Township of Cramahe Special Council Meeting
Agenda

Date: Friday, August 14, 2020, 2:00 p.m.
Location: Virtual Meeting

1. MEETING DETAILS
   Dial in: 1 647 558 0588 / 1 647 374 4685
   Meeting ID: 853 7499 6152

2. CALL TO ORDER
   As we gather, we are reminded that the Township of Cramahe is situated on treaty land that has a rich Indigenous history. As a municipality, we have a responsibility for the stewardship of the land on which we live and work. Today we acknowledge the Anishnabek, Huron-Wendat, Haudenosaunee (Iroquois) and Ojibway/Chippewa on whose traditional territory we are meeting.

   This territory is covered by the Williams Treaty.
3. RECORDING EQUIPMENT

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting.

An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting. As per The Township of Cramahe Records Retention By-law 2020-17, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, individuals must swear that they will not attempt to alter the audio/video recordings of today’s meeting. Subject to the Municipal Freedom of Information and Protection of Privacy Act, the Digital Privacy Act and The Personal Information Protection and Electronic Documents Act, the Mayor and/or the Clerk may at any time request a copy of the recording and individuals will be required to produce the recording within 5 business days.

4. OPEN DELEGATION FOR ITEMS ON AGENDA

Members of the Public have three (3) minutes to ask questions on items listed on the current agenda. Please state your name and address for the records. Each member may only speak once.

5. CONFIRMATION OF AGENDA

Be it resolved that Council approve the agenda, as presented.

6. DECLARATION OF PECUNIARY INTEREST

Members can declare now or at any time during the meeting.

7. REPORTS OF MUNICIPAL OFFICERS

7.a Office Renovations for Northumberland Health Team, REC-11-20

BE IT RESOLVED THAT Council receive Report REC-11-20 for information; and

THAT Council authorize staff to award the contract for office renovations at 28 Victoria Street Colborne to James Rutherford Construction at a total cost of $$42,128.64 applicable taxes included and that cost be invoiced to Northumberland Hills Hospital as per their letter dated June 19, 2020.
8. **OPEN FORUM**

Members of the public have three (3) minutes to ask general questions and are not to enter into debate. Please state your name and address for the records. Each member may only speak once.

9. **CONFIRMING BY-LAW**

**Be it resolved** that Council approve By-law 2020-63, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting held on August 14, 2020, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

10. **ADJOURNMENT**

**Be it resolved** that Council adjourn the meeting at TIME.
Meeting: Special Council Meeting

Date: August 14, 2020

Report No.: REC-11-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Office Renovations for Northumberland Health Team

Recommendation(s):

BE IT RESOLVED THAT Council receive Report REC-11-20 for information; and

THAT Council authorize staff to award the contract for office renovations at 28 Victoria Street Colborne to James Rutherford Construction at a total cost of $$42,128.64 applicable taxes included and that cost be invoiced to Northumberland Hills Hospital as per their letter dated June 19, 2020.

Background:

The Ontario Health Team – Northumberland reached out to Municipalities in the search for a building they could utilize to support their rural outreach initiative.

Cramahe Township has empty office space at the 28 Victoria Street Public Works yard that used to be utilized by Colborne PUC before it was sold. Staff showed the Ontario Health Team this office space which was acceptable to them.

Staff began working with the Health Team in October 2019 to develop the renovation plan for the office space.

On February 04, 2020 Duff Sprague, Executive Director of the Ontario Health Team – Northumberland and Linda Davis, CEO Northumberland Hills Hospital presented a delegation to Council asking for the use of 28 Victoria Street office space. Council
directed staff to work with the Health Team on the planned renovations and develop a memorandum of understanding.

On March 13, 2020 the Memorandum of Understanding between Cramahe Township and Ontario Health Team – Northumberland for the use of the office space was signed.

On June 12, 2020 the Ontario Health Team and staff finalized the plan for the renovations to the office space.

On June 19, 2020 staff received a letter of engagement from Linda Davis, CEO Northumberland Hills Hospital approving the total cost for the renovations at $88,168.08 + HST. The letter explains that Northumberland Hills Hospital, acting as the third party, wishes for the Municipality to pay the contractor directly and they will pay the Municipality.

On July 15, 2020 staff invited five local contractors to bid on the renovations to 28 Victoria Street office renovations. Staff received two bids, two no bids (too busy to quote) and one no response, the results are as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Bid Amount</th>
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<tbody>
<tr>
<td>James Rutherford Construction</td>
<td>$41,400 + HST</td>
</tr>
<tr>
<td>Fisher Construction</td>
<td>$76,806.08 + HST</td>
</tr>
<tr>
<td>John West Construction</td>
<td>No Bid</td>
</tr>
<tr>
<td>Peak Engineering</td>
<td>No Bid</td>
</tr>
</tbody>
</table>

**Financial Implications:**
$42,128.64 applicable taxes included, to be re-reimbursed to the Municipality by Northumberland Hills Hospital.

The renovations only make up part of the entire project costs, the remainder of the costs will also be invoiced to the Hospital as per their letter dated June 19, 2020. Other costs include architectural fees, signage, blinds, security, phone system modifications, etc.

**Concluding Comments:**
Staff recommends awarding the renovations at 28 Victoria Street Colborne to James Rutherford Construction at a cost of $42,128.64 applicable taxes included and that cost be invoiced to Northumberland Hills Hospital as per their letter dated June 19, 2020, attached.

Submitted by: ____________________________
Jeff Hoskin, Manager of Parks, Recreation and Facilities

Reviewed by: ____________________________
Arryn McNichol, CAO/Treasurer
### Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Office Renovations for Northumberland Health Team.docx</th>
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</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>- Northumberland Hills Hospital Letter - June 19 2020 - 28 Victoria Street.pdf</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Aug 12, 2020</td>
</tr>
</tbody>
</table>

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

**JOANNE HYDE - Aug 12, 2020 - 8:07 AM**

No Signature - Task assigned to ARRYN MCNICHOL was completed by workflow administrator JOANNE HYDE

**ARRYN MCNICHOL - Aug 12, 2020 - 8:54 AM**
June 19, 2020

Mr. Jeff Hoskin
Manager of Parks, Recreation and Facilities
Cramahe Township

Dear Jeff:

Thank you for supporting the Ontario Health Team of Northumberland’s (OHT-N) ability to have renovations carried out at 28 Victoria Street in Colborne.

By way of this letter, I would like to acknowledge that Northumberland Hill Hospital, on behalf of the OHT-N, accepts the cost estimates put forward for the renovations to 28 Victoria Street in Colborne and which you have outlined in your letter of June 15, 2020 to Duff Sprague (copy of the letter attached).

It is my understanding that the full cost of renovations as outlined will be $88,168.08 +HST. It would be appreciated if, as the work is being done and Cramahe Township receives related invoices, you in turn invoice the Hospital for this relevant amount and include a copy of the invoice the Township has received. The Hospital will work to ensure that reimbursement to the Township is prompt.

Again, thank you working through this will us and please let me know if you have any questions.

Sincerely

Linda Davis
President and CEO
Northumberland Hills Hospital
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-63

being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Special Meeting (Electronic) held Friday August 14, 2020

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the action of the Council at its special meeting held on August 14th, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law; and

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents; and

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained; and

4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time, finally passed this 14th day of August 2020.

______________________________
Mandy Martin, Mayor

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Joanne Hyde, Clerk