



**The Corporation of The Town of Cobourg
Corporate, Finance, and Legislative Standing Committee
Agenda**

Thursday, April 9, 2026

1:00 p.m.

Council Chambers, Victoria Hall, Cobourg

This Corporate, Finance, and Legislative Standing Committee Meeting will begin at 1:00 p.m. and is being held using a hybrid meeting model. The public may view the Council meeting in person or online via the Town of Cobourg live stream.

If you would like to speak to an agenda item electronically via Zoom, please email clerk@cobourg.ca no later than 12:00 p.m. the business day prior to the meeting and you will be registered as a virtual speaker. If you have any questions or would like to provide feedback, please email clerk@cobourg.ca.

Join Livestream

<https://calendar.cobourg.ca/council>

Pages

1. Call to Order

2. Traditional Land Acknowledgement

The Town of Cobourg respectfully acknowledge that we are located in the traditional and treaty territory of the Michi Saagiig (Mississauga) and Chippewa Nations, collectively known as the Williams Treaties First Nations, which include: Curve Lake, Hiawatha, Alderville, Scugog Island, Rama, Beausoleil, and Georgina Island First Nations.

The Town of Cobourg respectfully acknowledge that the Williams Treaties First Nations have been stewards and caretakers of these lands and waters, and that today remain vigilant over their health and integrity for generations to come. We are all Treaty people.

3. Introduction of Addendum Items

4. Confirmation of Agenda

- 4.1 Confirmation of the April 9, 2026 Corporate Finance and Legislative Standing Committee Agenda

THAT Council confirm the agenda, as circulated.

5. Disclosure of Pecuniary (Financial) Interest

6. Community Announcements

7. Delegations

Delegates may speak for up to 10 minutes of uninterrupted time and only on the matter indicated on your delegation request form.

As per the Town Procedural By-law, when addressing Council, the speaker shall be respectful of all persons and refrain from entering into cross debate with members of Council, Town Staff and members of the audience.

Following the delegation, Council members may ask questions to obtain additional information or seek clarification from the speaker but shall not make statements to or enter into debate with the speaker.

Once the question period is deemed complete by the Chair, Council members will deliberate the matter at hand without interruption.

Delegations will not be allowed to interrupt the Council decision making process.

7.1 Delegation from MASS Civic Innovation Lab regarding 2026 Service Ballot Pilot Initiative

5

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive the delegation regarding a 2026 service ballot pilot initiative for information purposes.

OR

NOW THEREFORE BE IT RESOLVED THAT Council refer the delegation regarding a 2026 service ballot pilot initiative to Staff for a report back.

8. Outside Presentation / Information from Advisory Committees or Task Forces

Speakers may not register to speak to Outside Presentations.

9. Consent Agenda

Speakers may speak for up to 10 minutes of uninterrupted time and only on the matter pertaining to the report.

As per the Town Procedural By-law, when addressing Council, the speaker shall be respectful of all persons and refrain from entering into cross debate with members of Council, Town Staff and members of the audience.

Following the address, Council members may ask questions to obtain additional information or seek clarification from the speaker but shall not make statements

to or enter into debate with the speaker.

Once all speakers have been heard, Council members will deliberate the report at hand without interruption. Speakers will not be allowed to interrupt the Council decision making process.

THAT the Committee adopt the following staff reports on the consent agenda as a single motion:

- | | | |
|-----|--|----|
| 9.1 | Request from Ten Thousand Villages Cobourg to proclaim May 9, 2026 as World Fair Trade Day | 7 |
| | <p>WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council proclaim May 9, 2026 as World Fair Trade Day in the Town of Cobourg.</p> | |
| 9.2 | Report No. CAO-2026-004 from the Manager of Communications regarding Council Media Relations Policy | 10 |
| | <p>WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council adopt the Council Media Relations Policy to guide Members of Council in all media and social media interactions.</p> | |
| 9.3 | Report No. COR-2026-003 from the Treasurer/Director of Corporate Services regarding 2025 Remuneration and Expenses: Council and Local Boards | 24 |
| | <p>WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council receive Report No. COR-2026-003 for information purposes as required under Section 284(1) of the <i>Municipal Act, 2001</i>.</p> | |
| 9.4 | Report No. COR-2026-004 from the Treasurer/Director of Corporate Services regarding Replacement of Concert Hall Blind System – Victoria Hall | 31 |
| | <p>WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.</p> <p>NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to proceed with disabling the existing blind system due to safety concerns and proceed with a replacement at a maximum cost of \$100,000 to be funded through the Victoria Hall Maintenance reserve.</p> | |
| 9.5 | Report No. LS-2026-014 from the Deputy Clerk/Manager of Legislative | 36 |

Services regarding Joint Compliance Audit Committee Terms of Reference

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 021-2026 to establish a Terms of Reference for the 2026-2030 Joint Compliance Audit Committee; and

FURTHER THAT Council direct Staff to proceed with recruitment for the 2026-2030 Joint Compliance Audit Committee.

10. **Items Extracted from Consent Agenda**

11. **Notice of Motion**

Speakers may not register to speak to Motions.

12. **Departmental Updates/Discussion**

13. **Adjournment**



The Corporation of the Town of Cobourg
Legislative Services Department
55 King Street West
Cobourg, ON K9A 2M2

Delegation Request Form

Submit the completed Delegation Request Form to the Municipal Clerk by e-mail to clerk@cobourg.ca or in person or by mail to 55 King Street West, Cobourg, ON K9A 2M2.

Contact Information

Name of Delegate(s):

Jasmin Kay and Peter MacLeod

Group/Organization/Business Delegation Represents (if applicable):

MASS Civic Innovation Lab

Meeting Selection

I wish to appear before:

- ☐ Strategic Priorities and Policy Standing Committee
- ☐ Corporate, Finance and Legislative Standing Committee
- ☐ Public Works Planning and Development Standing Committee
- ☐ Community Services, Protection, and Economic Development Standing Committee
- ☒ Regular Council
- ☐ Accessibility Advisory Committee
- ☐ Cobourg Public Library Board
- ☐ Cobourg Heritage Advisory Committee
- ☐ Cobourg Police Services Board

Delegation Request

General Nature / Purpose of the Delegation:

(Clearly state the nature of the business to be discussed and provide a general summary of the information to be presented)

We have been encouraged by the Mayor to present our Service Ballot initiative. This pilot program, funded entirely by Ontario Metcalf Foundation, provides municipalities with a convenient way to recruit volunteers in the run up to, during and following this autumn's municipal election. By connecting voting and a volunteer drive we can provide municipalities with a deeper and more diverse pool of candidates to support various committees and initiatives throughout the term of council. You can learn more at ServiceBallots.org

Recommendation to Council / Committee / Board

(Indicate the action you would like the Town to take with respect to the above-noted subject matter)

We would like Council to endorse Cobourg becoming a 2026 Service Ballot pilot community

Have you appeared before the Council / Committee / Board in the past to discuss this issue?

☐ Yes ☒ No

Presentation Material

Will you have an oral or written presentation?

☐ Oral

☐ Written

Will you have a visual presentation?
(ie. PPT, pictures, etc.)

☒ Yes

☐ No

Delegates are required to provide any supporting materials for a Council Meeting to the Clerk by noon on Monday nine (9) days prior to the meeting to be included on the Meeting Agenda for circulation. Supporting materials for an Advisory Committee or Board are required to be submitted by noon five (5) days prior to the meeting to be included on the Meeting Agenda.

From: Bob LeDrew <asstmgr.cobourg@gmail.com>

Sent: Friday, March 13, 2026 5:04 PM

To: Clerk Cobourg <clerk@cobourg.ca>

Subject: (EXTERNAL SOURCE) Request for proclamation: World Fair Trade Day, May 9, 2026

Dear Mr. Larmer:

Please see below a draft proclamation we at Ten Thousand Villages Cobourg would like to submit for action.

2026 marks 80 years since a single woman brought a carload of textiles from Puerto Rico to the United States to sell, marking the beginning of the fair trader movement as we know it. Since that time, fair trade has supported thousands upon thousands of farmers and artisans, and become a major part of the world economy.

In Cobourg, Ten Thousand Villages stands as a successful and soon-to-be-17 volunteer-led social enterprise, operating its bricks and mortar store on King Street, its e-commerce, and visiting communities from Pembroke to Kitchener to give people opportunities to support fair trade makers from dozens of countries.

We would greatly appreciate the town proclaiming this day and recognizing the contribution of fair trade to this community and the world. Please contact me if you have questions or concerns.

Thank you.

Bob LeDrew

Assistant Manager

905.373.1617 / asstmgr.cobourg@gmail.com

DRAFT PROCLAMATION:

Whereas The Fair Trade movement celebrates its 80th anniversary in 2026, and World Fair Trade Day is May 9, 2026, and

Whereas the Fair Trade movement allows agricultural and craft workers around the world to build productive and fulfilling lives thanks to fair wages and humane working conditions, and

Whereas fair trade retailers allow consumers to make responsible and ethical choices in the products they purchase, and

Whereas Cobourg is home to Ten Thousand Villages Cobourg, a vibrant and engaged fair trade store which relies on dedicated store and board volunteers for its success and is an important part of Cobourg's business and social communities, and the last Ten Thousand Villages store in Eastern Canada, therefore be it resolved that

Cobourg Town Council proclaims May 9 to be World Fair Trade Day in Cobourg.



STAFF MEMORANDUM
THE CORPORATION OF THE TOWN OF COBOURG

**Corporate Finance and Legislative Standing
Committee**

To: Mayor, Deputy Mayor, and Councillors
From: Laryssa McGlashon, Council and Committee Coordinator
Committee Meeting Date: April 9, 2026
Subject: Request to proclaim May 9, 2026 as World Fair Trade Day

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council proclaim May 9, 2026 as World Fair Trade Day in the Town of Cobourg.

2. Discussion:

On March 13, 2026, Staff received a request from Bob LeDrew on behalf of Ten Thousand Villages Cobourg to proclaim May 9, 2026 as World Fair Trade Day.

Staff recommend approval of this request as it is consistent with subsection 3.2 (1) d) of the policy, which provides proclamations for the following be approved:

- For public awareness campaigns (ss. 3.2 (1)(d)).

3. Attachments:

Attachment 1 – Request to Proclaim – Ten Thousand Villages & Sample Proclamation



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Corporate, Finance, and Legislative Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Jenny Neutel, Manager, Communications
Standing Committee Date: April 9, 2026
Report Number: CAO-2026-004
Council Meeting Date: April 22, 2026
Subject: **Council Media Relations Policy**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council adopt the Council Media Relations Policy to guide Members of Council in all media and social media interactions.

2. Executive Summary:

This report presents a proposed Council Media Relations Policy for adoption. The Policy establishes clear principles, roles, and expectations for how Members of Council engage with the media and the public, including through social media. The Policy aligns with municipal best practices by identifying the Mayor as the primary spokesperson, reinforcing coordination through the Communications department, and emphasizing the importance of consistency with Council decisions. It also provides practical guidance to support Members of Council in their use of social media and introduces a structured approach for Council-

initiated media or public information campaigns.

Adopting this Policy will strengthen the Town's overall communications framework, support transparent and professional engagement, and enhance public trust in municipal decision-making.

3. Background

At the June 25, 2025 Regular Council Meeting, Council directed staff to develop a draft Council Media Relations Policy. The direction from Council was introduced through a notice of motion.

Notice of Motion from Mayor Lucas Cleveland regarding Proposed Council Media Relations Policy

Moved by: Deputy Mayor Nicole Beatty

Seconded by: Councillor Adam Bureau

WHEREAS Members of Council are frequently approached by the media for comment on matters of public interest, including issues before Council or the municipality; and

WHEREAS consistent, respectful, and coordinated communication from elected officials supports public confidence in municipal governance and ensures that media engagement aligns with the decisions of Council, municipal business, and enhances the corporate reputation and brand of the Municipality; and

WHEREAS there is currently no Council-approved policy providing clear guidance on how Members of Council should engage with the media and the public in their official capacities.

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to develop a draft Council Media Relations Policy that establishes general principles, roles, and expectations for media engagement by Members of Council, inclusive of social media; and

FURTHER THAT the draft policy be brought back to Council for review and discussion at a future Regular Council Meeting.

4. Discussion:

The Town currently has established corporate policies governing media relations and social media use by staff. However, there is no formalized policy specific to

Members of Council that outlines expectations for media engagement, roles, and coordination with staff.

As media landscapes continue to evolve, particularly with the increased use of social media by elected officials, municipalities are recognizing the need for clear, Council-specific guidance. This ensures alignment with Council decisions, reduces the risk of inconsistent messaging, and supports effective communication with the community.

Policy Overview

The proposed Council Media Relations Policy:

- Establishes the Mayor as the primary spokesperson for Council, with delegation provisions;
- Clarifies roles and responsibilities of Council, the Mayor, and Communications staff;
- Outlines protocols for responding to media inquiries and crisis situations;
- Provides guidance on the appropriate use of social media by Members of Council;
- Introduces a framework for Council-initiated media or public information campaigns;
- Reinforces alignment with Council decisions, corporate messaging, and the Code of Conduct.

The Policy is designed to complement existing corporate policies, including the Town's Media Relations Policy, Social Media Policy and Code of Conduct Policy, while addressing the unique role of elected officials.

Comparison to Other Municipalities

A review of municipal practices across Ontario indicates that many municipalities have adopted similar policies or governance frameworks to guide Council media relations.

Comparable municipalities including the Town of Whitby, and Town of Huntsville, have established similar media relations frameworks that define spokesperson roles, centralize communications through staff, and reinforce alignment with Council decisions.

However having a policy specific to Council Media Relations is unique as many other municipalities have it housed under broader policies. Common elements reflected in these policies include:

- Designated spokesperson model: Most municipalities identify the Mayor as the primary spokesperson for Council, ensuring a clear and consistent voice on Council decisions.
- Centralized media coordination: Media inquiries are typically routed through a Communications department to support accuracy, timeliness, and consistency.
- Expectation of alignment with Council decisions: Policies emphasize that Members of Council should not publicly contradict formally adopted Council positions.
- Integration with Codes of Conduct: Media and social media behaviour is often tied to broader expectations of professionalism and ethical conduct.
- Guidance on social media use: While approaches vary, many municipalities include principles-based guidance encouraging responsible, respectful, and transparent engagement online.

The proposed Town of Cobourg Council Media Relations Policy reflects common practices while incorporating enhanced guidance specific to Council related to social media and coordinated communications.

Enhanced Elements

In addition to aligning with common practices, the proposed Policy includes several enhanced elements:

Council-Initiated Campaign Framework

The Policy introduces a clear process for Council to request media campaigns or public information initiatives through the CAO, ensuring coordination, consistency, and effective use of resources.

Practical Social Media Guidance

A dedicated section provides Members of Council with clear, principles-based guidance on social media use, including directing residents to official Town channels and avoiding misinformation. This doesn't limit individual members of Council on continuing with a personal social media account to express their view to constituents, but must still be done according to the Town's Council Code of Conduct Policy.

Social Media Handle and Tagging Guidance

The Policy encourages the use of official Town accounts and tagging practices to improve visibility, support coordinated messaging, and enable staff to respond to inquiries effectively.

Mayor's Office Social Media Presence

The establishment of a new staff-supported Mayor of Cobourg social media account (Facebook and Instagram) reflects an emerging best practice to ensure continuity, professionalism, and alignment with corporate communications. This

account remains with the municipality after each election cycle and is tied to the role and position and not the individual.

Many other Municipalities have Mayor's Office social accounts that are supported and often coordinated by Corporate Communications staff. Examples include City of Toronto, City of Mississauga, and City of Markham. The Mayor's Office social media presence functions as an extension of official Town communications, ensuring consistent messaging, alignment with Council priorities, and professional management of public information.

These elements position the Town as proactive and forward-thinking in its approach to Council communications.

5. Financial Impact and Budget

There are no direct financial impacts associated with adopting this Policy. Any future Council-initiated media campaigns will be coordinated through existing Communications resources or considered through standard budget processes.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

☒ Thriving Community

Supports a Thriving Community by ensuring clear, consistent, and transparent communication that keeps residents informed, engaged, and confident in municipal decision-making.

☒ Service Excellence

Advances Service Excellence by establishing clear standards and coordinated processes that ensure timely, accurate, and professional communication with the public

☐ Sustainability

7. Public Engagement:

N/A

8. Attachments:

Attachment 1 – Town of Cobourg Council Media Relations Policy

Report Approval Details

Document Title:	Council Media Relations Policy.docx
Attachments:	Attachment 1 - Council Media Relations Policy.docx
Final Approval Date:	Mar 30, 2026

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

Tracey Vaughan, Chief Administrative Officer - Mar 30, 2026 - 2:10 PM



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

Department: Communications

Approval Level: Council

Policy Title: Council Media Relations

Policy # CAO-042

1.0 Purpose

- 1.1 This Policy aims to establish clear principles, roles, and expectations for media engagement, including the use of social media, by Members of Council.
- 1.2 The purpose of this Policy is to ensure Council communications with the media and public are professional, consistent, and aligned with Council decisions.
- 1.3 By establishing clear protocols and identifying designated spokespersons, the policy promotes transparency, reinforces public trust, and safeguards the integrity of information, especially during emergencies or sensitive situations pertaining to the Town.
- 1.4 This Policy complements the Town's Social Media Policy and Media Policy, and is intended to guide Council members in all media interactions, including print, broadcast, online, and social media platforms.

2.0 Definitions

- 2.1 **"Authorized Spokesperson"** means the individual formally designated to speak to the media on behalf of Council. By default, the Mayor is the authorized spokesperson for Council.
- 2.2 **"Council Member/Councillor"** means any elected member of the Town of Cobourg Council, including Mayor and Deputy Mayor.
- 2.3 **"Media"** means any print, broadcast, or online outlet, including websites, blogs, or other platforms used to communicate to the public.
- 2.4 **"Social Media"** means online platforms, accounts, or applications (e.g. Facebook, X, Instagram, YouTube, LinkedIn, blogs) used to share information publicly.
- 2.5 **"Official Council Position"** means a statement or comment that reflects decisions or policies approved by Council.
- 2.6 **"Handle"** is the term used to define a social media user's account (example @TownofCobourg).
- 2.7 **"Tags"** refer to the ability for social media users to include or notify an individual, business, or entity with a social profile by mentioning them and linking to the tagged profile.



Corporation of the Town of Cobourg

Division: CAO

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2.8 “Unavailable”, when referring to the Mayor, includes

- 1) The Mayor previously notifying the Communications Manager of being unavailable for a period of time
- 2) The Communications Manager reaching out to the Mayor and indicating a deadline for response in order to meet the reporter's, or urgent Town communication, timeframe.

While the Media Policy allows up to 48 hours for a response, the goal is to respond as quickly as possible, as some media inquiries or situations require a faster turnaround time.

3.0 Policy

3.1 General Principles

Members of Council are expected to:

- (1) Conduct themselves in a professional and respectful manner when engaging with media or on social media.
- (2) Maintain consistency with Council decisions and avoid providing conflicting statements that could misrepresent the views of Council.
- (3) Ensure statements to the media are accurate, factual, and respectful of confidential or sensitive information.
- (4) Use social media responsibly, recognizing that public posts may be perceived as representing all of Council and/or the Corporation.
- (5) Distinguish between personal opinions and official Council positions in all communications.
- (6) Adhere to the Council Code of Conduct in all media and social media interactions.

3.2 Roles and Responsibilities

(1) Mayor

- a) Acts as the official and primary spokesperson for Council.
- b) May delegate media inquiries to the Deputy Mayor, or other Councillors.
- c) Ensures media statements align with Council decisions and proceedings.

(2) Deputy Mayor



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

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Policy Title: Council Media Relations

Policy # CAO-042

- a) Serves as the secondary spokesperson if the Mayor is unavailable or the Mayor has delegated the inquiry.
- b) Coordinates with the Mayor when responding to media inquiries.

(3) Councillors

- a) Are encouraged to coordinate with the Mayor and Communications staff prior to public statements on matters of Council procedures.
- b) Council members may respond to media inquiries on issues specific to their areas of responsibility where board chairs are in place (i.e. Police Services Board, DBIA, library board), provided the statements are accurate, respectful, and do not contradict Council decisions.
- c) Retain the right to express personal opinions in a personal capacity but must clearly distinguish these from official Council positions. Once Council decisions are finalized, individual Councillors must ensure their statements do not contradict those of Council.

3.3 Communications Staff

- (1) The Communications Manager serves as the liaison between Council members and media, providing support, guidance, and review of media statements when requested.
- (2) To share information with the community, Communications staff may tag active Council members' accounts on social posts pertaining to significant project updates or Council news so they may share on their platforms. All active Council members may share their social media account handles with Communications staff for this purpose.

3.4 Media Engagement Protocols

(1) Media Inquiries

- a) All media inquiries are to flow through the Communications department.
- b) All media inquiries relating to Council decisions or policies should be directed to the Communications Manager.
- c) Councillors who receive media inquiries should forward them promptly to the Communications Manager.



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

Department: Communications

Approval Level: Council

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Policy # CAO-042

(2) Crisis Situations

- a) During emergencies or critical incidents, only authorized spokespersons (Mayor and CAO, unless otherwise delegated) should communicate with the media.
- b) In the event of an emergency, Council individual social media accounts should direct the public to the Official Town of Cobourg account for up-to-date information.

3.5 Social Media Expectations

- (1) Council members may maintain personal social media accounts but must clearly separate personal opinions from official Council positions. It is recommended that Council members' social media accounts that are being used in their elected office capacity be clearly labelled in their handle. For example, Cobourg Councillor John Smith.
- (2) Members must not post content that is offensive, discriminatory, or inconsistent with the Town's policies or Code of Conduct.
- (3) During election or nomination periods, Council members must comply with all relevant restrictions under municipal and provincial regulations. (Refer to LEG-ADM23 Use of Corporate Resources Policy for Election Purposes and CAO-018 Social Media Policy).
- (4) Members of Council are encouraged to use official Town of Cobourg social media handles when appropriate when referencing municipal programs, services, or initiatives to help direct residents to accurate and up-to-date information.

Where appropriate, tagging official Town accounts may support coordinated messaging, increase visibility of municipal information, and allow staff to monitor and respond to inquiries as required.

- (5) Starting with the 2026-2030 term of Council, a new Office of the Mayor Facebook and Instagram page will be created and run by staff. The Mayor, Office of the CAO Administrator, and Communications team will have editing access to this page. Staff will support the Office of the Mayor in creating content for this account, however, will



Corporation of the Town of Cobourg

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Policy # CAO-042

not support posting on personal accounts owned by the Mayor and members of Council.

- (6) The Office of the Mayor Facebook page will be a communications asset under the Office of the Mayor that will continue throughout future terms.

3.6 Council-Initiated Media or Public Information Campaigns

- (1) To ensure consistency, accuracy, alignment, and effective use of resources, all such requests must be submitted through Council and/or the Chief Administrative Officer (CAO). This process ensures that:
- a) Messaging aligns with existing or planned corporate communications.
 - b) Resources are coordinated efficiently across departments.
 - c) Public-facing communications reflect the Town's values, priorities and branding.
 - d) All media campaigns are developed in collaboration with the Corporate Communications Department and other relevant departments, ensuring professional execution and measurable outcomes.

3.7 Compliance

- (1) Members of Council are responsible for ensuring their media and social media communications comply with this policy.
- (2) Failure to adhere to this policy may result in corrective measures in accordance with the Council Code of Conduct.

3.8 Social Media Guidance

The Town of Cobourg recognizes that social media can be an effective tool for Members of Council to communicate with residents, share information, and promote community initiatives. The following principles are intended to support responsible and effective use of social media by Members of Council.

Members of Council are encouraged to:

- (1) Exercise good judgement



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

Department: Communications

Approval Level: Council

Policy Title: Council Media Relations

Policy # CAO-042

Before posting or sharing content, Members should consider whether the information is accurate, respectful, and consistent with the Town's values, policies, and Council decisions.

(2) Support and amplify official Town communications

Members of Council are encouraged to follow and share content from the Town of Cobourg's official social media channels to help amplify municipal information, initiatives, and community updates.

(3) Be authentic and respectful

Members of Council may use social media to engage with residents and share their perspectives, while maintaining professionalism and respect for others.

(4) Protect confidential and personal information

Members must not disclose confidential information or share personal information about residents, staff, or other Members of Council without appropriate authorization.

(5) Direct residents to official Town resources

When responding to questions about municipal programs or services, Members of Council are encouraged to direct residents to official Town communication channels, departments, or the Town website to ensure they receive accurate and up-to-date information.

(6) Avoid misinformation

Members should avoid sharing information that may be inaccurate or misleading. When uncertain, Members are encouraged to consult Town staff or official sources before posting.

(7) Respect accessibility and copyright requirements

Content shared online should respect applicable accessibility standards and intellectual property rights.

(8) Recognize the permanence of online content



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

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Content shared on social media may remain publicly accessible even if deleted. Members should consider this when posting and assume that messages may become public.

(9) Use of Photography and Images

When using photographs and images to support communication with residents, members of Council should:

- Ensure appropriate consent has been obtained before sharing images of identifiable individuals, particularly in small group settings or where individuals are the primary subject.
- Be mindful of privacy considerations when photographing or sharing images of residents (especially children and youth), staff, or other Members of Council.
- Avoid sharing images that may contain confidential, sensitive, or restricted information (e.g. documents, computer screens, or private property without permission).
- Ensure images reflect the professionalism of the office and are consistent with the Town's values and Code of Conduct.
- Respect applicable accessibility standards where possible (e.g. use of captions or descriptive text when sharing images online).
- Ensure appropriate permissions are obtained when sharing images not taken by the Member of Council, including respecting copyright and attribution requirements.

4.0 Scope

- 4.1 This policy applies to all Members of Council acting in their professional capacity as elected officials and representatives of the Town of Cobourg.

5.0 Administration



Corporation of the Town of Cobourg

Division: CAO

Effective Date: April 22, 2016

Department: Communications

Approval Level: Council

Policy Title: Council Media Relations

Policy # CAO-042

- 5.1 The Mayor and Council are responsible for implementing this policy, with the Communications Manager providing guidance and support.
- 5.2 This policy will be reviewed periodically and updated as needed to remain consistent with other Town policies and best practices.

Cross Reference

CAO-018 Social Media Policy

CAO-035 Media Relations Policy

LEG-ADM23 Use of Corporate Resources Policy for Election Purposes

Code Of Conduct for Members of Council & Local Boards

LS-033 Use of Artificial Intelligence

Division Director / Resolution #	Revision Purpose/Description:	Municipal Clerk/Approved by CAO: Signature	Council/Division Director Approval Date:
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STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Corporate, Finance, and Legislative Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Standing Committee Date: April 9, 2026
Report Number: COR-2026-003
Council Meeting Date: April 22, 2026
Subject: **2025 Remuneration and Expenses: Council and Local Boards**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council receive Report No. COR-2026-003 for information purposes as required under Section 284(1) of the *Municipal Act, 2001*.

2. Executive Summary:

The following report is required as a legislative requirement of the Municipal Act, 2001 regarding Council remuneration and expenses reporting and further fulfills the requirement that the information be made available to the public.

Section 284(1) of the Municipal Act, 2001 requires the Treasurer of a Municipality shall in each year on or before March 31 provide to Council of the Municipality an itemized statement on remuneration and expenses paid in the previous year to:

- a. Each member of Council in respect of their services as a member of the Council or any other body, including a local Board to which the member has been appointed by Council or to which the member holds office by virtue of being a member of Council.
- b. Each member of Council in respect of their services as an officer or employee of the Municipality or other body described in (a); and
- c. Each person, other than a member of Council, appointed by the Municipality to serve as a member of any body, including a local Board, in respect of their services as a member of the body.

The by-law under which the remuneration or expenses were authorized to be paid is 037-2018.

3. Background

This report provides an overview of the Town of Cobourg Council's 2025 remuneration and expenses, ensuring compliance with Section 284(1) of the Municipal Act, 2001. It includes a high-level summary of total remuneration and expenses by individuals, categorized by Board and position, along with a detailed breakdown by Board.

A comparative analysis of actual expenses versus the 2025 budget indicates that total expenditure remains consistent with approved allocations.

4. Discussion:

Attachments

The following reports have been attached:

1. A high-level summary of total remuneration and expenses by individuals, based on their Board and position.
2. A summary of the breakdown of remuneration and expenses of individuals by Board.

2025 Actual Compared to Budget

The following is the analysis of the 2025 expenses for the Town of Cobourg Council (excludes any other Board remuneration received):

Expense	2025 Budget	2025 Actual	Increase (Decrease)
Council remuneration	\$248,415	\$259,909	\$11,494
Travel	\$2,000	\$2,820	\$820
Meals and refreshments - Council members	\$1,500	\$2,232	\$732
Meeting expenses - Council	\$4,500	\$3,271	(\$1,229)
Conference and conventions	\$35,000	\$25,581	(\$9,419)
Total	\$291,415	\$293,813	\$2,398

Overall total expenses are consistent with budget. The remaining variances:

- The increase in Council remuneration reflected in the 2025 actuals is attributable to the employer OMERS contributions that were not fully factored into the approved 2025 budget. While base remuneration was budgeted appropriately, the associated pension costs resulted in higher-than-anticipated expenditures.

This variance is administrative in nature and does not reflect a change in Council compensation levels. The required OMERS amounts have since been reviewed and accurately incorporated into the 2026 budget to ensure alignment between remuneration and associated statutory benefit costs going forward.

- For the 2025 budget, the meals and refreshments line was further refined to improve transparency and reporting clarity. Specifically, expenses were separated between meals incurred by individual Council Members and refreshments associated with Council-related meetings.

This breakdown was implemented for improved tracking and accountability purposes and does not represent a material increase in overall spending. Rather, it provides clearer visibility into how costs are allocated between individual member expenses and official Council meeting-related expenditures. The revised structure allows for more accurate year-over-year comparison and enhanced financial reporting.

Overall, expenditures are being monitored closely to ensure alignment with the approved budget. Variances identified reflect normal operational fluctuations, timing differences, and service delivery requirements throughout the year.

5. Financial Impact and Budget

Based on the attached reports and analysis of the 2025 actual expenses compared to the budget, there is no financial or budget impact to the

municipality. The total remuneration and expenses for the Town of Cobourg Council remain consistent with the approved budget.

The attached reports provide transparency regarding total remuneration and expenses by individual and by Board and support the analysis of Council-related expenditures for 2025 (exclusive of any additional Board remuneration).

Overall, total 2025 Council expenses remain consistent with the approved budget. The identified variances are limited in scope and primarily administrative in nature.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

☐ Thriving Community

☐ Service Excellence

☒ Sustainability

By ensuring that Council remuneration and expenses remain within the approved budget, the Town demonstrates prudent financial management. The consistency of expenses with prior budgets reinforces fiscal responsibility, ensuring that municipal resources are used efficiently without unexpected financial impacts.

Public disclosure of remuneration and expenses supports open and transparent governance. Making this information available to the public fosters trust and confidence in municipal decision-making, which is a key pillar of sustainability in governance.

7. Public Engagement:

Public engagement is not required for this report, as it is a legislatively mandated disclosure under Section 284(1) of the Municipal Act, 2001. The purpose of this report is to provide Council with an itemized statement of remuneration and expenses, ensuring compliance with statutory requirements.

Additionally, the requirement that this information be made publicly available fulfills the transparency and accountability objectives without the need for further consultation. Since the report strictly presents factual financial data in accordance with established legislation and budgetary approvals, there is no decision-making process that would necessitate public input.

By adhering to this legislative requirement and making the information accessible to the public, the Town of Cobourg upholds its commitment to financial

transparency while ensuring efficient municipal operations without the need for additional public engagement.

8. Attachments:

Attachment 1 - Summary of Remuneration and Expenses by Individual

Attachment 2 - Statement of Remuneration and Expenses

**The Corporation of the Town of Cobourg
Council and Local Boards paid by the Town of Cobourg
Summary of Remuneration and Expenses by Individual**

Name	Town of Cobourg Council	Police Service Board	Committee of Adjustment	Town of Cobourg Holdings	Northumberland County	Ganaraska Region Conservation Authority	Health Unit
Randy Barber	\$40,830.08					\$1,204.94	
Nicole Beatty	\$41,388.08	\$1,218.93			\$0.00		
Terry Brown			\$750.00				
Aaron Burchat	\$32,293.31						
Adam Bureau	\$33,254.94	\$3,330.22					
Lucas Cleveland	\$75,227.19			\$3,500.00	\$34,048.83		
Brian Darling	\$35,250.45						
Peter Delanty			\$750.00				
David Dexter			\$750.00				
Sean Graham		\$12,625.78					
Ronald Kerr		\$10,646.59					
Robert Marr			\$850.00				
Brian Murphy			\$1,863.77				
Miriam Mutton	\$32,298.53					\$647.43	
Dean Pepper		\$12,401.69					
Total	\$290,542.58	\$40,223.21	\$4,963.77	\$3,500.00	\$34,048.83	\$1,852.37	\$0.00

The Corporation of the Town of Cobourg
Council and Local Boards paid by the Town of Cobourg
Statement of Remuneration and Expenses

Member	Section 1 Regular Remuneration	Section 2.1 Loss of Wages	Section 2.4 Labour Negotiations	Expenses
Council				
Randy Barber	\$34,982.91			\$5,847.17
Nicole Beatty	\$37,454.76			\$3,933.32
Aaron Burchat	\$32,293.31			\$0.00
Adam Bureau	\$32,293.31			\$961.63
Lucas Cleveland	\$55,619.14			\$19,608.05
Brian Darling	\$35,048.95			\$201.50
Miriam Mutton	\$32,217.03			\$81.50
Total	\$259,909.41	\$0.00	\$0.00	\$30,633.17
Police Service Board				
Sean Graham	\$9,085.23			\$3,540.55
Ronald Kerr	\$9,262.47			\$1,384.12
Dean Pepper	\$9,085.23			\$3,316.46
Nicole Beatty	\$0.00			\$1,218.93
Adam Bureau	\$0.00			\$3,330.22
Total	\$27,432.93	\$0.00	\$0.00	\$12,790.28
Committee of Adjustment				
Terry Brown	\$750.00			\$0.00
Peter Delanty	\$750.00			\$0.00
David Dexter	\$750.00			\$0.00
Robert Marr	\$850.00			\$0.00
Brian Murphy	\$750.00			\$1,113.77
Total	\$3,850.00	\$0.00	\$0.00	\$1,113.77
Town of Cobourg Holdings Inc.				
Lucas Cleveland	\$3,500.00			\$0.00
Total	\$3,500.00	\$0.00	\$0.00	\$0.00
Northumberland County				
Lucas Cleveland	\$23,637.60			\$10,411.23
Nicole Beatty	\$0.00			\$0.00
Total	\$23,637.60	\$0.00	\$0.00	\$10,411.23
Ganaraska Region Conservation Authority				
Randy Barber	\$1,100.00			\$104.94
Miriam Mutton	\$525.00			\$122.43
Total	\$1,625.00	\$0.00	\$0.00	\$227.37
Haliburton, Kawartha, Pine Ridge District Health Unit				
	\$0.00			\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Corporate, Finance, and Legislative Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Adam Giddings, Treasurer/Director of Corporate Services
Standing Committee Date: April 9, 2026
Report Number: COR-2026-004
Council Meeting Date: April 22, 2026
Subject: **Replacement of Concert Hall Blind System – Victoria Hall**

If you require this information in an alternate format, please contact the Accessibility Coordinator at accessibility@cobourg.ca or at 905-372-4301

1. Recommendation:

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council authorize Staff to proceed with disabling the existing blind system due to safety concerns and proceed with a replacement at a maximum cost of \$100,000 to be funded through the Victoria Hall Maintenance reserve.

2. Executive Summary:

On February 22, 2026, Building Maintenance staff responded to a reported burning smell in the Victoria Hall Concert Hall during an event. While the initial inspection did not identify the source, subsequent investigation revealed that the cause was electrical overheating within the north window blind control system. Evidence of arcing, charring, and smoldering wiring was discovered, which had been concealed by stage drapery at the time of the incident.

As an immediate safety precaution, the blind control systems were disconnected and later permanently disabled. Staff have since confirmed that this type of blind system has known overheating risks, and the incident has demonstrated that it may pose a safety concern even when not in active use. As a result, the existing system cannot be safely repaired and requires full replacement.

Staff are currently evaluating replacement options that prioritize safety, reliability, operational functionality, and long-term cost effectiveness. Alternatives under consideration include modern motorized systems with battery or solar-assisted technology, which may reduce electrical risks and minimize impacts to the heritage features of the space.

The estimated cost for a replacement system is approximately \$100,000. Sufficient funding is available within the Victoria Hall Maintenance Reserve to complete the project without impacting other planned capital initiatives. Staff will proceed with a procurement process to secure a suitable solution and will report back as required.

3. Background

In 2023, the Town of Cobourg was advised that several fires across North America had been linked to the Concert Hall's blind system. The issue was attributed to the wire gauge used for controlling the blinds being undersized, which created a risk of overheating with repeated use. At that time, staff were directed to operate the blinds only when absolutely necessary to mitigate this risk.

The replacement of the blinds was included in the 2023 capital budget; however, this item has been deferred in subsequent years, as the blinds were used infrequently and the associated risk was considered to be low.

4. Discussion:

Introduction

On February 22, 2026, Building Maintenance staff were contacted regarding a reported burning smell within the Victoria Hall Concert Hall during an event. Staff attended and conducted an inspection of the mechanical and electrical systems, including the Concert Hall air handling unit, as the source of the issue was initially unknown. Burning smells are often connected with burnout belts so staff weren't initially alarmed. After an extensive review, staff were unable to identify the source of the smell at that time. As the odor had dissipated and similar reports were received from multiple areas of the building, it was believed the smell may have originated from outside air drawn into the building.

Subsequent inspections conducted in the following days revealed the likely cause of the incident. Staff discovered charred wiring within the blind controller for the north window blinds in the Concert Hall. The blind control boxes had arced and burned, with visible scorch marks at one of the window blind motor control locations. Further investigation also identified visible charring on the north wall window area, indicating that the blind motor and wiring had been overheating and smoldering. The damage had been concealed by the stage drapery on the evening of the incident, preventing it from being detected during the initial investigation.

Current Status

As a precautionary safety measure, all three blind system controllers were unplugged immediately. However, following the scheduled performance over the weekend, staff lowered the east and west blinds and engaged electricians to permanently disable the existing blind system.

Staff have been advised that overheating of the wiring associated with this blind system has been identified as a known issue with this type of installation. The Town had previously anticipated replacing the system with the future capital budget due to reliability concerns; however, this incident has demonstrated that the issue may pose a safety risk even when the blinds are not in active use.

Given these findings, the current system cannot be safely repaired and will need to be replaced.

Next Steps and Replacement Options

Staff have been reviewing the replacement options for the Concert Hall blind system and are considering the following:

- Safety and reliability of the system
- Operational needs for performances and events
- Maintenance requirements
- Cost effectiveness over the life of the system

Options being explored include traditional wired motorized systems as well as newer technologies such as battery-powered or solar-assisted motorized blinds that may reduce electrical risk and maintenance requirements. This solution would utilize individual blinds with integrated battery systems, potentially supplemented by solar charging - either for all blinds or limited to the upper units. Lower blinds could incorporate a manual chain mechanism, similar to those used in the Boardroom and Committee Room or also utilize battery-powered controls. This approach would allow for replacement with systems that match the existing

appearance, while avoiding significant modifications to the space or the need for additional heritage approvals – staff already have heritage approval for existing blinds.

Staff will seek proposals from qualified vendors through an appropriate procurement process to ensure the Town obtains the most suitable system for the Concert Hall.

5. Financial Impact and Budget

Staff are currently evaluating replacement options, as several updated solutions are now available. A like-for-like replacement is estimated at approximately \$100,000, including blinds, motors, controls, and electrical work. This approach presents a design challenge, as each blind would require a dedicated cable run to the controller. As a result, larger cable bundles would need to be accommodated within the historic space without impacting on its appearance. This would likely require approval from the Ontario Heritage Trust (OHT), given the potential visual impact on the room.

As of December 31, 2025, the Victoria Hall Maintenance Reserve had a balance of \$306,473. Based on the 2026 budget allocation and planned capital projects, the projected balance at December 31, 2026 is expected to be approximately \$302,673. This indicates that there are sufficient funds in the reserve to support the proposed project without adversely impacting other planned expenditures.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

☐ Thriving Community

☒ Service Excellence

The Town's response to the Victoria Hall Concert Hall incident reflects a strong commitment to service excellence through proactive risk management, public safety, and responsible stewardship of municipal assets. In evaluating replacement options, staff are considering not only immediate needs but also long-term service quality. By exploring modern, lower-risk technologies and solutions that minimize maintenance and preserve the heritage integrity of Victoria Hall, the Town is demonstrating forward-thinking asset management and a commitment to continuous improvement.

☐ Sustainability

7. Public Engagement:

While this matter is primarily operational in nature, it has a direct impact on a highly valued community space - Victoria Hall Concert Hall - which regularly hosts performances, events, and public gatherings. As such, transparent and proactive communication is an important component of the Town's response.

Staff have prioritized maintaining continuity of service while ensuring public safety, taking immediate steps to mitigate risk without disrupting scheduled programming where possible. Moving forward, public engagement will focus on keeping users of the facility informed of any impacts related to the disabled blind system and upcoming replacement work.

Updates will be communicated through appropriate channels to ensure transparency and to reinforce public confidence in the Town's stewardship of important cultural assets.

8. Attachments:

None.



STAFF REPORT

THE CORPORATION OF THE TOWN OF COBOURG

Corporate, Finance, and Legislative Standing Committee

Report to: Mayor, Deputy Mayor, and Councillors
From: Kristina Lepik, Deputy Clerk/Manager, Legislative Services
Standing Committee Date: April 9, 2026
Report Number: LS-2026-014
Council Meeting Date: April 22, 2026
Subject: **Joint Compliance Audit Committee Terms of Reference**

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1. Recommendation:

WHEREAS the Committee adopt the following recommendation and refer to Regular Council for final approval.

NOW THEREFORE BE IT RESOLVED THAT Council enact By-law No. 021-2026 to establish a Terms of Reference for the 2026-2030 Joint Compliance Audit Committee; and

FURTHER THAT Council direct Staff to proceed with recruitment for the 2026-2030 Joint Compliance Audit Committee.

2. Executive Summary:

This report provides Council with information on the Joint Compliance Audit Committee ("JCAC") including a brief background of the Town's statutory requirements and an overview of the proposed recruitment process.

3. Background

Section 88.37(1) of the *Municipal Elections Act, 1996* states:

“A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act.”

As a result, all 444 municipalities across Ontario are seeking members for compliance audit committees. Taking into consideration the steep competition for qualified applicants, establishing a JCAC early increases the Town's ability to attract the broadest spectrum of qualified applicants and to administer the compliance audit process in a cost-effective manner.

All seven (7) lower-tier municipalities in Northumberland County including the Municipalities of Brighton, Port Hope, and Trent Hills; the Town of Cobourg; and the Townships of Alnwick/Haldimand, Cramahe, and Township of Hamilton are participating in the JCAC. Applicants with a background in accounting, auditing, or law will be encouraged to apply.

On behalf of all municipalities, the Town of Cobourg will lead the recruitment process. The term of office for JCAC is the same as Council.

4. Discussion:

The JCAC is responsible for considering applications from eligible electors that believe, on reasonable grounds, that a candidate or third party has contravened the campaign finance rules in the Act. The JCAC is also responsible for receiving and considering any report submitted by the Clerk under Section 88.34 in the MEA. Section 88.34 requires the Clerk to review all contributions made to all candidates and report to the JCAC all those contributors (not the candidates) who appear to have contravened the maximum contribution rules in the Act. The current maximum contribution rules for municipal election campaigns are \$1,200 per candidate, to a maximum of \$5000 to two (2) or more candidates for office on the same council.

The current JCAC was established by the Town and all local municipalities in Northumberland County (“participating municipalities”). The JCAC permits the participating municipalities to share and reduce the overall cost of recruiting committee members as well as the cost of the initial retainer fee paid to committee members.

The proposed Terms of Reference includes the following remuneration to, JCAC Members: \$400 retainer, a \$350 per diem to attend a training session (including mileage), and a \$350 per diem to attend meetings of the Committee (plus mileage when in-person attendance is required).

Staff recommend that Council approve the JCAC Terms of Reference and direct Staff to proceed with recruitment. When approved, the Deputy Clerk will work with the other participating municipalities to solicit applications for appointment to the JCAC. The participating Clerks will select a roster of five (5) to seven (7) qualified members for the committee to be appointed by the Council of each participating municipalities. From the roster, each Clerk will select three (3) to form a panel to consider any applications for compliance audits received after the 2026 Municipal Elections and any By-election held during the 2026 to 2030 term.

5. Financial Impact and Budget

The participating municipalities will divide the cost of the one-time retainer fee and training fee for the up to seven (7) members of the JCAC. As such, the retainer fee for each participating municipality is \$400 and the training fee for each municipality is \$350. The total cost for the Town will be \$750.

In accordance with the Terms of Reference, if a participating municipality is in receipt of a request for a compliance audit, the Clerk of the specific municipality will contact the JCAC members and arrange for three (3) Members to hear the audit request. The Town will be responsible for paying per diem rate of \$350 and mileage rate of \$0.73 per kilometer for the Members, as well as the potential auditor fee if the compliance audit request is granted.

The last date for submission of financial statements is March 30, 2027. As a result, any costs for potential compliance audit requests would be included as part of the 2027 budget.

6. Relationship to Council's Strategic Plan Priorities 2023 to 2027 and beyond:

☐ Thriving Community

☒ Service Excellence

☐ Sustainability

7. Public Engagement:

Not applicable.

8. Attachments:

Attachment 1 – By-law No. 021-2026 to Establish Terms of Reference for the Joint Compliance Audit Committee

Report Approval Details

Document Title:	Joint Compliance Audit Committee Terms of Reference.docx
Attachments:	Attachment 1 - By-law No. 021-2026 Compliance Audit Committee.docx
Final Approval Date:	Mar 27, 2026

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

Brent Larmer - Mar 27, 2026 - 12:33 PM

Tracey Vaughan, Chief Administrative Officer - Mar 27, 2026 - 4:55 PM

 COBOURG	THE CORPORATION OF THE TOWN OF COBOURG BY-LAW NUMBER 021-2026
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BEING A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR THE 2026-2030 JOINT COMPLIANCE AUDIT COMMITTEE

WHEREAS section 88.37 of the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, Sched. (the "MEA") requires municipalities to establish Compliance Audit Committees to deal with matters regarding election campaign finances before October 1 in an election year; and

WHEREAS it is deemed necessary to establish the Terms of Reference for the Joint Compliance Audit Committee established by the Municipalities of Brighton, Port Hope, and Trent Hills; the Town of Cobourg; and the Townships of Alnwick/Haldimand, Cramahe, and Township of Hamilton (each a "Participating Municipality", and collectively the "Participating Municipalities".)

NOW THEREFORE BE IT RESOLVED THAT THE MUNICIPAL COUNCIL OF THE CORPORATION OF THE TOWN OF COBOURG ENACTS AS FOLLOWS:

1. That Council enact the Terms of Reference for the Joint Compliance Audit Committee ("Committee") as follows:

Mandate

- (1) The powers and functions of the Committee are set out in sections 88.33 to 88.36 of the MEA. The powers and functions are generally described as:
 - (a) Within 30 days of receipt of an application requesting a compliance audit, the Committee shall consider the compliance audit application and decide whether it should be granted or rejected.
 - (b) If the application is granted, the Committee shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances.
 - (c) The Committee will review the auditor's report within 30 days of receipt and, if the auditor's report concludes there are apparent contraventions of the MEA, decide whether legal proceedings should be commenced.
 - (d) Within 30 days after receipt of a report from any Participating Municipality's Clerk of any apparent over-contributions to candidates or registered third parties ("Report of the Clerk"), the Committee shall consider the Report of the Clerk and decide whether legal proceedings should be commenced.

Composition

- (2) Five (5) to seven (7) Committee members shall be selected to be a roster, any three (3) of whom shall constitute quorum to conduct the business of the Committee. Such members shall be appointed by the Participating Municipalities.

- (3) When a Participating Municipality receives either an application for a compliance audit or a Report of the Clerk, the Clerk of the Participating Municipality shall, within 10 days, contact the roster of Committee members and arrange for a minimum of three (3), and not more than seven, Committee members to sit as the Compliance Audit Committee for the purpose of considering the compliance audit request or report of the Clerk (a "Panel"). Thereafter, the Panel shall be required to participate in all meetings and any other proceedings pertaining to the application or Report of the Clerk.

Term

- (4) The term of the Committee is the same as the terms of office of Council following the 2026 Municipal Election, and the term of office of the members of the Committee is the same as the term of the Committee, until successors have been appointed. For greater clarity, the Committee shall be deemed to be a continuing body, and the Committee shall have authority to continue any matter started by a previous Committee.

Chair

- (5) At its first meeting, a Panel shall select one of its Members to act as a Chair.

Proposed Meeting Schedule

- (6) The Committee shall meet as required, with meetings to be scheduled by the Clerk of the Participating Municipality, in consultation with the Panel, when a compliance audit application or Report of the Clerk is received.

Staffing and Funding

- (7) Staff from the applicable Participating Municipality shall provide administrative support to the Committee. The Participating Municipality requiring the services of the Committee shall be responsible for all associated expenses.
- (8) The Committee may also be represented by independent legal counsel, selected by the Participating Municipality.

Records

- (9) The records of Committee meetings shall be retained and preserved by the Participating Municipality requesting the service of the Committee in accordance with that municipality's Records Retention rules.

Meetings

- (10) Meetings of the Committee shall be conducted in accordance with the Rules of Procedure that are established jointly by the Clerks of the Participating Municipalities, attached as Schedule A. Meetings may be held in person, electronically, or by a combination of in person and electronic participation.

Remuneration

- (11) Each member of the Committee will receive the following remuneration:
 - (a) \$400 - Retainer fee (includes compensation for review of any background materials). Cost shared by all participating municipalities.
 - (b) \$350 - Attendance at a mandatory training session. Cost shared by all participating municipalities.

(c) \$350 - Per Diem rate to attend a meeting, plus mileage at \$0.73 per kilometer (when in-person attendance is required). Paid by the Participating Municipality requiring the services of the Committee.

Membership Selection

- (12) All Committee applicants will be required to complete an application form outlining their qualifications and experience.
- (13) The Clerk, or designate, from each Participating Municipality will serve on the Selection Committee. The Selection Committee shall meet to review all applications based on eligibility requirements of the MEA and any selection criteria approved by the Selection Committee. The Clerk shall prepare a roster for appointment according to the process approved by the Council of the Participating Municipalities.

Selection Criteria

- (14) The following skills and experience will be used by the Selection Committee to determine suitability for appointment to the Committee:
 - (a) Excellent analytical decision-making and communication skills;
 - (b) A working knowledge of the election process and election campaign finance (an asset);
 - (c) Experience working on a government board or quasi-judicial body (an asset); and
 - (d) Flexibility to attend meetings during daytime and evening hours.
- (15) The following persons are not eligible for appointment or to serve on the Committee:
 - (a) Employees of any of the Participating Municipalities;
 - (b) Members of Council or Members of Local Boards of any of the Participating Municipalities;
 - (c) Council candidates for the 2026 Municipal Election and any by-election(s) held during the 2026-2030 Council term of office; or
 - (d) Any persons who are Registered Third Parties in any of the Participating Municipalities.

2. That this By-law shall come into effect on the 22nd day of April, 2026.

READ and finally passed in Open Council this 22nd day of April, 2026.

Lucas Cleveland, Mayor

Brent Larmer, Clerk

Schedule A

Joint Compliance Audit Committee for the Municipalities of Brighton, Port Hope, and Trent Hills; the Town of Cobourg; and the Townships of Alnwick/Haldimand, Cramahe, and Township of Hamilton

Rules of Procedure

In recognition of the provisions of section 88.37 of the *Municipal Elections Act, 1996* (the "Act"), the Municipalities of Brighton, Port Hope, and Trent Hills; the Town of Cobourg; and the Townships of Alnwick/Haldimand, Cramahe, and Township of Hamilton (the "Participating Municipalities") established a Joint Compliance Audit Committee whose members were appointed by the Councils of the participating municipalities.

When an Application or Clerk's Report is received, the Clerk shall appoint a panel of Members from the Members of the Joint Compliance Audit Committee to constitute the Compliance Audit Committee to hear the Application or to consider the Clerk's Report.

In accordance with subsection 88.37(6) of the Act, the following Rules of Procedure have been established to enable the Compliance Audit Committee to fulfill its duties in a fair, open and responsible manner.

1. Definitions

In these Rules, unless the context requires otherwise,

"Act" means the *Municipal Elections Act, 1996*, S.O., 1996, c.32, as amended;

"Affected Candidate" means a person who was a candidate for office to whom a contribution was made by a Contributor, as identified in a Clerk's Report;

"Affected Registered Third Party" means a Registered Third Party to whom a contribution was made by a Contributor, as identified in a Clerk's Report;

"Agent" means that person appointed by the Applicant, Candidate, Contributor, Registered Third Party, Affected Candidate or Affected Registered Third Party to speak on its or their behalf at a Meeting of the Committee, and includes legal counsel;

"Applicant" means the Applicant who made an Application requesting a Compliance Audit;

"Application" means an application made to the Clerk pursuant to subsection 88.33(1) or 88.35(1) of the Act;

"Auditor" means an auditor appointed by the Committee pursuant to subsections 88.33(10) and (11) of the Act;

"Audit Report" means a report prepared by an Auditor following a compliance audit;

"Candidate" means the Candidate whose election campaign finances are the subject of an application for a Compliance Audit;

"Chair" means the Compliance Audit Committee Chair appointed or selected pursuant to section 5 of these Rules;

"Clerk" means, as the context provides, the Clerk of the Participating Municipality affected by an Application or Clerk's Report;

"Clerk's Report" means a report to the Committee by the Clerk of any of the Participating Municipalities pursuant to section 88.34 or section 88.36 of the Act, regarding apparent contraventions of the contribution limits set out in the Act;

"Committee" means the three members of the Joint Compliance Audit Committee selected by the Clerk to serve as the Compliance Audit Committee established under section 88.37 of the Act;

"Compliance Audit" means an audit of a Candidate's or Registered Third Party's election campaign finances carried out in accordance with the Act, by an Auditor appointed by the Committee pursuant to the Act;

"Confidential Information" means any information disclosed to or obtained by the Committee, whether or not recorded, or however recorded, which has been identified as information which should be treated as confidential, but excludes any information which:

- (a) is or becomes publicly available;
- (b) is already or later comes rightfully into the Committee's possession without any obligations of confidentiality;
- (c) the Committee independently developed; or
- (d) the Committee rightfully obtained from third parties or under statute;

"Contributor" means any person or entity who made a contribution to the election campaign of a candidate for office or to a Registered Third Party;

"Deliberate" means to discuss and consider the issues, and includes receiving and discussing legal advice in relation to the issues;

"Meeting" means a meeting of the Committee held under the Act;

"Member" means an individual who is member of the Joint Compliance Audit Committee who has been selected under these Rules to serve on a Committee;

"Members" mean the individuals who are members of the Joint Compliance Audit Committee who have been selected under these Rules to serve on a Committee;

"Minutes" means the record, without note or comment, of the Committee's resolutions and decisions;

"Quorum" means a majority of Members present at a Meeting;

"Registered Third Party" means an individual, corporation or trade union registered in any of the participating municipalities pursuant to section 88.6 of the Act to carry out third party advertising in the election;

"Secretary" means, as the context provides, the Clerk for any of the participating municipalities, or designate.

2. Application

- (1) These Rules shall be observed in all Meetings of the Committee. The Committee is governed by the Act.
- (2) The Clerk retains discretion to modify the procedures, as required.

3. Matters Not Addressed in these Rules

- (1) If these Rules do not provide for a matter of procedure that arises during a Meeting, the practice shall be determined by the Chair, in consultation with the Secretary. The Chair may do whatever is necessary and permitted by law to make decisions about the conduct in a meeting.
- (2) The Secretary shall have discretion to determine the course of action regarding any other procedural matter before the Committee.

4. Receipt of Application or Clerk's Report

- (1) Forms for the making of an Application and related information shall be available in the Secretary's office and on the municipality's website.
- (2) The Secretary shall screen all Applications received to ensure the applicant has standing.
- (3) Within ten (10) days of receipt of an Application or forwarding of a Clerk's Report to the Committee, the Secretary shall send the Application or Clerk's Report by email to all Members requesting their availability to meet within thirty (30) days along with their interest in serving as Chair and any conflicts of interest associated with the Application or Clerk's Report. Members shall respond within forty-eight (48) hours by email and/or telephone.
- (4) The Secretary shall appoint three (3) Members to serve on the Committee for the purpose of dealing with the Application or Clerk's Report.
- (5) The Secretary shall inform the other Participating Municipalities which Members have been selected. Thereafter, the Members shall be required to participate in all meetings and any other proceedings pertaining to the Application or Clerk's Report, unless the Member ceases to be a member of the Committee, by resignation or otherwise, at which time the Clerk shall select an alternate Member.

5. Selecting a Chair

- (1) If only one Member expresses an interest in being Chair, the Committee shall appoint that person as Chair.
- (2) If more than one Member expresses an interest in being Chair or if no Member has expressed an interest in being Chair, the Committee shall select a Chair at their first meeting and if no consensus is reached among the Committee a vote shall be held with a simple majority carrying the vote.

6. Replacing the Chair

- (1) If the Chair resigns as the Chair or a Member of the Committee, the Committee shall appoint another Member as Chair. If the Committee cannot agree to the selection of a Chair, the Secretary shall select a Chair.

7. Chair's Duties

- (1) The Chair shall:
 - (a) call the Meeting to order as soon as Quorum is achieved;
 - (b) facilitate Meeting discussions and identify the order of proceedings and speakers;
 - (c) summarize discussion points and ensure all Members have an opportunity to be heard and understood;

- (d) put to vote all motions that are regularly moved and seconded and announce the result of the vote;
- (e) ensure any public attendee of the Meeting is treated fairly and appropriately;
- (f) ensure order and decorum are observed among the Members, attendees and audience;
- (g) ensure adequate follow-up on action items in preparing for future Meetings, including review of Minutes;
- (h) liaise with the Secretary, as required, including any communication and clarification about Minutes or correspondence submitted;
- (i) liaise between the Members and the Secretary on matters of policy and process; and
- (j) serve as the Committee's principal spokesperson concerning the Application.

8. Meetings

- (1) The Committee shall meet at the Secretary's request.
- (2) The Secretary shall summon a Meeting within 30 days of receipt of an Application, Clerk's Report, Auditor's Report, and may summon a Meeting as may be required to fulfil the mandate of the Committee.
- (3) Meetings may be held in person at the municipal offices or such other location as the Secretary deems appropriate. Meetings may also be held by electronic means as the Secretary deems appropriate.
- (4) Members may participate in an in-person Meeting by electronic communication and such members' participation shall count toward Quorum.
- (5) An Applicant, Candidate, Registered Third Party, Contributor, Affected Candidate, Affected Registered Third Party and, where applicable, their Agents and witnesses, may participate in an in-person Meeting electronically at the discretion of the Secretary.
- (6) Meetings shall start at a time and date as set by the Secretary and shall be adjourned on a vote of the Committee.
- (7) Meetings shall be open to the public except as provided in the Act. Public portions of Meetings may be recorded, televised, audio and/or video streamed, depending on the policy and/or practice of the respective municipality.
- (8) Notwithstanding subsection 8. (7) of these Procedures, the Committee may Deliberate in private. A decision to Deliberate in private must be made by resolution voted on by the majority of Members present at the Meeting.
- (9) An Applicant, Candidate, Registered Third Party, Contributor, Affected Candidate, Affected Registered Third Party and, where applicable, their agents and witnesses, shall be given an opportunity to address the Committee.
- (10) Addresses to the Committee shall relate only to an Application or Clerk's Report or an Auditor's Report currently before the Committee.
- (11) Addresses to the Committee should not exceed fifteen minutes.
- (12) Any auditor or solicitor appointed by the Committee, as well as the municipal staff supporting the Committee, may appear before the Committee at the Committee's request or as may be required by the Act.

9. Notice of Meeting

(1) Applications and Audit Reports

Where an Application or Auditor's Report will be considered at a Meeting, the Secretary shall provide notice and a copy of the Application or Auditor's Report to the Applicant and the Candidate or Registered Third Party, as applicable, by email or mail indicating:

- (a) The purpose, location and time of the Meeting;
- (b) The relevant provision of the Act under which the Meeting will be held;
- (c) The fact that if any party fails to attend the Meeting, the Committee may proceed in the party's absence without further notice;
- (d) The potential outcomes of the Meeting;
- (e) The ability for the Applicant and the Candidate or Registered Third Party, as applicable, to provide written submissions to be included in the Meeting agenda that are received one (1) business day prior to the meeting; and
- (f) The ability for the Applicant and the Candidate or Registered Third Party, as applicable, to provide oral submissions to the Committee at the Meeting and to request to participate in the Meeting electronically if the Meeting is to be held in person.

(2) Clerk's Reports

Where a Clerk's Report will be considered at a Meeting, the Secretary shall provide notice and a copy of the Clerk's Report to the Contributor and to the Affected Candidate(s) or Affected Registered Third Party (Parties), as applicable, by email or mail indicating:

- (a) The purpose, location and time of the Meeting;
- (b) The relevant provision of the Act under which the Meeting will be held;
- (c) The fact that if any party fails to attend the Meeting, the Committee may proceed in the party's absence without further notice;
- (d) The potential outcomes of the Meeting;
- (e) The ability for the Contributor and the Affected Candidate(s) or Affected Registered Third Party (Parties), as applicable, to provide written submissions to be included in the Meeting agenda within the timeframe established by the Secretary; and
- (f) The ability for the Contributor and the Affected Candidate(s) or Affected Registered Third Party (Parties), as applicable, to provide oral submissions to the Committee at the Meeting and to request to participate in the Meeting electronically if the Meeting is to be held in person.

10. Public Notice of Meeting

- (1) Public notice of a Meeting shall be provided on the municipality's website by posting the Meeting agenda, any Application and any relevant documentation, subject to the Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c. M. 56.
- (2) Despite subsection 10(1), abridged or redacted versions of written submissions included with an agenda may be published to the participating municipality's website at the Secretary's discretion, provided the Members, the Applicant, Candidate, Contributor, Affected Candidate(s) and Affected Registered Third Party (Parties), as applicable, are each provided with the submission as originally submitted.

11. Confidentiality

- (1) Members shall ensure that Confidential Information disclosed to them and materials provided to them during a closed Meeting are kept confidential.

12. Delegation by Secretary

- (1) The Secretary may delegate administrative responsibilities to a Deputy Secretary.

13. Agenda

- (1) Before each Meeting, the Secretary shall provide an agenda to each Member of the Committee.
- (2) The agenda shall include a copy of any written submissions made in respect of any matter before the Committee.

14. Lack of Quorum

- (1) If no quorum is present 30 minutes after the time fixed for a Meeting of the Committee, or the resumption of a Meeting after an adjournment, or should a quorum at a Meeting be lost for a period of 30 consecutive minutes, the Secretary shall record the names of the Members present and the Meeting shall stand adjourned until the next regular Meeting day scheduled by the Secretary.

15. Meeting Procedures

- (1) The Order of Business for the Agenda shall be as follows:
 1. Call the Meeting to Order
 2. Appoint a Chair (if required)
 3. Land Acknowledgement
 4. Confirmation of Agenda
 5. Members Disclose any Conflict(s) of Interest
 6. Matters of Business (varies as applicable)
 - 6.1 Committee 's Opening Statement
 - 6.2 Auditor 's Report (where an Auditor's Report is being presented, it shall be presented before statements or presentations by any other parties)
 - 6.3 Applicant or Agent (where applicable) and witness (where applicable) or Clerk (in the case of a Clerk's Report)
 - 6.4 Candidate or Agent or Registered Third Party or Agent (where applicable) and witness (where applicable)
 - 6.5 Contributor or Agent and witness (where applicable)
 - 6.6 Affected Candidate(s) or Agent or Affected Registered Third Party (Parties) or agent and witnesses (where applicable)
 - 6.7 Solicitor's Report (where applicable and may be in a closed session, if the Committee so determines)
 - 6.8 Committee Deliberation (may be in private if the Committee so determines)
 7. Adjournment
- (2) Committee Business
 1. Before considering an agenda item, the Chair will identify for those present the agenda item to be considered.

2. Where the agenda includes more than one Application, Auditor 's Report or Clerk's Report, each Application, Auditor's Report or Clerk's Report will be dealt with by the Committee in its entirety before considering the next Application, Auditor's Report or Clerk's Report.
 3. Any submissions presented after the Meeting agenda is published may be considered by the Committee.
 4. Subject to the *Statutory Powers Procedure Act*, the Committee may admit as evidence at a Meeting any oral or documentary evidence relevant to the subject matter of the Meeting, whether or not provided under oath or admissible as evidence in a court.
- (3) Conflict of Interest
1. Members should be cognizant of potential conflicts of interest and Members shall not use their status on the Committee for personal, pecuniary or political gain.
 2. The Committee must perform its functions and be seen to perform its functions fairly and impartially.
- (4) Identification of Relevant Parties
1. Before considering an Application, Auditor's Report or Clerk's Report, the Chair shall request the Applicant, Candidate, Contributor, Affected Candidate(s), Registered Third Party or Affected Registered Third Party (Parties), as applicable, to identify themselves, and to provide their names to the Secretary for the record.
- (5) Committee's Opening Statements
1. Where the agenda includes considering an Application, Clerk's Report or Auditor's Report, the Chair will read an opening statement outlining the Meeting's procedure and format and then the Chair will permit each Member to make a statement. Where a Clerk's Report is being considered, the Chair will ask the Clerk to present the Report. Where an Auditor's Report is being considered, the Chair will ask the Auditor to present the Report.
 2. The Committee may ask questions of the Clerk or Auditor, as applicable.
- (6) Addressing the Committee
1. Address by Applicant or Applicant's Agent and Witnesses (where Committee is Addressing an Application or an Auditor's Report)
 - (a) The Applicant or Agent and any necessary witnesses may address the Committee.
 - (b) The Committee may ask questions of the Applicant or Agent, and any witnesses.
 2. Address by Candidate or Agent and Witnesses or by Third Party or Agent and Witnesses, as Applicable (Where Committee is Addressing an Application or An Auditor's Report)
 - (a) The Candidate or Agent and any necessary witnesses or the Registered Third Party or Agent and any necessary witnesses, as applicable, may address the Committee. The Candidate or Agent or Registered Third Party or Agent, as applicable, may respond to the content of the Applicant's address to the Committee.
 - (b) The Committee may ask questions of the Candidate or Agent and any witnesses, or of the Registered Third Party or Agent and any witnesses, as applicable.

3. Address by Candidate or Agent and Witnesses or by Third Party or Agent and Witnesses, as Applicable (Where Committee is Addressing a Clerk's Report)
 - (a) The Contributor or Agent and any necessary witnesses may address the Committee.
 - (b) The Committee may ask questions of the Contributor or Agent, and any witnesses, as applicable.
4. Address by Affected Candidate(s) or Agent and Witnesses or by Registered Third Party (Parties) or Agent and Witnesses, as Applicable (Where Committee is addressing a Clerk's Report)
 - (a) The Affected Candidate(s) or Agent and any necessary witnesses or the Affected Registered Third Party (Parties) or Agent and any necessary witnesses, as applicable, may address the Committee. The Affected Candidate(s) or Agent or Affected Registered Third Party (Parties) or Agent, as applicable, may respond to the content of the Contributor's address to the Committee.
 - (b) The Committee may ask questions of the Affected Candidate(s) or Agent and any witnesses or of the Affected Registered Third Party (Parties) or Agent and any witnesses, as applicable.
- (7) Rules of Debate
 1. When two or more Members wish to speak, the Chair shall designate the Member who first requested to speak as the Member who speaks first.
- (8) Voting
 1. When a question is put, every Member present at a Meeting shall vote on the question, unless prohibited as a result of a declared conflict of interest, in which case the fact of the prohibition shall be recorded in the Minutes of the Meeting.
 2. The matter put to vote shall be in the form of a motion addressing the matter then under consideration.
 3. In the case of a tie vote, the motion or question shall be deemed to have been lost.
 4. The Committee should try to render its decision at each Meeting, but the Committee may reserve its decision if further deliberation is required.
- (9) Motions
 1. All motions must be introduced by a mover and seconder before the Chair may put the question or motion on the floor for consideration. If no Member seconds the motion, the motion shall not be on the floor for consideration and therefore it shall not be recorded in the Minutes.
 2. Any Member may propose a motion on the matter then under consideration, which the Secretary shall record in writing.
 3. After a motion is properly moved and seconded, it shall be deemed to be in the Committee's possession but may be withdrawn by the mover at any time before decision.
 4. If there is more than one motion about a matter, the Secretary shall record all motions in writing and read the various motions to the Members before the vote is taken.
 5. A motion to amend shall relate to the subject matter of the main motion, shall not pose a direct negative to the question, and shall

be put to a vote in reverse order, in which the amendments were made. Any further amendments must be made to the original motion as amended.

16. Committee Decisions

- (1) Before exercising statutory duties of decision, the Committee may deliberate in private, in accordance with the Act, and shall provide brief written reasons where required to do so by the Act and will distribute such brief written reasons as required by the Act. Notwithstanding the foregoing, the Committee may provide an oral decision, with written reasons for the decision to follow, provided the Chair so indicates when rendering an oral decision.
- (2) The Committee will make its decisions in accordance with the timelines set out in the Act.
- (3) With respect to Applications, if the Committee decides to grant the Application, it shall, by resolution direct the Clerk to engage an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's or Registered Third Party's election campaign finances.
- (4) The Secretary shall forward notice of the Committee's decisions to the Applicant, Candidate, Contributor, Registered Third Party, Affected Candidate(s) and Affected Registered Third Party (Parties), all as applicable, at the mailing address provided to the Secretary by such party and will send such notices in addition, by electronic mail to such party to such electronic mail address as the party provides to the Secretary. Each party may also provide an address and mailing address for its Agent, if applicable, and notice of the Committee's decisions will also be provided.

17. Waiver

- (1) The Committee may waive any of these Rules as it considers appropriate, to ensure that the questions in issue are fairly determined.

18. Minutes

- (1) The Secretary shall prepare Minutes of each Meeting of the Committee and shall provide Members with a copy of the Minutes, as soon as the Minutes are available.
- (2) Each Member shall each review and sign the Minutes or, if signature is not feasible, provide approval of the Minutes to the Secretary by email to confirm that they reflect the Committee's actions.
- (3) The approved Minutes will be posted on the website of the municipality in which the Committee has sat.