

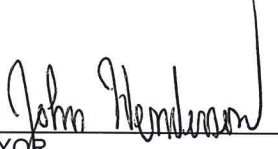
**A BY-LAW TO AMEND BY-LAW NO. 008-2019 TO INCLUDE THE TERMS OF REFERENCE FOR THE MUNICIPAL CORPORATE REVIEW PROTOCL WORKING GROUP AND TOWN OF COBOURG ROAD SAFETY RESPONSE TEAM**

**WHEREAS** Council of the Town of Cobourg authorized preparation of a by-law to amend the Terms of Reference By-law (008-2019), to include a Corporate Policy Review Team, and Town of Cobourg Road Safety Response Team at the Committee of the Whole Meeting held on November 16, 2020;

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

1. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'B' – 3 of the by-law to include the Terms of Reference for the Corporate Policy Review Team.
2. **THAT** the Terms of Reference By-law (008-2019) be amended to include Schedule 'B' – 4 of the by-law to include the Terms of Reference for the Town of Cobourg Road Safety Response Team.
3. **THAT** this By-law shall take effect upon the date of final passing.

By-law read and passed in Open Council this 23<sup>rd</sup> day of September, 2020.

  
MAYOR

  
MUNICIPAL CLERK



**SCHEDULE 'B' – 3**  
**COUNCIL AND STAFF MEETING GROUPS**

**Corporate Policy Review Team**  
**Terms of Reference**

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**Reporting to:** Council

**Composition:** Coordinator General Government Services  
Additional Member of Municipal Council  
Chief Administrative Officer  
Municipal Clerk/Manager of Legislative Services  
Deputy Clerk/Records Management Coordinator  
Manager of Human Resources  
Municipal Staff/Coordinators as required for review of department specific Policies will be invited to meetings as required.

**Term of Appointment:** No Term

**1.0 Purpose**

To develop and implement a framework for the development, review and updating of Municipal Policies and Procedures.

Process Plan Responsibility: (Municipal Clerk, General Government Services):

- a) Municipal Clerk's office to initiate and implement a plan;
- b) Develop a table of contents of required Town policies and procedures;
- c) Recommend NEW policies and procedures for development;
- d) Review, revise and update current policies and procedures;
- e) Develop internal protocol for regular review, updating and approval of Town policies and procedures which will include a review of policies every three (3) years or earlier;
- f) Develop an internal protocol for distribution, training and communication to staff;
- g) to consolidate, develop and review Corporate Policies to determine if obsolete, require updating or consistent with or superseded by the Municipal Act or any other Provincial Act or Legislation;
- h) Develop ongoing program (protocol) for identifying and updating older policies;
- i) Ensure all Divisions and Departments have access to the Policies search database as well as make Policies available to the Public and accessible.

**2.0 Action Plan:**

- Establish working group tasked to review Corporate Policies with input from the appropriate Municipal Staff and appropriate Council Coordinator.

- In advance of Corporate Policy Review Meetings, Council members will be provided with a report listing current Policies under review.
- Council/Coordinators will be asked to attend meetings when Corporate Policies under their respective areas of responsibility will be discussed for their input, recommendations and plan of action;
- Once a Policy is reviewed and recommendations for revisions or repeal of Policies are proposed, a report will be prepared for presentation to Municipal Council for adoption and approval.

### **3.0 Corporate Policy Review Process**

1. Municipal Clerk will prepare agendas and specific Policies for review based on the following criteria:
  - a) Topics as directed by Council, CAO, Division Directors, General Government Services, Public Works, Planning and Development, Community Services or any other municipal department/division.
  - b) Urgent matters affecting the Municipality;
  - c) Policies under general review by Municipal Clerk to be categorized as:
    - i. Corporate Policies now covered by Provincial legislation and not under municipal jurisdiction recommended for repeal;
    - ii. Corporate Policies that are no longer relative/required recommended for repeal;
    - iii. Corporate Policies that require a complete review and update;
    - iv. Corporate Policies that could be consolidated with other relative Policies
    - v. Corporate Policies that require minor adjustments to align with current legislation or circumstances;
    - vi. Corporate Policies that are strictly administrative and do not require a review now or in the future will be identified and coded accordingly in the master Policy database and index.

### **4.0 Policy Review and Revision**

In order to ensure policies and procedures are up-to-date and relevant, they should be reviewed every five (5) years or in accordance with any applicable legislation. Each policy should have a review date identified on the document to guarantee consistent revision of policies and to identify the currency of the document.

Meetings will be held on a bi-weekly basis generally on the 2<sup>nd</sup> Thursday of the month at 9:00 A.M.



## Municipal Road Safety Response Team Terms of Reference

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**Reporting to:** Council

**Composition:** Director of Public Works, Chair  
Manager of Roads & Sewers  
Engineering and Public Transit Administrator  
Representative from Legislative Services  
Representative from Cobourg Police Services  
Representative from the Planning Department  
Other staff and agency representatives, as needed

**Term of Appointment:** No Term

### 5.0 Purpose

The mandate of the Road Safety Response Team is to:

- Review road safety related issues as may be identified by a member of Council, as directed by Council, or through written submissions by any member of the public;
- Respond to the inquiry in a timely manner; and
- Present recommendations to Council, as needed.

### 6.0 Action Plan:

- The Response Team is a technical review team comprised of municipal staff from a variety of disciplines and has no independent authority; its role is to provide recommendations principally to Town Council or where appropriate to Town Departments respecting technical and operational matters.
- The Response Team shall develop procedures to address the needs of the community and the Corporation.
- All road safety related matters will be circulated to the Response Team members however, only substantive issues will be directed to the Response Team for review; Public Works staff shall address all non-substantive operational issues and requirements directly.
- Concerned citizens shall be permitted to address the Response Team as a delegation, if they choose.
- The Response Team shall provide an annual report to Council summarizing the statistics of the cases reviewed and responded to.

### 7.0 Staff Support



- Engineering and Public Transit Administrator will provide administrative support for the Response Team.
- GIS Coordinator will provide technical support for the online tracking system of traffic related concerns.
- Communications Manager will provide support related to media releases, as needed.

#### **8.0 Meeting Schedule**

- Six (6) week schedule or as required.
- Meeting time to be set by Response Team.