1. MEETING DETAILS

   Zoom Link: https://us02web.zoom.us/j/81065152964

   Meeting ID: 810 6515 2964

   Dial In: 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.
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. **STATUTORY PUBLIC MEETINGS (IF REQUIRED)**

5.a **D14-FID-04-20**

5.a.a **Background**

The lands subject to the proposed zoning by-law amendment are located in Part of Park Lot ‘0’, Registered Plan No. 48 Part 1 to 13, on Victoria Street in the Township of Cramahe.

5.a.b **Purpose & Effect**

The subject vacant lands are presently zoned Development (D), and are requesting a Residential-2 (R2) Zone to allow for future development of 12 single-family or multi-family units. The lands are designated as Village Residential within the Cramahe Township Official Plan, which allows for low density residential developments.
5.a.c Application and Notice of Public Meeting


5.a.d Written Comments Received From Agencies & Public

County Review of Zoning By-law Amendment
Application D14-FID-04-20

Lower Trent Conservation - Zoning By-Law Amendment – AINLEY GROUP for FIDELITY HOMES INC. Victoria Street, Village of Colborne, Concession 1, Part of Lot 31, Township of Cramahe
Application No: D14-FID-04-20

5.a.e Questions from Council

5.a.f Applicant or Agent Comments

5.a.g Questions from Members of the Public

5.a.h Adjournment of Public Meeting

The Public Meeting adjourned at (TIME).

6. CONFIRMATION OF AGENDA

Be it resolved that the agenda for the September 8, 2020 Committee of the Whole meeting be approved, as presented.

7. DECLARATION OF PECUNIARY INTEREST

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

8. DELEGATIONS/PRESENTATIONS

8.a Erin Besso, Highland Shores Children's Aid

BE IT RESOLVED THAT Committee of the Whole receive the delegation from the Children's Hospice.
8.b Fire Marquee Presentation

BE IT RESOLVED THAT Committee of the Whole receive the delegation by Fire Marquee, for information; and

THAT Committee recommend to Council that the Fire Chief be directed to prepare a report for consideration of Fire Marquee Services.

9. COMMUNITY SERVICES

9.a REPORTS OF MUNICIPAL OFFICERS

9.a.a ANNUAL REPORT, PRINCIPLES INTEGRITY

BE IT RESOLVED THAT Committee of the Whole receive the Annual Report prepared by Principles Integrity, Integrity Commissioners for the Township of Cramahe, for information.

9.a.b Fire Report April 2020, FIRE-06-20

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-06-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report for April 2020 be received for information purposes only.

9.a.c Fire Report February 2020, FIRE-02-20

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-02-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report for February 2020 be received for information purposes only.


BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-09-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report July 2020 be received for information purposes only.
9.a.e  Fire Department Report for June 2020, FIRE-08-20

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-08-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report June 2020 be received for information purposes only.

9.a.f  Fire Department Report for May 2020, FIRE-07-20

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-07-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report May 2020 be received for information purposes only.

9.a.g  Fire Report March 2020, FIRE-04-20

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-04-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report March 2020 be received for information purposes only.

9.a.h  Parks and Recreation General Report, REC-13-20

BE IT RESOLVED THAT Committee of the Whole receive Report REC-13-20 for information and;

THAT Committee of the Whole recommend to Council the approval to re-open Little Lake Beach on September 30, 2020.

10.  FINANCE

10.a  REPORTS OF MUNICIPAL OFFICERS

None.

11.  PLANNING & DEVELOPMENT

11.a  REPORTS OF MUNICIPAL OFFICERS

None.
12. **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.

13. **CLOSED MEETING (IF REQUIRED)**

None.

14. **ADJOURNMENT**

Be it resolved that the Committee adjourn the meeting at [TIME].
July 10, 2020

Township of Cramahe
Building Department
1 Toronto Street P.O. Box 357
Colborne, Ontario
K0K 1S0

Attention: Heather Sadler
Manager of Planning & Development

Re: Application to Amend Zoning By-Law

Dear Ms. Sadler;

Please find enclosed the Application to Amend Zoning By-Law for Part of Park Lot ‘0’, Registered Plan No. 48 Part 1 to 13. At this time, we are requesting a Zoning By-Law Amendment from Development Zone to Residential R2 Zone. Twelve (12) of the thirteen (13) parts are existing lots and one (1) part is an existing 20.1m right-of-way. These parts are existing lots on the record. This amendment will allow for future development of single-family units or multi-dwelling units. Please see attached Ontario Land Surveyor drawing created by J.D. Barnes Ltd.

Please do not hesitate to contact the undersigned if you have any questions or concerns.

Sincerely,

Ainley Group

[Signature]

Caitlin Shehan, M.Sc., P. Eng.
Project Engineer
Application to Amend Zoning By-Law

NOTE: For an application to be accepted as complete the following checklist must be completed:

☑ A professional sketch in metric prepared by an Ontario Land Surveyor is enclosed.
☑ Required fees have been submitted to the Treasurer/Planning Department.
☑ The completed application has been submitted to the Planning Department with a copy of the most recent deed and survey for the property and the required sketch.
☑ If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Conservation Authority has been submitted.
☑ If the proposed development will produce more than 4500 litres of effluent per day on a privately owned and operated septic system, a servicing options report and hydrogeological report have been submitted.
☑ If the property in question is held in joint tenancy, both parties have signed the application in the presence of a Commissioner of Oaths (fill out Section 9.0)
☑ If the owner is not the applicant, written authorization to the applicant from the owner to make the application is enclosed (fill out Section 10.0).
☑ It is acknowledged that a site visit will likely be conducted by members of Council, the Land Division Committee members, Staff, and/or other agents and by signing below, the owner agrees to allow these agents, staff, committee and/or council members access to the property in the review of this application.
☑ It is acknowledged that the members of Council and/or the Land Division Committee must hear all information at the public meeting without prejudice and therefore, must not discuss any applications prior to meeting.
☑ It is acknowledged that the proposed area for rezoning must be clearly staked prior to any site visits.
☑ Applicants acknowledge that they will be required to post a sign on the property for a minimum of 20 days prior to the public meeting date.
☑ It is acknowledged that fees are not refundable.

July 13, 2020

Date

Signature of Owner(s) and/or Applicant
1.0 Owner Information

1.1 Name(s)  Fidelity Homes Inc.
Mailing Address  248  Orono St.  512 Purdy Road
City/Province  Calhoun /Ontario  Postal Code  K0K 1S0
Telephone No.  905-355-1112  Fax No. 
Email Address  twilliams@fidelitymgr.com

1.2 Do you wish to receive all communications?  Yes [x]  No [ ]

2.0 Authorized Agent/Solicitor Information

2.1 Name(s)  Ainley Group
Mailing Address  139 Front Street
City/Province  Belleville /Ontario  Postal Code  K8N 2Y6
Telephone No.  613-966-4243  Fax No.  613-966-1168
Email Address  chapman.e@ainleygroup.com

2.2 Do you wish to receive all communications?  Yes [x]  No [ ]

2.3 If known, the names of any Mortgagees, Registered Leesees and Encumbrancers with mailing address and postal codes:
NA

__________________________________________
__________________________________________
3.0 Property Description

Township Cramahe  Concession No. __________ Lot(s) ____________ Part __________ Lot __________
Registered Plan No. 48 Cramahe  Part(s) __________
Reference Plan No. ___________________ Part(s) ___________________
Address (# & street name, if applicable) Victoria Street

Property Roll Number 1411 01 202028014, 202028013, 202028012, 202028011, 202028010, 202028015, 202028007, 202028005, 202028004, 202028003, 202028002, 202028001, 202028000

3.1 Are there any easements or restrictive covenants affecting the subject land?
Yes [ ] No [X]
If yes, please describe each easement or covenant and its effect.

4.0 Description of Subject Land and Servicing Information

4.1 Description of land (provide in both metres and feet and provide all dimensions on sketch):
Frontage 41.7 (m) Depth 154.42 (m) Area 1.33 (ha)
Frontage 136.31 (ft) Depth 506.63 (ft) Area 3.29 (acres)

4.2 Existing use(s) (i.e. residential, commercial, etc.): Vacant

4.3 Are there existing building(s) or structure(s) including well and septic?
Yes [ ] No [X]

4.4 If yes, please provide the following information for each building/structure in metres and feet and provide all dimensions on sketch:
Type of Building/Structure: ________________________________
The setback from:
Front lot line (metres): ________________ (Feet): ________________
Rear lot line (metres): ________________ (Feet): ________________
Side lot line (N, S, E or W) (metres): ________________ (Feet): ________________
Side lot line (N, S, E or W) (metres): ________________ (feet): ________________
Height: (metres): ________________ (feet): ________________
Area: (square metres): ________________ (square feet): ________________
Dimensions (length): (metres): ________________ (feet): ________________
Dimensions (width): (metres): ________________ (feet): ________________
4.5 Proposed use(s) (i.e. residential, commercial, etc.): Residential

4.6 Are there proposed building(s) or structure(s) including well and septic?
   Yes ☐ No ☒

4.7 If yes, please provide the following information for each building/structure in metres and feet:
   Type of Building/Structure: __________________________________________

   The setback from:
   Front lot line (metres): ___________________ (Feet): ___________________
   Rear lot line (metres): ___________________ (Feet): ___________________
   Side lot line (N, S, E or W) (metres): ___________ (Feet): ___________
   Side lot line (N, S, E or W) (metres): ___________ (feet): ___________

   Height: (metres): ___________________ (feet): ___________________

   Area: (square metres): ___________________ (square feet): ____________

   Dimensions (length): (metres): ___________ (feet): ___________

   Dimensions (width): (metres): ___________ (feet): ___________

4.8 Type of access (check one): ☒ Proposed or ☐ Existing
   ☒ Municipal Road (maintained all year)
   ☐ Municipal Road (maintained seasonally)
   ☐ County Road
   ☐ Public Road
   ☐ Right of Way
   ☐ Unopened Road Allowance
   ☐ Other (please specify): ___________________________

   ☐ By Waterfront, if access to the land will be by water only, please indicate:
     Parking and docking facilities to be used: ___________________________
     Approximate distance from the land (in meters): ___________________
     Approx. distance from the nearest public road (in meters): ___________
4.9 Type of water supply (check one):  ☒ Proposed or __ Existing
   ☒ Publicly owned and operated piped water system
   ☐ Privately owned and operated individual well
   ☐ Privately owned and operated communal well
   ☐ Lake or other water body
   ☐ Other (please specify): ________________________________

4.10 Type of sewage disposal (check one):  ☒ Proposed or __ Existing
   ☒ Publicly owned and operated sanitary sewage system
   ☐ Privately owned and operated individual septic system
   ☐ Privately owned and operated communal septic system
   ☐ Privy or outhouse
   ☐ Other means (please specify): ________________________________

4.11 Type of storm drainage (check one):  ☒ Proposed or __ Existing
   ☒ Sewers
   ☐ Ditches
   ☐ Swales
   ☐ Other means (please specify): ________________________________
5.0 Local Planning Documents

5.1 What is the existing Official Plan designation(s) of the subject land?

Village Residential

5.2 How does this application conform to the Official Plan designation(s)?

Village residential allows for low density residential development such as single detached dwellings

5.3 If the application is to implement an alteration to the boundary of an area of settlement or to implement a new area of settlement (e.g. Village of Colborne boundaries), details of the official plan or official plan amendment that deals with the matter:

N/A

5.4 If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter:

N/A

5.5 If the subject land is within an area where zoning with conditions may apply, an explanation of how the application conforms to the official plan policies relating to zoning with conditions:

N/A

5.6 If the subject land is within an area where there are pre-determined min/max density or height requirements, please state these requirements (maximum height applies - check zoning; density requirements are outlined in Sections 4.0, 5.1.2, 9.1.1.5 and under the applicable designation in the Official Plan):

Colborne Secondary Plan - Max. density of 20 dwelling units/ net ha for low density residential

5.7 What is the current zoning of the subject land?

D - Development Zone

5.8 What is the specific zoning being requested? Include any specific provisions that are required, (e.g. minimum rear yard depth to be 6.5 metres [21.33 feet]):

Residential R2 Zone

Residential R2 Zone
5.9 Why is this zoning being requested? Include explanations for specific provisions (e.g. reduced rear yard depth to capture existing building location):

To allow the construction of 12 single detached dwelling units or multi-dwelling units.

5.10 Are any of the following uses or features on the subject land or within 500 meters? (check all that apply)

<table>
<thead>
<tr>
<th>Use or Feature</th>
<th>On subject land</th>
<th>Within 500m</th>
<th>~Distance (or N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural operation</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Waste water treatment plant</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Provincially significant wetland</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Landfill (active ☐ or closed ☒)</td>
<td>☒</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Industrial or commercial use</td>
<td>☐</td>
<td>☒</td>
<td>95m</td>
</tr>
</tbody>
</table>

(Please specify the use) Material Handling Equipment Supplies

<table>
<thead>
<tr>
<th>Use</th>
<th>On subject land</th>
<th>Within 500m</th>
<th>~Distance (or N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active railway line</td>
<td>☐</td>
<td>☒</td>
<td>220m</td>
</tr>
<tr>
<td>Aggregate extraction</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Natural gas/oil pipeline</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
<tr>
<td>Hydro easement</td>
<td>☐</td>
<td>☐</td>
<td>N/A</td>
</tr>
</tbody>
</table>

5.11 Is the application consistent with the policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement 2014)?

Yes ☒ No ☐

5.12 Is the subject land within an area designated under the Growth Plan for the Greater Golden Horseshoe (GGHGP)? Yes ☒ (applies to the whole Township)

Does the application conform/not conflict with the GGHGP?

Yes ☒ No ☐

5.13 Is the subject land within an area designated under any provincial plan(s)? (e.g. Oak Ridges Moraine Conservation Plan, please refer to Zoning By-law).

Yes ☐ No ☒

If yes, does the application conform/not conflict with the plan(s)?

Yes ☐ No ☐ N/A ☒
6.0 History of Subject Land

6.1 If known, when was the property acquired by the current owner(s)?

April 30th, 2020

6.2 If known, when were existing buildings/structures constructed? (Please list each building/structure, followed by the day, month and year, if known).

N/A

6.3 If known, how long have the existing (current) uses continued?

Assumed vacant

6.4 If known, is or has the property ever been the subject of any other application under section 51 or 53 of the Planning Act? (i.e. Plan of Subdivision, Consent).

Yes ☐ No ☒ Unknown ☐

If yes, what is the file number and status? ____________________________

6.5 If known, have lands been subject to any other applications under the Planning Act (i.e. Official Plan Amendment, Zoning By-law, Minister's Zoning Order, Minor Variance)?

Yes ☐ No ☒ Unknown ☐

If yes, what is the file number and status? ____________________________

6.6 Is the property the subject of a consent application?

Yes ☐ No ☒

If yes, what is the file number and status? ____________________________

6.7 If a septic system exists;

When was it installed (month and year)? N/A

Was it approved and inspected by the local Health Unit? Yes ☐ No ☐
7.0 **Adjacent Lands**

Please state the names of the owners, the use of the land and buildings existing on the lands surrounding the owners' entire land holding. **This information should also be on the sketch.** If more room is needed, please add extra Schedule page.

<table>
<thead>
<tr>
<th>Direction</th>
<th>Name of Owner</th>
<th>Use of Land (i.e. farm, residential, etc.)</th>
<th>Buildings (i.e. house, barn, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Robert, Frank Culotta &amp; Cindy Ann Templeton</td>
<td>Residential</td>
<td>Single detached dwelling units</td>
</tr>
<tr>
<td>South</td>
<td>James Cook, Richard &amp; Laura Steacy</td>
<td>Residential</td>
<td>Single detached dwelling units</td>
</tr>
<tr>
<td>East</td>
<td>Colomo, Rebecca Chown, Robert &amp; Louise Rusk</td>
<td>Residential</td>
<td>Single detached dwelling units &amp; Church</td>
</tr>
<tr>
<td>West</td>
<td>Harvey &amp; Carol Scott, James &amp; Heather Stanton</td>
<td>Residential</td>
<td>Single detached dwelling units</td>
</tr>
</tbody>
</table>

8.0 **Required Sketch**

8.1 The applicant shall attach to this application an acceptable sketch showing the following (all dimensions will be given in metres and feet):

- [ ] The boundaries and dimensions of the subject land
- [ ] The location, size and type of all existing and proposed buildings and structures on the subject land, with dimensions indicating their distance from the front lot line, rear lot line and side lot lines
- [ ] The approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetland, wooded areas, wells and septic tanks) that are located on the subject land and on land that is adjacent to it and in the applicant’s opinion, may affect the application
- [ ] The current uses of land that is adjacent to the subject land (for example, residential, agricultural or commercial)
- [ ] The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way
- [ ] If access to the subject land will be by water only, the location of the parking and boat docking facilities to be used
- [ ] The location and nature of any easement affecting the subject land
9.0 **Affidavit Or Sworn Declaration**

This section is to be completed by the owner or authorized agent – if it is completed by the authorized agent, the owner must fill out section 10.0 on the next page.

Note: All applicants shall ensure that a ‘complete application’ under the Planning Act has been made before completing this declaration.

9.1 I, **TimWilliams** OF THE Township of Cramahe in the County of Northumberland solemnly declare that all statements contained in this application and all exhibits transmitted, herewith, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of “The Canada Evidence Act.”

And further, I hereby agree to bear the cost of all consulting planning, engineering, legal and registration fees related to this application as deemed necessary by the municipality on request, to be applied to such costs, and for which the municipality will account.

Sworn (or declared) before me at the Township of Cramahe in the County of Northumberland this

14 day of **July**, 2020.

[Signature]

Commissioner of Oaths

[Signature]

Applicant
10.0 Authorizations

10.1 If the applicant is not the owner of the land that is the subject of this application, the written authorization of the owner that the applicant is authorized to make the application must be included with this form or the authorization set out below must be completed.

Authorization of Owner for Agent to Make the Application

I, Tim Williams obo Fidelity Homes Inc., am the owner of the land that is the subject of this application for consent and I authorize -

Ainley Group (the applicant) to make this application on my behalf.

July 13, 2020

[Signature]

Date: July 13, 2020

Signature of Owner
TAKE NOTICE that the Council of the Corporation of the Township of Cramahe has received a complete application for an amendment to Zoning By-law No. 08-18, as amended, and is notifying the public in accordance with Section 34 of the Planning Act.

Public Hearing:
The Committee of the Whole will be considering the above noted application at its meeting scheduled for **Tuesday September 8, 2020 at 6:00 p.m. via Zoom teleconference.** If you wish to participate in the Public Hearing, you may do so by dialing 1 647 558 0588. Below is the meeting ID and password used to access the scheduled meeting. Meeting ID: 810 6515 2964
You can also join the meeting through the following link **https://us02web.zoom.us/j/81065152964**

Location of the Subject Lands
The lands subject to the proposed zoning by-law amendment are located in Part of Park Lot ‘0’, Registered Plan No. 48 Part 1 to 13, on Victoria Street in the Township of Cramahe. A key map is attached showing the location of the subject lands.

Purpose and Effect of the Zoning By-law Amendment
The subject vacant lands are presently zoned Development (D), and are requesting a Residential-2 (R2) Zone to allow for future development of 12 single-family or multi-family units. The lands are designated as Village Residential within the Cramahe Township Official Plan, which allows for low density residential developments.

*(The lands to be rezoned are shown on the key map.)*

Information
Additional information relating to the proposed Zoning By-law Amendment is available for inspection at the Township office at the address given below during regular office hours. A copy of this notice is also available at the Township Office.

Dated at the Township of Cramahe this 18th day of August, 2020.

Heather Sadler
Township Planning Consultant
Township of Cramahe
Tel: (905) 355-2821 ext.227,
Email: planning@cramahetownship.ca
September 1, 2020

Heather Sadler, MCIP, RPP
Township of Cramahe
P.O. Box 357
Colborne, ON K0K 1S0

Dear Ms. Sadler:

**RE:** County Review of Zoning By-law Amendment Application D14-FID-04-20

Applicant: Fidelity Homes Inc c/o Ainley Group
Location: Part of lot 31, Concession 1; Geographic Township: Cramahe
Multiple lots: Portion of R.D. 64, consisting of lots and a future road allowance west of Victoria Street, north of Earl Street East, Colborne
Municipality: Township of Cramahe
County File: D14 CR20

This letter is in response to a request for comments on the above-noted application. We have completed our review and offer the following comments with respect to the Northumberland County Official Plan, Provincial policies, County services and other County and Provincial interests.

The purpose of the application is to change the zone category on the subject properties from Development (D) to Residential 2 (R2). The effect of the zone change is to recognize future residential uses and establish the lot provisions for vacant residential lots.

The vacant residential lots appear to have been created in 1969 by Plan R.D. 64 which consists of 16 Parts for residential lots and a Part for a future municipal roadway intersecting with Victoria Street, north of Earl Street (refer to attached). It appears that 4 lots (Parts 7, 9, 10 and 17) with frontage along Victoria Street (municipal addresses 60, 62 and 70 Victoria St) and Division Street (81 Division Street) have been developed with residential uses. Its noted that there is one existing vacant lot with frontage on Victoria Street at the southwest corner of Victoria Street and the proposed road (Part 8) that is currently zoned R1. This vacant lot is identified on the application form to be rezoned, though it’s assumed that the existing R1 zone for is not intended to be changed. As such, the proposal will rezone 11 exiting lots (Parts 1, 2, 3, 4, 5, 6, 11, 12, 13, 14 and 15) from Development (D) to Residential 2 (R2) for future detached or semi-detached units on a future municipal roadway.
Northumberland County Official Plan

The subject lands are designated “Urban Areas” in the County OP. The general land use objectives for residential uses within “Urban Areas” encourage municipalities to provide a range of housing types to accommodate diverse social and economic backgrounds. The County OP also encourages new development to maximize the use of infrastructure and minimize the amount of land required. A high standard of urban design is also encouraged.

The proposed zone change may be permitted by the policies of the County OP as it would allow future detached or semi-detached units on a new roadway in the Urban Area of Colborne. A holding (h) zone should be used in conjunction with the proposed R2 zone, and not removed until the owner/developer has satisfied all the requirements of the Township and/or entered into a development agreement to satisfy Township requirements with respect to the provision of unit types, road engineering, water and sewage services, drainage, grading and any other municipal services. Its noted that lot boundary adjustments may be required depending on the unit types to be developed.

Provincial Policies

Provincial Policy Statement (PPS)

The PPS indicates that healthy livable and safe communities are sustained, in part, by promoting efficient development and land use patterns which sustain the financial well-being of municipalities over the long term, and accommodating a range and mix of residential units.

The proposed development is consistent with the PPS as it would accommodate new residential units in the Colborne urban area. The development will be serviced with municipal water and sewage services which is the preferred servicing method for settlement areas such as Colborne.

Growth Plan for the Greater Golden Horseshoe (Growth Plan)

The Growth Plan contains policies for municipalities within the Greater Golden Horseshoe to manage growth to the year 2051. The Growth Plan establishes a “built-up area” boundary and indicates that growth should be directed to built-up areas. The proposed development is within the “built-up area” of Colborne. The proposed zone change is appropriate to recognize future rural residential growth within the “built-up area” and would be supported by the policies of the Growth Plan.

County Services

County Inspection Services and County Transportation Services are not applicable to this application.

County and Provincial Interests

This proposal has been screened in accordance with the responsibility under the Planning Act to have regard for matters of Provincial interest. There are no other matters of Provincial or County interest applicable to this application.
Summary

- County and Provincial policies encourage new residential uses to locate in urban areas such as Colborne
- The proposed R2 zone is appropriate to recognize future detached or semi-detached residential units on certain vacant lots in Plan R.D. 64 (Parts 1, 2, 3, 4, 5, 6, 11, 12, 13 14, and 15)
- Lot boundary adjustments may be required depending on the type of units to be developed
- Any developed lots and the vacant lot (Part 8) at the southwest corner Victoria Street and proposed roadway should maintain an R1 zone
- The use of a holding (h) symbol zone in conjunction with the proposed R2 is strongly encouraged
- The holing symbol should only be removed by amendment to the zoning by-law once Township requirements for lotting, unit types, road engineering, water and sewage services, drainage, grading, etc. have been satisfied

At such time as the Township makes a decision on this application, please provide a copy of the decision to my attention.

Please feel free to contact me should you have any questions related to this matter.

Sincerely,

Dwayne Campbell, MCIP, RPP
Manager, Planning and Community Development

Attch. Plan R.D. 64
Dear Ms. Sadler,

Lower Trent Conservation (LTC) is in receipt of the above noted zoning by-law amendment, which was circulated to our office on August 20, 2020 for review and comment in accordance with the requirements of Schedule 1 of our Planning Services Agreement with the municipality. We understand that the purpose of the zoning by-law amendment is to rezone the subject lands from Development (D) Zone to Residential-2 (R2) Zone to allow for future development of 12 single family or multi-family units. The lands are currently designated as Village Residential within the Cramahe Township Official Plan.

Staff have reviewed this application as per our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the Provincial Policy Statement (PPS, 2020) and as a regulatory authority under Ontario Regulation 163/06. LTC has also provided comments as per our Planning Services Agreement with the Township of Cramahe representing LTC’s role in the provision of environmental advisory comments related to natural heritage feature and water resource protection. The application has also been reviewed through our role as a public body under the Planning Act as per our LTC Board approved policies. Finally, LTC has provided advisory comments related to policy applicability and to assist with implementation of the Trent Source Protection Plan under the Clean Water Act.

RECOMMENDATION

Please be advised that Lower Trent Conservation (LTC) would have no objection to the approval of this application. However, it is recommended that a stormwater management plan for water quality and quantity control be prepared and provided to the Township for future development on these lots.

Refer to the following sections for context.

SITE CHARACTERISTICS

There are no identified natural hazards, natural heritage or water features of provincial concern on the subject lands.

The subject lands are not located within areas that would be subject to Ontario Regulation 163/06 – Lower Trent Region Conservation Authority: Regulation of Development, Interference with Wetlands and Alterations to Shorelines and Watercourses.
DELEGATED RESPONSIBILITY AND STATUTORY COMMENTS

1. LTC has reviewed the application through our delegated responsibility from the Province to represent provincial interests regarding natural hazards identified in Section 3.1 of the PPS.
   - It is our opinion that the application is consistent with Section 3.1 of the PPS as no natural hazards were identified on the subject lands.

2. LTC has reviewed the application as per our responsibilities as a regulatory authority under Ontario Regulation 163/06. This regulation, made under Section 28 of the Conservation Authorities Act, enables conservation authorities to regulate development in or adjacent to river or stream valleys, Great Lakes and inland lake shorelines, watercourses, hazardous lands and wetlands. Development taking place on these lands may require permission from the conservation authority to confirm that the control of flooding, erosion, dynamic beaches, pollution or the conservation of land are not affected. LTC also regulates the alteration to or interference in any way with a watercourse or wetland.
   - The subject lands are not situated within an area that is subject to Ontario Regulation 163/06.

ADVISORY COMMENTS

3. LTC has reviewed the application through our responsibilities as a service provider to the Township of Cramahe in that we provide a comprehensive environmental review of applications subject to the provisions of the Planning Act, and other statutes as may apply, through a Planning Services Agreement (Agreement for Planning Act Application Review between Township of Cramahe and Lower Trent Region Conservation Authority, 2018). Specifically, in accordance with the agreement, LTC has also reviewed the application with consideration for natural heritage feature and water quality and quantity protection policies.
   - Development on these lots will result in increased imperviousness in an area that is surrounded by existing residential development. It is our understanding from previous discussions with the Township that there are some outstanding matters associated with the old plan of subdivision here that will need to be addressed before development can proceed. It is our recommendation that at least a stormwater management brief, prepared in accordance with the Ministry of the Environment’s (now Ministry of the Environment, Conservation and Parks, MECP) stormwater management planning and design manual, be required by the Township as part of that process to ensure stormwater quality and quantity can and will be adequately controlled.

4. LTC has reviewed the application through our role as a public commenting body, pursuant to the Planning Act.
   - We have no further comments to add in this role.

5. LTC has reviewed the application in terms of the Trent Source Protection Plan, prepared under Clean Water Act, 2006. The Source Protection Plan came into effect on January 1, 2015 and contains policies to protect sources of municipal drinking water from existing and future land use activities.
   - The subject lands are not located within an identified drinking water source protection area.

SUMMARY

Given the above comments, it is the opinion of the LTC that:

1. Consistency with Section 3.1 of the PPS has been demonstrated;
2. Ontario Regulation 163/06 does not apply to the subject lands;
3. No natural heritage features of provincial concern would be impacted by the approval of this application; however, there is the potential to impact water quality and quantity. A plan for stormwater management should be provided before development proceeds on the lots; and, 

4. The subject lands are not located within an area that is subject to the policies contained in the Trent Source Protection Plan.

LTC would therefore have no objection to the approval of this application; however, our recommendation above reflects the need to address stormwater management.

The above comments reflect our understanding at the time of writing of applicable policies, legislation, and the development proposal. I trust this letter meets your information requirements. Should you require any further information or have any questions please do not hesitate to contact me.

Please inform this office of any decision made by the Township with regard to this application. We respectfully request to receive a copy of the decision and notice of any appeals filed.

Sincerely,

Leah Stephens
Environmental Planner/ Regulations Officer
613-394-3915 ext. 220
October is Child Abuse Prevention Month

SPEAK UP FOR KIDS

Children’s Aid Can Help
During the month of October, Children’s Aid Societies across Ontario participate in the purple ribbon campaign to help raise awareness about the important role the community plays in the prevention of child abuse and neglect.
There are 38,000* children 15 years of age and younger living in the areas served by Highland Shores Children’s Aid.

5.7% of those children come to the attention of our agency each year for a concern about their well-being and safety.

In recent years, volume and unique service needs required a dedicated youth services team which provided safety and wellness services to 186 youth aged 15, 16, and 17. In 2018-19, 10 youth aged 16 and 17 either entered care or had a Voluntary Youth Services Agreement.

* Based on 2016 Census data (most recent data available on Statistics Canada)
There are many reasons that HSCA become involved with families.

All 2019-20 Child Protection Intakes Documented, by Primary Code Section

- Caregiver Capacity (n=920), 24%
- Physical/Sexual Harm by Commission (n=798), 20%
- Separation from Parent/Caregiver (n=237), 6%
- Harm by Omission (n=796), 20%
- Emotional Harm (n=1152), 30%
October is Child Abuse Prevention Month

- As you can see only 20% of referrals are related to the extreme abuse most people associate with child welfare.
- The majority of children receiving service from HCAS is a result of families being unable to meet children’s physical and emotional needs. Some of the difficulties that our families face include mental health concerns, addictions, social isolation, trauma, and extreme financial stress.
October is Child Abuse Prevention Month

- In Fiscal 2019/2020, the Society recorded 3,903 child protection intakes. 61% of these intakes were assessed as requiring service (investigation, link within the community, etc.)

- More than 1,350* families are assessed for a concern about their children each year and approximately 637 families are provided with ongoing services and support.

- In approximately 93% of all open Family Service at HSCA, the children are living in the family home. The main reason children were admitted to care in 2019/2020 is caregiver capacity (making up 43% of children in care). Analysis in admission to care spoke to the complexity of needs in children, resulting in a number of situations where children come into care due to lack of service rather then child protection concerns.

* Ontario Child Abuse and Neglect Data System (OCANDS)
Who is reporting?

Percentage of all 2019-20 Child Protection Intakes
(top 10 referral sources reported 90% of all intakes)

- Law Enforcement, 23%
- Medical Personnel, 5%
- Other, 6%
- Mental Health Personnel, 4%
- Other Relative, 5%
- Parent, 13%
- Parent-Self, 7%
- Educational Personnel, 15%
- Community Organization, 3%
- Anonymous, 9%
- Not listed, 10%
Highland Shores Children’s Aid, with the help of our community partners, provides a broad range of services to children and families where there are concerns about safety and well-being. Even during the pandemic, we continue to visit children and families in their home while observing the current health recommendations. Our child welfare workers help families obtain the services they may need, such as parenting or treatment programs.
COVID-19 Pandemic Impact

During the pandemic, there have been many challenges which have potentially created new or different issues for families to manage. Some of the challenges families encounter, as a result of COVID-19 are financial stress, isolation and limited ability to access services during these times.

We expect that September to December will be a pressure point in a number of areas, both in child welfare and in the community. HSCA is hoping to work with the community in helping to address these concerns and support families in ways that are most beneficial for them.
Ongoing Families, by Region
As of June 30 2020
Based on Address of Primary Client

- Hastings County: 65%
- Northumberland County: 21%
- Prince Edward County: 9%
- Out of Jurisdiction: 4%
- Unknown: 1%

Page 38 of 100
October is Child Abuse Prevention Month

What YOU Can Do...

• Call Highland Shores if you have any concerns that a child or youth may be in need of protection or assistance. Reach out to neighbours and friends to ensure that they are coping and are not in need of further support in these unprecedented times. Your call to HSCA could lead to the help and support for a child, youth and their family.

Purple is the signature colour of child abuse prevention month. Show your support by wearing a purple ribbon or purchase a purple item from The Children’s Foundation and wear it proudly during the month of October!
You Can Make a Difference!

Join us to help raise awareness by wearing purple on Dress Purple Day, Tuesday October 27, 2020.

Purple t-shirts can be purchased from The Children’s Foundation, 613-962-9292 or thechildrensfoundation.ca

Order yours today!
October is Child Abuse Prevention Month

Speak up for kids and use your voice to help keep them safe and well cared for.

#BREAKthesilence

Thank you for your support!
Henry Ford - "Coming together is the beginning. Keeping together is progress. Working together is success"
There are more than 198 private P&C insurers actively competing in Canada to sell insurance policies on homes, cars and businesses.

Top 20 private P&C insurers by direct written premiums 2017

<table>
<thead>
<tr>
<th>Rank</th>
<th>Insurer</th>
<th>Market Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Intact Group</td>
<td>15.46%</td>
</tr>
<tr>
<td>2.</td>
<td>Aviva Group</td>
<td>9.67%</td>
</tr>
<tr>
<td>3.</td>
<td>Desjardins Group</td>
<td>8.16%</td>
</tr>
<tr>
<td>4.</td>
<td>Co-operators Group</td>
<td>5.63%</td>
</tr>
<tr>
<td>5.</td>
<td>Lloyds Underwriters</td>
<td>5.57%</td>
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<tr>
<td>6.</td>
<td>T.D. Insurance Group</td>
<td>5.50%</td>
</tr>
<tr>
<td>7.</td>
<td>Wawanesa Mutual Insurance</td>
<td>5.43%</td>
</tr>
<tr>
<td>8.</td>
<td>RSA Group</td>
<td>5.27%</td>
</tr>
<tr>
<td>9.</td>
<td>Economical Group</td>
<td>4.20%</td>
</tr>
<tr>
<td>10.</td>
<td>Travelers Group</td>
<td>2.87%</td>
</tr>
<tr>
<td>11.</td>
<td>Northbridge Group</td>
<td>2.80%</td>
</tr>
<tr>
<td>12.</td>
<td>Allstate Group</td>
<td>2.71%</td>
</tr>
<tr>
<td>13.</td>
<td>AIG Insurance Company of Canada</td>
<td>2.23%</td>
</tr>
<tr>
<td>14.</td>
<td>Chubb Group</td>
<td>1.80%</td>
</tr>
<tr>
<td>15.</td>
<td>Capitale Group</td>
<td>1.77%</td>
</tr>
<tr>
<td>16.</td>
<td>CAA Group</td>
<td>1.32%</td>
</tr>
<tr>
<td>17.</td>
<td>Genworth Financial Mortgage Insurance</td>
<td>1.22%</td>
</tr>
<tr>
<td>18.</td>
<td>Zurich Insurance</td>
<td>1.07%</td>
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<tr>
<td>19.</td>
<td>Green Shields</td>
<td>0.97%</td>
</tr>
<tr>
<td>20.</td>
<td>Guarantee Company</td>
<td>0.94%</td>
</tr>
</tbody>
</table>

Top 20 represent 84.59% of market share

Sources: IBC, MSA
Your Property Insurance Policy includes Fire Department Service Charges!

Key language in this contract:
“25,000.00 dollar limit… liability of the Insured assumed by contract or agreement prior to the loss”
Your Property Insurance Policy includes Fire Department Service Charges!

Key language in this contract:

“$1,000.00 limit...for charges for which the insured is legally responsible”
What is Indemnification Technology ®?
Legal Definition

Fire department incident reporting, data collection and property insurance policy wording interpretation to maximize billing opportunities on behalf of fire departments by invoicing insurance companies for costs of fire department attendance with respect to insured perils.
How Does Fire Marque’s Indemnification Technology® Program Work?
WHEREAS pursuant to section 8 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time (the “Municipal Act”), the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considered appropriate and to enhance the municipality’s ability to respond to municipal issues;

AND WHEREAS pursuant to section 391 of the Municipal Act, a municipality may impose fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS pursuant to section 398 of the Municipal Act, fees and charges imposed by a municipality on a person constitute a debt of the person to the municipality;

AND WHEREAS Council of the deems it expedient to pass a by-law to impose fees on persons to recover the costs of fire department responses;

NOW THEREFORE the Council of the hereby enacts as follows:
Why is a by-law required?

Because Insurance Policy Wordings Require It!

Allstate – Elite Homeowner Wordings

Fire Department Charges:

We will reimburse you up to $5000 for fire department charges you are required to pay when a fire department attends your Dwelling because of an Insured Peril.

We will not pay for charges incurred as a result of a false alarm.

We do not pay for any liability claim arising from the use of the responding fire equipment or caused by the actions of any member or members of the responding fire department.

This protection does not increase the amount of insurance in this policy.

Any deductible specified in the Declaration page does not apply to this coverage.
The Process for the New Cost Recovery Program

1. Fire Dept.
   - Sends already completed Standard Incident Reports (SIR)

2. Fire Marque
   - Reviews
   - Indemnity
   - Stats
   - Subrogation
   - Trust Acct.

3. Fire Department
   - Allocates funds

NO ADDITIONAL WORK by your staff!
New Cost Recovery Projection from Fire Department Call Out Summary

Budget Summary

- Low Range: $5,500.00
- Mid Range: $7,944.00
- High Range: $9,342.00
How did you arrive at the cost recovery projection?

The average recovery (residential, farm, commercial) per thousand population occurring annually

The number of insured peril call outs (SIR's) per thousand population occurring annually

\[ \text{X} \]

\[ \text{X} \]

\[ \text{= COST RECOVERY PROJECTION} \]

- “Rural areas" cost recovery is less
- “Built up" areas cost recovery is more
- Disasters (e.g. tornados) average recovery per population much higher
Revenues Stay Within the Fire Budget in 3 Areas!

Public Education!
Revenues Stay Within the Fire Budget in 3 Areas!
Personnel Training!
Revenues Stay Within the Fire Budget in 3 Areas!
Capital Purchases!
The Municipal Act and User Fees

Section XII Sub-section 394 (1) Restriction, fees and charges-No fee or charge by-law shall impose a fee or charge that is based on, is in respect of or is computed by reference to,

A) The income of a person, however it is earned or received, except that a municipality or local board may exempt, in whole or in part, any class of person from all or part of a fee or charge on the basis of inability to pay;

Legislatures have reversed the way in which cities exercise their jurisdiction:

Under the old scheme, any bylaw or resolution had to be expressly allowed by the governing statute.

With the natural person powers, councils are no longer restricted to the words of the statute, but are allowed to do what logically flows from the general powers granted by the Act (except where to do so would conflict with the express wording of the statute).
Insurance Rates **will not** go up as a result of the Fire Marque Program

- Property insurance underwrites the building and contents. Buildings Incident Rates have remained constant.

- What an insurance company considers for risk includes:
  - Is there a Municipal Water Source (Fire Hydrant) nearby?
  - Is the Fire Department, Full-time, Composite or Volunteer (Part-time)?
  - Does the building have a sprinkler system?
  - What materials have been used in the building construction? – wood vs. brick
  - Is there an alarm system?

- Consumers are spending more on home insurance—buying bigger policies to cover recent rapid rise of home values and have more possessions to insure.
  - Basements, once used to store old clothes and hockey equipment now finished and filled with expensive electronic equipment.
  - Garages used to be for our cars, now hold “stuff”!
Insurance Rates will not go up as a result of the Fire Marque Program

- Lloyds of London Warns of More Pain after Rate Squeezes – March 30th 2017 “extremely challenging markets because of plunging insurance rates”…”The pressure on premium rates is extraordinarily tough.”

- Cottage Country Now.ca Town of Huntsville is considering a way to make insurance companies pick up part of the bill for fire response…Coun. Tim Withey, who is an insurance broker, said homeowners’ insurance rates would not go up because insurance companies incorporate such costs into their policies.

- Insurance companies have been calculating premiums to include charges for Fire Department services even though they haven’t had to pay out on the coverage. Fire Marque recovers these funds.

- Property insurance is very different that auto insurance.
Will Property Owners be required to pay a Deductible?

No. Homeowner Property policies state that no deductible is applied to this coverage.
If Property Owners pay taxes, which include Fire Department Services, why should the Fire Department charge fees?

The Indemnification Technology® program is not a typical fee. It is a cost recovery mechanism to comply with insurance policy language.

Just as property owners have paid taxes for fire services, they have also bought and paid for fire service expense coverage in their property insurance policies.

By requesting insurance companies pay those expenses, the insurance companies are being asked to honour the contractual agreement of the policy they issued.
Why do we need Fire Marque to do it--can’t we just do it ourselves?

“Fire Marque Incorporated has the knowledge, staff and infrastructure to perform cost recovery from insurance companies through an agency agreement. They are former insurance professionals who are experienced in insurance policy wording interpretation, data collection, policy review with respect to insured perils, invoicing and recordkeeping.”
- Town of Bradford West Gwillimbury Staff Report, October 2nd 2012

“Council could consider submitting claims and collecting funds using City Staff. This alternative is also NOT recommended as the City does not have the staff resources and expertise necessary for the submission of the claims and the follow-up required with various insurance companies.”
- City of North Bay Staff Report, July 18th 2013
Angus Tornado in Essa Township June 2014

103 separate property incidents/claims
41 different insurance companies, 103 insurance adjusters working on the various claims

Fire Marque’s Technical Team received the files 11 months after the incident. Our Team took an additional 10 months to recover the Fire Department Expenses for Essa Township and 4 responding neighbouring Departments.

On June 14th 2014, disaster struck in our municipality in the form of an F2 tornado. With Fire Marque’s Indemnification Technology® the expenses for the Fire Department’s emergency services were recovered.

Based on our success, I have no hesitation in recommending the Fire Marque Program.

Sincerely,

Terry Dowdall
Mayor
Why Fire Marque?
Experts in INDEMNIFICATION TECHNOLOGY®
Questions, comments, concerns?
Principles Integrity is pleased to submit this annual report, covering the period from its appointment January 1, 2019 to August 31, 2020. We also serve as the Township’s Closed Meeting Investigator.

The purpose of an integrity commissioner’s annual report is to provide the public with the opportunity to understand the ethical well-being of the Township’s elected and appointed officials through the lens of our activities.

This being our first annual report to Council, we also take the opportunity to re-introduce ourselves and state our perspective on our role.

About Us:

In 2017 we formed Principles Integrity, a partnership focused on accountability and governance matters for municipalities. Since its formation, Principles Integrity has been appointed as integrity commissioner (and occasionally as lobbyist registrar and closed meeting investigator) in over 40 Ontario municipalities. Principles Integrity is an active member of the Municipal Integrity Commissioner of Ontario (MICO).

The Role of Integrity Commissioner, Generally:

Recent amendments to the Municipal Act, 2001 mandated that all municipalities have codes of conduct and integrity commissioners for elected and appointed (local board) officials as of March 1, 2019.

The integrity commissioner’s statutory role is to carry out the following functions in an independent manner. Put succinctly, the role is to:

- Advise on ethical policy development
- Educate on matters relating to ethical behaviour
- Provide, on request, advice and opinions to members of Council and Local Boards
- Provide, on request, advice and opinions to Council
- Provide a mechanism to receive inquiries (often referred to as ‘complaints’) which allege a breach of ethical responsibilities
- Resolve complaints
- And where it is in the public interest to do so, investigate, report and make recommendations to council within the statutory framework, while guided by Council’s codes, policies and protocols.
This might contrast with the popular yet incorrect view that the role of the integrity commissioner is primarily to hold elected officials to account; to investigate alleged transgressions and to recommend ‘punishment’. The better view is that integrity commissioners serve as an independent resource, coach and guide focused on enhancing the municipality’s ethical culture.

The operating philosophy of Principles Integrity recites this perspective. We believe there is one overarching objective for a municipality in appointing an Integrity Commissioner, and that is to raise the public’s perception that its elected and appointed officials conduct themselves with integrity:

_The perception that a community’s elected representatives are operating with integrity is the glue which sustains local democracy. We live in a time when citizens are skeptical of their elected representatives at all levels. The overarching objective in appointing an Integrity Commissioner is to ensure the existence of robust and effective policies, procedures, and mechanisms that enhance the citizen’s perception that their Council (and local boards) meet established ethical standards and where they do not, there exists a review mechanism that serves the public interest._

In carrying out our broad functions, the role falls into two principle areas. ‘Municipal Act’ functions, focused on codes of conduct and other policies relating to ethical behaviour, and ‘MCIA’ or _Municipal Conflict of Interest Act_ functions, set out graphically in the following two charts:

**The broad role of an Integrity Commissioner:**
**Municipal Act Functions**

- Assist in adopting Conduct Codes and other ethical polices, rules and procedures
- Assist in interpreting these ethical polices and how they are applied to Council and Local Boards: Education and Training to Members of Council and Local Boards, to the Municipality, and the Public
- Upon Written Request, provide advice to members of Council and Local Boards respecting their ethical behaviour polices, rules, procedures
- Receive Complaint
  - [Resolve]
  - Investigate
  - Report
  - Recommend Sanction as appropriate
In each of the charts above the primary functions of the integrity commissioner are summarized in the horizontal boxes to the left, and the review mechanism (or inquiry function) appears in the vertical box on the right.

The emphasis of Principles *Integrity* is to help municipalities enhance their ethical foundations and reputations through the drafting of effective codes of conduct and other policies governing ethical behaviour, to provide meaningful education related to such policies, and to provide pragmatic binding advice to Members seeking clarification on ethical issues. As noted in the Toronto Computer Leasing Inquiry report authored by the Honourable Madam Justice Bellamy (the “Bellamy Report”, seen by many as the inspiration for the introduction of integrity commissioners and other accountability officers into the municipal landscape), “*Busy councillors and staff cannot be expected to track with precision the development of ethical norms. The Integrity Commissioner can therefore serve as an important source of ethical expertise.*”

Because the development of policy and the provision of education and advice is not in every case a full solution, the broad role of the integrity commissioner includes the function of seeking and facilitating resolutions when allegations of ethical transgressions are made, and, where it is appropriate and in the public interest to do so, conducting and reporting on formal investigations. This in our view is best seen as a residual and not primary role.
Confidentiality:

Much of the work of an integrity commissioner is done under a cloak of confidentiality. While in some cases secrecy is required by statute, the promise of confidentiality encourages full disclosure by the people who engage with us. We maintain the discretion to release confidential information when it is necessary to do so for the purposes of a public report, but those disclosures would be limited and rare.

Township of Cramahe Activity:

Since starting our role with the Township of Cramahe we have been engaged in a moderate level of activity which subdivides roughly into three categories:

1. Policy Development and Education

   Following the 2018 Municipal Elections, on February 5, 2019 we had the opportunity to provide broad-based orientation and training to Council through a session on the ethical framework. Effective March 2019, the Municipal Act also require that Municipal Council put in place a Code of Conduct for their local boards and committees. We worked with staff to on a Code of Conduct for Council, a Code of Conduct for local boards, and a Council-Staff Relations Policy.

2. Advice

   The advice function of the integrity commissioner is available to all Members of Council and where applicable their staff and Members of local boards on matters relating to the code of conduct, the Municipal Conflict of Interest Act and any other matter touching upon the ethical conduct of Members. Advice provided by the integrity commissioner is confidential and independent, and where all the relevant facts are disclosed, is binding upon the integrity commissioner.

   Our advice is typically provided in a short Advice Memorandum which confirms all relevant facts and provides with clarity our analysis and a recommended course of action.

   Though advice is confidential, we can advise that some of the issues we provided guidance on this year arose in the context of properly identifying and appropriately recognizing actual and perceived conflicts of interest. The clarifications and guidance provided to Members seemed to be readily understood and welcome.

   During the period covered by this report, we responded to only one request by a Member of Council for Code and/or Conflict advice.

3. Complaint Investigation and Resolution

   Our approach to reviewing complaints starts with a determination as to whether an inquiry to us is within our jurisdiction, is beyond a trifling matter, is not either frivolous or vexatious, and importantly, whether in its totality it is in the public interest to pursue. We always look to the possibility of informal resolution in favour of formal investigation and
Principles Integrity

reporting. Once a formal investigation is commenced, the opportunity to seek informal resolution is not abandoned.

Where we are able to resolve a matter without concluding a formal investigation, our practice is to provide a written explanation to the complainant to close the matter. Often the potentially respondent Member is involved in preliminary fact-finding and will also be provided with an explanation. While also a courtesy, the provision of an explanation minimizes the potential for a formal review being undertaken by the office of the Ombudsman should the Complainant pursue further recourse.

Where formal investigations commence, they are conducted under the tenets of procedural fairness and Members are confidentially provided with the name of the Complainant and such information as is necessary to enable them to respond to the allegations raised.

During the period covered by this report, we have responded to 4 Complaints pertaining Code of Conduct/Conflict of Interest. In only one case has an inquiry reached the formal investigation stage. That investigation was publicly reported in April 2020, and we were pleased to note, at that time, that governance changes being implemented at the Township would respond to issues giving rise to concerns raised by the investigation.

Ethical Themes In Cramahe and Around the Province:

With due regard to our obligation to maintain confidentiality, this annual report enables us to identify learning opportunities from advice requests and investigations conducted in a variety of municipalities.

One area of prominence is the failure of some Members of Council to adhere to rules against disparagement. Regardless of the medium, regardless of the intended audience, and regardless of motive, we have observed several instances where Members of Council in municipalities around the province have been found to have breached ethical standards by saying or recording things they have come to regret.

Another area Members frequently require additional clarification on is recognizing and appropriately identifying conflicts of interest when they arise. These often include when members are part of another organization or club whose interests are impacted by a matter before Council, or when members are active professionally within the community and a matter before Council may potentially impact one of their current or past clients.

Another area Members have sought guidance on is the interpretation of the rules around receipt of gifts and hospitality. Some questions arose around gifts bestowed upon Members and their family members, and how best to meet the requirements of the Code. Other questions arose in respect of the appropriate treatment of hospitality such as meals paid by others at conferences. In furtherance of better transparency, our recommendation to our clients is that they recognize that even gifts and hospitality which fit within an established exception ought to be made transparent, if the value is above a
nominal value. The public’s perception is then enhanced when gift disclosures honestly reflect what gifts and hospitality are being received. In any event, we recommend that Members maintain their own records of gifts and hospitality received, as they are responsible for demonstrating the nominal and infrequent nature of gifts received in compliance with the existing code provisions.

As always, obtaining clear and reliable advice can help avoid a costly and time-consuming investigation.

Conclusion:

We look forward to continuing to work with Council and with Members of Local Boards to ensure a strong ethical framework. We embrace the opportunity to elevate Members’ familiarity with their obligations under the Code and to respond to emerging issues.

As always, we welcome Members’ questions and look forward to continuing to serve as Cramahe’s Integrity Commissioner.

We wish to recognize the Members of Council who are responsible for making decisions at the local level in the public interest. It has been a privilege to assist you in your work by providing advice about the Code of Conduct and resolving complaints. We recognize that public service is not easy and the ethical issues that arise can be challenging. The public rightly demands the highest standard from those who serve them, and we congratulate Council for its aspirational objective to strive to meet that standard.

Finally, we wish to thank the Clerk and the Chief Administrative Officer for their professionalism and assistance where required. Although an Integrity Commissioner is not part of the Township administrative hierarchy, the work of our office depends on the facilitation of access to information and policy in order to carry out the mandate. This was done willingly and efficiently by the staff of the Township.
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-06-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Fire Report April 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-06-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report for April 2020 be received for information purposes only.

Background:

1. **Revenue**
   None to report

2. **Major Events**
   Camp LIFT suspended until 2021
   Birthday drive by with fire trucks

3. **Emergency Management**
   2020 Township of Cramahe EMO Compliance Report initiated
   Cramahe Emergency Response Plan updated
   New Emergency Operations Center set up document developed

4. **Health & Safety**
   Colborne Fire Hall Health & Safety inspection tour
Castleton Fire Hall Health & Safety inspection tour
New COVID protocols developed for Fire Department Response

5. **Training Report**
   Firefighter training cancelled

6. **Fire Prevention Report**
   Nothing to report

7. **Meetings held/attended**
   Northumberland County Fire Chiefs Association
   Cramahe Township Fire Officer meeting

**Fire Department Responses**

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>STURCTURE FIRES</td>
<td>0</td>
</tr>
<tr>
<td>VEHICLE FIRES</td>
<td>0</td>
</tr>
<tr>
<td>MVC</td>
<td>3</td>
</tr>
<tr>
<td>MEDICAL</td>
<td>5</td>
</tr>
<tr>
<td>MUTUAL AID ASSISTANCE</td>
<td>0</td>
</tr>
<tr>
<td>AUTO ALARM</td>
<td>1</td>
</tr>
<tr>
<td>GRASS FIRES</td>
<td>5</td>
</tr>
<tr>
<td>CO CLARMS / ODOUR INVESTIGATION</td>
<td>3</td>
</tr>
<tr>
<td>OTHER</td>
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**Year to Date Totals**

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**History**

2017 - Total Responses - 239
2018 - Total Responses – 238
2019 - Total Responses – 189
2020 - Year to date = 60

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<td>---------------------------------------------------------</td>
<td>----------</td>
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<tr>
<td>BURN COMPLAINTS / PUBLIC INFORMATION</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC EDUCATION EVENTS</td>
<td>0</td>
</tr>
<tr>
<td>FIRE HALL TOURS</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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Submitted by: ____________________________  
Tim Burgess, Fire Chief

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

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<td>Final Approval Date:</td>
<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

**JOANNE HYDE - Aug 26, 2020 - 11:46 AM**

**ARRYN MCNICHOL - Sep 2, 2020 - 8:05 AM**
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-02-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Fire Report February 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE 02-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report for February 2020 be received for information purposes only.

Background:

1. Revenue
   None to report

2. Major Events
   ENSS Cooperative student finished term at the fire hall and new student began February 10.

3. Emergency Management
   Nothing to report
4. **Health & Safety**
   - Colborne Fire Hall Health & Safety inspection tour
   - Castleton Fire Hall Health & Safety inspection tour
   - Completed annual SCBA fit testing for firefighters

5. **Training Report**
   - Nothing to report

6. **Fire Prevention Report**
   - Nothing to report

7. **Meetings held/attended**
   - Northumberland County Fire Chiefs Association
   - Cramahe Township Fire Officer meeting

### Fire Department Responses

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
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<tbody>
<tr>
<td>STURCTURE FIRES</td>
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<td>VEHICLE FIRES</td>
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<tr>
<td>MVC</td>
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<tr>
<td>MEDICAL</td>
<td>4</td>
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<tr>
<td>MUTUAL AID ASSISTANCE</td>
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</tr>
<tr>
<td>AUTO ALARM</td>
<td>1</td>
</tr>
<tr>
<td>GRASS FIRES</td>
<td>0</td>
</tr>
<tr>
<td>CO CLARMS / ODOUR INVESTIGATION</td>
<td>2</td>
</tr>
<tr>
<td>OTHER</td>
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<tr>
<td><strong>Total</strong></td>
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#### Year to Date Totals

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#### History

- 2017 - Total Responses - 239
- 2018 - Total Responses – 238
- 2019 - Total Responses – 189
- 2020 - Year to date = 31
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<tr>
<td>BURN COMPLAINTS / PUBLIC INFORMATION</td>
<td>0</td>
</tr>
<tr>
<td>PUBLIC EDUCATION EVENTS</td>
<td>0</td>
</tr>
<tr>
<td>FIRE HALL TOURS</td>
<td>1</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

Staff Comments:

**Financial Implications:** none outside of approved 2020 budget.

Concluding Comments:

Submitted by:  
Tim Burgess, Fire Chief

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

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<td>Final Approval Date:</td>
<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Aug 26, 2020 - 11:35 AM

ARRYN MCNICHOL - Sep 2, 2020 - 8:11 AM
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-09-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Fire Report July 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-09-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report July 2020 be received for information purposes only.

Background:

1. Revenue
   None to report

2. Major Events
   Birthday drive by with fire trucks

3. Emergency Management
   Cooling center established at the Keeler Center

4. Health & Safety
   Colborne Fire Hall Health & Safety inspection tour
   Castleton Fire Hall Health & Safety inspection tour
5. **Training Report**  
Regular firefighter training nights begin

6. **Fire Prevention Report**  
Nothing to report

7. **Meetings held/attended**  
Northumberland County Fire Chiefs Association  
Cramahe Township Fire Officer meeting  
Provincial Emergency Operations Center

Fire Department Responses

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
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<tbody>
<tr>
<td>STRUCTURE FIRES</td>
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<tr>
<td>VEHICLE FIRES</td>
<td>2</td>
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<tr>
<td>MVC</td>
<td>2</td>
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<td>MEDICAL</td>
<td>8</td>
</tr>
<tr>
<td>MUTUAL AID ASSISTANCE</td>
<td>0</td>
</tr>
<tr>
<td>AUTO ALARM</td>
<td>6</td>
</tr>
<tr>
<td>GRASS FIRES</td>
<td>3</td>
</tr>
<tr>
<td>CO CLARMS / ODOUR INVESTIGATION</td>
<td>0</td>
</tr>
<tr>
<td>OTHER</td>
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Year to Date Totals

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History

2017 - Total Responses - 239  
2018 - Total Responses – 238  
2019 - Total Responses – 189  
2020 - Year to date = 113

<table>
<thead>
<tr>
<th>Other Response Type</th>
<th>Month</th>
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<tbody>
<tr>
<td>PROPERTY INSPECTIONS</td>
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<td>SITE PLANS EXAMINED</td>
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<tr>
<td>BURN COMPLAINTS / PUBLIC INFORMATION</td>
<td>3</td>
</tr>
<tr>
<td>PUBLIC EDUCATION EVENTS</td>
<td>0</td>
</tr>
<tr>
<td>FIRE HALL TOURS</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4</strong></td>
</tr>
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</table>

**Staff Comments:**

**Financial Implications:**

**Concluding Comments:**

Submitted by: ________________

Tim Burgess, Fire Chief

Reviewed by: ________________

Arryn McNichol, CAO/Treasurer
Report Approval Details

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<td>Final Approval Date:</td>
<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Aug 26, 2020 - 12:08 PM

ARRYN MCNICHOL - Sep 2, 2020 - 8:09 AM
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-08-20

RESOLUTION NO:_______ BY-LAW NO:__________

Subject: Fire Department Report for June 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-08-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report June 2020 be received for information purposes only.

Background:

1. Revenue
   None to report

2. Major Events
   Birthday drive by with fire trucks

3. Emergency Management
   MECG meetings held in Emergency Operations Center

4. Health & Safety
   Colborne Fire Hall Health & Safety inspection tour
   Castleton Fire Hall Health & Safety inspection tour
5. **Training Report**  
Small group Platoon training begins

6. **Fire Prevention Report**  
Nothing to report

7. **Meetings held/attended**  
Northumberland County Fire Chiefs Association  
Cramahe Township Fire Officer meeting  
Provincial Emergency Operations Center

**Fire Department Responses**

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURE FIRES</td>
<td>1</td>
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<tr>
<td>VEHICLE FIRES</td>
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<td>MVC</td>
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<tr>
<td>MEDICAL</td>
<td>5</td>
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<td>MUTUAL AID ASSISTANCE</td>
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<tr>
<td>AUTO ALARM</td>
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<tr>
<td>GRASS FIRES</td>
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<td>CO CLARMS / ODOUR INVESTIGATION</td>
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<tr>
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**Year to Date Totals**

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**History**

2017 - Total Responses - 239  
2018 - Total Responses – 238  
2019 - Total Responses – 189  
2020 - Year to date = 92

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<td>PUBLIC EDUCATION EVENTS</td>
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Staff Comments:

Financial Implications:

Concluding Comments:

Submitted by: Tim Burgess, Fire Chief

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

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<td>Final Approval Date:</td>
<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

**JOANNE HYDE** - Aug 26, 2020 - 12:04 PM

**ARRYN MCNICHOL** - Sep 2, 2020 - 8:07 AM
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-07-20

RESOLUTION NO:______ BY-LAW NO: ________

Subject: Fire Department Report for May 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-07-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report May 2020 be received for information purposes only.

Background:

1. Revenue
   None to report

2. Major Events
   Highway of Hero’s support
   Birthday drive by with fire trucks

3. Emergency Management
   MECG meetings held in Emergency Operations Center
   Who’s Responding application installed on MECG members phones
4. **Health & Safety**  
   Colborne Fire Hall Health & Safety inspection tour  
   Castleton Fire Hall Health & Safety inspection tour

5. **Training Report**  
   Firefighter training cancelled

6. **Fire Prevention Report**  
   Nothing to report

7. **Meetings held/attended**  
   Northumberland County Fire Chiefs Association  
   Cramahe Township Fire Officer meeting  
   Provincial Emergency Operations Center

### Fire Department Responses

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>STURCTURE FIRES</td>
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<tr>
<td>VEHICLE FIRES</td>
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### Year to Date Totals

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### History

- 2017 - Total Responses - 239
- 2018 - Total Responses – 238
- 2019 - Total Responses – 189
- 2020 - Year to date = 73
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<td>BURN COMPLAINTS / PUBLIC INFORMATION</td>
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Staff Comments:

Financial Implications:

Concluding Comments:

Submitted by:  Tim Burgess, Fire Chief

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

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<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

**JOANNE HYDE - Aug 26, 2020 - 11:50 AM**

**ARRYN MCNICHOL - Sep 2, 2020 - 8:07 AM**
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: FIRE-04-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Fire Report March 2020

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report FIRE-04-20 for information; and

THAT Committee of the Whole recommend to Council that the Fire Report March 2020 be received for information purposes only.

Background:

1. Revenue
   None to report

2. Major Events
   ENSS Cooperative student finished term at the fire hall due to COVID restrictions.

3. Emergency Management
   Supply checked for medical gloves and N95 supplies
   Northumberland County Fire Department response protocols have been sent to all firefighters, put in both fire halls, and posted in all first response fire trucks
   Conference calls include Provincial Emergency Operations Center, and Northumberland County Fire Chiefs
   Contingency plans in place for any firefighter testing positive
All fire department staff on Wednesday received a copy of;
   a. COVID medical directives from Ministry of Health, Base Hospital
   b. COVID-19 updated screening tool Ministry of Health, Base Hospital
   c. Haliburton Kawartha Pine Ridge District Health Unit COVID-19 Enhanced Public Health Measures

Firefighters also received copies of;
   d. Guidelines for personal hygiene to avoid cross contamination
   e. Guidelines for washing

4. **Health & Safety**
   Colborne Fire Hall Health & Safety inspection tour
   Castleton Fire Hall Health & Safety inspection tour

5. **Training Report**
   Fire Department Designated Officer delivered training to all firefighters on COVID-19
   All internal and external training is cancelled

6. **Fire Prevention Report**
   Property inspections continue as per Fire Prevention and Protection Act
   All public education events cancelled

7. **Meetings held/attended**
   Northumberland County Fire Chiefs Association
   Cramahe Township Fire Officer meeting
   Provincial Emergency Operations Center

### Fire Department Responses

<table>
<thead>
<tr>
<th>Full Fire Department Response Type</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRUCTURE FIRES</td>
<td>1</td>
</tr>
<tr>
<td>VEHICLE FIRES</td>
<td>1</td>
</tr>
<tr>
<td>MVC</td>
<td>0</td>
</tr>
<tr>
<td>MEDICAL</td>
<td>4</td>
</tr>
<tr>
<td>MUTUAL AID ASSISTANCE</td>
<td>0</td>
</tr>
<tr>
<td>AUTO ALARM</td>
<td>2</td>
</tr>
<tr>
<td>GRASS FIRES</td>
<td>1</td>
</tr>
<tr>
<td>CO CLARMS / ODOUR INVESTIGATION</td>
<td>2</td>
</tr>
<tr>
<td>OTHER</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12</strong></td>
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</tbody>
</table>

**Year to Date Totals**
### History

2017 - Total Responses - 239  
2018 - Total Responses – 238  
2019 - Total Responses – 189  
2020 - Year to date = 43

<table>
<thead>
<tr>
<th>Other Response Type</th>
<th>Month</th>
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</thead>
<tbody>
<tr>
<td>PROPERTY INSPECTIONS</td>
<td>1</td>
</tr>
<tr>
<td>SITE PLANS EXAMINED</td>
<td>1</td>
</tr>
<tr>
<td>BURN COMPLAINTS / PUBLIC INFORMATION</td>
<td>1</td>
</tr>
<tr>
<td>PUBLIC EDUCATION EVENTS</td>
<td>0</td>
</tr>
<tr>
<td>FIRE HALL TOURS</td>
<td>0</td>
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<tr>
<td><strong>Total</strong></td>
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### Staff Comments:

### Financial Implications:

### Concluding Comments:

Submitted by: Joanne Hyde, Clerk

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

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<thead>
<tr>
<th>Document Title:</th>
<th>Fire Report March.docx</th>
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<td>Attachments:</td>
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<tr>
<td>Final Approval Date:</td>
<td>Sep 2, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Aug 26, 2020 - 11:37 AM

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

ARRYN MCNICHOL - Sep 2, 2020 - 8:32 AM
Meeting: Committee of the Whole

Date: September 8, 2020

Report No.: REC-13-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Parks and Recreation General Report

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report REC-13-20 for information and;
THAT Committee of the Whole recommend to Council the approval to re-open Little Lake Beach on September 30, 2020.

Background:

Keeler Centre

Parks and Recreation staff has been preparing the Keeler Centre for re-opening. Ice is being installed and expected to be ready by September 14th. Signs have been installed for directional guidance, notice of maximum capacity for certain rooms, please sit here, please stand here, etc. Rotary Hall floor was refinished, and many areas of the Keeler Centre were painted or touched up in preparation for the return of the user groups.

The Northumberland Stars have booked their first practice for September 27th with others following closely behind. The Probus club is resuming meetings starting on October 7, 2020, other user groups are still working on their COVID procedures.
Currently the Keeler Centre, under direction from Hockey Canada is in Stage 3B which allows for a maximum of 25 players, strict on ice physical distancing rules, limited bench use and no travel. Hockey Canada is anticipating moving to Stage 3C in the next few weeks which will allow for game play of 3 on 3 or 4 on 4 but still no physical contact.

Facilities

Parks and recreation staff have been preparing re-opening procedures and signage for all Municipal facilities which will be put in place on September 8. The Karate club in Castleton has prepared a satisfactory return to play procedure and is anticipating re-starting that program soon. Parks and recreation staff have been trained on high touch point cleaning procedures and will be cleaning these areas twice per day on Monday – Friday at the Cramahe Town Hall, Colborne Library and Castleton Town Hall and Library as required.

Cramahe Town Hall receptionist has been trained on the procedure for greeting residence, signing them in and ensuring the town hall maximum capacity is monitored. This will be closely monitored after re-opening on September 8th to ensure the safety of staff and the public.

Parks

Parks and Recreation staff has been performing some extensive clean-up work at Walter Eddy Park, Victoria Street Ball Park, Durham Street Park and the Keeler Centre grounds. This has included trimming and removal of trees, removal of scrub and brush and general clean-up.

East Colborne Cemetery shed shingles were replaced and the cemetery was prepared for its Decoration Day service.

Little Lake Beach remains closed although staff will be recommending to Council that it be re-opened by the end of September as the water will likely be too cool to swim by then.

Three applications for the Parks and Recreation Advisory Committee were received; interviews will begin as soon as possible.

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

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

<table>
<thead>
<tr>
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This report and all of its attachments were approved and signed as outlined below:

**JOANNE HYDE - Sep 2, 2020 - 10:25 AM**

**ARRYN MCNICHOL - Sep 2, 2020 - 5:31 PM**