



A BY-LAW TO ESTABLISH THE TERMS OF REFERENCE FOR THE PARKS AND RECREATION MASTER PLAN TASK FORCE

WHEREAS By-law No. 050-2024 being a by-law to establish rules of order and procedures to govern the proceedings of council, and is referred to as the 'Procedural By-law', establishes the rules and procedures under which Task Forces are to function; and

WHEREAS at the May 7, 2025 Community Services, Protection and Economic Development Standing Committee the Committee directed Staff to bring back a Parks and Recreation Master Plan Task Force Terms of Reference By-law.

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

1.0 Authority

The Parks and Recreation Masterplan Task Force is enabled by the Procedural By-law No. 050-2024 approved by Council. The Task Force is required to adhere to the provisions outlined in the By-law.

2.0 Mandate

The Task Force will support and advise the Town of Cobourg in the comprehensive update of the Parks and Recreation Master Plan, ensuring that the full range of municipal parks – including natural areas, waterfront parks, recreation spaces, and green infrastructure – are addressed with environmental, cultural, accessibility, and community-focused considerations

The Parks and Recreation Master Plan Task Force shall:

- Advise on the goals, scope, and priorities of the Parks and Recreation Master Plan update.
- Ensure representation of diverse park users, including Indigenous partners, youth, older adults, and persons with disabilities.
- Address natural areas such as the Waterfront Nature Park within the broader planning context.
- Review and provide feedback on consultant deliverables, public engagement strategies, and draft plan sections.
- Identify opportunities for integrated planning with other Town strategies (e.g. heritage, climate, accessibility).
- Support robust, inclusive, and multilingual community engagement processes.
- Build relationships with local Indigenous Nations and support integration of traditional knowledge.
- Represent and elevate underrepresented community voices in the planning process.

3.0 Composition & Terms of Appointments

3.1 Composition

- Nine (9) public members appointed by Council, with diverse backgrounds in recreation, accessibility, ecology, equity, and public health;
- One (1) Council Liaison (non-voting)

3.2 Staff Support

Two (2) staff liaisons will be the Director of Community Services and the Manager of Recreation (or their delegate).

3.3 Qualifications

Members should demonstrate:

- (a) Experience of interest in recreation, urban ecology, park planning, inclusion, or cultural heritage.
- (b) Ability to work collaboratively and respectfully in diverse groups.
- (c) Availability to participate regularly over the project duration.

3.4 Term of Appointment

The Task Force will remain in place for the duration of the Parks and Recreation Master Plan update process.

The Task Force will be dissolved after presentation of final recommendations and Council's receipt of the final plan.

4.0 Reporting

Through a staff report the Task Force shall provide milestone-based updates to Council.

A final summary of recommendations from the Task Force shall accompany the draft Parks and Recreation Master Plan when submitted to Council for approval.

5.0 Meeting Format

The Task Force shall meet monthly or at key project milestones; however, additional meetings may be scheduled as necessary for public consultation or review periods.

6.0 Budget Implications

The Parks and Recreation Master plan has an approved budget of \$100,000.00 and is starting Spring 2025 running until Spring 2026.

READ and finally passed in Open Council this 28th day of May, 2025.

Lucas Cleveland, Mayor

Brent Larmer, Clerk