7.9 All Committee and Board Minutes, Notes and/or Reports, when approved, shall be sent to the Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

DELEGATIONS

- 7.10 Any person(s) wishing to appear before a Committee or Board as a delegate, who has submitted a formal delegation request to the Committee Secretary, in accordance with the Procedural By-law, shall be included in the next available Committee or Board Agenda. Notwithstanding the above, delegations are not permitted at meetings of the Committee of Adjustment or Property Standards Committee.

BUDGET AND EXPENDITURES

- 7.11 Any annual budget allocation to a Committee shall be at the sole discretion of the Municipal Council and subject to the Municipal Council's annual Budget deliberations.
- 7.12 A Committee may make a budget item recommendation to Council which may, at the decision of Council, be referred to Municipal Staff for inclusion in the respective divisional budget.
- 7.13 All motion of recommendations regarding a Committee budget request to Council shall be provided to the Clerk prior to the end of September preceding the year in which the Committee or Board is requesting funds.
- 7.14 All expenditures by a Committee or Board must relate to matters directly within its mandate and/or special projects undertaken by the Committee or Board that received prior approval by Council.

DECLARATIONS OF PECUNIARY INTEREST

- 7.15 When a Member present at an Open or Closed Meeting has a pecuniary interest as defined in the Municipal Conflict of Interest Act,

the Member shall, prior to any consideration or discussion of the matter, disclose the pecuniary interest and the general nature thereof and refrain from discussing, debating or voting on the matter.

- 7.16 Every disclosure of pecuniary interest made by a Member shall be recorded in the minutes of the Meeting by the recording Secretary, in accordance with the provisions of the Municipal Conflict of Interest Act, and the Member shall file a written statement of the interest and its general nature with the Clerk.
- 7.17 If the matter is being considered or discussed at a Closed Meeting, the Member declaring a pecuniary interest shall leave the Meeting for the portion in which that matter is discussed.

AUDIT COMMITTEE

- 7.18 An Audit Committee shall be formed with a mandate of reviewing the annual Town of Cobourg Audit. The Audit Committee shall be comprised of the Mayor, Deputy Mayor and a Council Service Coordinator. The Council Service Coordinator shall be selected through a recommendation by the Mayor and Deputy Mayor and approved by Council. The Chief Administrative Officer and Treasurer/Director of Corporate Services shall attend all meetings.

APPEALS COMMITTEE

- 7.19 The Municipal Council of the Town of Cobourg will 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, PAT Hearing, Assessment Review Boards, and Property Standards.

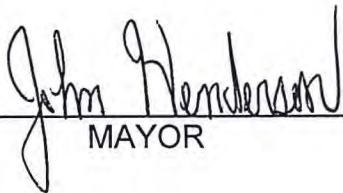
8.0 EFFECTIVE DATE

- 8.1 This by-law shall become effective on February 4, 2019.

9.0 REPEAL OF EXISTING BY-LAWS

- 9.1 That By-law No. 008-2016 is hereby repealed.

READ a first, second and third time and finally passed in Open Council this 4th February, 2019.


MAYOR


MUNICIPAL CLERK



General Government Services Terms of Reference

Reporting to:	Council
Composition:	General Government Services Coordinator Chief Administrative Officer Treasurer/Director of Corporate Services Municipal Clerk
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

The General Government Services Coordinator's Meeting 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 the 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;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

2.0 Duties

The General Government Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO and Director of Corporate Services;
- May recommend to the Committee of the Whole measures for the improvement of General Government services;
- Act as Chair for Public Budget meetings;

- 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.



Planning and Development Services Terms of Reference

Reporting to:	Council
Composition:	Planning and Development Services Coordinator Chief Administrative Officer Director of Planning and Development Manager of Planning Services
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

The Planning and Development Services Coordinator's Meeting 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;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

2.0 Duties

The Planning and Development Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the Division Director, Planning Advisory Committee, Cobourg Heritage Committee and Council;
- May recommend to the Committee of the Whole measures for the improvement of Planning and Development services;
- Act as Chair for Public Planning meetings;
- 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.



**Public Works Services
Terms of Reference**

Reporting to:	Council
Composition:	Public Works Services Coordinator Chief Administrative Officer Director of Public Works Manager of Engineering and Capital Projects Manager of Roads/Sewers Manager of Water Pollution Control
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

The Public Works Services Coordinator’s Meeting 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.
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

2.0 Duties

The Public Works Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the Division Director, Committee or Local Board and Council;
- Recommend to the Committee of the Whole measures for the improvement of Public Works services;
- Recommend to Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



Parks and Recreation Services Terms of Reference

Reporting to:	Council
Composition:	Parks and Recreation Services Coordinator Chief Administrative Officer Director of Community Services Deputy Director of Community Services Manager of Parks Manager of Attractions & Facilities Manager of Recreation and Culture
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

The Parks and Recreation Services Coordinator's Meeting 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;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

2.0 Duties

The Parks and Recreation Services Coordinator duties are summarized as follows:

- 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;
- Recommend to the Committee of the Whole measures for the improvement of Parks and Recreational services;
- 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;
- 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.



Protection Services Terms of Reference

Reporting to:	Council
Composition:	Protection Services Coordinator Chief Administrative Officer Director of Planning and Development Fire Chief/Deputy Fire Chief Chief Building Official Municipal By-law Enforcement Officer Municipal Clerk/Manager of Legislative Services
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

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

2.0 Duties

The Protection Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO,
- Division Director, Fire Chief, Property Standards Officer and Council;
- Recommend to the Committee of the Whole measures for the improvement of Protection services;
- Recommend to Council the formation of an Ad Hoc Committee to undertake an in-depth study of a matter within the service delivery area.



Arts, Culture and Tourism Services Terms of Reference

Reporting to:	Council
Composition:	Arts, Culture and Tourism Services Coordinator Chief Administrative Officer Director of Community Services Manager of Recreation and Culture Manager of Marketing and Tourism Community Events Coordinator Cobourg Public Library Board Member
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 Mandate

The Arts, Culture and Tourism Services Coordinator's Meeting 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;
- To consider such matters as may be directed by Council or referred to by the Director or Municipal Clerk from time to time.

2.0 Duties

The Arts, Culture and Tourism Services Coordinator duties are summarized as follows:

- To coordinate activities and to act as a liaison between the CAO, Community Events Coordinator, Tourism Coordinator, Library Board and Council;
- Recommend to the Council measures for the improvement of Arts, Culture and Tourism services;
- 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.



Community Emergency Management Program Committee (CEMPC) – Terms of Reference

1.0 Authority

In accordance with the Emergency Management and Civil Protection Act, and Ontario Regulation 380/04 Section 11, a Municipality must form a committee responsible with developing and maintaining an emergency management strategy and providing the necessary equipment and training to respond to significant emergencies and disasters.

2.0 Purpose, Mandate and Scope

The purpose of the Community Emergency Management Program Committee is to oversee the development, implementation and maintenance of the Cobourg Community Emergency Management Program in accordance with Regulation 380/04 and in accordance with the Term of Council Priorities to continue to ensure the safety and well-being of Cobourg citizens.

The Community Emergency Management Program Committee possesses the legislated accountability to annually review the Cobourg Community Emergency Management Program to verify compliance with the Emergency Management and Civil Protection Act. The review and commentary of the Program shall be submitted to Emergency Management Ontario (EMO).

The Community Emergency Management Program Committee shall be responsible for:

- The annual review of the Municipality's Emergency Management Program and make recommendations, if applicable, for program changes or enhancements to the Council.
- Address business that is presented by the Community Emergency Management Coordinator (CEMC) and Emergency Planner.
- Remain familiar with the contents of the Program and routinely be prepared to offer suggestions for changes and improvements.
- 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 Sub-Committees to assist the Committee as required with special projects.

3.0 Composition and Terms of Appointments

The Community Emergency Management Program Committee (CEMPC) shall be comprised of:

Mayor
Coordinator of Protection Services
Chief Administrative Officer
Fire Chief CEMC – Chair of CEMPC
Emergency Planner – CEMC Alternate
Deputy Chief of Fire – Alternate CEMC
Police Chief or Alternate
Director of Public Works
Director of Corporate Services
Director of Community Services
Municipal Clerk

Council may also appoint such other persons who are either:

- Officials or employees of any level of government who are involved in emergency management.
- Representatives of organizations outside government who are involved in emergency management.
- Persons representing industries that may be involved in emergency management.

The Term of Appointment for Council Representatives shall be for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

4.0 Reporting Structure

The CEMPC shall report to the Municipal Council. Recommendations for Council's consideration are to be presented to Council in a Memo/Staff Report format.

5.0 Meeting Frequency

Meetings are to be held at least twice per year. Notice will be provided 48 hours in advance. Meeting times will be determined by consensus of the Committee.



By-Law Review Team Terms of Reference

Reporting to:	Council
Composition:	Coordinator General Government Services 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 Community Services By-law Enforcement Officer
Term of Appointment:	Term of Council (Unless changed by Council during the Term)

1.0 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, Municipal Staff, Committee or Local Board Representatives and general public.

2.0 Mandate

The By-law Review Team will be responsible for continuously improving municipal policies, procedures, and by-laws and will undertake reviews and/or actions, as required, on Town by-laws that are five (5) 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 Services, Parks and Recreation Services, Planning and Development Services, Arts, Culture and Tourism 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.



Accessibility Advisory Committee Terms of Reference

1.0 Authority

The Accessibility for Ontarians with Disabilities Act, 2005 (herein referred to as the "AODA") requires the Town of Cobourg, being a municipality that has a population over 10,000, to establish a local Accessibility Advisory Committee. The Accessibility Advisory Committee is also governed by the Town of Cobourg's Accessibility Customer Service Policy and the Ontarians with Disabilities Act, 2001 (herein referred to as the "ODA").

In accordance with the Procedural By-law, the Accessibility Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Interpretation

Within this Terms of Reference, the term:

"Organization" refers to the Town of Cobourg, and may refer to the Town's Agencies, Boards and Commissions.

"barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, and architectural barrier, an information or communication barrier, an attitudinal barrier, a technological barrier, a policy or practices ("obstacle").

"disability" means:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes, mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment;
- a condition of a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or,

- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997 (“handicap”).

3.0 Purpose, Mandate and Duties

In accordance with the AODA, the Accessibility Advisory Committee shall advise and assist the organization in promoting and facilitating a barrier-free Cobourg for citizens of all abilities (universal accessibility), including persons with disabilities. This aim shall be achieved through the review of municipal policies, programs and services, which may include the development of means by which an awareness and understanding of matters of concern can be brought forward and the identification, removal and prevention of barriers faced by persons with disabilities, and any other functions prescribed under the ODA and AODA regulations.

The Accessibility Advisory Committee shall be responsible for, and provide a forum for discussion and recommendation to Council on the following:

Duties Required by the Ontarians with Disabilities Act (2001)

- Participating in the annual development and/or refinement of the Organization’s Accessibility Plan(s) which are intended to improve the quality of life for all Cobourg citizens, including persons with disabilities.
- Advising the Organization on the implementation and effectiveness of the Town’s annual Accessibility Plan to ensure that it addresses the identification, removal and prevention of barriers to persons with disabilities in the Organizations by-laws, policies, programs, practices and services.
- Selecting and reviewing in a timely manner the site plans and drawing for new developments, described in Section 41 of the Planning Act.
- Reviewing and monitoring existing and proposed procurement policies of the Organization for the purpose of providing advice with respect to the accessibility for persons with disabilities to the goods or services being procured.
- Provide feedback on the accessibility plans for municipally administered, contracted or licensed transit providers in consultation with person with disabilities.
- 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.

Other Duties:

- Reviewing the Organization’s policies and standards and advising the Organization on issues and concerns (barriers) faced by persons with disabilities and the means by which the Organization may work towards the elimination of these barriers.

- Review and advise the Cobourg Municipal Council on matters relating to the accessibility of municipal buildings, facilities, programs and services.
- Advising, consulting and reporting findings and recommendations to the Organization on matters related to the status of persons with disabilities and shall be informed on matters of policy (municipal, provincial or federal government) affecting persons with disabilities to inform the Organization about the impact of these policies on the Town of Cobourg.
- Supporting, encouraging and being an ongoing resource to the Organization, individuals, agencies and the business community by education and building community awareness about measures (such as employment accommodations, business accessibility, etc.) for improving the quality of life for persons with disabilities, through the removal of physical barriers, incorporation of universal design standards and education to overcome attitudinal barriers to make Cobourg an accessible and livable Town for all people.
- Matters relating to sustainable accessibility within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related accessibility matters as referred to the Committee by Council.

4.0 Composition and Term of Appointments

The Accessibility Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council. The majority of members on the Accessibility Advisory Committee shall be persons with disabilities as mandated in Section 29(3) of the AODA.

Each voting member of the Accessibility Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Accessibility Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

5.0 Reporting Structure

The Accessibility Advisory Committee shall report to the Municipal Council. Recommendations of the Committee are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

6.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

7.0 Resources

Lead Department

The Legislative Services Department will be the lead Department for the Accessibility Advisory Committee. Staff from other departments, including Public Works, may attend meetings as required to provide expertise or report on various matters.

Secretarial Support

The Planning and Development Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Accessibility Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



Sustainability and Climate Change Advisory Committee – Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes. The Town of Cobourg Municipal Council has deemed it advisable to establish a Sustainability and Climate Change Advisory Committee.

In accordance with the Procedural By-law, the Sustainability and Climate Change Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Sustainability and Climate Change Advisory Committee is to promote the protection, maintenance and awareness of the environment within the community and to provide advice concerning environmental and climate change policy, planning and sustainability. Such advice will be based on the experience and knowledge of the members as individuals concerned with environmental needs and awareness within the Town of Cobourg and issues of concern and trends in today's society.

The Sustainability and Climate Change Advisory Committee shall provide advice and make recommendations to Council on the following:

- The identification and implementation of new or existing programs, approaches or policies relating to the protection, sustainability and enhancement of natural resources and systems within the Municipality.
- The identification and implementation of community outreach activities which support the growth of environmental awareness and appreciation in the Municipality. This includes providing assistance with and support for the implementation of education programs and for special events relating to environmental matters.
- Educational and/or outreach to the public regarding climate change and the work of the Advisory Committee and the Town of Cobourg relating to climate change.
- Climate change impacts in the Town of Cobourg and ways to adapt to and mitigate these impacts, which may include items relating to reducing emissions of greenhouse gases with related improvements in air quality or promoting the use of renewable energy within the Municipality.
- Environmental policy directions pursued by the Municipality, in addition to the review of current or proposed Federal and

Provincial policies, legislation and/or regulations relating to the environment.

- Additional measures to address climate change, including any plans, studies and initiative related to the environment.
- The revision of the Town of Cobourg's Climate Action Plan, as required.
- The creation and maintenance of the Integrated Community Sustainability Plan for the Town of Cobourg.
- Matters relating to environmental sustainability within the Municipality, having particular regard and commitment to long term economic, cultural and social well-being of the community and its stakeholders.
- Other related environmental and climate change matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Sustainability and Climate Change Advisory Committee shall be composed of the following members:

- Up to six (6) and no less than four (4) citizens appointments;
- A minimum of one (1) Member of Council; and
- Northumberland County Sustainability Officer.

Each voting member of the Sustainability and Climate Change Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Sustainability and Climate Change Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Sustainability and Climate Change Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Lead Department

The Public Works Department will be the lead Department for the Sustainability and Climate Change Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

Secretarial Support

The Public Works Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Sustainability and Climate Change Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



Cobourg Heritage Advisory Committee

Terms of Reference

1.0 Authority

Under Section 28 of the Ontario Heritage Act, a Municipal Heritage Committee may be established to advise and assist Municipal Councils on matters as prescribed in the Ontario Heritage Act, and any such other heritage matters that Council may specify by by-law or resolution.

In accordance with the Procedural By-law, the Cobourg Heritage Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference, in addition to the Ontario Heritage Act, the Town of Cobourg Heritage Master Plan, Official Plan, applicable Heritage Conservation District Plans (Part V), individual Heritage Designation By-laws (Part IV), Parks Canada's Standards and Guidelines for the Conservation of Historic Places in Canada, and other applicable heritage policies, guidelines, standards and regulations.

2.0 Purpose, Mandate and Duties

The Cobourg Heritage Advisory Committee is a statutory Committee established by by-law under the authority of the Ontario Heritage Act and is the resource base for information and knowledge for Council, administration and the community on all matters relating to heritage planning and conservation, including but not limited to the conservation of cultural heritage resources, 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, Official Plan, and other relevant plans, policies, regulations, guidelines and standards.

The Cobourg Heritage Advisory Committee shall provide advice and make recommendations to Council and/or Municipal Staff as applicable, on the following:

- The conservation and enhancement of cultural heritage resources within the Municipality and the implementation of the Town of Cobourg Heritage Master Plan;
- Heritage Permit applications referred to it by Council and/or Municipal Staff and provide input on the impact of such applications on existing heritage properties or heritage conservation districts;
- Heritage policy matters as they relate to planning applications (e.g. Minor Variances, Consents, Site Plans, etc.);

- The implementation of the Town's incentive programs as it relates to eligible heritage properties;
- Promote public awareness of Cobourg's heritage and how heritage conservation benefits neighbourhoods and the community as a whole;
- The Heritage Registry and options for new designations each term of Council.
- The Nomination of 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; and
- Other related heritage matters as referred to the Committee by Council.

The Cobourg Heritage Advisory Committee shall conform to the Official Plan and the Cultural Heritage Conservation Policies adopted by Council which include, but are not limited to, the Heritage Master Plan; Heritage Conservation District Plans; Town of Cobourg's General Heritage Conservation Guidelines; individual Heritage Designation By-laws; and the Heritage Permit By-law #97-2009.

The Cobourg Heritage Advisory Committee will not be responsible for the inspections of work performed at individual properties, the administration matters including directing staff and budgeting, the preparation of grant applications, or the administration and approvals for incentive programs.

3.0 Composition and Term of Appointments

In accordance with Section 28(2) of the Ontario Heritage Act, a Municipal Heritage Advisory Committee shall not contain fewer than five (5) members.

The Cobourg Heritage Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

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, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of heritage conservation policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, cultural and economic drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in

the fields of heritage conservation, architecture,
landscape/urban design and/or community planning.

Each voting member of the Cobourg Heritage Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this advisory committee.

Members of the Cobourg Heritage Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Cobourg Heritage Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

All meetings shall be conducted within the provisions of the Ontario Heritage Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Lead Department

The Planning Department will be the lead Department for the Cobourg Heritage Advisory Committee.

Secretarial Support

The Planning Department will provide Secretarial support to the Committee and provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

The Planner I – Heritage, or his/her designate, shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director

of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other municipal Departments may attend meetings as required to provide expertise or report on various matters.

The Cobourg Heritage Advisory Committee may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.



Planning and Development Advisory Committee – Terms of Reference

3.0 Authority

The Planning and Development Advisory Committee is appointed by Council as authorized by Section 8(2) of the Planning Act, for the purposes of providing Council with recommendations specific to community planning, development and policies matters.

In accordance with the Town's Procedural By-law, the Planning and Development Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference, in addition to the Ontario Planning Act, the Town of Cobourg Official Plan, Zoning By-law, Urban and Landscape Design Guidelines, County of Northumberland Official Plan, and other applicable planning policies, guidelines, standards and regulations.

4.0 Purpose, Mandate and Duties

The purpose of the Planning and Development Advisory Committee is to facilitate greater collaboration and exchange of ideas between Council and the public and to provide advice and recommendations to Council with respect to a wide range of matters related to land use, development and community planning.

The Planning and Development Advisory Committee shall provide advice and make recommendations to Council on the following:

- Amendments to the Official Plan and Zoning By-law, and related municipal policies and procedures, which would be in the best interest of the community;
- Applications for Official Plan Amendments, Zoning By-law Amendments and approval of Draft Plans of Subdivision;
- Matters relating to planning policy and legislative reviews by the Province, County or an adjacent Municipality;
- Matters relating to sustainable community planning and development within the Municipality, having particular regard to the environmental, economic, cultural and social well-being of the community and its stakeholders;
- Policy or regulatory matters regarding community planning and development in the Municipality not specifically referred to the Committee by Council; and
- Miscellaneous community planning and development matters as requested by Council, the Director of Planning and Development, or the CAO.

The Planning and Development Advisory Committee may also act as the Steering Committee for special planning projects as required,

including the Zoning By-law Update and the Sustainable Neighbourhood Master Plan for the Tannery District.

5.0 Composition and Term of Appointments

The Planning and Development Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in community planning and sustainable development, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of community planning and development policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, economic, and environmental drivers;
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the fields of community planning, architecture, engineering, and/or landscape/urban design.

Each voting member of the Planning and Development Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Planning and Development Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

6.0 Reporting Structure

The Planning and Development Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

7.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

8.0 Resources

Lead Department

The Planning Department will be the lead Department for the Planning and Development Advisory Committee.

Secretarial Support

The Planning Department will provide Secretarial support to the Committee and provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Planning Department Staff shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other Departments may attend meetings as required to provide expertise or report on various matters.

The Planning and Development Advisory Committee may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.



Parks and Recreation Advisory Committee Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of Town of Cobourg has deemed it advisable to establish a Parks and Recreation Advisory Committee.

In accordance with the Town's Procedural By-law, the Parks and Recreation Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Parks and Recreation Advisory Committee is to provide strategic and policy advice and recommendations to Council on matters related to parks, open spaces, waterfront, recreation facilities and recreation programs that enhance the quality of life of residents and visitors, reflect the needs of the community and support and encourage active and healthy lifestyles.

The Parks and Recreation Advisory Committee shall provide advice and make recommendations to Council on the following:

- Goals and strategic priorities of parks and recreation in Cobourg as per key planning documents including Master Plans.
- The disposal, acquisition and development of recreation centres, parks, playgrounds and other real Municipal properties used or designed for recreational purposes.
- Development and implementation of Master Plans, including the Parks Master Plan, Waterfront Plan, Cobourg Community Centre Master Plan and Recreation Strategy.
- The identification of recreation issues, trends, gaps and related community-wide program and service needs.
- Community partnership opportunities relating to Parks and Recreation in the Municipality.
- Matters relating to sustainable parks and recreation services within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related parks and recreation matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Parks and Recreation Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

Criteria for membership to the Parks and Recreation Advisory Committee includes:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of local parks and recreation assets and issues;
- Good knowledge of the community and its social and economic drivers;
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the fields of:
 - Parks
 - Forestry
 - Horticulture
 - Recreation and the Canada Sport for Life Model
 - Facilities & Asset Management
 - Landscape architecture
 - Environment
 - Sport Tourism

Each voting member of the Parks and Recreation Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Parks and Recreation Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Parks and Recreation Advisory Committee shall provide advice and recommendations to the Municipal Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 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's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Lead Department

The Community Services Division will be the lead Department for the Parks and Recreation Advisory Committee. Staff from other departments may attend meetings as required to provide expertise or report on various matters.

Secretarial Support

The Community Services Division will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Parks and Recreation Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



Cobourg Downtown Coalition Advisory Committee – Terms of Reference

1.0 Authority

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

2.0 Purpose, Mandate and Duties

The Cobourg Downtown Coalition Advisory Committee 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.

The Cobourg Downtown Coalition Advisory Committee shall provide advice and make recommendations to Council on the following:

- 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.
- Oversee the timely implementation of approved Vitalization objectives.
- Establish appropriate measures of performance for the achievement of Downtown Vitalization.
- Report at least quarterly to Council on the progress of Vitalization, including the measures of performance.
- 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.
- Advise Cobourg Municipal Council on any matters relating to Downtown Vitalization.
- Matters relating to a sustainable downtown within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related downtown matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Cobourg Downtown Coalition Advisory Committee shall be comprised of up to five (5) and no less than three (3) citizen appointments and two (2) Members of Council.

Each voting member of the Cobourg Downtown Coalition Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Cobourg Downtown Coalition Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

4.0 Reporting Structure

The Cobourg Downtown Coalition Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

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



Transportation Advisory Committee Terms of Reference

1.0 Authority

The Municipal Act provides the Municipality with the authority to create Advisory Committees for specific purposes and the Municipal Council of Town of Cobourg has deemed it advisable to establish a Transportation Advisory Committee.

In accordance with the Town's Procedural By-law, the Transportation Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

The purpose of the Transportation Advisory Committee is to promote the community participation in advising the Cobourg Municipal Council regarding the design, development, implementation and monitoring of policies, programs and facilities to enhance and promote a safe, sustainable and accessible transportation system within the Town of Cobourg.

The Transportation Advisory Committee shall provide advice and make recommendations to Council on the following:

- Public Transit services within the Municipality, which may include the identification or commentary on transit needs or items influencing consumer perceptions and behavior regarding bus operator attitudes, safety, ease of use of the public transit system, convenience and reliability of transit service and facilities.
- Policies, procedures and/or programs relating to streets, roadways, sidewalks, rights of way, signage and other traffic and transportation elements.
- Serve as a liaison between pedestrians, cyclists, transit and accessible features pertaining to active transportation within the Municipality.
- Educate the public on the benefits and safety aspects of active transportation through public outreach, education and safety programs, and special events.
- Promote a continuous and integrated active transportation network within the Town of Cobourg and with its neighbouring Municipalities.
- The Town of Cobourg Transportation Master Plan, the Town of Cobourg Parks and Waterfront Plans and other active transportation programs in the Cobourg area, which may include 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.

- The development, delivery and/or revision of transportation policies, programs, infrastructure requirements and facilities within the Municipality.
- Matters relating to sustainable transportation within the Municipality, having particular regard and commitment to long term environmental, economic, cultural and social well-being of the community and its stakeholders.
- Other related transportation matters as referred to the Committee by Council.

3.0 Composition and Term of Appointments

The Transportation Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

Each voting member of the Transportation Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Transportation Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

4.0 Reporting Structure

The Transportation Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council unless delegated authority is granted by Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 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's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

6.0 Resources

Lead Department

The Public Works Department will be the lead Department for the Transportation Advisory Committee. Staff from other departments

may attend meetings as required to provide expertise or report on various matters.

Secretarial Support

The Public Works Department will provide Secretarial support to the Committee to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Municipal Staff shall provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Transportation Advisory Committee may request the advice or participation of non-voting individuals, organizations or Committees with a particular area of expertise. The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.



Committee of Adjustment Terms of Reference

1.0 Authority

The Committee of Adjustment is a statutory committee with authority delegated to it by the Council of the Town of Cobourg by by-law under the provisions of the Planning Act.

2.0 Purpose, Mandate and Duties

The Committee of Adjustment is a quasi-judicial body that holds public hearings to consider applications submitted to the Town of Cobourg Planning Department for minor variances to the Zoning By-law and consents for land severances, lot additions, rights-of-way, easements, mortgages and other interests in land for a period equal to or greater than twenty one years. The Committee operates independently from Council and its decisions may be appealed to the Local Planning Appeal Tribunal.

The purpose of the Committee is to provide a forum for the expeditious and practical consideration of the aforementioned applications without the need for a lengthy process for considering amendments to the Zoning By-law or approval of a Draft Plan of Subdivision.

The Committee of Adjustment shall be responsible for considering applications for the following:

- Minor variances from the provisions of the Zoning By-law of the Town of Cobourg in accordance with Section 45 of the Planning Act for both new and existing development.
- Consents pursuant to Section 53 of the Planning Act, for the purposes of, but not limited to, the creation a new lot, lot line adjustment, lot additions, creation of perpetual rights-of-way, creation of mutual driveways, and consents for mortgage purposes.
- Permission to extend or enlarge the legal non-conforming use of any land, building or structure, or permission to use such land, building or structure for a purpose that, in the opinion of the Committee, is similar to the purpose for which it was used on the day the by-law was passed or is more compatible with the uses permitted by the by-law than the purpose for which it was used on the day the by-law was passed, if the use for a purpose prohibited by the by-law or another use for a purpose previously permitted by the Committee continued until the date of the application to the Committee.

The Committee of Adjustment will accomplish its mandate by:

- Reviewing the merits of the application, the documentation and evidence put forward and rendering decisions on the

applications, in accordance with the requirements of the Planning Act.

- Hearing presentations from property owner(s), applicants, or authorized agent(s).
- Making a decision based on the presentation by the property owner(s), authorized agent(s), and Municipal Staff Report(s), including imposing any conditions of approval that the Committee deems desirable and reasonable.

The Committee of Adjustment is also appointed by Council to act as the Town of Cobourg's Property Standards Committee.

The Committee of Adjustment is required to give notice, follow procedures and is subject to appeal routes set out in the Planning Act, Official Plan and by Council resolution insofar as they comply with the provisions of the Act.

3.0 Composition and Term of Appointments

In accordance with Section 44(1) of the Planning Act, a Committee of Adjustment shall not contain fewer than three (3) members. The Cobourg Committee of Adjustment shall be composed of up to five (5) and no less than three (3) citizen appointees and will not include a Council Representative of the Town of Cobourg. The Municipal Clerk or designate, and the Director of Planning and Development shall recruit and recommend the individuals for appointment to the Committee.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in the community, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- An ability to be impartial with respect to their ability to fulfill their responsibilities;
- Good knowledge and understanding of land use planning policies, regulations, guidelines, standards and approaches and how to apply them;
- Good knowledge of the community and its social, economic, and environmental drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the field of land use planning, by-law enforcement and/or public administration.

Members of the Committee of Adjustment shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Committee of Adjustment Members are eligible for reappointment with no restriction of the amount of consecutive years a Member may wish to serve on the Committee, however reappointments to the Committee will be at the pleasure of Council.

Where a member ceases to be a member prior to the expiration of his or her term, Council shall appoint another eligible person for the unexpired portion of their term as per Section 44(3) and (4) of the Planning Act.

4.0 Remuneration

Members shall receive remuneration on an annual basis as the Municipal Council may provide for the exercise of their respective duties and responsibilities.

5.0 Reporting Structure

The Committee of Adjustment will not be required to report to the Municipal Council as it operates independently from Council due to its quasi-judicial nature. Decisions from the Committee of Adjustment may be appealed to the Local Planning Appeal Tribunal.

6.0 Administration

All meetings shall be conducted within the provisions of the Planning Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Committee of Adjustment meetings shall be open to the public, however the Committee reserves the right to hold deliberations in closed session.

7.0 Resources

The Council Service Coordinator of Planning and Development shall act as a liaison between the Committee of Adjustment and Council but is not an active member and does not have voting privileges.

Lead Department

The Planning Department will be the lead Department for the Committee of Adjustment.

Secretarial Support

The Planning Department will provide technical and administration support services to the Committee, including a Secretary/Treasurer.

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. The Committee Secretary/Treasurer shall work with the Committee to provide for the general administrative co-ordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

The Senior Planner – Development, or his/her designate, shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other Departments may attend meetings as required to provide expertise on various matters.

The Committee of Adjustment may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.



Property Standards Committee Terms of Reference

1.0 Authority

The Property Standards Committee is established under the authority of Section 15.6 of the Building Code Act to deal with matters related to the Town of Cobourg's Property Standards By-law #18-99, as amended.

2.0 Purpose, Mandate and Duties

The Property Standards Committee is a quasi-judicial body that hears appeals to orders issued by Property Standards Officers for violations of the Property Standards By-law.

As a Property Standards Committee, if an owner or occupant upon whom an order has been served is not satisfied with the terms or conditions of the order, they may appeal to the Committee. It is the responsibility of the Secretary of the Property Standards Committee to accept all applications for processing, upon submission by the appellant.

The Committee is authorized by Section 15.3 of the Building Code Act to:

- Hear an appeal filed by the appellant.
- Have all the powers of the Property Standards Officer and may confirm the order or may modify or rescind it, or may extend the time for complying with the order.
- When an appeal has been taken, give notice or direct that notice be given of such hearing to such person as the Committee considers should receive such notice.

The Property Standards Committee will also act in the capacity of the Committee of Adjustment.

3.0 Composition and Term of Appointments

In accordance with Section 15.6 of the Building Code Act, the Property Standards Committee shall be composed of up to five (5) and not fewer than three (3) citizen appointees and will not include a Council Representative of the Town of Cobourg. The Municipal Clerk and Director of Planning and Development shall recruit and recommend to the Municipal Council the individuals for appointment to the Committee.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in the community, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- An ability to be impartial with respect to their ability to fulfill their responsibilities;
- Good knowledge and understanding of the Town's Property Standards By-law and applicable legislation;
- Good knowledge of the community and its social, economic, and environmental drivers; and
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in public administration and by-law enforcement.

Members of the Property Standards Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Property Standards Committee Members are eligible for reappointment with no restriction of the amount of consecutive years a Member may wish to serve on the Committee, however reappointments to the Committee will be at the pleasure of Council.

Where a member ceases to be a member prior to the expiration of his or her term, Council shall appoint another eligible person for the unexpired portion of their term.

4.0 Reporting Structure

The Property Standards Committee is an autonomous body that is not required to report to the Municipal Council of Town of Cobourg. The decisions of the Property Standards Committee may be appealed to the Superior Court of Justice by notifying the Clerk of the municipality in writing, and by applying to the court within 14 days after a copy of the Committee's decision has been sent to the appellant.

5.0 Administration

All meetings shall be conducted within the provisions of the Building Code Act, and are required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Property Standard Committee meetings shall be open to the public, however the Committee reserves the right to hold deliberations in closed session.

6.0 Resources

The Council Services Coordinator of Protection shall act as a liaison between the Property Standards Committee and Council but is not an active member and does not have voting privileges.

Lead Department

The Building Department and By-law Services will act as the lead Departments for the Property Standards Committee.

Secretarial Support

The Building Department and By-law Services will provide administrative support services to the Committee, including secretarial support.

Section 15.6(7) of the Building Code Act specifies that the Secretary of the Property Standards Committee shall keep on file the records of all official business of the Committee, including records of all applications and minutes of all decisions respecting those applications, and section 253 of the Municipal Act, 2001, as the case may be, applies with necessary modifications to the minutes and records. The Committee Secretary will work with the Committee to provide for the general administrative co-ordination of meetings, including the preparation and distribution of Agendas and Minutes.



Cobourg Police Services Board Terms of Reference

1.0 Authority

The Ontario Police Services Act provides the responsibilities of Police Services Boards respecting oversight, labour relations and quasi-judicial functions.

2.0 Purpose, Mandate and Duties

The Cobourg Police Services 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, and after consultation with the Chief of Police, determines 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.

3.0 Composition and Term of Appointments

The Cobourg Police Services Board shall be composed of five (5) members which will include the Mayor, one (1) member of the Cobourg Municipal Council, one (1) citizen member appointed by Council, and two (2) members appointed by the Province of Ontario.

The member appointed by the Cobourg Municipal Council shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

4.0 Remuneration

As provided in Resolution 144-18 passed on May 22, 2018, the formula for calculating Police Services Board Remuneration is follows:

1. Member: 28.5% of the annual compensation established for the Town of Cobourg Councillors.
2. Board Chair: 1.25 times the established rate for Police Services Board Members.

5.0 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.

6.0 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.

7.0 Reporting Structure

The Cobourg Police Services Board shall report to the Ministry of Attorney General.

8.0 Administration

All meetings shall be conducted in accordance with the Police Services Act, and is required to adhere, insofar as applicable, to the

provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Cobourg Police Services Board meetings shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with section 35(4) of the Police Services Act.

9.0 Resources

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



Cobourg Public Library Board Terms of Reference

1.0 Authority

The Cobourg Public Library Board operates under the authority of Ontario Public Libraries Act, which defines the library's roles and responsibilities to the municipality and the province, and defines the services it is required to deliver. The Act establishes the Library Board as the governing body, responsible for setting policies and directing the affairs of the library.

2.0 Purpose, Mandate and Duties

The purpose of the Cobourg Public Library Board is to provide comprehensive and efficient public library services to the residents of Cobourg, reflecting Cobourg's unique needs, as set out in the Public Libraries Act.

Responsibilities of the Cobourg Public Library Board include:

- The direct contribution 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.
- Service and program deliveries that support life-long learning endeavors to children, adults, and seniors, including extensive child literacy programs, and other programs that may not be available elsewhere or, if available, would be too expensive for Cobourg residents.
- Maintains and collects a Local History Collection which is of value to genealogists, historians and those attempting to preserve the architectural, social and cultural heritage of the Cobourg community.
- Promote the well-being and productivity of individuals in their jobs and in their personal lives.
- Provide free internet and MS–Office software access on public computers and provide individuals with customized information services tailored to their unique needs.
- Contribute to the success of local social service agencies, literacy groups, home schoolers writers and others within the Municipality.
- To determine the goals and objectives for the library and secure adequate funds to fulfill those goals.
- Determine and adopt policies to govern the operations and programs of the library, in accordance with its purpose and objectives. Such policies should include those dealing with

personnel, public service, materials selection and financial authorities.

- Understand local and other laws affecting library operations and governance to play a role in initiating and supporting beneficial library legislation and to interact with provincial library agencies.
- Be aware of the activities of regional, provincial, and national library organizations.
- To understand the needs of the community in relation to the library and create a link between the community and library services.

As provided in Section 15 of the Public Libraries Act, the Board is responsible for hiring a Chief Executive Officer, who in turn administers the day-to-day operations of the library under the guidance of relevant and applicable policies. The Board also has the capability to appoint and remove employees as it considers necessary, determine the terms of their employment, fix their remuneration and prescribe their duties.

3.0 Composition and Term of Appointments

The Cobourg Public Library Board shall be composed of the following members:

- Up to seven (7) and no less than five (5) citizens appointments by the Cobourg Municipal Council who are eligible to be members in accordance with Section 10(1) of the Public Libraries Act;
- One (1) Member of the Cobourg Municipal Council; and
- One (1) Member of the Hamilton Township Council appointed by the Hamilton Township Council.

Members of the Cobourg Public Library Board shall hold office for a term concurrent with the term of the appointing council, expiring on November 30 of the year in which a municipal election is held, or until a successor is appointed, and may be reappointed for one or more further terms pursuant to section 10(3) of the Public Libraries Act.

Where a vacancy arises in the membership of the Board, the appointing 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 (45) days.

4.0 Role of Members and Meeting Procedures

CHAIR AND VICE CHAIR

The first meeting of the Board in a new term shall be called by the Chief Executive Officer in each new term. At its first meeting, the Board shall elect one of its members as Chair and in the absence of the Chair, the Board may appoint one of its members as Acting Chair.

CHIEF EXECUTIVE OFFICER

The Board shall appoint a Chief Executive Officer 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 conduct the Board's official correspondence and keep minutes of every meeting of the board.

TREASURER

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

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.

5.0 Administration

All meetings shall be conducted in accordance with the Public Libraries Act, and is required to adhere, insofar as applicable, to the provisions outlined in the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg Procedural By-law.

Cobourg Public Library Board meetings shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with section 16.1 of the Public Libraries Act.

6.0 Resources

Cobourg Public Library administration staff will support the Cobourg Public Library Board.



Cobourg Downtown Business Improvement Area Board of Management (DBIA) Terms of Reference

1.0 Authority

In accordance with Section 204(1) of the Municipal Act, a local municipality may designate an area as an improvement area and may establish a board of management to oversee the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally; and to promote the area as a business or shopping area.

The Cobourg Downtown Business Improvement Area is designated and established by the Corporation of the Town of Cobourg under By-law No. 066-2012 (amended by-law No.006-2016 being a By-law to designate a establish the Cobourg Downtown Business Improvement Area.

2.0 Purpose, Mandate and Duties

The Cobourg Downtown Business Improvement Area (DBIA) shall provide recommendations to the Cobourg Municipal Council, and oversee the improvement, beautification and maintenance of the Downtown area.

3.0 Composition and Term of Appointments

The Cobourg Downtown Business Improvement Area Board (DBIA) of Management shall be composed of nine (9) members which will include:

- Two (2) Members of the Cobourg Municipal Council; and
- Seven (7) citizen appointments of the Cobourg Downtown Business Improvement Area appointed by Council.

Members of an improvement area consist of persons who are assessed, on the last returned assessment roll, with respect to rateable property in the area that is in a prescribed business property class and tenants of such property.

Members of the DBIA shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

Where a vacancy arises in the membership of the Board, the appointing Council shall promptly appoint a person to fill the vacancy and to hold office for the unexpired term.

4.0 Reporting Structure

The DBIA shall report to the Municipal Council of the Town of Cobourg and the Cobourg DBIA Members.

All Board Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

5.0 Administration

The meeting schedule shall be established and approved on an annual basis and at the first meeting of the calendar year.

All meetings shall be conducted in accordance with the Town of Cobourg's Procedural By-law shall be open to the public, with the exception of those items which may be discussed in closed session in accordance with Section 239 of the Municipal Act.

6.0 Resources

The Town of Cobourg will provide Secretarial support to the DBIA to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.



Community Civic Awards Committee

Terms of Reference

1.0 Authority

In accordance with the Town's Procedural By-law, the Community Civic Awards Committee is an Ad Hoc Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference.

2.0 Purpose, Mandate and Duties

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.

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:

- 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.
- The Cobourg Municipal Council shall make the final decision on nominees for the annual Lloyd Stinson award (in closed-session).
- Provide opportunities for local citizens and organizations to submit to the Committee for consideration, names of candidates and supporting information for awards programs.
- Submit recommendations to the Cobourg Municipal Council regarding appropriate municipal recognition of a local citizen or organization receiving a community and/or Civic award.
- 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.
- 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.
- 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 31st 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 31st 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 gist designed specifically for the Town of Cobourg Civic Awards is presented to one major award winner per category.

In accordance with the Town's Procedural By-law, the Community Civic Awards Committee

3.0 Composition and Term of Appointments

The Community Civic Awards Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and one (1) Member of Council.

Members of the Community Civic Awards Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council. Notwithstanding the above, citizen members shall continue to serve as a member until their replacements are appointed by Council.

4.0 Reporting Structure

The Community Civic Awards Committee shall report to the Mayor of the Town of Cobourg.

5.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

6.0 Resources

Secretarial support will be provided by the Mayor's Officer to provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.