



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

**Thursday, February 12, 2026**  
**1:00 p.m.**  
**Council Chambers, Victoria Hall, Cobourg**

Members Absent: Deputy Mayor Nicole Beatty, Chair  
Councillor Randy Barber  
Mayor Lucas Cleveland

This meeting was cancelled as a Quorum or Council was not present. The reports listed below will be referred to the February 25, 2026 Regular Council Meeting and included in the "Items Extracted from Consent Agenda" portion of the Council Agenda. If you have any questions or would like to provide feedback, please email [clerk@cobourg.ca](mailto:clerk@cobourg.ca).

Items referred to the February 25, 2026 Regular Council Meeting:

**9. Outside Presentation / Information from Advisory Committees or Task Forces**

**9.1 Memo from the Downtown Business Improvement Area Board of Management regarding 2025 Year in Review**

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

NOW THEREFORE BE IT RESOLVED THAT Council receive the Downtown Business Improvement Area (DBIA) 2025 Year in Review for information purposes.

**9.2 Memo from the Downtown Business Improvement Area (DBIA) regarding the 2026 DBIA Budget**

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

NOW THEREFORE BE IT RESOLVED THAT Council approve the 2026 Downtown Business Improvement Area (DBIA) Budget in the amount of \$237,051.

## 10. Consent Agenda

Items referred to Items Extracted from the Consent Agenda:

### 10.1 Report No. LS-2026-004 from the Town Clerk/Director of Legislative Services regarding Municipal Accommodation Tax Update and Implementation

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

NOW THEREFORE BE IT RESOLVED THAT Council approve the implementation of a Municipal Accommodation Tax within the Town of Cobourg through the approval of the Municipal Accommodation Tax By-law, establishing a MAT rate of 2% in Year 1, 3% in Year 2 and 4% in Year 3, effective July 1, 2026; and

FURTHER THAT Council authorize Staff to incorporate a Tourism Municipal Services Corporation (MSC), named Cobourg Tourism Development Corporation as outlined in the Business Case Study that the Director of Legislative Service/ Town Clerk be authorized to execute any supporting documents confirming consent; and

FURTHER THAT the following individuals be appointed as the interim Board Members to the Cobourg Tourism Development Corporation:

- Member of Council, as appointed by Council
- Director, Community Services
- Treasurer/Director, Corporate Services
- Town Clerk/Director, Legislative Services
- Director, Development Services
- Manager of Culture, Events & Tourism (Including Cobourg Marina & Victoria Park Campground)
- Manager of Economic Development; and

FURTHER THAT Council direct Staff to bring forward, five (5) members to be appointed to the Cobourg Tourism Development Corporation Board of Directors, prior to July 2026, and any required corporate by-laws, Operating Agreement, Asset Transfer Policy, budget, and other operational particulars to allow the MSC to conduct its affairs and transactions per its mandate, and applicable laws and regulations; and

FURTHER THAT Council direct Staff to formalize an agreement, and the Director of Legislative Services/ Town Clerk be authorized to execute an agreement between the Town of Cobourg and Ontario Restaurant Hotel & Motel Association (ORHMA) to collect the Municipal Accommodation Tax from Cobourg accommodations, other than the Short Term Rental Accommodation, which the MAT will be collected by the STRA Host as outline in the STRA By-law; and

FURTHER THAT Council grant the Mayor and Clerk the authority to enter into agreements with the MSC on behalf of the Town, including all necessary documents ancillary thereto, with Eligible Tourism Entity(ies) that receive(s) an amount of the Municipal Accommodation Tax respecting reasonable financial accountability matters in order to ensure that amounts paid to the entity are used for the exclusive purpose of promoting tourism, and the agreements may provide for other matters; and

FURTHER THAT Council direct Staff to establish a reserve fund, for the portion of the Municipal Accommodation Tax revenue that is retained by the Town, and report back with a Municipal Accommodation Tax Reserve Fund Policy for Council approval.

**10.2 Report No. LS-2026-008 from the Town Clerk/Director of Legislative Services regarding Council Policies and Administrative Policies Review**

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

NOW THEREFORE BE IT RESOLVED THAT Council recognize the distinction between policy development and the approval processes carried out by Council and Staff; and

FURTHER THAT Council adopt Attachment 1 – being the updated Municipal Policy Governance Framework for the Town of Cobourg; and

FURTHER THAT Council adopt Attachment 2 – being the Cobourg Policy listing schedule and appropriate approval authority listing.

**10.3 Report No. LS-2026-005 from the Town Clerk/Director of Legislative Services regarding Use of Artificial Intelligence Corporate Policy**

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

NOW THEREFORE BE IT RESOLVED THAT Council approve the Corporate Use of Artificial Intelligence Policy, as attached.

**10.4 Report No. LS-2026-009 from the Town Clerk/Director of Legislative Services regarding Information regarding Question on the Ballot for the 2026 Municipal Election**

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

NOW THEREFORE BE IT RESOLVED THAT Council receive the staff report on information regarding a question on the Ballot for the 2026 Municipal Election for information purposes.

**10.5 Report No. LS-2026-003 from the Legislative Coordinator, Grant & Policy and Deputy Clerk/Manager of Legislative Services regarding 2025 Freedom of Information Request Update**

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. LS-2026-003 for information purposes.

**10.6 Report No. LS-2026-006 from the Legislative Coordinator, Grant & Policy and the Deputy Clerk/Manager of Legislative Services regarding Video Surveillance Policy Amendment - Miovision Live Camera AI Detection System**

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

NOW THEREFORE BE IT RESOLVED THAT Council amend Appendix B of the Video Surveillance Policy to include reference to one (1) outside camera at the Division Street / Munroe Street intersection.

**10.7 Report No. CAO-2026-001 from the Manager of the Office of the CAO regarding Customer Service Year in Review**

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. CAO-2026-001 for information purposes.

**11. Items Extracted from Consent Agenda**

**11.1 Report No. LS-2026-007 from the Director of Legislative Services regarding Council Renumeration 2026-2030**

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

NOW THEREFORE BE IT RESOLVED THAT the Council Compensation for the 2026-2030 term of Council, compensation for the Mayor, Deputy Mayor and each Member Councillor be set as follows:

- i. Commencing December 2026, compensation equal to the 75th percentile of the 2025 base compensation of the comparator group of municipalities indexed for the 2026 calendar year; and
- ii. The inclusion of a per diem to be paid to each member of Council for any unscheduled Special and Emergency Council meetings only in the amount of \$150.00; and
- iii. All other current forms of remuneration received by members of Council remain the same; and

FURTHER THAT Council provides any further amendments to the Council Remuneration By-law as necessary.