Township of Cramahe Council Meeting
Agenda

Date: Tuesday, August 25, 2020, 6:00 p.m.
Location: Virtual Meeting

1. MEETING DETAILS

Meeting ID: 835 7813 1546
Dial by your location: 1 647 374 4685 / 1 647 558 0588

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. **DELEGATIONS/PRESENTATIONS**

None.
8. **ADOPTION OF MINUTES**

   Be it resolved that Council approve the minutes of the following meeting(s):

   - July 28, 2020 (Council)
   - July 31, 2020 (Special Council)
   - July 31, 2020 (Special Council Closed); and
   - August 14, 1010 (Special Council).

9. **RECOMMENDATIONS FROM STANDING COMMITTEES**

9.a  **Appointment of Integrity Commissioner, CLERKS-12-20**

   BE IT RESOLVED THAT Council receive Report CLERKS-12-20 for information; and

   THAT Council direct staff to prepare an RFP for Integrity Commissioner Services to commence following the expiration of Principles Integrity Services as of December 31, 2020.

9.b  **Property Standards Update, PLAN-21-20**

   BE IT RESOLVED THAT Council receive Report PLAN-21-20 for information.

9.c  **Industrial Park Development Policies - Status and Update, PLAN-20-20**

   BE IT RESOLVED THAT Council receive Report PLAN-20-20 for information.

10. **REPORTS OF MUNICIPAL OFFICERS**
10.a  COVID-19 Facilities Re-Opening Report, REC-12-20

BE IT RESOLVED THAT Council receive Report REC-12-20 for information; and

THAT Council approve the Keeler Centre Re-Opening Procedure and the Cramahe Township Facilities Re-Opening Procedure; and

THAT Council authorize staff to re-open all Municipal facilities to the public on September 08, 2020 following the procedures noted in this report, with the Municipal Office open by appointment.

10.b  2021 Budget Guidelines Timelines, ADMIN-10-20

BE IT RESOLVED THAT Council receive Report ADMIN-10-20, for information; and

THAT Council approves the 2021 Budgeting Schedule as set out in the attached Schedule “A”; and

THAT the first draft of the budget be prepared taking into consideration the guidelines of

an increase of between 1.3% and 2.6% for the Operating budget and an increase of

2.5% for the Capital Budget.

11.  BY-LAWS

11.a  Appoint Rodger Dingman as the Municipal By-law Enforcement Officer for the Township of Cramahe, 2020-65

BE IT RESOLVED THAT Council approve By-Law 2020-65, being a By-Law to Appoint Rodger Dingman as the Municipal By-law Enforcement Officer for the Township of Cramahe, be read a first, second and third, time, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

12.  MOTIONS TO RECEIVE COUNCIL INFORMATION PACKAGE

Be it resolved that Council receive the Council Information Package(s) dated July 30, 2020, August 6, 2020, and August 13, 2020, for information.
13. MOTIONS ARISING FROM COUNCIL INFORMATION PACKAGE
None.

14. 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.

15. COUNTY REPORT

15.a Media Release - 2019 Annual Report Northumberland County

15.b Updates from Northumberland County

16. CLOSED MEETING

Be it resolved that Council move into closed session at TIME to discuss matters about an identifiable individual (ADMIN-09-20 - Fire Department Recommendations and ADMIN-11-20); and That CAO/Treasurer A. McNichol, Fire Department Consultant B Greatrix, Deputy Clerk H. Grant and Clerk J. Hyde remain in attendance.

16.a Fire Department Update – B. Greatrix, Fire Department Consultant, ADMIN-09-20

16.b Fire Department Progress Update, ADMIN-11-20

17. CONFIRMING BY-LAW

Be it resolved that Council approve By-law 2020-64, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting held on August 25, 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.

18. ADJOURNMENT

Be it resolved that Council adjourn the meeting at TIME.
Township of Cramahe Special Council Meeting

Minutes

August 14, 2020, 2:00 p.m.

Members Present: Mayor Martin
Deputy Mayor Arthur
Councillor Van Egmond
Councillor Gilligan

Members Absent: Councillor Clark

Staff Present: Clerk J. Hyde
Deputy Clerk H. Grant
Manager Parks, Recreation, and Facilities, J. Hoskin

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.
Mayor Martin called the meeting to order at 1:58 p.m.

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**

Resolution No. 2020-264
*Moved by Councillor Gilligan*
*Seconded by Deputy Mayor Arthur*

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

**CARRIED**

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

Resolution No. 2020-265
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

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.

CARRIED

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.

Len Patterson, Colborne - Concerned with communication through our website and emailing system.

9. CONFIRMING BY-LAW

Resolution No. 2020-267
Moved by Councillor Gilligan
Seconded by Deputy Mayor Arthur

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.

CARRIED

10. ADJOURNMENT
Resolution No. 2020-268
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

Be it resolved that Council adjourn the meeting at 2:16 p.m.

CARRIED

_________________________
Mayor

_________________________
Clerk
Township of Cramahe Special Council Meeting
Minutes

July 31, 2020, 3:00 p.m.

Members Present:  Mayor Martin
                  Deputy Mayor Arthur
                  Councillor Van Egmond
                  Councillor Gilligan
                  Councillor Clark

Members Absent:   Manager of Transportation & Environmental Services, D. MacPherson

Staff Present:    CAO/Treasurer, A. McNichol
                  Clerk J. Hyde
                  Deputy Clerk H. Grant

Others Present:   Dave MacPherson

1. MEETING DETAILS

   Meeting ID: 871 9290 1425
   Dial by your location: 1 647 374 4685 / 1 647 558 0588

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.

Mayor Martin called the meeting to order at 3:00 p.m.

3. **RECORDING EQUIPMENT**

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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.

G. Koehl, Grafton, inquired as to whether or not the Fire Services Review results will be reported out in public.

5. **CONFIRMATION OF AGENDA**

**Resolution No. Resolution. No. 2020-253**

*Moved by* Councillor Van Egmond

*Seconded by* Councillor Clark

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

**CARRIED**
6. **DECLARATION OF PECUNIARY INTEREST**

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

None.

7. **REPORTS OF MUNICIPAL OFFICERS**

7.a **Lakefront Utility Services Inc. Extension Agreement, PW-06-20**

Resolution No. Resolution. No. 2020-254

Moved by Deputy Mayor Arthur

Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council receive Report PW-06-20 for information; and

THAT Council authorizes the Mayor and Clerk to enter into a one-year extension agreement with Lakefront Utility Services Inc. to operate, maintain and provide related services for the Township of Cramahe water supply and distribution system.

CARRIED

7.b **Bill 197 Updates regarding Proxy Voting and Electronic Meetings, CLERKS-13-20**

Resolution No. Resolution. No. 2020-255

Moved by Councillor Gilligan

Seconded by Deputy Mayor Arthur

BE IT RESOLVED THAT Council receive Report CLERKS-13-2020 for information; and

THAT Council approve By-Law 2020-60 to amend Procedure By-law 2020-29.

CARRIED

8. **NOTICE OF MOTION**

8.a **Request to Move Committee of the Whole Meeting to August 18, 2020**
Resolution No. Resolution. No. 2020-256
Moved by Councillor Clark
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council move the August 11, 2020 Committee of the Whole to August 20, 2020 at 6 p.m. to accommodate vacation schedules.

CARRIED

Amendment:
Resolution No.
Moved by Councillor Clark
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council amend the Procedural Bylaw to publish the agenda on Friday, August 28 at 2:00 p.m. instead of Thursday, August 27 at 2:00 p.m.

CARRIED

9. BY-LAWS

9.a 2020-60, Amend Procedure By-Law to include provisions relating to Bill 197

Resolution No. Resolution. No. 2020-257
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council approve By-Law 2020-60, being a By-law to Amend Procedure By-Law 20-2020 to include provisions relating to Bill 197, be read a first, second and third time, signed by the Mayor and the Clerk and entered into the By-Law Book.

CARRIED

9.b 2020-61 LUSI Extension Agreement
Resolution No. Resolution. No. 2020-258

Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

BE IT RESOLVED THAT Council approve By-Law 2020-61, being a By-law to Authorize the Execution of an Agreement with Lakefront Utility Services Inc. (LUSI) and the Township of Cramahe, read a first, second and third time, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

CARRIED

10. 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.

L. Paterson, Colborne inquired about the in-camera process and asked if staff have been receiving emails being sent through the website.

G. Koehl, Grafton asked when facilities be opening to the public.

11. CLOSED SESSION

Resolution No. Resolution. No. 2020-259

Moved by Councillor Gilligan
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council move into closed session at 3:44 p.m. to discuss Matters about an Identifiable Individual(s) - Fire Department Update ADMIN-08-2020; and

THAT CAO/Treasurer A. McNichol, Deputy Clerk H. Grant, and Clerk J. Hyde remain in attendance.

CARRIED

Resolution No. Resolution. No. 2020-260

Moved by Councillor Clark
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council come out of closed session at 4:30 pm.
Resolution No. Resolution No. 2020-261
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council receive Report ADMIN-08-20, for information.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. Resolution No. 2020-262
Moved by Councillor Gilligan
Seconded by Councillor Clark

Be it resolved that Council approve By-law 2020-62, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Special Council Meeting held on July 31, 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.

CARRIED

13. ADJOURNMENT

Resolution No. Resolution No. 2020-263
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

Be it resolved that Council adjourn the meeting at 4:37 p.m.

CARRIED

_________________________
Mayor
Township of Cramahe Council Meeting

Minutes

July 28, 2020, 6:00 p.m.

Members Present: Mayor Martin
Deputy Mayor Arthur
Councillor Van Egmond
Councillor Gilligan
Councillor Clark

Members Absent: Manager of Public Works & Environmental Services, D. MacPherson

Staff Present: CAO/Treasurer, A. McNichol
Clerk J. Hyde
Deputy Clerk H. Grant
Manager Parks, Recreation, and Facilities, J. Hoskin
Manager, Planning & Development, H. Sadler
Fire Chief T. Burgess

1. MEETING DETAILS

Meeting ID: 810 6515 2964
Dial by your location: 1 647 558 0588 / 1 647 374 4685

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.

Mayor Martin called the meeting to order at 6:03 p.m.

3. RECORDING EQUIPMENT

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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.

G. Koehl, Grafton inquired about the timing of the Secondary Plan within the Strategic Plan. H. Sadler provided an update.

L. Paterson, Colborne asked for further clarification on the Committee and Champion system. J. Hyde provided clarification.

5. CONFIRMATION OF AGENDA
Resolution No. Resolution No. 2020-234  
Moved by Councillor Gilligan  
Seconded by Councillor Van Egmond  

Be it resolved that Council approve the agenda, as amended to defer PW-05-2020 to the Special Council Meeting on July 31, 2020.

CARRIED

6. DECLARATION OF PECUNIARY INTEREST  
Members can declare now or at any time during the meeting.  
None.

7. DELEGATIONS/PRESENTATIONS  
None.

8. ADOPTION OF MINUTES  
Resolution No. Resolution No. 2020-235  
Moved by Deputy Mayor Arthur  
Seconded by Councillor Van Egmond  

Be it resolved that Council approve the minutes of the following meeting(s):  
- June 23, 2020 Council Meeting  
- July 2, 2020 Special Council Meeting; and  
- July 2, 2020 Special Council Meeting (Closed).

CARRIED

9. RECOMMENDATIONS FROM STANDING COMMITTEES  
9.a Little Lake Beach - Open or Close, REC-07-20  
Resolution No. Resolution No. 2020-236  
Moved by Deputy Mayor Arthur  
Seconded by Councillor Clark  

BE IT RESOLVED THAT Council receive Report REC-07-20 for information; and
THAT Council direct staff to proceed with the status quo until Labour Day Weekend.

CARRIED

9.b Parks and Recreation Advisory Committee – Terms of Reference, REC-06-20

Resolution No. Resolution No. 2020-237
Moved by Councillor Clark
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council receive Report REC-06-20 for information; and
THAT Council approve the Parks and Recreation Advisory Committee Terms of Reference, as presented.

CARRIED

9.c Our Cramahe Engagement Charter, CLERKS-11-20

Resolution No. Resolution No. 2020-238
Moved by Councillor Van Egmond
Seconded by Councillor Clark

BE IT RESOLVED THAT Council receive Report CLERKS 11-20 for information; and
THAT Council approve the adoption of the Our Cramahe Engagement Charter, as presented.

CARRIED

9.d Fire Advisory Committee Terms of Reference, FIRE 01-20

Resolution No. Resolution No. 2020-239
Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

BE IT RESOLVED THAT the Council receive Report FIRE 01-20 for information; and
THAT Council approve the Terms of Reference for Fire Advisory Committee.
9.e  2019-2022 Strategic Plan, ADMIN-06-20

Resolution No. Resolution No. 2020-240
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council receive Report ADMIN-06-20, for information; and
THAT Council approve the 2019-2022 Strategic Plan as presented; and
THAT the status of the priorities outlined in the 2019-2022 Strategic Plan be communicated to Council, at a minimum, on a yearly basis; and
THAT these priorities be utilized by staff in the development of the annual operating and capital budgets and other township planning documents.

CARRIED

9.f  Facilities - COVID-19 Update, REC-09-20

Resolution No. Resolution No. 2020-241
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council receive Report REC-09-20 for information.

CARRIED

9.g  COVID-19 Financial Report, FIN-02-20

Resolution No. Resolution No. 2020-242
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council receive Report FIN-02-20 for information.
9.h  Aggregate Resources Official Plan Amendment– Request for Second Public Meeting, PLAN-11-20

Resolution No. Resolution No. 2020-243
Moved by Councillor Clark
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council receive Report PLAN-11-20 for information; and THAT Council approve a second Public Meeting be scheduled to encourage further public review and input.

CARRIED

9.i  Proposal to Construct a Gazebo at Castleton Town Hall, PLAN-15-20

Resolution No. Resolution No. 2020-244
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan


CARRIED

9.j  Update from B. Greatrix, Fire Department Consultant (CoW July 21, 2020)

Resolution No. Resolution No. 2020-245
Moved by Councillor Van Egmond
Seconded by Deputy Mayor Arthur

BE IT RESOLVED THAT Council direct the CAO to proceed as discussed in the Committee of the Whole July 21, 2020 closed session.

CARRIED

10. REPORTS OF MUNICIPAL OFFICERS
10.a LUSI Update Agreement, PW-05-2020

To be deferred to July 31, 2020 Special Council Meeting

10.b Health and Safety COVID-19 Update, REC-08-20

Resolution No. Resolution No. 2020-246
Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

BE IT RESOLVED THAT Council receive Report REC-08-20, as amended, for information; and

THAT Council approve the General Housekeeping Policy, Hand Washing Policy, Preventing COVID-19 in the Workplace Policy, Workplace Disinfection Policy, Infection and Disease Control Policy and Responding to COVID-19 in the Workplace Policy; and

THAT the General Housekeeping Policy be updated to include the recommendations from the Ministry of Labour visit on Wednesday July 22, 2020 to request that staff are responsible for cleaning up after themselves.

CARRIED

11. BY-LAWS

11.a BY-LAW 2020-58, AMENDING BY-LAW 07-31, FOR THE REGULATION OF TRAFFIC IN THE TOWNSHIP OF CRAMAHE

Resolution No. Resolution No. 2020-247
Moved by Councillor Gilligan
Seconded by Councillor Clark

BE IT RESOLVED THAT Council approve By-Law 2020-58, being a by-law to Amend 07-31, for the Regulation of Traffic In The Township Of Cramahe, 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.

CARRIED
12. MOTIONS TO RECEIVE COUNCIL INFORMATION PACKAGE

Resolution No. Resolution No. 2020-248
Moved by Councillor Clark
Seconded by Councillor Gilligan

Be it resolved that Council receive the Council Information Package dated July 23, 2020, for information.

CARRIED

13. MOTIONS ARISING FROM COUNCIL INFORMATION PACKAGE

None.

14. 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.

N. Hamilton, Northumberland News, Media requested clarification on Little Lake Beach and the two options presented to Council.

G. Koehl, Grafton asked about the Speed Zone By-law and the accident on Telephone Rd.

15. COUNTY REPORT

15.a Media Release

re. New Council governance structure to be introduced in 2021

Resolution No. Resolution No. 2020-249
Moved by Councillor Clark
Seconded by Deputy Mayor Arthur

BE IT RESOLVED THAT Council receive for information.

CARRIED

16. CLOSED MEETING (IF REQUIRED)
Resolution No. Resolution No. 2020-250
Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

BE IT RESOLVED THAT the correspondence dated July 28, 2020 re. Committee of the Whole Direction be deferred to the August 2020 meeting.

CARRIED

16.a Approval of Closed Session Minutes

16.b Correspondence dated July 28, 2020 re Committee of the Whole Direction

17. CONFIRMING BY-LAW

Resolution No. Resolution No. 2020-251
Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

Be it resolved that Council approve By-law 2020-59, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting held on July 28, 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.

CARRIED

18. ADJOURNMENT

Resolution No. Resolution No. 2020-252
Moved by Deputy Mayor Arthur
Seconded by Councillor Gilligan

Be it resolved that Council adjourn the meeting at 6:46 p.m.

CARRIED
RESOLUTION NO:_______ BY-LAW NO: __________

Subject: COVID-19 Facilities Re-Opening Report

Recommendation(s):

BE IT RESOLVED THAT Council receive Report REC-12-20 for information; and

THAT Council approve the Keeler Centre Re-Opening Procedure and the Cramahe Township Facilities Re-Opening Procedure; and

THAT Council authorize staff to re-open all Municipal facilities to the public on September 08, 2020 following the procedures noted in this report, with the Municipal Office by appointment.

Background:

In March 2020 Council closed all Municipal facilities to the public due to the COVID-19 pandemic.

With Stage 3 starting on July 17th facilities can re-open with a maximum of 50 people inside and 100 people outside. Staff has reviewed each facility to determine what the limit would be considering the 50 people limit while physical distancing.

Staff has developed a Keeler Centre Re-Opening procedure that is specific to that facility and a Facilities Re-Opening procedure that covers the remaining Municipal buildings, with the exception of the Libraries which have their own procedures. Staff
recommends a soft re-opening of September 08, 2020 following the procedures as mentioned.

**Cramahe Town Hall**

The Joint Health and Safety COVID-19 Sub-Committee has met on several occasions to discuss staff returning to work and the re-opening of Cramahe Town Hall to the public.

Staff has completed the health and safety policies for staff returning and working safely. Staff has completed the procedures relating to members of the public being permitted back into Cramahe Town Hall and how that interaction can be safely managed.

Staff is recommending a soft approach to re-opening town hall as noted in the procedure attached. The recommendation will be for the front doors to remain locked and residence can either book appointments with staff or push the call button and the receptionist can let them in and assist them with their requirements. Initially residence will be chaperoned to reduce the ability for members of the public to wander around town hall. Members of the public will be required to sign in and out, answer pre-screening questions as well as sanitize their hands and wear masks. See the attached procedure for further details.

**Council Meetings**

Council, committee, and public meetings will continue as virtual meetings until staff reviews options for camera installations and video recording / live streaming.

**Keeler Centre**

With Cramahe Township moving into Stage 3 on July 17, 2020 user groups can start using the facilities for sport and rentals as long as they are abiding by those rules as set out by the Province and the Municipality. Staff has created a specific Keeler Centre Re-Opening procedure for staff and user groups to follow. Staff is working with user groups to create their own specific COVID-19 protocols which will need to be approved prior to the use of the Keeler Centre.

User groups have made it known they wish to resume sport in September with the first tentative hockey practice on September 27, 2020, pending Council approval for reopening. Staff will be prepared to re-open the Keeler Centre to the public on September 08, 2020. Staff anticipates a soft re-opening as only a few user groups will be ready to resume sport in September with some saying October and some even later.

**Other Municipal Facilities**

See the attached Cramahe Township Facility Re-Opening Procedures for details on re-opening.
Parks

Parks are all open as per Stage 3 Re-Opening.

Financial Implications:

Staff time for increased cleaning.

Concluding Comments:

Staff recommends Council adopt the procedures as noted in this report and authorize staff to re-open all Municipal facilities to the public on September 08, 2020.

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>COVID-19 Facilities Re-Opening Report.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>- Keeler Centre Reopening Procedures.docx</td>
</tr>
<tr>
<td></td>
<td>- Cramahe Township Facilities Reopening Procedures.docx</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Aug 20, 2020</td>
</tr>
</tbody>
</table>

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

**JOANNE HYDE - Aug 19, 2020 - 1:27 PM**

**ARRYN MCNICHOL - Aug 20, 2020 - 12:32 PM**
Keeler Centre Re-Opening Procedures

Background

On March 18, 2020 Cramahe Council closed all Municipal facilities, events and programs due to the COVID-19 pandemic.

With the Stage 3 Re-Opening our Province announcement from the Provincial Government on July 17, 2020 allowing Municipalities to open facilities for sport and recreation play. This announcement allows for leagues of 50 people to play sport that does not constitute prolonged or deliberate contact among other things. It also allows for spectators attendance of 50 indoors and 100 outdoors for events. Cramahe Township anticipates reopening the Keeler Centre in mid-September 2020 for such activities as the Provincial regulations allow.

While the Municipality is anxious, the reopening must take place within the context of a general reopening from COVID-19 closures occurring in the Province. The health and welfare of staff and user groups must not be compromised. This document, as it may be updated from time to time, provides the guidance on how the Municipality will reopen the Keeler Centre in a safe manner for all those involved.

The principal purpose of this document is to provide a required framework and general recommendations to Cramahe Township, during the COVID-19 pandemic, for the safe return to opening facilities to both staff and users. The framework in this document is subject to all provincial emergency orders, advice and recommendations of public health authorities, municipal by-laws or other requirements. To the extent of any conflict with this framework and other requirements, the other requirements shall prevail over the framework of this document. This document will be periodically updated as the provincial/municipal situation changes and as recommendations and guidelines continue to evolve. As revisions are made, the most current version of the document will be located on the Cramahe Township website. As updated from time to time, this document shall remain in full force and effect until such time as Cramahe Township rescinds in provisions.

All staff and users should familiarize themselves with the requirements and recommendations contained in this document prior to returning to play and usage of the Keeler Centre.

Activity Assessment

Arenas in general provide recreational ice hockey, figure skating, broomball, public skating and other rental opportunities. Initially it is necessary during any one of the activities mentioned to reduce the number of players to accommodate the 50 player per
league rule. It will also be necessary to monitor spectator capacity to ensure physical
distancing can be achieved and the total number falls into the 50 inside or 100 outside
Provincial rules.

General

For organized activities, participants and user groups must adopt and follow these
requirements:

1. Users will not spit, cough, blow their noses within the Keeler Centre.
2. There will be ZERO tolerance for fighting or any other altercation that would be
   considered prolonged or deliberate contact with another user or staff.
3. Disinfection of equipment after use is required.
4. Participants and staff will not share water bottles, towels or equipment.
5. Patrons requiring assistance due to physical limitations should receive help from
   a family member.
6. All staff and users of the Keeler Centre must wear a face covering in all common
   areas while in the facility with the exception of while on the ice.
7. Staff and users will be required to wear a face covering when physical distancing
   is compromised or could be compromised.

Facility Maintenance, Cleaning and Decontamination

Surfaces frequently touched with hands are high risk surfaces which could be
contaminated with COVID-19. These include doorknobs, handrails, elevator buttons,
light switches, cabinet handles, faucets, tables, countertops and electronics. The virus
responsible for COVID-19 can survive for a certain period of time (a few hours to
several days) on different surfaces but is easily eliminated by most regular cleaners and
disinfectants. It is important to ensure that the product has sufficient contact time with
the surfaces to be disinfected. This contact time is usually specified by the product
manufacturer (Public Health Ontario, 2020).

Facility Staff Training and Best Practices

Owners and operators of arena facilities should have a detailed plan to manage the
return to work of their employees to help ensure the workplace is not a source of
COVID-19 transmission. The approach must be proactive and focus on the protection
of the workers. Employers also have a responsibility to provide appropriate education
and training to all facility staff.

1. All facility staff has been trained in the best practices for cleaning/sanitization of
   the facility.
2. There is a training sheet for staff who will be required to sign off on the proper methods of cleaning/sanitization all aspects of a washroom, change room and all high touch areas.

3. Facility staff has been trained as to how staff and patrons shall enter and exit the facility to maintain physical distancing.

4. Staff has been trained as to when the change rooms will need to be cleaned/sanitized after each scheduled ice time.

5. Staff will be required to wear gloves, face mask and face shield when there is a chance of splash back while cleaning/sanitizing.

6. There will be instructions in the lobby area to assist patrons where to stand while waiting for the change rooms to be cleaned/sanitized.

7. Daily checklists have been established for each change room, washroom and general area.

8. Employees must wash their hands when arriving and leaving the Keeler Centre and before and after:
   a. Eating
   b. Breaks
   c. Smoking
   d. Blowing ones nose, coughing or sneezing
   e. Using the washroom
   f. Being in contract with animals or pets
   g. Using shared equipment
   h. Providing routine care for someone who requires assistance

9. Personal items and clothing brought in by staff should be kept to a minimum and kept in their personal locker.

10. Enforce physical distancing of 2 meters at all times

11. See the Province of Ontario, Guidance for facilities for sports and recreational fitness activities during COVID-19 for further details.


Keeler Centre Policies and Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Adjustments to Policies</th>
<th>Adjustments to Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Capacity</td>
<td></td>
<td>September 8, 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50 people capacity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• 50 player capacity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Staff are exempt from these capacity numbers</td>
</tr>
</tbody>
</table>
### Signage
- The Keeler Centre will have the following signs in place:
  - Must Wear a Mask – outside entrance
  - Please Practice Physical Distancing of 2 Meters – outside entrance.
  - Hand Washing and Respiratory Hygiene – outside entrance
  - COVID-19 Symptoms – outside entrance
  - Please Stand Here – inside on the floor where necessary

### Exterior High Traffic Touch Points
- All exterior door handles will be cleaned a minimum of 3 times per day.
- All push buttons will be cleaned a minimum of 3 times per day.

### Interior High Traffic Touch Points
- All interior door handles will be cleaned after each user group.
- All push buttons will be cleaned after each user group.
- All public washrooms will be cleaned after each user group.
- Water fountains and fill stations will be cleaned a minimum 3 times per day.

### Facility Entry
- The Keeler Centre hours of operation are typically 7 AM-11 PM
- The Keeler Centre hours of operation will be on an as needed basis.
- Entrance for ice rental users will be the main entrance “IN” door.
- Entrance for Rotary Hall will be the main entrance “IN” door.
- Exit will be the main entrance “OUT” door.
- All visitors will sign in and out of the facility in order to ensure compliance with Provincial gathering rules and contact tracking.
- Staff will be positioned at the main entrance door to conduct sign in of the facility.
- Hand sanitizer will be available to all visitors that enter the facility.
- Masks will be mandatory for visitors and staff in all public spaces at the Keeler Centre.
- All visitors will complete the COVID-19 pre-screening checklist prior to arriving.

### Rotary Hall
- Rotary Hall hours of operation will be on an as
<table>
<thead>
<tr>
<th><strong>Operation</strong></th>
<th>Operation are typically between 8:00am to 9:00pm EST, 7 days a week.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Payment Transactions</strong></td>
<td>• Payments will be encouraged to be mailed to Cramahe Township P.O. Box 357 Colborne ON, K0K 1S0</td>
</tr>
<tr>
<td><strong>Washrooms</strong></td>
<td>• Only every other toilet stall and sink will be open.</td>
</tr>
<tr>
<td></td>
<td>• The maximum occupancy of each bathroom will be posted outside of each room.</td>
</tr>
<tr>
<td></td>
<td>• Floors, sinks, toilets, and other high-touch surfaces will be cleaned/sanitized after each user group.</td>
</tr>
<tr>
<td><strong>Ice Surface</strong></td>
<td>• Ice surfaces will open on September 27</td>
</tr>
<tr>
<td></td>
<td>• Ice bookings will take place starting September 8, 2020.</td>
</tr>
<tr>
<td></td>
<td>• All ice bookings are to be made by emailing <a href="mailto:greg@cramahetownship.ca">greg@cramahetownship.ca</a> or by calling 905-355-2846 ext. 127.</td>
</tr>
<tr>
<td></td>
<td>• All participants will complete the COVID-19 pre-screening checklist prior to arriving for their program.</td>
</tr>
<tr>
<td></td>
<td>• All users will provide a COVID-19 protocol, specific to the user, to the Manager of Parks, Recreation and Facilities for approval.</td>
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<tr>
<td></td>
<td>• All private ice rentals must be paid prior to the rental.</td>
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<tr>
<td></td>
<td>• Ice rentals will not exceed 50 participants as per the gathering limits set by the Provincial government.</td>
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<tr>
<td></td>
<td>• League rentals require a Certificate of Insurance and Certificate of Validation are required for rental during Stage 3 of Ontario’s plan to re-open.</td>
</tr>
<tr>
<td></td>
<td>• All touch points will be cleaned at minimum of 3 times daily.</td>
</tr>
<tr>
<td></td>
<td>• Signage will be posted throughout the Keeler Centre on proper COVID-19 ice procedures.</td>
</tr>
<tr>
<td></td>
<td>• Ice bookings will be 50 minutes in length to allow for the proper re-surfacing of the ice.</td>
</tr>
<tr>
<td></td>
<td>• No one will be permitted to be on the ice prior to the start time of their rental.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Change Rooms</th>
<th></th>
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<tbody>
<tr>
<td></td>
<td>• Change room occupancy limits will be posted outside of the door. Social distancing stickers will be placed on the benches.</td>
</tr>
<tr>
<td></td>
<td>• All rentals will not be given access to the change rooms until 15 minutes prior to their rental.</td>
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<tr>
<td></td>
<td>• All change rooms will be required to be vacated 15 minutes after their rental has ended to allow for proper cleaning.</td>
</tr>
<tr>
<td></td>
<td>• Showering is discouraged at this time.</td>
</tr>
<tr>
<td></td>
<td>• Washrooms facilities in the change rooms will be closed.</td>
</tr>
<tr>
<td></td>
<td>• Surfaces to be cleaned/sanitized after each user group.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ice Programming (Internal)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• On ice program schedules will be altered to accommodate social distancing and provincial gathering rules.</td>
</tr>
<tr>
<td></td>
<td>• All participants will complete the COVID-19 pre-screening checklist prior to arriving for their program.</td>
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<tr>
<td></td>
<td>• On-ice programming will have limited numbers of 25 participants</td>
</tr>
<tr>
<td></td>
<td>• Staff will not be permitted to physically assist participants. Verbal communication and demonstrations of activities will be permitted while maintaining social distance.</td>
</tr>
<tr>
<td>Section</td>
<td>Details</td>
</tr>
<tr>
<td>---------------------------------</td>
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</tr>
</tbody>
</table>
| Participants                     | • Participants are to ensure that they are 2m apart at all times on the bench.  
• Coaches, trainers and timekeepers must wear a mask at all times.  
• Parents/guardians are not permitted to watch from the bench at any time. They are to watch from the stands in the designated locations. One parent/guardian will be permitted in the change room to assist a player but must wear a mask, maintain physical distancing rules and leave the change room ASAP. |
| Keeler Centre Programming   | • All participants will complete the COVID-19 pre-screening checklist prior to arriving for their program  
• Keeler Centre programming will not resume until mid-September and will be considered on an individual basis. |
| Rentals/Meetings                | • Rentals and meetings will be considered on an individual basis.                                                                         |
| Canteen                         | • Canteen will be cleaned a minimum of 3 times per day or when visibly soiled.  
• All staff must wear gloves and masks.  
• All customers must wear a mask.  
• Social distancing will be observed.  
• Social distancing markers will be clearly marked on the floor for customers to adhere to. Canteen staff will only be able to help ONE customer at a time. |
| Vending Machines                | • The vending machines will be cleaned three times per day and there will be hand sanitizer stationed close by.                      |
| Penalties for Non-Compliance    | As per regular operations, Keeler Centre customers who breach any of the Keeler Centre’s policies and procedures, particularly the new ones related to physical distancing and gatherings, may be subject to either |
| the temporary or permanent loss of any and all privileges at the Keeler Centre. |
Cramahe Township Facilities Re-Opening Procedures

Background

On March 18, 2020 Cramahe Council closed all Municipal facilities, events and programs due to the COVID-19 pandemic.

With the Stage 3 Re-Opening our Province announcement from the Provincial Government on July 17, 2020 allowing Municipalities to open facilities under certain conditions. This announcement allows for most businesses and public spaces to be open, with public health and workplace safety restrictions in place. Indoor and outdoor gathering limits have also been increased to 50 and 100 respectively.

While the Municipality is anxious, the reopening must take place within the context of a general reopening from COVID-19 closures occurring in the Province. The health and welfare of staff and user groups must not be compromised. This document, as it may be updated from time to time, provides the guidance on how the Municipality will reopen facilities in a safe manner for all those involved.

The principal purpose of this document is to provide a required framework and general recommendations to Cramahe Township, during the COVID-19 pandemic, for the safe return to opening facilities to both staff and users. The framework in this document is subject to all provincial emergency orders, advice and recommendations of public health authorities, municipal by-laws or other requirements. To the extent of any conflict with this framework and other requirements, the other requirements shall prevail over the framework of this document. This document will be periodically updated as the provincial/municipal situation changes and as recommendations and guidelines continue to evolve. As revisions are made, the most current version of the document will be located on the Cramahe Township website. As updated from time to time, this document shall remain in full force and effect until such time as Cramahe Township rescinds in provisions.

All staff and users should familiarize themselves with the requirements and recommendations contained in this document prior to returning to work and rental/usage activities.

General

The public who enter a Municipal facility as well as for organized activities; participants and user groups must adopt and follow these requirements:

1. Municipal Public Facilities will be considered as the following:
   a. Cramahe Town Hall
b. Castleton Town Hall
c. Colborne Library
d. Castleton Library
e. Keeler Centre
f. Art Gallery

2. Public and user groups will not spit, cough, blow their noses, within or on Municipal property.
3. There will be ZERO tolerance for altercation that would be considered prolonged or deliberate contact with another user or staff.
4. Disinfection of equipment after use is required.
5. Patrons requiring assistance due to physical limitations should receive help from a family member.
6. All staff and users in Municipal facilities must wear a face covering in all common areas while in the facility.
7. Staff and users will be required to wear a face covering when physical distancing is compromised or could be compromised.
8. There will be instructions in the lobby area to assist patrons where to stand while waiting for their meeting, program, etc.

Facility Maintenance, Cleaning and Decontamination

Surfaces frequently touched with hands are high risk surfaces which could be contaminated with COVID-19. These include doorknobs, handrails, elevator buttons, light switches, cabinet handles, faucets, tables, countertops and electronics. The virus responsible for COVID-19 can survive for a certain period of time (a few hours to several days) on different surfaces but is easily eliminated by most regular cleaners and disinfectants. It is important to ensure that the product has sufficient contact time with the surfaces to be disinfected. This contact time is usually specified by the product manufacturer (Public Health Ontario, 2020).

Facility Staff Training and Best Practices

Owners and operators of public facilities should have a detailed plan to manage the return to work of their employees to help ensure the workplace is not a source of COVID-19 transmission. The approach must be proactive and focus on the protection of the workers. Employers also have a responsibility to provide appropriate education and training to all facility staff.

1. All facility staff has been trained in the best practices for cleaning/sanitization of the facility.
2. There is a training sheet for staff who will be required to sign off on the proper methods of cleaning/sanitization all aspects of a washroom and all high touch areas.
3. Facility staff has been trained as to how staff and patrons shall enter and exit the facility to maintain physical distancing.
4. Staff will be required to wear gloves, face mask and face shield when there is a chance of splash back while cleaning/sanitizing.
5. Daily checklists have been established for each washroom and general area.
6. Employees must wash their hands when arriving and leaving a Municipal facility and before and after:
   a. Eating
   b. Breaks
   c. Smoking
   d. Blowing ones nose, coughing or sneezing
   e. Using the washroom
   f. Being in contact with animals or pets
   g. Using shared equipment
   h. Providing routine care for someone who requires assistance
7. Personal items and clothing brought in by staff should be kept to a minimum and kept in their personal locker or office.
8. Enforce physical distancing of 2 meters at all times

Cramahe Township Facilities Policies and Procedures

<table>
<thead>
<tr>
<th>Item</th>
<th>Adjustments to Policies</th>
<th>Adjustments to Procedures</th>
</tr>
</thead>
</table>
| Facility Capacity|                         | September 8, 2020
|                  |                         | Cramahe Town Hall – 20 maximum                    |
|                  |                         | Castleton Town Hall – 30 maximum                  |
|                  |                         | Colborne Library – 6 maximum                      |
|                  |                         | Castleton Library – 6 maximum                     |
|                  |                         | Keeler Centre – see specific procedures           |
|                  |                         | Art Gallery – 10 maximum                          |
| Signage          |                         | • Each Municipal facility will have the following signs in place: |
|                  |                         | • Must Wear a Mask – outside entrance             |
|                  |                         | • Please Practice Physical Distancing of 2 Meters – outside entrance. |
|                  |                         | • Hand Washing and Respiratory Hygiene – outside entrance. |
|                  |                         | • COVID-19 Symptoms – outside entrance            |
|                  |                         | • Please Stand Here – inside on the floor where necessary |

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<table>
<thead>
<tr>
<th>Cleaners/Sanitizers</th>
<th>• All cleaners and sanitizers will be approved by the Government of Canada for COVID-19 disinfection.</th>
</tr>
</thead>
</table>
| Exterior High Traffic Touch Points | • All exterior door handles will be cleaned a minimum of daily when in use.  
• All push buttons will be cleaned a minimum of daily when in use. |
| Interior High Traffic Touch Points | • All interior door handles will be cleaned a minimum of daily when in use.  
• All push buttons will be cleaned a minimum of daily when in use.  
• All public washrooms will be cleaned a minimum of daily when in use. |
| Cramahe Town Hall | Cramahe Town Hall hours of operation are typically 8:30 AM-4:30 PM  
• Cramahe Town Hall hours of operation will be 8:30 a.m. – 4:30 p.m. Monday to Friday.  
• Main entrance will remain locked.  
• Patrons requesting meetings with the Building, Planning or Roads departments must prearrange meeting times with staff. General appointments can be arranged by phone or email.  
• Staff will be responsible for the patrons in their meeting, ensure they are signed in and out and high touch points cleaned after each meeting.  
• Patrons requiring unannounced entrance will be required to ring the doorbell which will be answered by the receptionist who will direct patrons as required and may be asked to wait for staff availability.  
• Staff will ensure capacity is not exceeded by checking the sign in log sheet each time a patron is admitted.  
• Markings will be delineated on the floor for physical distancing.  
• All visitors will be signed in and out of the facility in order to ensure compliance with Provincial gathering rules and contact tracking and comply with collection orders under MFIPPA. |
<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Cramahe Town Hall – Council Chambers** | - Maximum Occupancy - 12  
- Council meetings will continue as virtual meetings until further notice, this includes all Council, committee, board and public meetings.  
- Staff who uses Council Chambers for meetings will be responsible for sanitizing high touch areas after each use. |
| **Castleton Town Hall**         | - Castleton Town Hall hours of operation will remain on an as needed basis.  
- Main entrance will remain locked.  
- All users will sign in and out of the facility in order to ensure compliance with Provincial gathering rules and contact tracking.  
- All users will provide a COVID-19 protocol, |
specific to the user, to the Manager of Parks, Recreation and Facilities for approval.
• Hand sanitizer will be available to all visitors that enter the facility.
• Masks will be mandatory for visitors.
• Staff will be required to wear a mask in all public spaces or when physical distancing is compromised or may be compromised.
• Staff will clean washrooms and high touch areas daily when in use.
• All visitors will clean/sanitize any chairs, tables and equipment used as well as sweep the floor and remove all garbage.
• Rentals and user groups will be considered on an individual basis.

| Colborne Library | See Colborne Library Re-Opening Procedures |
| Castleton Library | See Castleton Library Re-Opening Procedures |
| Art Gallery | • Art Gallery hours of operation will remain the same and/or as needed, see the Art Gallery Website. [https://thecolborneartgallery.ca/](https://thecolborneartgallery.ca/)
• Main entrance will remain locked.
• All visitors will sign in and out of the facility in order to ensure compliance with Provincial gathering rules and contact tracking.
• Hand sanitizer will be available to all visitors that enter the facility.
• Masks will be mandatory.
• Art gallery staff will be required to wear a mask in all public spaces or when physical distancing is compromised or may be compromised.
• Art gallery staff will clean washrooms and high touch areas daily when in use. |
| Payment Transactions | • Payments will be encouraged to be mailed to Cramahe Township P.O. Box 357 Colborne ON, K0K 1S0
• Payments will be encouraged to be mailed to Cramahe Township if possible.
• Cash payments are being discouraged at this point but will be accepted. |
| Washrooms | Public washrooms inside Municipal facilities will be
• Public washrooms will only be available for user groups and patrons attending the facility |
<table>
<thead>
<tr>
<th>Rentals/Meetings</th>
<th>• Floors, sinks, toilets, and other high-touch surfaces will be cleaned a minimum of daily and/or when in use.</th>
</tr>
</thead>
</table>
| Penalties for Non-Compliance | • Rentals and meetings will be considered on an individual basis.  
• Staff will be responsible for the patrons in their meeting. |
| | As per regular operations, Cramahe Township customers who breach any of Cramahe Township’s policies and procedures, particularly the new ones related to physical distancing and gatherings, may be subject to either the temporary or permanent loss of any and all privileges at Municipal facilities. |
Meeting: Choose an item.

Date: August 25, 2020

Report No.: ADMIN-10-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: 2021 Budget Guidelines Timelines

Recommendation(s):

BE IT RESOLVED THAT Council receive Report ADMIN-10-20, for information; and

THAT Council approves the 2021 Budgeting Schedule as set out in the attached Schedule “A”; and

THAT the first draft of the budget be prepared taking into consideration the guidelines of an increase of between 1.3% and 2.6% for the Operating budget and an increase of 2.5% for the Capital Budget.

Background:

The budgeting process allows municipalities to prioritize projects, programs and service levels based on anticipated revenue and expenses. A municipality’s annual budget routinely consists of 2 components, which include an Operating Budget and a Capital Budget.

The Operating Budget is a plan for the day-to-day operations including salaries, materials and supplies, while the capital budget is the annual plan for the purchase and financing of the Townships capital assets. Capital assets include infrastructure, lands, buildings, machinery and equipment.
The budget “kick-off” will take place September 2020 and departmental budget templates will be circulated. Issue papers & guidelines, templates, reserve schedules and a capital plan were reviewed with staff during the kick off meeting.

**Staff Comments:**
With the strategic plan now complete, significant updates to our asset management plan in process and the revision of all policies, staff plans to distribute a complete budget binder to Members of Council on November 17th, 2020. This timeline will allow for issue papers and templates to be completed.

The 2021 budget schedule provides ample opportunity for the Senior Leadership Team to review the consolidated budget and discuss the allocation of resources (operational, capital, and strategic).

Once the 2021 Budget Schedule is approved, it will be posted on the Cramahe website. The first draft of the budget and overview will be posted on our website and be available in print on November 17th, 2020, which will be two weeks prior to the full day Special Budget Meeting of Council. This will provide an opportunity for community involvement and transparency in the budget process.

The 2021 Budget Schedule includes key dates for specific By-Laws for information purposes. The By-Law to establish the consolidated tax rates is expected to be passed as soon as the County and education rates are set. This could be as late as April or May 2020.

The schedule may require adjustments during the process due to unplanned events or changes in planned activities.

**2021 Budget Guidelines**
A Budget and Financial Controls Policy was approved on January 22nd, 2019. The policy establishes guidelines for staff to follow in the development of operating and capital budgets, as well as monitoring variances throughout the year.

For the 2021 operating budget, 100% of an average Consumer Price Index (CPI) projected by the private and public sectors for 2021 and 200% of the CPI just described is recommended.

For the 2021 capital budget, the 2017 Asset Management Plan (AMP) recommends increasing the annual infrastructure budget by 2.5% per year for the next 10 years solely for future capital needs.

Based on the above, the guidelines are a net tax levy increase between 1.3% and 2.6%, where 2.5% is allocated for infrastructure funding.
Financial Implications:
There are no financial implications relating to this report.

Concluding Comments:
Staff are requesting Council approve the budget timelines for 2021.

Submitted by: ___________________
Arryn McNichol, CAO/Treasurer
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>2021 Budget Guidelines.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>- 2021 Budget Schedule.xlsx</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Aug 21, 2020</td>
</tr>
</tbody>
</table>

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

ARRYN MCNICHOL - Aug 21, 2020 - 8:01 AM
# 2021 Budget Schedule

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulate Budget Templates</td>
<td>September 1st, 2020</td>
<td>CAO/Treasurer</td>
</tr>
<tr>
<td>Departmental Budgets &amp; Issue Papers Submitted to Finance</td>
<td>October 16th, 2020</td>
<td>Managers</td>
</tr>
<tr>
<td>Finance Review/Compile Department Budgets</td>
<td>October 31st 2020</td>
<td>CAO/Treasurer</td>
</tr>
<tr>
<td>Management Review of Draft Budget</td>
<td>November 3rd, 2020</td>
<td>CAO/Treasurer and Managers</td>
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<td>Budget Binders to Council</td>
<td>November 17th, 2020</td>
<td>CAO/Treasurer &amp; Finance Staff</td>
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<td>1st Draft Budget Review (Line by Line &amp; Issue Papers) Operating and Capital Budgets</td>
<td>December 1st, 2020</td>
<td>Council, CAO/Treasurer, Managers</td>
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<td>Special Meeting of Council - All Day</td>
<td>December 1st, 2020</td>
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<td>Management Review &amp; Discussion of Changes from Special Budget 1st Draft Meeting</td>
<td>December 8th, 2020</td>
<td>CAO/Treasurer and Managers</td>
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<td>By-Law to Authorize Temporary Borrowing By-Law Interim Taxes</td>
<td>January 12th, 2021</td>
<td>CAO/Treasurer &amp; Tax Collector</td>
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<td>Final Budget Presentation at Regular Council Meeting</td>
<td>January 19th, 2021</td>
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<tr>
<td>By-Law to Establish Consolidated Tax Rates</td>
<td>March to April, 2021</td>
<td>CAO/Treasurer &amp; Tax Collector</td>
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THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-65

Being a By-law to Appoint Rodger Dingman as the Municipal By-law Enforcement Officer for the Township of Cramahe

Whereas Section 15 of the Police Services Act, R.S.O. 1990, Chapter P.15, provides that council of a municipality may appoint persons to enforce the by-laws of the municipality and such municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws; and

Whereas pursuant to section 1 of the Provincial Offences Act, R.S.O. 1990, Chapter P.33 the Attorney General of Ontario has designated municipal law enforcement officers as provincial offences officers to enforce the by-laws of the municipality under the Provincial Offences Act; and

Whereas the Council of The Corporation of the Township of Cramahe deems it desirable and expedient to appoint a Municipal By-law Enforcement Officer to enforce the Township by-laws,

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

1. THAT Rodger Dingman is hereby appointed as a Municipal By-law Enforcement Officer for The Corporation of the Township of Cramahe; and

2. THAT Rodger Dingman shall hold office at the pleasure and subject to the by-laws of The Corporation of the Township of Cramahe, and shall, with respect to The Corporation of the Township of Cramahe and the enforcement of its by-laws, exercise all the authority, powers and rights, and shall perform all the duties and obligations which by statute or by-law are or may be conferred or imposed upon a Provincial Offences Officer; and

3. THAT this by-law shall come into force and effect on the date it is finally passed.

Read a first, second and third time and finally passed this 25th day of August, 2020.

__________________________
Mandy Martin, Mayor

__________________________
Joanne Hyde, Clerk
County releases 2019 Annual Report

Cobourg, ON – August 19, 2020 – Northumberland County has today released its 2019 Annual Report. This report highlights key accomplishments delivered in fulfillment of Council’s Strategic Plan, and details the County’s strong fiscal position as captured in audited financial statements for the year ending December 31, 2019.

“I am pleased to share Northumberland County’s 2019 Annual Report, which highlights the capital investments and the key initiatives that were supported by the 2019 Budget,” states CAO Jennifer Moore. “Throughout 2019, we made significant strides in achieving objectives outlined in Council’s 2019-2023 Strategic Plan. Creating possibilities for our community will remain a primary motivation for us in 2020 and beyond, as we strive to innovate and strengthen the municipal services we provide to the residents of Northumberland County.”

“Council, staff and community partners worked together to push the envelope and deliver outcomes for our residents and businesses in 2019.” states Warden Bob Sanderson. “This spirit of collaboration, determination and drive for results was a bellwether for our response to the emergence of COVID-19 in our community in early 2020. As we turn our attention towards recovery and renewal efforts in the latter half of this year, prudent financial management practices and accountability tools like this annual report will be important mechanisms for driving the efficient and cost-effective delivery of the projects, programs and services that are shaping our community.”

The 2019 Annual Report is available on the County website at Northumberland.ca/2019AnnualReport.

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For more information:
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Director, Communications
Northumberland County
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Email: campbellk@northumberlandcounty.ca
Web: www.northumberland.ca

About Northumberland County

Located an hour east of Toronto, Northumberland County is a thriving community strategically positioned along Highway 401 with access to both Toronto and eastern Ontario. As the upper tier of municipal government for the region, the
County weaves together seven diverse yet complementary municipalities. Northumberland County Council is comprised of the Mayors of each of these seven member municipalities, representing:

• Township of Alnwick/Haldimand
• Municipality of Brighton
• Town of Cobourg
• Township of Cramahe
• Township of Hamilton
• Municipality of Port Hope
• Municipality of Trent Hills
Updates from Northumberland County
August 24 – September 4, 2020

- **Northumberland County to receive $2.47 million in COVID-19 emergency funding from the Province:** On August 12, the Ontario government, in partnership with the federal government, announced $5.1 million in COVID-19 emergency relief funding for Northumberland-Peterborough South municipalities, including $2.47 million for Northumberland County. This funding is part of a $4 billion emergency assistance package secured by Ontario for municipalities through the Safe Restart Agreement with the federal government.

- **County releases 2019 Annual Report:** Northumberland County has released its 2019 Annual Report. This report highlights key accomplishments delivered in fulfillment of Council’s Strategic Plan, and details the County’s strong fiscal position as captured in audited financial statements for the year ending December 31, 2019. The 2019 Annual Report is available on the County website at Northumberland.ca/2019AnnualReport.

- **EORN proposes ultra-fast Gig Internet Project:** The Eastern Ontario Regional Network (EORN) is seeking federal and provincial support to deliver ultra-fast, Gig internet to homes and businesses in the region through a $1.6 billion public-private partnership. The EORN Gig Project aims to fix the crisis in rural internet access with a comprehensive solution that ensures the region recovers from the pandemic, supports economic growth and helps build vibrant communities for the long term.

- **Virtual EarlyON programs:** EarlyON Northumberland is introducing new virtual programs for young children and families. To register for Evening Story Time held on Wednesdays at 6:30 p.m., please email Kelly Robinson at Kelly.robinson@nrt.ymca.ca. To register for Song & Rhyme Time held on Thursdays at 3 p.m., please email Rachel English at hastigsearlyon@gmail.com.

- **Small Business Seminar:** Join the Business and Entrepreneurship Centre Northumberland on Wednesday, September 16 at 10 a.m. for a free virtual seminar to learn how to open a small business. For more information and to register for the seminar, visit Northumberland.ca/SmallBusinessSeminar.

- **Subscribe to Council News:** Stay up-to-date with the decisions, activities and events of Northumberland County Council by subscribing to receive the monthly e-newsletter released after each County Council meeting. Sign-up today at www.Northumberland.ca/subscribe.
being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Meeting (Electronic) held Tuesday August 25, 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 25th, 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 25th day of August 2020.

______________________________  ________________________  ________________________
Mandy Martin, Mayor  Joanne Hyde, Clerk