



**Township of Cramahe Committee of the Whole
Agenda**

Date: Tuesday, April 8, 2025, 6:00 p.m.
Location: Hybrid Meeting - Keeler Centre
80 Division Street

Pages

1. MEETING DETAILS

Join Zoom Meeting

<https://us02web.zoom.us/j/84235007657>

Dial In:

+16475580588,,84235007657# Canada

+17789072071,,84235007657# Canada

Webinar ID:

842 3500 7657

2. NATIONAL ANTHEM

Please stand if you are able, and remove your hats for the playing of our National Anthem.

3. CALL TO ORDER

As we gather, we would like to formally recognize the traditional keepers of this land and, specifically, our neighbors of the Alderville First Nation, with a formal territorial acknowledgement.

We respectfully acknowledge that Cramahe Township is located on the Mississauga Anishinabek territory and is the traditional territory of the Mississauga.

Cramahe Township respectfully acknowledges that the Mississauga Nations are the collective stewards and caretakers of these lands and waters in perpetuity, and that they continue to maintain this responsibility to ensure their health and integrity for generations to come.

4. RECORDING EQUIPMENT

In accordance with Section 5.1 of By-Law 2025-24, members of the public are permitted to record open session meetings using audio-only devices. Hot-mics are not permitted. All recording devices shall be placed on the designated table for the duration of the meeting, and individuals wishing to record must sign the provided register. In the event of a recess, individuals are required to retrieve their devices and cease recording.

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.

5. CONFIRMATION OF AGENDA

BE IT RESOLVED THAT the agenda for the April 8, 2024 Committee of the Whole meeting be approved, as presented.

6. DECLARATION OF PECUNIARY INTEREST

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

7. DELEGATIONS/PRESENTATIONS

7.a Apple Country Jamboree 5

Gary Warner, President

BE IT RESOLVED THAT Committee of the Whole receive the verbal delegation from Apple Country Jamboree President Gary Warner, for information.

8. ADOPTION OF MINUTES

BE IT RESOLVED THAT the Committee of the Whole approve the minutes of the following meeting(s):

BE IT RESOLVED THAT the Committee of the Whole approve the minutes of the following meetings, items 8.a. through 8.e.

8.a Committee of the Whole - March 11, 2025 6

8.b Joint Northumberland Police Services Board - February 21, 2025 12

8.c Heritage Cramahe - February 28, 2025 19

8.d Parks and Recreation Advisory Committee - January 13, 2025 21

8.e Agricultural Committee - January 15, 2025 25

9. COMMUNITY SERVICES

10. REPORTS OF MUNICIPAL OFFICERS

10.a PARKS AND RECREATION & FACILITIES

10.a.a Free Facility Request Form - Colborne Public School Drumline 28

BE IT RESOLVED THAT Committee of the Whole recommend that Council approve the Free Facility Request from the Colborne Public School Drumline, to waive the fees of the Keeler Center rental costs, to host a drumline competition on May 2nd.

10.b PLANNING AND DEVELOPMENT

**10.b.a D14-KEO-03-25 – Zoning By-Law Amendment – 452
Tobacco Road, PLAN-15-25**

32

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-15-25 for information; and

THAT Committee of the Whole recommend to Council to direct staff to prepare a by-law to amend the Township of Cramahe’s Comprehensive Zoning By-Law 08-18 to implement the recommendations of this report, for consideration.

11. ADVISORY COMMITTEE REPORTS

11.a Economic Development Advisory Committee

117

BE IT RESOLVED THAT Committee of the Whole recommend that Council approve and adopt the Terms of Reference of the Economic Development Advisory Committee.

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

14. ADJOURNMENT

BE IT RESOLVED THAT the Committee adjourn the meeting at [TIME].



Request for Delegation or Deputation

Attention: Municipal Clerk, Township of Cramahe

1 Toronto Street, Colborne ON K0K 1S0

E-Mail: clerk@cramahe.ca Ph. 905-355-2821 F. 905-355-3430

For Office Use Only

Meeting Type:

Meeting Date:

Clerk Approval:

Date of Receipt:

Deputation Requests must be submitted to the Clerk's office no later than 10:00am the Monday prior to the scheduled meeting.

Delegation/Presentation Request must be submitted to the Clerk's office 5 business days prior to the scheduled meeting.

1. Applicant Information

Full Name: Gary Warner

Organization/Group Name (if applicable): Apple Country Jamboree

Position / Title (if applicable): President

Phone Number:

E-Mail Address:

Mailing Address:

2. Meeting Information

Requested Meeting Date: April 6, 2025

Type of Presentation:



Delegation/Presentation
(Group / Organization)



Deputation
(Individual)

Preferred Method :



In
Person



Virtually



By Proxy/Delegate

Name of Speaker(s): Gary Warner

Brief description of the topic to be presented:

Verbal delegation on the Apple Country Jamboree 20th anniversary and sponsorship.

I am submitting a formal presentation to accompany my delegation/deputation:



Yes



No

3. Acknowledgment

By submitting this form, I acknowledge the following:

- I will abide by all requirements/rules of Procedural By-law 2025-24.
- I shall not enter into debate, speak disrespectfully, use offensive language, disobey the rules of procedure or any decision of the Chair.
- That the information collected on this form may be included as part of the public record, pursuant to MFIPPA.

Signature:

Gary Warner

(Print Name):

Date

April 2, 2025

Personal information on this form is collected under the legal authority of the [Municipal Act](#), as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public, pursuant to Section 27 of the [Municipal Freedom of Information and Protection of Privacy Act](#). Questions about this collection should be directed to the Clerk's Department as listed above.



**Township of Cramahe Committee of the Whole
Minutes**

March 11, 2025, 6:00 p.m.

Members Present: Mayor Martin
Deputy Mayor Arthur
Councillor Van Egmond
Councilor Sherry Hamilton
Councilor Joel Schriver

Staff Present: Clerk H. Grant
Victoria Heffernan
Chris Curwin
Janet Newall
Nathan Proctor

1. MEETING DETAILS

Join Zoom Meeting <https://us02web.zoom.us/j/89781990869>

Meeting ID: 897 8199 0869

Dial by your location

•1 647 374 4685 Canada

•1 647 558 0588 Canada

2. CALL TO ORDER

As we gather, we would like to formally recognize the traditional keepers of this land and, specifically, our neighbors of the Alderville First Nation, with a formal territorial acknowledgement.

We respectfully acknowledge that Cramahe Township is located on the Mississauga Anishinabek territory and is the traditional territory of the Mississauga.

Cramahe Township respectfully acknowledges that the Mississauga Nations are the collective stewards and caretakers of these lands and waters in perpetuity, and that they continue to maintain this responsibility to ensure their health and integrity for generations to come.

Mayor Martin called the meeting to order at 6:00 p.m.

3. RECORDING EQUIPMENT

In accordance with Resolution 2024-253, members of the public are permitted to record Council open session meetings using audio-only devices – hot mics are not permitted. All recording devices should be placed on the designated table for the duration of the meeting, and individuals wishing to record must sign the provided register. In the event of a recess, individuals are required to retrieve their devices and cease recording.

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4. CONFIRMATION OF AGENDA

Moved by Deputy Mayor Arthur

Seconded by Councilor Sherry Hamilton

BE IT RESOLVED THAT the agenda for the March 11, 2025 Committee of the Whole meeting be approved, as presented.

CARRIED

5. DECLARATION OF PECUNIARY INTEREST

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

None.

6. AGENDA QUESTION PERIOD

Individuals must submit their questions to the Clerk’s office no later than one (1) hour prior to the meeting to clerk@cramahe.ca.

Questions submitted must pertain to an item on the current agenda and are not to be an opinion, statement, or comments. Any submissions that are not a question, or do not pertain to an item on the agenda will be omitted. All questions will be read aloud during the question period by the clerk and or chair.

Clerk/CAO, H. Grant read the questions submitted:

1. Barbara Marian, Item 10.a.a: CLERKS-10-2025, Draft Procedural By-law.
2. Dave Forsyth, Item 10.a.a: CLERKS-10-2025, Draft Procedural By-law.

7. DELEGATIONS/PRESENTATIONS

8. ADOPTION OF MINUTES

Moved by Councillor Van Egmond

Seconded by Councilor Joel Schriver

BE IT RESOLVED THAT the Committee of the Whole approve the minutes of the following meeting(s), 8.a. through 8.d.

CARRIED

8.a Committee of the Whole - February 11, 2025

8.b Heritage Cramahe - November 29, 2024

8.c Heritage Cramahe - January 31, 2025

**8.d Northumberland OPP Detachment Board Meeting -
January 17, 2025**

9. COMMUNITY SERVICES

10. REPORTS OF MUNICIPAL OFFICERS

10.a CLERK

10.a.a CLERKS-10-25, Draft Procedural By-law

Moved by Deputy Mayor Arthur
Seconded by Councilor Joel Schriver

BE IT RESOLVED THAT Committee of the Whole receive Report CLERKS-10-25 for information; and

THAT Committee of the Whole recommend that Council approve the draft procedural By-law, with all recommendations provided during this meeting, at the next available Council meeting.

CARRIED

10.b PLANNING AND DEVELOPMENT

10.b.a Zoning By-Law Amendment – 312 Begg Road – Archer, PLAN-14-25

Moved by Councilor Sherry Hamilton
Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-14-25 for information; and

THAT the Committee of the Whole recommend to Council to direct staff to prepare a Zoning By-Law Amendment to implement the recommendation of this Report, for consideration by Council at their next available meeting.

CARRIED

10.b.b Zoning By-Law Amendment – 228 Dingman Road - Payne, PLAN-13-25

Moved by Councillor Van Egmond
Seconded by Councilor Sherry Hamilton

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-13-25 for information; and

THAT Committee of the Whole recommend to Council to direct staff to prepare a by-law to amend the Township of Cramahe's Comprehensive Zoning By-Law 08-18 to implement the recommendations of this report, for consideration.

CARRIED

11. ADVISORY COMMITTEE REPORTS

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.

Dave Forsyth - Land Acknowledgment

13. CLOSED MEETING (IF REQUIRED)

14. ADJOURNMENT

Moved by Councillor Van Egmond

Seconded by Councilor Joel Schriver

BE IT RESOLVED THAT the Committee adjourn the meeting at 7:12 p.m.

CARRIED

Mayor

Clerk

Northumberland OPP Detachment Board Meeting

Friday February 21, 2025

9:00am

Location: Township of Cramahe Municipal Office

1 Toronto Street

Colborne, On

K0K 1S0

The following individuals were present for this meeting:

- Chairperson John Davison
- Board Member Sandra Arthur
- Board Member Rob Pope
- Board Member Brian Ostrander
- Board Member John Logel
- Board Member Robert McComb
- Northumberland OPP Detachment Commander Kristy McNaughton
- Executive Assistant Debbie McBride

Notification of absence:

- Vice Chairperson Lou Rinaldi
- Board Member Peter Gillespie
- Board Member Jason Marsden
- Board Member Erik Kowal

Call to Order

Chairperson John Davison called the meeting to order at 9:09am

Land Acknowledgement Statement

“We respectfully acknowledge that Northumberland County is located on the Mississauga Anishinaabeg territory and is the traditional territory of the Mississauga Anishinaabeg.

The Northumberland OPP Detachment Board respectfully acknowledges that the Mississauga Nation are the collective stewards and caretakers of these lands and waters in perpetuity, and that they continue this responsibility to ensure the health and integrity for generations to come”

Declaration of Pecuniary Interest and General Nature Thereof

None

Additions to the Agenda

None

Confirmation of the Agenda

Moved by: John Logel

Seconded by: Sandra Arthur

That the Northumberland OPP Detachment Board hereby accepts the agenda for the February 21, 2025, meeting as printed and circulated.

CARRIED

**Approval of Minutes Northumberland OPP Detachment Board Meeting
January 17, 2025**

Moved by: Brian Ostrander

Seconded by: Rob Pope

To approve the minutes of the Northumberland OPP Detachment Board meeting of Friday January 17, 2025, as printed and circulated.

CARRIED

**Police Service Advisor from the Solicitor General Office, Policing Service
Liason Unit**

Chairperson John Davison advised Board Members that Graham Wight could not attend today's meeting to discuss and review the responsibilities of OPP Detachment Boards. Mr. Wight is scheduled to attend the next meeting in March.

Ontario Provincial Police Report for the Month of January 2025

Northumberland OPP Detachment Commander Kristy McNaughton reviewed the matters of interest for the Northumberland OPP Detachment Board Members for the Month of January 2025.

OPP Detachment Commander Kristy McNaughton advised Board Members that the OPP Commissioner has assigned Northumberland OPP to locate every airstrip in the County of Northumberland. These airstrips are patrolled by the OPP every night. This initiative is part of the plan to increase Border security and to stem the flow of illegal guns and drugs in Ontario, all of Canada as well as the United States.

Moved by: Brian Ostrander

Seconded by: Sandra Arthur

To approve the Northumberland Ontario Provincial Report for the month of January 2025 as circulated and reviewed.

CARRIED

Correspondence

1. Email correspondence from Jennifer Williams, Membership Coordinator OAPSB dated January 28, 2025, Re: Peel Police Human Rights and Police Governance Report
Emailed to each NOPP Board Member for information January 28, 2025.
Receive and File.
2. Email correspondence from Jennifer Williams, Membership Coordinator OAPSB dated January 30, 2025. Re: Notice Call for Resolutions
Emailed to each NOPP Board Member for information January 30, 2025.

Receive and File.

Moved by: Sandra Arthur

Seconded by: Rob Pope

To receive all correspondence.

CARRIED

New Business

1. Signing Authority

The County of Northumberland Director of Finance/Treasurer has requested Northumberland OPP Detachment Board pass a resolution to grant Executive Administrator Debbie McBride the authority to approve invoices for payment on behalf of the NOPP Detachment Board.

Moved by: Brian Ostrander

Seconded by: Sandra Arthur

That the Northumberland OPP Detachment Board hereby grants Executive Assistant Debbie McBride the authority to approve invoices for payment on behalf of Northumberland OPP Detachment Board.

CARRIED

2. Fire – EDR

Board Chairperson John Davison presented a letter from Hamilton Township CAO Arthur Anderson regarding recent and past incidents on the 401 and the need for action to improve safety.

Two firetrucks have been struck by trucks while providing support to accidents and several near misses have grave concerns that emergency personnel are truly putting their lives in the hands of aggressive, inattentive, and inexperienced drivers.

Another concern is the overflow of traffic into the municipality. The EDR could not handle the volume of traffic. Local narrow, curving roads with load restricted bridges were being used by transport trailers and other

vehicles. Many became stuck due to road conditions and the volume of traffic. Township staff closed some of the impacted local roads only to have vehicles drive over the top of the barriers.

The Board is being asked to consider the best options to proceed to address the issues with municipalities, the OPP, the Province, industry groups (CAA, trucking groups) before more injuries or deaths occur.

OPP Detachment Commander Kristy McNaughton commented there needs to be input and collaboration from Public Works, Municipalities, OPP and MTO. Contacting APPs to show only EDR and signage to take the proper routes.

Detachment Commander Kristy McNaughton will request Analytics for the last 2 years and break data down month by month to look at total hours 401 is closed when there is an incident.

Old Business

1. Community Policing

Detachment Commander Kristy McNaughton advised Board Members that if any of the Municipalities would like to participate in Community Policing to contact her. Acting Staff Sergeant Shawn Herrell is the OPP Community Policing representative.

2. OAPSB Spring Conference and AGM

This topic will be tabled at the next meeting as several Board Members are absent from this meeting.

Closed Session

Moved by: Brian Ostrander

Seconded by: Robert McComb

That the Northumberland OPP Detachment Board move into Closed Session under Section 44(j) of the Community and Safety Policing Act, 2019 at 10:05am.

CARRIED

The purpose of the Closed Session is to discuss Board Policies.

Moved by: Brian Ostrander

Seconded by: Bob McComb

To adjourn the Closed Session at 10:15am.

Moved by: John Logel

Seconded by: Brian Ostrander

That the Northumberland OPP Detachment Board adopts the following Board Policies as written:

- 0005 – Governance of the Proceedings of the Northumberland OPP Detachment Board
- 0010 – Northumberland OPP Detachment Board Code of Conduct
- 0020 – Conflict of Interest – Northumberland OPP Detachment Board
- 0032 – Special Meeting and Assigned Work Remuneration Expense Reimbursement, Northumberland OPP Detachment Board
- 0040 – Board Meeting Service Standards Guidelines, Northumberland OPP Detachment Board
- 0045 – Board General Service Standards, Northumberland OPP Detachment Board

CARRIED

Next Meeting

The next Northumberland OPP Detachment Board meeting will be held on Friday March 21, 2025, at 9:00am, hosted by Trent Hills. Location will be at the Trent Hills Fire Hall and Municipal Office,

50 Doxee Street South, Campbellford, On, K0L 1L0

Adjournment

Moved by: Brian Ostrander

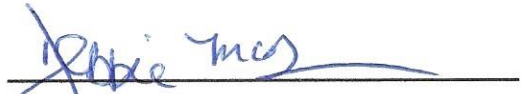
Seconded by: Sandra Arthur

That there be no further business before the Northumberland OPP Detachment Board, the meeting is hereby adjourned at 10:18am

CARRIED



John Davison
Chairperson



Debbie McBride
Executive Assistant

**HERITAGE CRAMAHE MINUTES
FRIDAY FEBRUARY 28, 2025 @ 10AM
Townhall Meeting Room, Colborne**

1. Call to Order @ 10:05am
Present:
T O'Brien, J Gifford, J Detenbeck, R Schriver, J Urquhart

Absent:
D Good, Z Weaver, S Hamilton (Councillor), V Heffernan (Town Planner)
2. Introduction to addendum items:
Chair Position R. Schriver
R Schriver made a Motion for T O'Brien to become Chair. Second: J Urquhart
3. Confirmation of Agenda for February 28, 2025.
Motion: T O'Brien Second: J Detenbeck
4. Disclosure of Pecuniary Interests.
None
5. Adoption of Minutes of January 31, 2025.
Motion: T O'Brien Second: R Schriver
6. Business arising from Minutes:
Heritage Room:
Spring 2025 Exhibit – Colborne Shoreline J. Urquhart
T. O'Brien
T O'Brien reported that the research is coming along. J Urquhart has reached out to members of the community who have a history with the shoreline for artifacts and photos. T O'Brien stated they are on track for the opening on March 15th.

There was a brief discussion on future exhibits. Dundonald has a presentation at the library on March 3rd. They might be interested in sharing their research and Shiloh could be also included.

Advertising for Colborne Shoreline S. Hamilton
(see email of February 27, 2025)

Summer 2025 Exhibit – Seasons of the Turtle R. Schriver
R Schriver reported there has not been a response yet. She will follow up.
7. **Outreach:**
ACO Lecture Series R. Schriver
There is a lecture in Cobourg on March 3rd. R Schriver will be attending and will report back to the Committee. R Schriver asked the Committee to consider hosting a future lecture in Cramahe with a video highlighting our Homes of Distinction.

Update on Cemetery Crosses

J. Gifford

J Gifford reported that M Harnden will not accept an honorarium for the crosses that are placed for Decoration Day for the veterans in the cemetery. M Harnden will let us have access to her records and copy for reference. The Committee discussed how we could thank M Harden for her efforts and decided to ask that the Township present her with Certificate of Recognition on the 2nd Sunday in September at the East Colborne Cemetery.

Foxtail Ridge South

Street names

R. Schriver

Carried Forward

Designations

Octagon House

T. O'Brien

T O'Brien reported that the Designation is on the Township's March 25th Agenda. J Gifford will reach out to M Prins and E Hagedorn to see if they would like to attend.

Research:

Update on Genealogy Database

D. Good

No report.

8. **Financial Report:**

T. O'Brien

Expenses for January 31, 2025

T O'Brien reported our expenses were \$394.56.

Membership to CHO \$75.00

Honorarium to CAG \$300.00

Office Supplies \$19.56

Meeting adjourned at: 11:15am



Two handwritten signatures in blue ink are shown above horizontal lines. The signature on the left is 'Patricia O'Brien' and the signature on the right is 'Jean Uguet'.

Chair

Committee Member

**NEXT MEETING: MARCH 28, 2025 @ 10AM
TOWNHALL MEETING ROOM**



**Township of Cramahe Parks & Recreation Committee
Minutes**

January 13, 2025, 4:30 p.m.

Members Present: Joel Schriver
Michelle MacDonald
Matthew Dunleavy
KERRIE WRIKER
Jay Robinson
Steve McRae

Members Absent: Francesca Schettini

Staff Present: CHRIS CURWIN
Janet Newall

Others Present: Barb Marian attended to observe meeting as potential future member.

1. CALL TO ORDER

Chair M. Dunleavy called the meeting to order at 4:31pm.

2. CONFIRMATION OF AGENDA

Moved by Michelle MacDonald

Seconded by KERRIE WRIKER

BE IT RESOLVED THAT the Parks & Recreation Committee approve the agenda as presented.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST

None

4. ADOPTION OF MINUTES

Moved by Jay Robinson

Seconded by Steve McRae

BE IT RESOLVED THAT the Parks & Recreation Advisory Committee approve the minutes from November 18, 2024 as presented.

CARRIED

5. REPORTS

None

6. CORRESPONDENCE

None

7. ITEMS FOR INFORMATION

Moved by Steve McRae

Seconded by Jay Robinson

BE IT RESOLVED THAT the Parks and Recreation Committee receive items 7.a. through 7.c. for information and discussion.

CARRIED

7.a Skate with Santa Debrief & Upcoming Events

Committee to debrief the Skate with Santa event held on December 21, 2024 and discuss future 2025 events.

Committee agreed that Skate with Santa event was a success with approximately 160 in attendance. Discussion around setting tentative date for 2025. **December 20th 9am-11am**

C. Curwin will take back and attempt to block out date on schedule pending event budget being passed. Idea of including donations to foodbank at next event.

Suggestion to give debrief to council with highlights of success from event.

Upcoming event idea discussion for 2025:

Touch a Truck

Skate with Santa

Roller Nights when ice removed- further discussion required with contact from Baltimore event

Pop-up water event - inflatables that include splash feature

Dance fundraising event

Canada Day - Band Event

7.b 2025 Budget

Manager of Parks, Recreation and Facilities C. Curwin to discuss 2025 budget.

C. Curwin gave update on Capital asks from a budget perspective, \$50k being asked for Eglin Street Sports park reserve which would then increase project reserve to \$89k.

Staffing discussion, committee asked about potential for summer students to cover spring/summer events. C. Curwin confirmed same amount applied for as last year however last year denied.

Netting replacement discussion around diamonds on Victoria St. C. Curwin confirmed not in budget this year.

7.c ESSP Update

****Old Business****

Committee to continue discussions on Elgin Street Sports Park project.

Committee agrees to a phased approach:

Phase 1 - Rehabilitate current surfaces - tennis courts, basketball, ball hockey

Phase 2 - Parking, surrounding green space

Phase 3 - New and Improved additions

Discussion to use some of current funding to utilize consultant to create more fulsome package - scope, cost and design. Decision deferred to after 2025 budget passed.

8. CONFIRMATION OF NEXT MEETING

The next meeting is scheduled for February 24 at 4:30pm. C. Curwin advised may not be able to attend however can send notes and representative.

9. ADJOURNMENT

Moved by Steve McRae

Seconded by Michelle MacDonald

BE IT RESOLVED THAT the Parks and Recreation Advisory Committee adjourn the meeting at 5:32pm

CARRIED

Chair

Board Secretary



Township of Cramahe Agricultural Advisory Committee

Township of Cramahe Agricultural Advisory Committee

Date: January 15, 2025

Time: 9:00 am

Location: Council Chambers

Members Present: Joe Banbury
Matt McComb
Lisa Meekes
Victoria Heffernan
Sandra Arthur

Members Absent: Steve Lipsett
Ed Van Egmond

Staff Present: Janet Newall

1. MEETING DETAILS

In Person - Town Hall

1 Toronto Street - 3rd Floor

2. CALL TO ORDER

Chair MATT MCCOMB called the meeting to order at 9:05am.

3. CONFIRMATION OF AGENDA

Moved By Sandra Arthur

Seconded By Lisa Meekes

BE IT RESOLVED THAT the Agricultural Committee approve the agenda as ammended to include addition of Burn Permit Verbal Update under Item 6.

Carried

4. ADOPTION OF MINUTES

Moved By Lisa Meekes

Seconded By Sandra Arthur

BE IT RESOLVED THAT the Agricultural Committee approve the minutes from October 10, 2024 as amended to remove v from N.Newton.

Carried

5. DISCLOSURES OF PECUNIARY INTEREST

None

6. ITEMS FOR INFORMATION

6.1 Addendum- Burn Permit Fee Update

Verbal update from J. Newall in regard to new burn permit fee and farmers exemption with FBR number.

Confirmed farming or Aggregate properties with FBR number (Farm Business Registration Number) are exempt from the annual \$30 burn permit fee however a permit is still required. Questions on exemptions can be directed to Fire Chief Matt Halmasy as needed.

7. BUSINESS ARISING FROM THE MINUTES

7.1 Education & Information Partnering

****Old Business****

Committee to further discuss 2025 project of Education and Information Partnering.

Committee discussion around types of events for 2025, potential to host education booth which may include interactive demos like corn shucking, demo trailer, milking demo and grain table at the following:

Apple Blossom (End of May)

Touch a Truck. (End of August-JN to confirm date)

Lisa M brought copies of "Real Dirt" resource digest which can be purchased for events (100 copies \$150)

Website update on Aggregate landing page will also be deferred until decision on website platform made after 2025 Budget approval.

Committee also discussed potential to have a on category dedicated to local farmers within the business directory.

8. CONFIRMATION OF NEXT MEETING

The next meeting scheduled for March 18, 2025

9. ADJOURNMENT

Moved By Lisa Meekes

Seconded By Sandra Arthur

BE IT RESOLVED THAT the Agricultural Committee adjourn the meeting at 10:06am

Carried

Chair; Board Secretary



Township of Cramahe Parks and Recreation Department Free Facility Request Form

Section 1: Free Usage Policy

1. Defining “Local Service Group”:

For the purpose of determining free usage eligibility, local service groups are defined as a volunteer non-profit organization that is Cramahe based.

Local Service Groups constitute a special user group in society. While the Township of Cramahe recognizes the important contributions that Local Service Groups make to the community, the Township must reassess its role in granting free facility usage.

To encourage the continued involvement of these organizations in their community-oriented endeavors, it is important that the Township continue to support Local Service Groups through the granting of free facility usage under specified conditions.

The Department has created a set of general criteria for assistance to council in determining if the groups are eligible to receive assistance. Free Facility Usage at the Keeler Centre/Rotary Hall will be restricted to; one (1) waived free event per year, for one (1) day for each Local Service Group.

2. Procedure:

Requests must be submitted in writing by the Local Community Group on the attached **Township of Cramahe Parks and Recreation Department Free Facility Request Form**.

The **Township of Cramahe Parks and Recreation Department Free Facility Request Form** must be submitted to the Manager of Parks, Recreation and Facilities two (2) month prior to the event date requested by the Local Community Group, to allow council to have the appropriate time to review the request form, prior to the event taking place.

3. Considerations:

That this policy supersedes any and all previous facility fee waiver policies established by Council.

Section 2: Criteria for Granting Free Facility Usage

1. Programs or events which are not eligible for funding from federal or provincial government sources, regional or provincial recreation bodies.
2. Programs or events which complement but do not duplicate the Municipality's involvement.
3. Must be a direct program or event offered by a volunteer non-profit community group.
4. No registration fee charged to participants of the program or event. Except when the event raises money for a recognized charitable organization.
5. Open to all residents if the residents wish to participate (no barriers). No admission fee (except as mentioned in point #4) and open to all interested individuals that qualify to attend
6. If free facility is granted, the contribution of the Township of Cramahe must be recognized.
7. Free facility usage request will be denied if requested on statutory holidays.
8. Free Facility Request form submitted to the Manager of Parks, Recreation and Facilities two (2) month prior to the event date requested by the Local Community Group.
9. Free Facility usage is approved by Council.
10. Free Facility Request Form must be filled out or requested at the time of signing the facility rental agreement.

Section 3: Township of Cramahe Recreation and Parks Department Free Facility Request Form

Name of Organization: Colborne Public School

Mailing Address of Organization: 8 Alfred Street, PO Box 70, Colborne, Ontario, K0K1S0

Contact Person: Chad Morford (Print Name)

Phone Number: (H) _____ (C) _____ (W) 9053551532

Email Address: chad_morford@kprdsb.ca

Description of Organization: **Non-profit:** Yes No

Colborne Public School has approximately 150 students from grades 5 - 8• The school's music program is unfunded and relies on community fundraisers and donations to function. Colborne Public School is home to the award winning an eight-time provincial champion Colborne PS Drumline.

Detailed description of events for which free facility usage is being requested:

(objectives, facility and or room requested)

~~We would like to host a drumline competition as we have in the past. We would need the ice pad and the stands along with five dressing rooms.~~

Demonstrate the financial need required: (how will free facility usage benefit the success of the event?)

The gymnasium at Colborne Public School is not large enough to host a drumline competition. We use the entry fees from the other drumlines to pay our adjudicators. Having the facility for free would increase our chances of not losing money by hosting the competition. This year we already have five drumline confirmed for the competition.

Describe how the event will benefit the community as a whole:

~~The community support for our music program has been incredible. The event is open to the public so this would be a great way for them to see what their donations go towards.~~

Date of Application: March 25/25

Free Facility Usage Date Requested: May 2nd

Event Name: Eastern Ontario Regional

Time of Event: 9:00am to 3:00pm Regular Fee: \$ 450.44 Plus taxes

Chad Morford

Authorized Representative (Print)



Digitally signed by morforch
Date: 2025.03.25 14:51:11 -04'00'

Authorized Representative (Signature)

Office Use Only

Application Submitted to Council Date: _____

Application Approved By Council: Yes No

Application Date Approved By Council: _____

Mayor's Signature

CAO Signature



REPORT

Planning & Development

Meeting: Committee of the Whole

Date: April 8, 2025

Report No.: PLAN-15-25

RESOLUTION NO.: _____ **BY-LAW NO.:** _____

Subject: D14-KEO-03-25 – Zoning By-Law Amendment – 452 Tobacco Road

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-15-25 for information; and

THAT Committee of the Whole recommend to Council to direct staff to prepare a by-law to amend the Township of Cramahe's Comprehensive Zoning By-Law 08-18 to implement the recommendations of this report, for consideration.

File No.: D14-KEO-03-25

Applicant: Bruce Voskamp

Agent: Andrew Keogh

Property: 452 Tobacco Road (CON 7, PT LOT 19, RP 38R952 ; PART 3)

Assessment Roll Number: 1411 011 040 005020 0000

County Official Plan Designation: Rural Area

Township Official Plan Designation: Rural

Township Zoning: Rural Residential – 1 (RR-1) Zone

Background:

The applicant is seeking a zoning by-law amendment to request relief from the required special separation requirements from an active aggregate operation in order to construct a single-family dwelling. The lands subject to the proposed Zoning By-Law Amendment are municipally known as 452 Tobacco Road, Township of Cramahe (the "Subject Lands").

This report will further detail how the application meets policy requirements, ensuring it contributes positively to the rural context of the region in conformity with adjacent land uses. Figure 1 indicates the location of the Subject Lands.



Figure 1: location of Subject Lands.

Proposal:

The applicant seeks to rezone the subject property from Rural Residential (RR-1) Zone to a Rural Residential Exception Zone with a possible Holding Provision (RR-XX-H). The purpose of the rezoning application is to reduce the required separation requirement from a neighbouring aggregate operation (Blake Construction Services) located at Concession 7 Part Lot 18, 442 Tobacco Road. Frontages and vehicular entrances serving the subject lands are off Tobacco Road.

Multiple policies, including the Township’s Comprehensive Zoning By-Law, requires the protection of Mineral Aggregate Operations (such as a pit) from activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact. Special Separation Requirements (Section 4.31) for pits and quarries and sensitive uses, including residential, are outlined in the Township’s Comprehensive Zoning By-Law. As the applicant wishes to develop closer to the road than what is currently permitted, a zoning by-law amendment is required.

Analysis:

The following is a review of the land use policy framework related to the subject lands.

Provincial Planning Statement (PPS, 2024):

This planning report examines the application for the rezoning of one parcel of land in order to address the setback requirements and separation distances of aggregate resources and sensitive land uses to permit the construct a single residential dwelling.

As the subject lands are located within a rural setting, the application is evaluated against Section 2.6 of the PPS, which outlines the permitted uses within rural lands within municipalities and how development can be sustained on these lands. Residential development, where site conditions are suitable for the provision of appropriate sewage and water services. As the Subject Lands are vacant, they have been examined to determine if they are suitable for private services. The Plumbing and Septic review completed by the County of Northumberland identified no issues.

The province is clear in that it feels that diversified rural economic growth should be supported through the protection of agricultural and other resource related uses and directing non-related development to areas where it will minimize constraints on these uses. As the lands are rural and the soil is of minimal agricultural value, and the lot currently exists and surrounded by other residential uses, it has been demonstrated that the development proposal for the Subject Lands will not negatively impact any surrounding farming operation. Therefore, the application is consistent with this policy.

Section 4.1 speaks to the protection of Natural Heritage features. In addition, Section 4.1.8 states that development and site alteration shall not be permitted on adjacent lands to the natural heritage features and areas identified in policies 4.1.4, 4.1.5, and 4.1.6 unless the ecological function of the adjacent lands has been evaluated, and it has been demonstrated that there will be no negative impacts on the natural features or on their ecological functions. This is being accomplished for the subject proposal as all identified features are located on adjacent lands to the east and the associated buffers do not extend onto the Subject Lands.

Section 4.5 speaks to the protection of Mineral Aggregate Resources as the province requires for the protection for long-term use for all existing operations and deposits. Specifically, Mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use, including sensitive uses such as residential. Where mineral aggregate resources have been identified, development and activities which may impact its operation, development as proposed by way of this operation may only be permitted if:

- a) resource use would not be feasible; or
- b) the proposed land use or development serves a greater long-term public interest; and
- c) issues of public health, public safety and environmental impact are addressed.

As there are other established residential uses in the area, and the proposed development is being setback to the same distance to the active pit as the residential dwelling located on the lands located directly south of the Subject Lands, it is expected that the proposed development will not cause greater impact on the existing operation. Therefore item a.) has been addressed. Item b.) is addressed as the proposal is meant to increase the rural development in the area to support housing targets. Lastly, item c.) has been addressed by way of the completion of a Lands Use Compatibility Assessment (LUCA) (prepared by Cambium Inc., 2024-12-12) of which identified no concerns regarding compatibility of the existing pit operation and the proposed development and use provided certain controls are implemented. The LUCA is further investigated later on in this report.

Based on a review of the proposal and applicable policies of the PPS, the proposed rezoning is consistent with the PPS.

Northumberland County Official Plan (2016):

The County OP designates the subject lands as “Rural Areas.” “Rural Areas” are intended to accommodate a variety of land uses that are appropriate for a rural location and a limited amount of residential development where such development will not preclude continued agricultural and non-residential uses. Such uses may consist of agriculture, rural housing, woodlots, and industrial and commercial uses. In Rural Areas, both the County OP and the Provincial Planning Statement (PPS) permits a detached dwelling on an existing lot of record.

The County OP also recognizes that limited rural residential development may be considered in Rural Areas if they can be adequately serviced and not adversely impact farming operations and natural heritage features located on or in proximity to the subject property. As such, the proposed development conforms to the County OP as it would allow limited residential development on rural lands in accordance with the Township’s Zoning By-Law.

The subject property is also in proximity to an existing Mineral Aggregate Operation located on the east side of Tobacco Road (Blake Construction Services). The County OP requires the protection of Mineral Aggregate Operations (such as a pit) from activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact.

New development within 300 metres of an aggregate pit must demonstrate through a Land Use Compatibility Assessment (e.g., noise, vibration, air and/or dust studies) that it is compatible with the current and future operation of the pit to the satisfaction of the Township of Cramahe. If the applicants can demonstrate that the proposed development will not adversely impact the current and future operation of the aggregate pit and has regard for potential cultural heritage features/artifacts, consistency and conformity with the PPS and the County OP will be achieved. Further discussion regarding the proximity of the pit is provided later in this report.

Based on a review of the proposal and applicable policies of the County of Northumberland Official Plan, the proposed rezoning conforms to the County OP.

Township of Cramahe Official Plan (Consolidation 2024)

The Township of Cramahe Official Plan (the “Township OP”) guides planning and zoning decisions for the Township over the next 20 years. The Township OP sets forth several goals including, but not limited to, directing development to the Colborne urban area, encouraging commercial and industrial development, identifying and protecting agricultural lands, and maintaining the quality of the natural environment.

Section 5.1.12 outlines the policies regarding servicing in the Township. Rural lots may be serviced by individual on-site systems where the use of communal systems is not feasible and where site conditions are suitable over the long term. Northumberland County Plumbing department has determined that the Subject Lands are of sufficient size to accommodate individual onsite sewage and water services.

The Aggregate Resource Designation includes all land currently licensed under the Aggregate Resources Act, or its successors for extractive uses as well as those lands identified as areas of high potential for aggregate extraction by the Ministry of Natural Resources. Section 5.11.7 speaks to the Protection of Mineral Aggregate Resources and Operations. It states that the construction of buildings and changes of land use which are deemed to be incompatible with future aggregate extraction in and adjacent to areas designated Aggregate Resources will be discouraged, to protect such resources for development at some future time. It is recognized by this Plan, however, that extraction may not be feasible or advisable in all areas identified as Aggregate Resources. The municipality, in consultation with the Ministry of Natural Resources and Forestry, may permit non-aggregate land uses or developments in or adjacent to existing operations and areas designated for Aggregate Resources under carefully considered circumstances:

- a) Sensitive land uses should not be permitted within 300 metres of licensed sand and gravel pit operations and 500 metres of licensed quarry operations, unless studies are completed to demonstrate that the encroachment of the sensitive land uses will not be impacted by such matters as groundwater interference, noise, dust, traffic and vibration.

**It is important to note that environmental considerations and requirements for industrial land use, sensitive lands, and land use compatibility is outlined in the guides provided by the Ministry of the Environment Conservation and Parks rather than the Ministry of Natural Resources and Forestry. These guides are known as the D Series Guidelines. This has reflected in the review of this application.

As the Subject Lands, and the proposed new development, are within 300 metres of the Blake Construction pit, the applicant was required to demonstrate through a Land Use Compatibility Assessment (LUCA) (e.g., noise, vibration, air and/or dust studies) that it is compatible with the current and future operation of the pit to the satisfaction of the Township of Cramahe. A LUCA was completed and submitted with the subject

application. An overview of the findings can be found in the section of this report that addresses the Zoning By-Law policies further below.

Section 5.13 outlines the policy regarding lands designated “Environmental Protect”. Lands designated as Environmental Protection are primarily intended for protection and conservation of the natural land and/or environment and should be managed in such a fashion as to complement adjacent land uses and protect such uses from any physical hazards. As the applicant’s proposal does not interfere with the environmentally sensitive lands and these lands and their surrounding buffer zones will be placed in an environmentally protected zone through this application there are no concerns with the proposal.

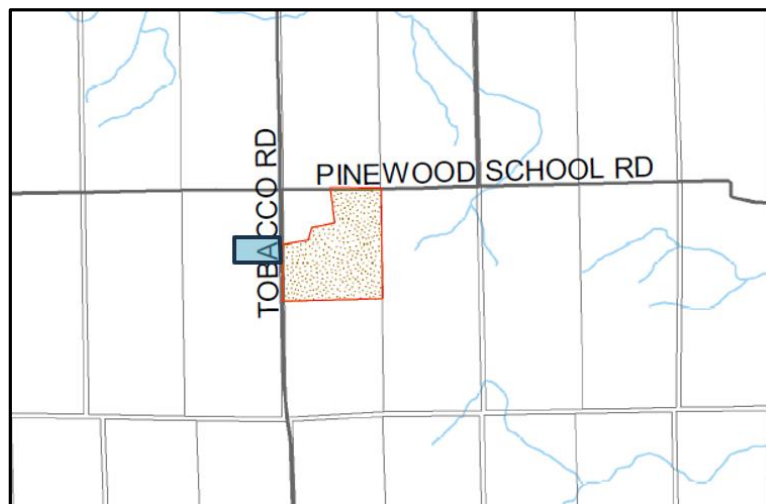


Figure 2: Aggregate Designated Areas in Relation to the Subject Lands, Schedule “A-Aggregate”.

Based on a review of the proposal and applicable policies of the Township of Cramahe Official Plan, the proposed rezoning conforms to the Township OP.

Township of Cramahe Comprehensive Zoning By-Law (08-18)

The Subject Lands are currently zoned Rural Residential -1 (RR-1) on Schedule “A” Map 19 as shown in Figure 3. The subject application has been submitted in order to address separation requirements for an existing aggregate operation on the east side of Tobacco Road and the proposed residential development for the Subject Lands.

Section 4.31 outlines the Special Separation Requirements for pits and quarries and sensitive uses, including residential. Specifically, Section 4.31.2 states “No land may be zoned for residential, commercial, or institutional uses nor shall a residential dwelling be constructed which is located within 120.0 metres (393.7 feet) of an existing pit use...”. As the applicant wishes to develop closer to the road than what is currently permitted, a zoning by-law amendment is required.

The subject application is required in order to provide a property specific zoning that permits development for a residential use within the required 120.0 metre separation requirement. The applicant has requested that the setback be reduced to 95.0 metres (311.7 feet), of which is the same distance of the residential dwelling that was constructed on the adjacent lands located directly south of the Subject Lands in 2010.

A LUCA was submitted in support of the application. This assessment is attached to this report for review. Multiple recommendations were provided by Cambium for implementation of which included:

1. Layout of the Proposed Development site may affect the environmental impacts and land use compatibility. This land use compatibility study should be updated if significant changes are made [to the] development plan.
2. The Ministry D-Series guidelines aid in minimizing the adverse effects from the encroachment of incompatible land uses. This study concludes that there is one nearby facility (F01 – Blake Construction Services Gravel Pit) that is closer than the applicable Minimum Separation Distances. Therefore, an air quality impact assessment, and a detailed noise impact assessment is required and has been undertaken within this report.
3. Detailed Noise Impact Assessment Controls:
 - a. An operations agreement is required, involving the proponent of the new noise sensitive land use, the owner of the stationary source, and the land use planning authority. As described in section 4.2.3 of this report, the agreement will specify the noise control description.
 - b. Cambium recommends application of NPC 300 warning clause Type E for Stationary Sources. The warning clause text example is provided in Appendix C.
4. It is recommended that some type of municipal procedure be in place to verify the recommendations of this report are implemented and considered during later planning stages and construction either by design team professionals, or acoustic professionals.

As a result, Staff are in support of the proposed reduction in the separation distance provided that the recommendations and controls that are outlined in Cambium's LUCA are implemented. In order for this to be done, it is being proposed by Staff that a holding (H) be placed on the property until such time as the recommendations are implemented. Items 1 and 2 are addressed in the submitted LUCA, provided the proposed development plan does not change. Item 4 is addressed by the placement of the holding (H) by the Township on the Subject Lands until such time as item 3 has been addressed. Based on Staff's review, the new zoning for the property is to be Rural Residential Exception - Holding (RR-XX-H) Zone with the exception acknowledging the reduced separation distance from the identified aggregate resource located at 449 Tobacco Road.

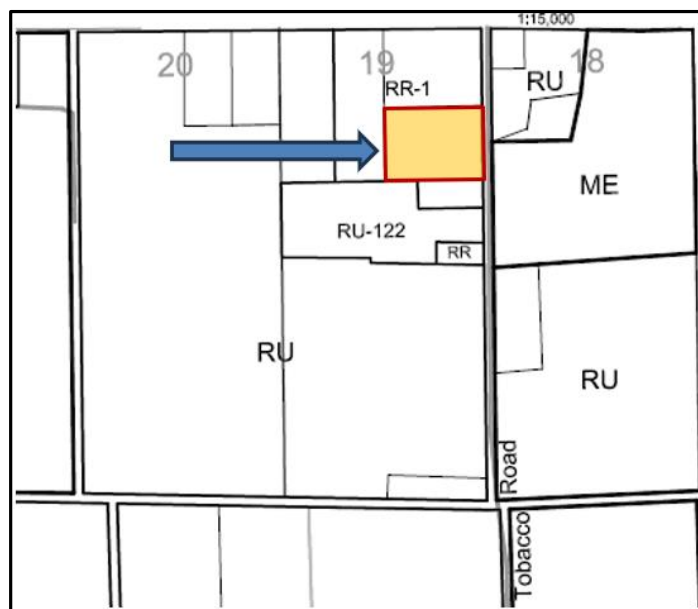


Figure 3: Current Zoning of the Subject Lands, Schedule “A” Map 19

Subject to the approval of the Zoning By-law Amendment, the proposed residential development would comply with the Township Zoning By-law.

Agency Comments:

County of Northumberland – No objection provided that the applicants can demonstrate that the development will not create any adverse impacts on the current and future operations of the nearby existing aggregate pit through the completion of a Land Use Compatibility Assessment,.

Lower Trent Conservation – No concerns.

Public Works and Environmental Services – No objections at this time. An entrance permit will need to be submitted prior to development of the subject property. 911 sign has already been assigned.

Chief Building Official :

1. A search of the Townships building records has identified that the previously constructed shed was constructed without building permissions. Should the previously constructed shed be greater than 15 square meters, a building permit shall be applied for and obtained.
2. A building permit shall be applied for and obtained prior to construction of the proposed house and detached garage.

Fire Department – None received.

LUSI – No comments, Hydro One territory.

Hydro One – None received.

Bell Canada – None received.

Kawartha Pine Ridge District School Board (KPRDSB) – No concerns.
Enbridge Gas – None received.

Comments from the Public:

Notice was initially given by pre-paid First-Class Mail to all residents within 120 meters of the Subject Lands. Notice was posted on the Subject Lands (verified by staff) and notice was also posted on the Township’s website. The Planning Department did not receive any written or verbal correspondence from the public regarding this application.

Financial:

There are no direct financial implications for the Township.

Summary:

Based on the analysis outlined throughout this report staff are recommending approval of the subject zoning by-law amendment as the applicant has satisfied Planning requirements. The severed lands will be rezoned from Rural Residential-1 (RR-1) Zone to Rural Residential Exception – Holding (RR-XX-H) Zone to permit a reduced separation distance of 95 metres with a Holding. The Holding is to remain in place until such time as the following are provided to the satisfaction of the Township as per the Cambium Inc. Land Use Compatibility Assessment (LUCA), dated December 12, 2024:

1. An operations agreement is implemented and registered on title, involving the proponent of the new noise sensitive land use, the owner of the stationary source, and the land use planning authority (Township of Cramahe). As described in section 4.2.3 of the LUCA report, the agreement will specify the noise control description.
2. Application of NPC 300 warning clause Type E for Stationary Sources is registered on title for the Subject Lands. The warning clause text example is provided in Appendix C of the Cambium Inc. Land Use Compatibility Assessment dated December 12, 2024.

Submitted by:

Victoria Heffernan, Manager Planning

Reviewed by:

Holly Grant, CAO/Clerk

**CORPORATION OF THE
TOWNSHIP OF CRAMAHE**



Application to Amend Zoning By-Law

Date Received: Jan 6, 2025
 File Number: D14-KOE-05-25
 Property Roll No.: 1411 011-040-00502-0000

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.

Date (YYYY-MM-DD) 2025/01/06
 Signature of Owner(s) and/or Applicant [Signature]
 Applicant [Signature]



1.0 Owner Information

1.1 Name(s): Bruce + Ann Voskamp

Mailing Address _____

City/Province Postal Code _____

Telephone No. Fax No. _____

Email Address _____

1.2 Do you wish to receive all communications? Yes No

2.0 Authorized Agent/Solicitor Information

2.1 Name(s): ANNEW KEOGH

Mailing Address 1025 MOUNT PLEASANT ROAD

City/Province Postal Code CASTLETON, ON, K0K 1M0

Telephone No. Fax No. 613 - 885 - 4620

Email Address annew.keogh@gmail.com

2.2 Do you wish to receive all communications? Yes No

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



3.0 Property Description

Township: Cramahe
 Concession No. 7 Lot(s) 19
 Registered Plan No. Part(s) PART 3
 Reference Plan No. Part(s)
 Address (# & street name, if applicable) 452 TOBACCO ROAD
 Property Roll Number 1411 - 011 - 040 - 00502 - 0000

3.1 Are there any easements or restrictive covenants affecting the subject land?
 Yes No

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 (m) 469.93 (ft) 1542.93
 Depth (m) 675.86 (ft) 2217.2
 Area (ha) 7.2 (acres)

4.2 Existing use(s) (i.e. residential, commercial, etc.): VACANT LOT - RESIDENTIAL ZONING

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

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: SHED

The setback from:
 Front lot line (Metres): (Feet): 7346'-6"
 Rear lot line (Metres): (Feet): 7310'
 Side lot line (N, S, E or W) (Metres): (Feet): 7110'
 Side lot line (N, S, E or W) (Metres): (Feet): 7250'
 Height: (Metres): (Feet): 10'
 Area: (Square Metres): (Square Feet): 100 ft²
 Dimensions (length): (Metres): (Feet): 9'
 Dimensions (width): (Metres): (Feet): 12' x

**CORPORATION OF THE
TOWNSHIP OF CRAMAHE**



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: SINGLE FAMILY DWELLING, ATTACHED + DETACHED GARAGES

The setback from:

Front lot line (Metres): ± 245' (Feet):

Rear lot line (Metres): ± 340' (Feet):

Side lot line (N, S, E or W) (Metres): ± 100' (Feet):

Side lot line (N, S, E or W) (Metres): ± 230' (Feet):

Height: (Metres): max. 96.69' (RR-ZONING) (Feet):

Area: (Square Metres): (Square Feet): ± 3500 ft²

Dimensions (length): (Metres): (Feet): ± 85'

Dimensions (width): (Metres): (Feet): ± 35'

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):

CORPORATION OF THE TOWNSHIP OF CRAMAHE



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?

KURAT

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

MAINTAIN - PROPOSED SINGLE FAMILY DWELLING

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:

← Rural designation, propose single family dwelling.

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):

N/A - NO DENSITY TARGETS

5.7 What is the current zoning of the subject land?

R2-1

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]):

N/A - MAINTAIN EXISTING ZONING

CORPORATION OF THE TOWNSHIP OF CRAMAHE



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

same zoning - requesting relief from designated setbacks from active aggregate operation, such that the proposed new building be positioned a min. of 9.5m from the property line of the licensed aggregate operation (same as adjacent property)

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

Use or Feature	On subject land	Within 500m	~Distance (or N/A)
Agricultural operation	<input type="checkbox"/>	<input type="checkbox"/>	
Waste water treatment plant	<input type="checkbox"/>	<input type="checkbox"/>	
Provincially significant wetland	<input type="checkbox"/>	<input type="checkbox"/>	
Key Hydrogeologic Feature	<input type="checkbox"/>	<input type="checkbox"/>	
Landfill (active or closed)	<input type="checkbox"/>	<input type="checkbox"/>	
Industrial or commercial use	<input type="checkbox"/>	<input type="checkbox"/>	
(Please specify the use):			
Active railway line	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>± 70' from #2</i>
Aggregate extraction	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Natural gas/oil pipeline	<input type="checkbox"/>	<input type="checkbox"/>	
Hydro easement	<input type="checkbox"/>	<input type="checkbox"/>	

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 No *NO* (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 N/A

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

**CORPORATION OF THE
TOWNSHIP OF CRAMAHE**



6.0 History of Subject Land

6.1 If known, when was the property acquired by the current owner(s)? *JULY, 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).
STEP, MAR. 2020

6.3 If known, how long have the existing (current) uses continued?
UNKNOWN, MORE THAN 10+ YEARS

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).
If yes, what is the file number and status?
Yes No Unknown

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)?
If yes, what is the file number and status?
Yes No Unknown

6.6 Is the property the subject of a consent application?
If yes, what is the file number and status?
Yes No

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.

Direction	Name of Owner	Use of Land (i.e. farm, residential, etc.)	Buildings (i.e. house, barn, etc.)
North	BRANDON SMITH	RESIDENTIAL	HOUSE + GARAGE
South	JOE MELKO	RESIDENTIAL	HOUSE + GARAGE
East	BAKE (CONSTRUCTION SERVICE)	ME / RV	NONE
West	CHELSEA LAWRENCE	RESIDENTIAL	HOUSE + GARAGE

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

**CORPORATION OF THE
TOWNSHIP OF CRAMAHE**



9.0 Affidavit Or Sworn Declaration

Please do not sign this form until you are witnessed by the of the Commissioner of Oaths.

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, BRUCE WISGAM 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

6th day of January, 2025.

Commissioner of Oaths

Applicant

**Nicole Newton
A Commissioner of Oath and
Affidavits, etc. for the Corporation
of the Township of Cramahe in
the County of Northumberland,
Province of Ontario**

**CORPORATION OF THE
TOWNSHIP OF CRAMAHE**



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, Bruce Vostanik, am the owner of the land that is the subject of this application for consent and I authorize - ANDREW REICH to make this application on my behalf.

Signature of Owner

Date

April 9, 2023

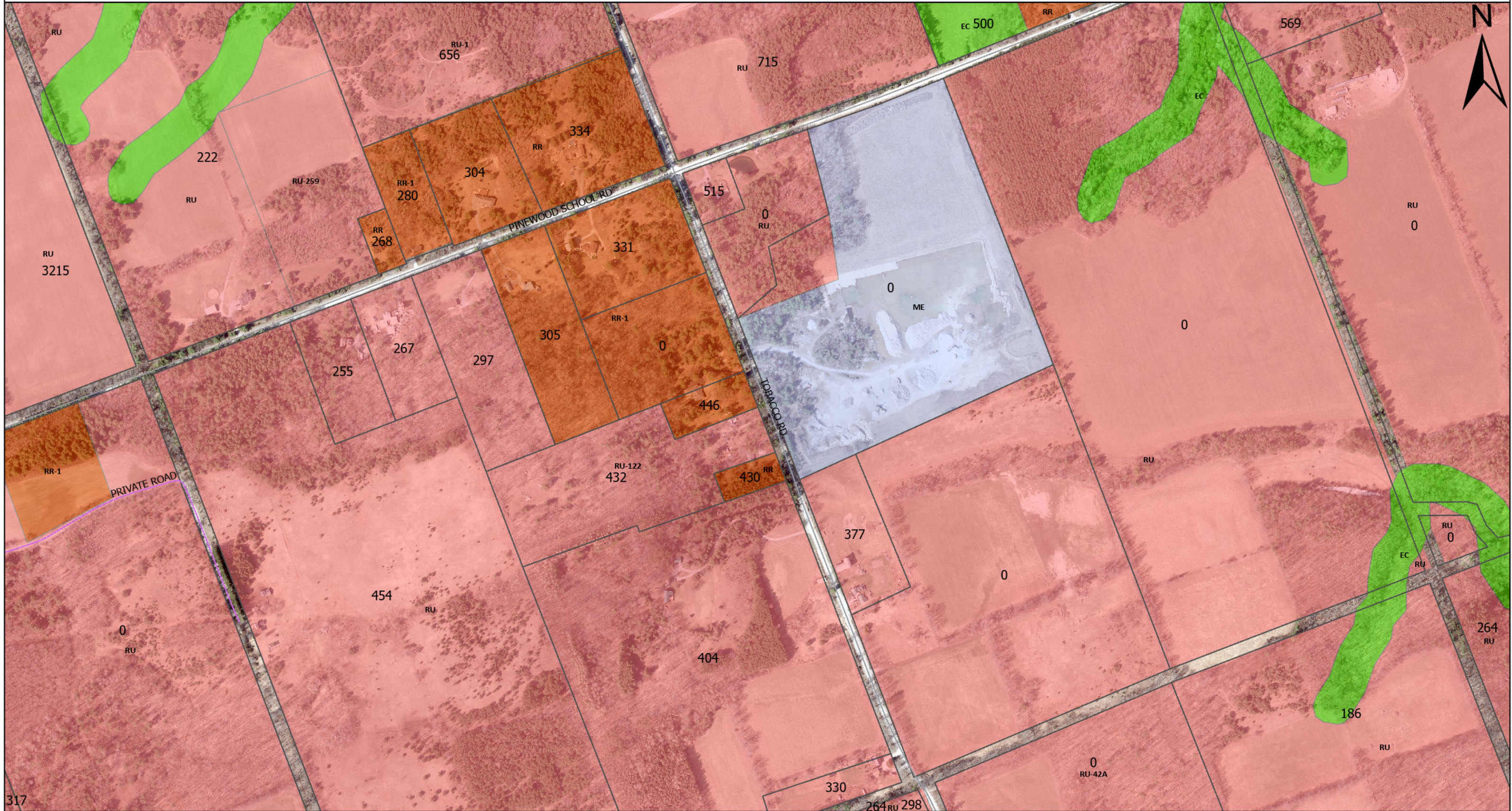
TOWNSHIP OF CRAMAHE

452 Tobacco Road, Concession 7, Part Lot 19



TOWNSHIP OF CRAMAHE

Tobacco Road, Concession 7, Part Lot 19



PART 1

RR-1 - RESIDENTIAL LOT

667.88' N.71 52' 10" E

PART 2

481.21' N.18 7' 50" W

6m INTERIOR SIDERYARD SETBACK AS PER RR1 ZONING

PART 3

LOT 19

12m REAR YARD SETBACK AS PER RR1 ZONING

BUILDABLE AREA

100'

330'

29'-6"

24'

12'

50'

30'

230'

±110'

6m INTERIOR SIDERYARD SETBACK AS PER RR1 ZONING

DETAACHED GARAGE

SINGLE FAMILY DWELLING

EXISTING SHED

APPROX. DRIVEWAY LAYOUT

187'-6"

125'

16' EXISTING ENTRANCE 452 TOBACCO ROAD

257'

245'

266'

±346'-6"

469.93' N.19 5' 30" W

TRAVELED ROAD TOBACCO ROAD

ME - LICENSED AGGREGATE OPERATION

LEGAL ADDRESS - PART OF LOT 19, CONCESSION 7
ZONING - RR1
ROLL # : 1411-011-040-00502-0000
LOT AREA = 7.33 Ac/ 2.96 Hc/29,665m²
BUILDING AREA= 382m²/ 4115ft² (3000ft² HOUSE/PORCH/GARAGE)
LOT COVERAGE= 1.3%

675.86' N.70 54' 30" E

RR-1 - RESIDENTIAL LOT

Land Use Compatibility Assessment – 452 Tobacco Road, Castleton



December 12, 2024

Prepared for:
Bruce Voskamp

Cambium Reference: 20862-001

CAMBIUM INC.

866.217.7900

cambium-inc.com



Version Control

Revision	Date	Revision Description	Prepared By:	Submitted To:
1.0	2024-12-12	Land Use Compatibility Assessment – 452 Tobacco Road, Castleton	Cambium Inc.	Bruce Voskamp



Executive Summary

Cambium Inc. has been retained by Bruce Voskamp in response to a request by the Township of Cramahe, to complete a land use compatibility study of the proposed development site located at 452 Tobacco Road, Castleton. The proposed development consists of the construction of a single dwelling on an existing residential lot.

Cambium's understanding is that the township is primarily concerned with the potential compatibility of the development with nearby land uses, specifically nearby aggregate operations. Guidance documents on this subject matter include the Ontario Ministry of the Environment, Conservation, and Parks *D-Series Environmental Land Use Planning Guides*. Noise impacts from other stationary noise sources were assessed as described in the Ministry of the Environment, Conservation, and Parks publication: *Environmental Noise Guideline Stationary and Transportation Sources – Approval and Planning, NPC-300*.

Cambium has completed an initial D-6 assessment of the site and located one site that is within the area of influence. As such, Cambium has completed the further detailed assessments that are required to support the compatibility of the proposed development. Such assessments consider a potential worst-case scenario of operations.

As a single dwelling, the potential noise impacts from the proposed development onto itself and onto the surrounding receptors are expected to be negligible were not considered in the scope of this report.

A review of the region's meteorological data indicated that adverse air quality impacts onto the sensitive uses at the proposed development are unlikely

Based on the terms, conditions, and assumptions in this report, it is Cambium's opinion that the proposed development is compatible with nearby land uses provided that the recommendations and controls of this report are implemented.



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1.0 Introduction

Cambium Inc. (Cambium) has been retained by Bruce Voskamp to complete a land use compatibility (LUC) study of a proposed development site located at 452 Tobacco Road, Castleton, ON (the Site). The proposed development consists of the construction of a single dwelling on an existing residential lot (the Proposed Development).

Cambium's understanding is that the Township of Cramahe is primarily concerned with the potential compatibility of the Proposed Development with nearby land uses, specifically a nearby aggregate operation. Therefore, the potential for environmental noise and air impacts onto the Proposed Development has been assessed.

Cambium utilized the Ontario Ministry of the Environment, Conservation, and Parks (the Ministry): *D-Series Environmental Land Use Planning Guides* (Ontario Ministry of the Environment, Conservation, and Parks, 2016). Cambium also used aspects of the Ministry publication: *Environmental Noise Guideline Stationary and Transportation Sources – Approval and Planning* (NPC-300) (Ontario Ministry of the Environment, Conservation, and Parks, 2017) for guidance.

An evaluation of railway noise or vibration impacts was not required as the proposed development location is not within the 300 metres noise influence distance published by the Rail Authorities (RAC and FCM, 2013).

Airport noise is not a concern at this location as the nearest airport is more than 10 km away.



2.0 Site Description

The proposed development site is located at 452 Tobacco Road, Castleton, ON, and consists of the construction of a single dwelling on an existing residential lot.

The current zoning of the Site is 'RR-1 – Rural Residential One Zone', with adjacent 'RU-122 – Rural 122 Zone', 'RU – Rural Zone', 'RR – Rural Residential Zone', and 'ME – Extractive Industrial Zone' lots.

The Site location is shown in Figure 1 and Figure 2.

Cambium staff conducted a site visit on August 21, 2024, and inspected the Proposed Development site as well as the surrounding area. No significant air quality or odour emissions were observed during the visit, although an aggregate operation located in proximity to the Site has potential to emit air and noise emissions. It should be noted that the site visit was completed by a Cambium technologist experienced in air and noise analysis, however no specific field method for odour assessment was completed.



3.0 Land Use Compatibility Assessment

The Ministry has developed a series of environmental considerations and requirements for adjacent industrial land use and sensitive lands. The Ministry has issued these D-Series guidelines to aid in minimizing the adverse effects from the encroachment of incompatible land uses.

3.1 Ministry D-series Land Use Compatibility Guides

Guideline D-1, *Land Use Compatibility* (Guideline D-1) recommends separation distances and control measures for land use planning. These recommendations seek to minimize potential adverse effects for an existing or proposed facility. Adverse effects considered under Guideline D-1 may include:

- Noise and vibration,
- Visual impact (only for landfills), and,
- Air emissions including odour and dust.

Utilizing appropriate separation distances is the recommended method for minimizing the impact between incompatible sites. Municipalities may increase the Ministry's recommended setbacks and place restrictions for the land use or activities on the land. Where setback distances are not feasible, barriers and control measures must be designed to mitigate the impact of concern.

Guideline D-6, *Compatibility Between Stationary Industrial Facilities and Sensitive Land Uses* (Guideline D-6) indicates the applicability of Guideline D-1 for industrial facilities. Guideline D-6 suggests separation distances between industrial and sensitive land uses from the effects of normal industrial operations; however, Guideline D-6 notes that detailed studies should be conducted to determine site-specific separation distances if the generalized separation distances are not met.

Guideline D-6 provides an 'area of influence' and a 'minimum separation distance'. The area of influence acts as a flag identifying if further detailed studies may be required. The minimum



separation distance does not preclude development but triggers specific conditions and considerations to be made by the municipal planning authority.

Guideline D-6 categorizes industrial facilities into three class designations, each of which have an expected influence area and minimum separation distance. We have provided these distances and classification descriptions in the table below.

Embedded Table 1 - Guideline D-6 Summary of Ministry Identified Areas of Influence and Minimum Separation Distances

Class	Description	Potential Area of Influence (m)	Minimum Separation Distance (m)
Class I	<ul style="list-style-type: none"> • Small scale, self-contained facility • Low probability of fugitive dust • Infrequent not intense point source outputs of dust and odour • Day time operation hour • No outdoor storage • Not audible off site • No ground-borne vibration 	70	20
Class II	<ul style="list-style-type: none"> • Medium scale processing facility • Outdoor storage of waste material • Periodic releases of odour, and/dust that could result in minor annoyance • Odour and dust can be occasionally intense • Frequent movement of product/heavy trucks during daytime • Sound is occasionally audible off property • Minimal ground-borne vibration 	300	70
Class III	<ul style="list-style-type: none"> • Large Scale Manufacturing and Processing 	1000	300



Class	Description	Potential Area of Influence (m)	Minimum Separation Distance (m)
	<ul style="list-style-type: none"> • Outdoor storage of final and waste material • Large footprint and production capacity • Continues movement of products and employees during shifts • Frequent outputs of point source odour or dust causing major annoyance • Odour and Dust emissions are intense • Sound is often audible off site • Vibration can be perceived off site 		

It should be emphasized that none of the setback distances in the D-6 guidelines completely preclude development. In specific cases the separation distances can be less, provided that supporting reports are provided for odour, air emissions, noise, and vibration. These specific cases include re-development, infilling, and mixed-use areas. The definition of this property as such should be determined by the planning authority.

3.2 Municipal Official Plan

The municipal official plan can also inform land use compatibility setbacks, or how to interpret the provincial guidance. Cambium’s understanding is that typically the official plan is considered to be the applicable regulation, and the D-6 guidance is simply guidance from the Ministry of the Environment to the planning process.

The Official Plan of the Township of Cramahe (The Township of Cramahe, 2024) states the following.

5.11.7 Protection of Mineral Aggregate Resources and Operations

The construction of buildings and changes of land use which are deemed to be incompatible with future aggregate extraction in and adjacent to areas designated



Aggregate Resources will be discouraged, to protect such resources for development at some future time.

It is recognized by this Plan, however, that extraction may not be feasible or advisable in all areas identified as Aggregate Resources. The municipality, in consultation with the Ministry of Natural Resources and Forestry, may permit non-aggregate land uses or developments in or adjacent to existing operations and areas designated for Aggregate Resources under carefully considered circumstances:

- a) Sensitive land uses should not be permitted within 300 metres of licensed sand and gravel pit operations and 500 metres of licensed quarry operations, unless studies are completed to demonstrate that the encroachment of the sensitive land uses will not be impacted by such matters as groundwater interference, noise, dust, traffic and vibration.*

This statement further supports that in this municipality separation distances can be less, provided that supporting reports are provided.

3.3 Application of Ministry Guidelines

There are few existing commercial/industrial facilities within 1,000 metres of the Proposed Development that need to be considered with respect to the Ministry D-Series guidelines. Many of the facilities are located outside of the influence area which would apply to that commercial/industrial facilities' class designation and therefore are not likely to have any compatibility concerns.

3.3.1 Inward Impacts of Nearby Facilities onto the Proposed Development

All offsite commercial and/or industrial facilities that have the potential to be considered as Class II and III facilities within 1,000 metres are discussed below and represented in Figure 1.

Offsite commercial and/or industrial facilities that clearly fit the Class I description of the guidelines and which are located at a distance greater than the Class I, 70 metre area of influence are generally not included.



3.3.1.1 Facilities of potential concern

As shown in Figure 1 and Figure 3, there is only one facility that is located within the applicable minimum separation distance or located within the applicable area of influence, and therefore this facility requires more detailed assessment. The detailed assessment is included in this report in sections 4.0 and 5.0.

- F01 – Blake Construction Services Gravel Pit (the Pit), is located at 449 Tobacco Road, Castleton. This pit operates under a ‘class B’ aggregate licence with a site ID of 3070. The separation distance from the proposed development to this facility is less than the minimum separation distance of 300 metres for existing pits or quarries. This facility potentially includes truck movement, and extraction activities including the use of a loader and screening plant. However realistically, the site is infrequently active. While it was communicated from Blake Construction Services that only the north field area of the Pit is left to extract, it is likely that sound could be occasionally audible off property. D-6 guidance suggests that aggregate facilities must be classified as Class III.

While there are other licensed aggregate operations in the area, none are within 1000 m of the proposed development: No other facilities were identified within the applicable 1000 m area of influence.

Per Section 3.1 of this report, the Guideline D-6 area of influence acts as a flag identifying that further detailed studies may be required. The area of influence or minimum separation distance does not preclude development but triggers specific conditions and considerations to be made a municipal planning authority. Note however that the D-6 document is a guideline and the local Official Plan typically is considered the applicable requirement. The local Official Plan indicates development within this distance of an aggregate operation is acceptable if supporting reports are provided.

The Ministry requires that either an Environmental Compliance Approval (ECA) or an Environmental Activity and Sector Registry (EASR) are obtained for a facility discharging a contaminant into any part of the natural environment, other than water. This requirement encompasses the same ‘adverse effects’ considered under Guideline D-1 including noise and



vibration, and air emissions including odour and dust. Therefore, any proposed industrial facility must undertake detailed studies of their potential environmental impacts before obtaining environmental approval. These same detailed studies would satisfy the requirement of the D-series Guidelines.



4.0 Noise Impact Assessment

As described in Section 3.3.1 of this report, there is only one facility which represents a noise concern, and which is located at a distance less than the area of influence and less than the applicable minimum separation distance from the proposed development. Guideline D-6 notes that detailed studies should be conducted to determine site-specific separation distances if the generalized separation distances are not met. The local Official Plan also indicates that development within the setbacks of an aggregate operation is acceptable if supporting reports are provided.

Also, per the NPC-300 guideline, the potential for noise impacts onto the sensitive land use within the proposed development from the surrounding environment, including rail and road noise, and stationary noise sources should be considered in municipal planning decisions.

Therefore, Cambium has conducted the following feasibility level noise impact assessment.

4.1 Assessment Criteria

For land use planning purposes, the noise criteria are provided in NPC-300. The guideline limits are set for rail and road noise impacts onto a proposed noise sensitive land use, as well as limits for the impacts of stationary noise sources (commercial/industrial operations).

In the case of this proposed development, the important limits are:

- Sound level limits for rail and road impacts onto the proposed lot,
- Sound level limits for Stationary Noise Sources.

An assessment of the existing ambient sound levels due to rail and road traffic in the area could be relevant since the limits for Stationary Noise Sources can be increased in the situation of high ambient sound levels. Specifically, if the ambient noise in an area exceeds the exclusionary limits published in NPC-300 that ambient noise level may act as the sound level limit. This only applies to stationary noise sources.



4.1.1 Road Noise Criteria

The criteria for acceptable levels of road traffic noise are provided in NPC-300. It requires that for land use compatibility, a future sound level be used for assessment. Generally, a 10-year prediction is considered appropriate by NPC-300.

For road impacts, noise controls are not specifically required if predicted sound levels are less than 55 dBA during daytime and less than 50 dBA during nighttime.

If the sound level thresholds listed above are exceeded, the recommended indoor sound level criteria for road noise impacts are included in the table below. In the case of interior noise limits, these values assume closed windows and doors.

Embedded Table 2 - Outdoor and Indoor Sound Level Limits (Road Noise)

Type of Space	07:00 to 23:00	23:00 to 07:00
	Road (dBA)	Road (dBA)
Outdoor Living Area (NPC-300 Table C-1)	55	-
Living/Dining/Den Areas of Residence Indoor (NPC-300 Table C-2)	45	45
Sleeping Quarters Indoor (NPC-300 Tale C-2)	45	40

In NPC-300, an outdoor living area (OLA) is part of a noise sensitive land use (e.g. residential dwelling) that is intended and designed for the quiet enjoyment of the outdoor environment and is readily accessible from the building.

If the 16-Hour Equivalent Sound Level, Leq (16) in the OLA is greater than 55 dBA and less than or equal to 60 dBA, noise control measures may be applied to reduce the sound level to 55 dBA. If measures are not provided, prospective purchasers or tenants should be informed of potential noise problems by a warning clause Type A.

If the 16-Hour Equivalent Sound Level, Leq (16) in the OLA is greater than 60 dBA, noise control measures should be implemented to reduce the level to 55 dBA. Only in cases where



the required noise control measures are not feasible for technical, economic or administrative reasons would an excess above the limit (55 dBA) be acceptable with a warning clause Type B. In the above situations, any excess above the limit will not be acceptable if it exceeds 5 dBA.

Noise control measures may not be required if the Leq (16) daytime sound level in the plane of a bedroom or living/dining room window is less than or equal to 55 dBA. If the sound level in the plane of window is greater than 55 dBA and less than or equal to 65 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the user's discretion. Warning Clause Type C is also required.

If the daytime sound level in the plane of a bedroom or living/dining room window is greater than 65 dBA, installation of central air conditioning should be implemented, Warning Clause Type D is required, and building components including windows and walls should be designed so that the indoor sound levels are achieved.

Noise control measures may not be required if the Leq (8) nighttime sound level in the plane of a bedroom or living/dining room window is less than or equal to 50 dBA. If the nighttime sound level in the plane of a bedroom or living/dining room window is greater than 50 dBA and less than or equal to 60 dBA, the dwelling should be designed with a provision for the installation of central air conditioning in the future, at the owner's discretion. Warning Clause Type C is also required.

If the nighttime sound level in the plane of a room window is greater than 60 dBA, installation of central air conditioning should be implemented, Warning Clause Type D is required, and building components including windows and walls should be designed so that the indoor supplementary indoor sound levels are achieved.

4.1.2 Stationary Noise Source Criteria

NPC-300 Part C provides limits for stationary noise source impacts onto proposed residential or commercial developments with noise sensitive commercial uses. Points of reception are classified as Class 1, Class 2, Class 3 or Class 4. The definitions of these classifications are:



- Class 1: an area with an acoustical environment typical of a major population centre, where the background sound level is dominated by the activities of people, usually road traffic, often referred to as "urban hum."
- Class 2: an area with an acoustical environment that has qualities representative of both Class 1 and Class 3 areas:
 - Sound levels characteristic of Class 1 during daytime (07:00 to 19:00 or to 23:00); and,
 - Low evening and night background sound level defined by natural environment and infrequent human activity starting as early as 19:00 (19:00 or 23:00 to 07:00).
- Class 3: a rural area with an acoustical environment that is dominated by natural sounds having little or no road traffic, such as:
 - a small community,
 - agricultural area,
 - a rural recreational area such as a cottage or a resort area, or
 - a wilderness area.
- Class 4: an area or specific site that would otherwise be defined as Class 1 or 2 and which:
 - is an area intended for development with new noise sensitive land use(s) that are not yet built,
 - is in proximity to existing, lawfully established stationary source(s), and
 - has formal confirmation from the land use planning authority with the Class 4 area classification which is determined during the land use planning process,
 - Additionally, areas with existing noise sensitive land use(s) cannot be classified as Class 4 areas.

Stationary noise source limits for each of the points or reception classes are included in the following tables:



Embedded Table 3 - Stationary Noise Criteria Outdoor Living Areas

	Class 1	Class 2	Class 3	Class 4
Time of Day	(dBA)	(dBA)	(dBA)	(dBA)
07:00-19:00	50	50	45	55
19:00-23:00	50	45	40	55

Embedded Table 4 - Stationary Noise Criteria Plane of Window

	Class 1	Class 2	Class 3	Class 4
Time of Day	(dBA)	(dBA)	(dBA)	(dBA)
07:00-19:00	50	50	45	60
19:00-23:00	50	50	40	60
23:00-07:00	45	45	40	55

These limits are exclusionary for each class and time period under NPC-300, the higher of either the exclusionary limits, or the current ambient noise levels measured or predicted in accordance with Ministry guidelines in the area shall be used as the sound level limits. The compliance assessment within this study has been based upon exclusionary limits, as provided above.

Based upon site observations, site measurements, existing nearby land use, and distance from points of reception to significant rail lines and roadways, the area can best be described with a noise Class 3 designation.



4.2 Inward Noise Impact of the Environment on the Proposed Development

Cambium has completed an assessment of the potential for noise impacts onto the sensitive land use within the Proposed Development from the surrounding environment, including transportation, and stationary noise sources.

4.2.1 Future Traffic Noise Assessment

The road traffic noise assessment would be conducted using predictive calculations of road noise developed by the Ministry: *Ontario Road Noise Analysis Method for Environment and Transportation* (ORNAMENT) (Ontario Ministry of the Environment, 1999).

The traffic data used for the road noise assessment was from the average annual daily traffic (AADT) data provided by the Township of Cramahe, forecasted according to Ministry preferences. For arterial roadways, Cambium has used the ORNAMENT recommended day/night split of 90/10 percent for regional roads, which assumes 90 percent of the daily traffic occurs between 07:00 and 23:00. Cambium also assumed a medium truck percent of 7 % and 5 % for heavy trucks, as a conservative reference from noise guidance and Cambium experience for similar roadways.

The applicable AADT for Tobacco Road is only 199 vehicles, which is well below the ORNAMENT calculation lower limit of 40 vehicles per hour. There are no other significant roadways within the ORNAMENT calculation upper distance limit of 500m.

Therefore, the worst-case potential noise impacts due to roads onto the Proposed Development are predicted to be insignificant and less than applicable limits. No specific controls are required.

Traffic data is provided in Appendix A.

4.2.2 Stationary Noise Impact Predictions

The following relates to the impacts of existing stationary noise sources in the vicinity onto the Proposed Development. NPC-300 states that a proposed sensitive land use is required to ensure that compliance is maintained for any nearby approved stationary noise source.



Ontario Regulation 528/98 exempts many types of smaller stationary noise sources from approval. Therefore, many nearby businesses may not have approvals in place. However as outlined in NPC-300 an exemption from approval does not mean exemption from compliance with noise guidelines in the context of land use planning. Cambium has reviewed all nearby commercial and/or industrial operations, as well as those that have approvals or registrations in place.

Cambium staff conducted a site visit on August 21, 2024. During the site visit, a noise survey was completed to identify all off-site potential sources of noise that should be considered. These include traffic noise, commercial, institutional, and industrial noise sources as applicable.

The Township of Cramahe Noise By-Law (The Corporation of the Township of Cramahe, 2001) would be applicable to the nearby off-site operations.

Where applicable, noise modelling has been conducted with sources that best represent the potential noise sources associated with the facility of concern. As a conservative approach, Cambium has generally modelled a higher volume of transportation activities than expected during typical operations associated with the facility.

The noise impact calculations were performed using the Bruel Kjaer *Predictor Type 7810 version V2023* (Predictor) environmental noise prediction and control software. The calculations completed by this software are based on established prediction methods accepted by the Ministry; mainly ISO 9613-2 *Acoustics – Attenuation of Sound during Propagation Outdoors – Part 2: General Method of Calculation* (ISO, 1996). Predictor is an internationally marketed software package that offers calculation algorithms that comply with ISO 9613-2.

4.2.2.1 F01 – Blake Construction Services Gravel Pit

The gravel pit (the Pit), operated on by Blake Construction Services, is describe in section 3.3.1.1 of this report.

This facility operates under The Aggregate Resources Act (the Act), License # 3070. This Act is specific to the management and regulation of aggregate resources and does not necessarily



account for noise impact, however based on correspondence with the client, along with analysis of available imagery, photos, and Cambium’s experience with this type of operation, the following assumed stationary sources to be included in the noise impact calculations are as follows.

- TR01- A point sources representing one potential idling truck for 30 minutes of any given hour (50%), during daytime hours only.
- TR02 – A moving source representing truck movement. This has been modelled as potentially one truck within an hour period during daytime hours only.
- LD01- A point source representing one potential loader working in a specific area for 30 minutes of any given hour (50%), during daytime hours only.
- LD02 – A moving source representing truck movement. This has been modelled as potentially one truck within an hour period during daytime hours only.
- SP02 - A point source representing one potential aggregate screening plant, operating during daytime hours only.

A noise source summary is provided in Table 1.

4.2.3 Stationary Noise Impact Results

To be conservative, this noise assessment has considered a potential reasonable worst-case scenario of operations for the nearby stationary noise source, not the expected regular operations. Also, the Proposed Development is proposed to be developed adjacent to an existing residence that would experience similar noise impacts from the nearby stationary noise source operations. This other existing use generally supports compatibility.

The noise modelling impact results are summarized in Table 2. The supporting calculations and impact results are provided in Appendix B.

The predicted noise impacts onto the potential sensitive land use within the Proposed Development are greater than the applicable limits. Therefore, some form control is required.



Per NPC-300:

- *“Where practicable, the preferred mitigation option is a reduction of noise emissions at the stationary source by modifying the design or the operation of the source, or by implementing noise control measures directly at the source. A cooperative effort on the part of the proponent and the stationary source owner is desirable.”*
- *“The implementation of noise control measures for the mitigation of the noise impact of the stationary sources should be specified in agreements, involving the proponent of the new noise sensitive land use, the owner of the stationary source, and the land use planning authority.”*
- *“These agreements should outline the framework for cooperation among the land use planning authority, the stationary source, and the noise sensitive land use. Agreements are intended to provide protection for both the stationary source and the noise sensitive land use.”*

It is Cambium’s understanding that both the proponent of the new noise sensitive land use, Bruce Voskamp, and the owner of the stationary source are open to developing a mitigation agreement. We defer to the land use planning authority for the specific structure of this agreement, but it should contain the following noise control description.

- If a screening plant is active at the pit, it will operate such that there is always a barrier, berm, working face, or stockpile that is at least 7 metres tall and approximately 20 m long (10 metres on either side of the line-of-sight), located within approximately 20 metres of the screening plant, such that it blocks the noise path ‘line-of-sight’ from the screening plant to the Proposed Development.



5.0 Air Quality

Environmental air quality, as impacted by emitting facilities, is generally regulated by the Ministry under O. Reg. 419/05 (Ontario Ministry of the Environment, Conservation, and Parks, 2019). The Ministry standards for general air contaminants and dust for any source are required to be met at all off property locations (called the Point of Impingement). The regulations do not discriminate between neighbouring commercial land use, vacant land use, or residential land use.

Limits defined in Ontario Regulation 419/05 are applied to all off property locations including the property line. Effectively, all facilities that discharge emissions into the natural environment have an existing requirement to comply at the Site regardless of this proposed land use.

Considering the D-6 guidelines, and as described in Section 3.3 of this report, there is only one operation with air quality concerns, that is located at a distance less than the applicable areas of influence from the proposed development. However, as noted above, any significant emissions would require environmental emissions approval from the Ministry. The change in use of the property does not create any new compliance or compatibility requirement for any industry with regard to air pollution in the area.

- The Blake Construction Services Gravel Pit (F01) has been reviewed and appears not to have significant manufacturing processes or tall exhaust stacks suggesting that air emissions are likely to be highest at the property line and decrease with distance. Currently the activities at the Pit are minimal, and the last stage of extraction will be limited to the north hay field which is at the northeast end of the Pit away from the proposed development. The property line to the west separating the Pit and the proposed development, has some forest cover and the north and east property lines are generally well vegetated. This Pit operates under License number 3070 of the Aggregate Resources Act.

There is at least one existing low-rise sensitive use that is at similar proximity and direction to the identified Pit, indicating potential compatibility. Cambium understands the Proposed



Development consists of a one-story (i.e., low-rise) residential building, consistent with the adjacent sensitive land use.

It is not within the scope of this report to confirm compliance for any specific facility, only to identify compatibility issues. It is Cambium's opinion that the Proposed Development would not create a compatibility issue for the identified nearby facility with regard to air quality.

5.1 Fugitive Dust and Wind Conditions

Fugitive dust from the aggregate processing, trucking, and outdoor stockpiling can be of concern from industrial facilities.

Cambium has created a wind frequency distribution diagram (a wind rose), which is provided in Appendix D. The wind rose is based on five years of data from the Trenton Airport weather station, the nearest Environment Canada station with applicable data, located 27 kilometres south of the proposed development. A review of the wind rose can clarify if any potential for nuisance dust exists in directions of concern. The wind rose demonstrates that wind in the area around the Site generally blows from the southwest to the northeast.

In addition to wind direction, wind speed is also critical to the potential for dust issues. As noted in the Good Practice Guide for Assessing and Managing Dust (Ministry For The Environment Wellington, 2016), generally dust pickup from stockpiles and surfaces is only a concern when winds are in excess of 5 m/s (10 knots). The wind rose is coloured such that winds above 5 m/s are highlighted in red and it can be seen that the vast majority of the time, wind speeds are less than this 5 m/s threshold.

It should be noted here that compliance with Ministry limits and guidelines does not imply there will never be dust impacts. The offsite limit for dust under Ministry regulations is not zero, meaning at times it is possible that dust may be regarded as obvious from surrounding environments. Furthermore, these sites may have Fugitive Dust Best Management Practices plans, which are designed to ensure that the site does everything it reasonably can to contain dust on site, however extreme weather events may still cause dust to leave the site, regardless of best practices and regulatory compliance.



- F01 – Blake Construction Services Gravel Pit facility is located directly to the east of the Proposed Development. As can be see in the wind rose, wind blowing from the east to the west, which could transport dust from the facility onto the Proposed Development, occurs less than 1% of the time at speeds over 5 m/s. Furthermore, the site is infrequently active, and trucking movements are expected to be minimal.

Based on the above assessment nuisance dust impacts from the nearby off-site operations are not anticipated onto the Proposed Development.

As described in Section 3.3 of this report, there are no facilities which present specific odour concerns that are located at a distance less than the applicable area of influence or the minimum separation distance from the proposed development.

Therefore, considering the D-6 guidelines, the air quality and odour impacts of nearby operations are not likely to create compatibility concerns onto the Proposed Development.



6.0 Summary of Recommendations

In summary Cambium has made the following recommendations:

- Layout of the Proposed Development site may affect the environmental impacts and land use compatibility. This land use compatibility study should be updated if significant changes are made development plan.
- The Ministry D-Series guidelines aid in minimizing the adverse effects from the encroachment of incompatible land uses. This study concludes that there is one nearby facility (F01 – Blake Construction Services Gravel Pit) that is closer than the applicable Minimum Separation Distances. Therefore, an air quality impact assessment, and a detailed noise impact assessment is required and has been undertaken within this report.
- Detailed Noise Impact Assessment Controls:
 - An operations agreement is required, involving the proponent of the new noise sensitive land use, the owner of the stationary source, and the land use planning authority. As described in section 4.2.3 of this report, the agreement will specify the noise control description.
 - Cambium recommends application of NPC 300 warning clause Type E for Stationary Sources. The warning clause text example is provided in Appendix C.
- It is recommended that some type of municipal procedure be in place to verify the recommendations of this report are implemented and considered during later planning stages and construction either by design team professionals, or acoustic professionals.



7.0 Closing

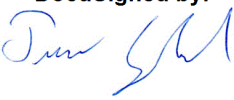
Cambium Inc. has been retained by Bruce Voskamp to complete a land use compatibility study of a proposed development site located at 452 Tobacco Road, Castleton, ON.

Cambium’s understanding is that the municipal planning authority is primarily concerned with the potential compatibility of the Proposed Development with nearby land uses, specifically a nearby aggregate pit.


Based on the terms, conditions, and assumptions in this report, it is Cambium’s opinion that the proposed development is compatible with nearby land uses provided that the recommendations and controls of this report are implemented.

Respectfully submitted,

Cambium Inc.

DocuSigned by:

3A05F657DA6D472...

Trevor Copeland, P.Eng.
Project Coordinator

DocuSigned by:

235B4FD342E04DA...

Trevor Ross, EIT
Project Specialist

Signed by:



2024-12-12

\\cambiumincstorage.file.core.windows.net\projects\20800 to 20899\20862-001 Bruce Voskamp -ENV- 452 Tobacco Rd\Deliverables\REPORT - LUC\Final\2024-12-12 RPT - LUC Voskamp.docx



8.0 References

- ISO. (1996). *ISO 9613-2 Acoustics - Attenuation of Sound During Propagation Outdoors - Part 2: General Method of Calculation*. International Organization for Standardization.
- Ministry For The Environment Wellington. (2016). *Good Practice Guide for Assessing and Managing Dust*.
- Ontario Ministry of the Environment. (1999). *ORNAMENT Ontario Road Noise Analysis Method for Environment and Transportation*.
- Ontario Ministry of the Environment, Conservation, and Parks. (2016). *D-Series - Environmental Land Use Planning Guides*.
- Ontario Ministry of the Environment, Conservation, and Parks. (2017). *NPC-300 - Environmental Noise Guideline Stationary and Transportation Sources - Approval and Planning*.
- Ontario Ministry of the Environment, Conservation, and Parks. (2019). *O. Reg. 419/05: Air Pollution - Local Air Quality*.
- RAC and FCM. (2013). *Guidelines for New Development in Proximity to Railway Operations*. Railway Association of Canada and Federation of Canadian Municipalities.
- The Corporation of the Township of Cramahe. (2001). *By-Law No. 106-71 - Noise*.
- The Township of Cramahe. (2024). *Official Plan - Office Consolidation 2024*.



9.0 Standard Limitations

Limited Warranty

In performing work on behalf of a client, Cambium relies on its client to provide instructions on the scope of its retainer and, on that basis, Cambium determines the precise nature of the work to be performed. Cambium undertakes all work in accordance with applicable accepted industry practices and standards. Unless required under local laws, other than as expressly stated herein, no other warranties or conditions, either expressed or implied, are made regarding the services, work or reports provided.

Reliance on Materials and Information

The findings and results presented in reports prepared by Cambium are based on the materials and information provided by the client to Cambium and on the facts, conditions and circumstances encountered by Cambium during the performance of the work requested by the client. In formulating its findings and results into a report, Cambium assumes that the information and materials provided by the client or obtained by Cambium from the client or otherwise are factual, accurate and represent a true depiction of the circumstances that exist. Cambium relies on its client to inform Cambium if there are changes to any such information and materials. Cambium does not review, analyze or attempt to verify the accuracy or completeness of the information or materials provided, or circumstances encountered, other than in accordance with applicable accepted industry practice. Cambium will not be responsible for matters arising from incomplete, incorrect or misleading information or from facts or circumstances that are not fully disclosed to or that are concealed from Cambium during the provision of services, work or reports.

Facts, conditions, information and circumstances may vary with time and locations and Cambium's work is based on a review of such matters as they existed at the particular time and location indicated in its reports. No assurance is made by Cambium that the facts, conditions, information, circumstances or any underlying assumptions made by Cambium in connection with the work performed will not change after the work is completed and a report is submitted. If any such changes occur or additional information is obtained, Cambium should be advised and requested to consider if the changes or additional information affect its findings or results.

When preparing reports, Cambium considers applicable legislation, regulations, governmental guidelines and policies to the extent they are within its knowledge, but Cambium is not qualified to advise with respect to legal matters. The presentation of information regarding applicable legislation, regulations, governmental guidelines and policies is for information only and is not intended to and should not be interpreted as constituting a legal opinion concerning the work completed or conditions outlined in a report. All legal matters should be reviewed and considered by an appropriately qualified legal practitioner.

Site Assessments

A site assessment is created using data and information collected during the investigation of a site and based on conditions encountered at the time and particular locations at which fieldwork is conducted. The information, sample results and data collected represent the conditions only at the specific times at which and at those specific locations from which the information, samples and data were obtained and the information, sample results and data may vary at other locations and times. To the extent that Cambium's work or report considers any locations or times other than those from which information, sample results and data was specifically received, the work or report is based on a reasonable extrapolation from such information, sample results and data but the actual conditions encountered may vary from those extrapolations.

Only conditions at the site and locations chosen for study by the client are evaluated; no adjacent or other properties are evaluated unless specifically requested by the client. Any physical or other aspects of the site chosen for study by the client, or any other matter not specifically addressed in a report prepared by Cambium, are beyond the scope of the work performed by Cambium and such matters have not been investigated or addressed.

Reliance

Cambium's services, work and reports may be relied on by the client and its corporate directors and officers, employees, and professional advisors. Cambium is not responsible for the use of its work or reports by any other party, or for the reliance on, or for any decision which is made by any party using the services or work performed by or a report prepared by Cambium without Cambium's express written consent. Any party that relies on services or work performed by Cambium or a report prepared by Cambium without Cambium's express written consent, does so at its own risk. No report of Cambium may be disclosed or referred to in any public document without Cambium's express prior written consent. Cambium specifically disclaims any liability or responsibility to any such party for any loss, damage, expense, fine, penalty or other such thing which may arise or result from the use of any information, recommendation or other matter arising from the services, work or reports provided by Cambium.

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Personal Liability

The client expressly agrees that Cambium employees shall have no personal liability to the client with respect to a claim, whether in contract, tort and/or other cause of action in law. Furthermore, the client agrees that it will bring no proceedings nor take any action in any court of law against Cambium employees in their personal capacity.



Appended Figures

**LAND USE
COMPATIBILITY**
BRUCE VOSKAMP
452 Tobacco Road
Castleton, Ontario

LEGEND

- Facility - Blake Construction Services Gravel Pit
- Minor Road
- Contour (5m Interval)
- ▶ Watercourse, Permanent
- ▨ Unevaluated Wetland
- Water Area
- Lot/Concession
- Wooded Area
- Hard Ground
- Site (approximate)

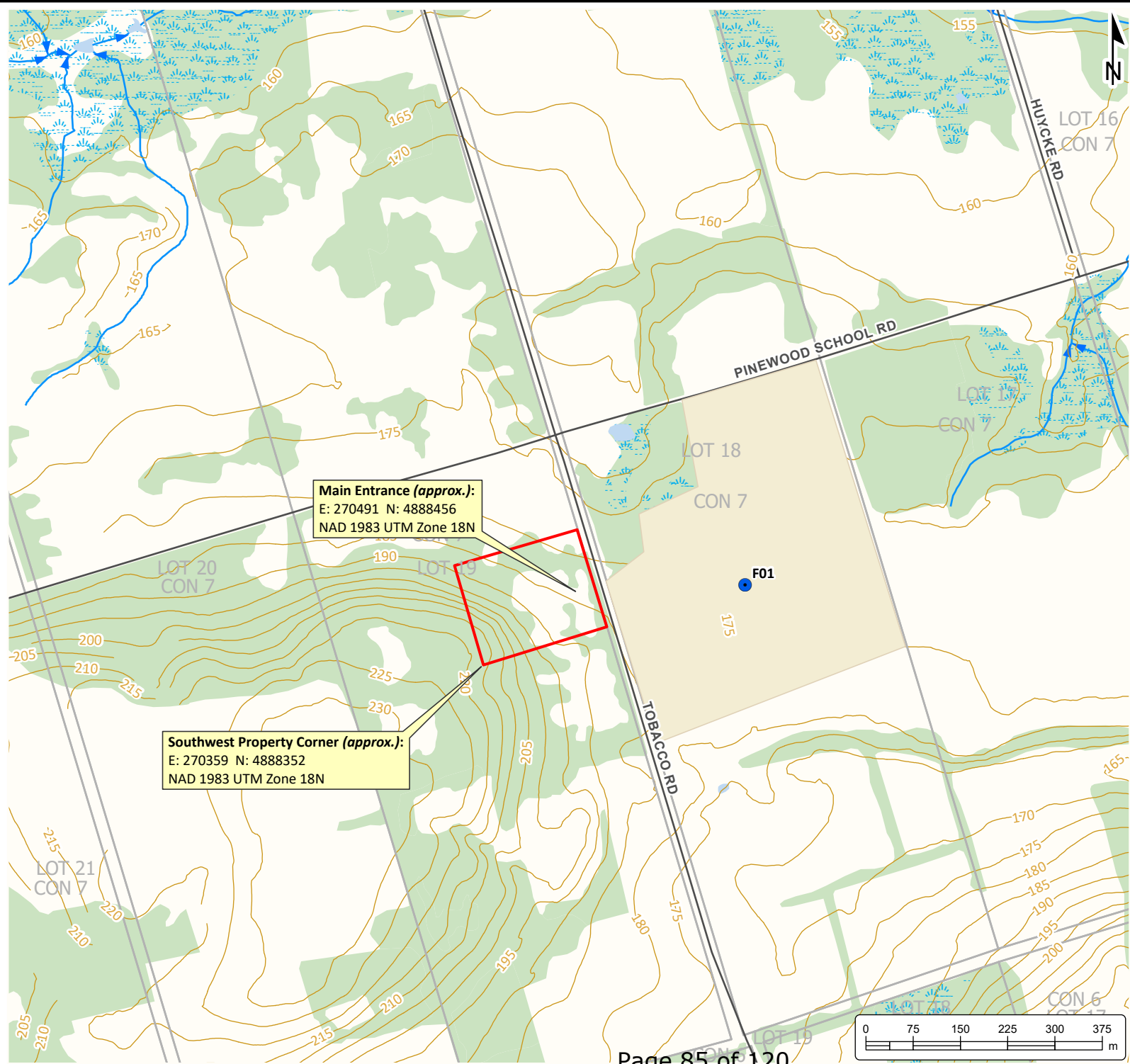
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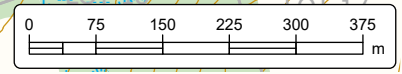
SITE LOCATION PLAN

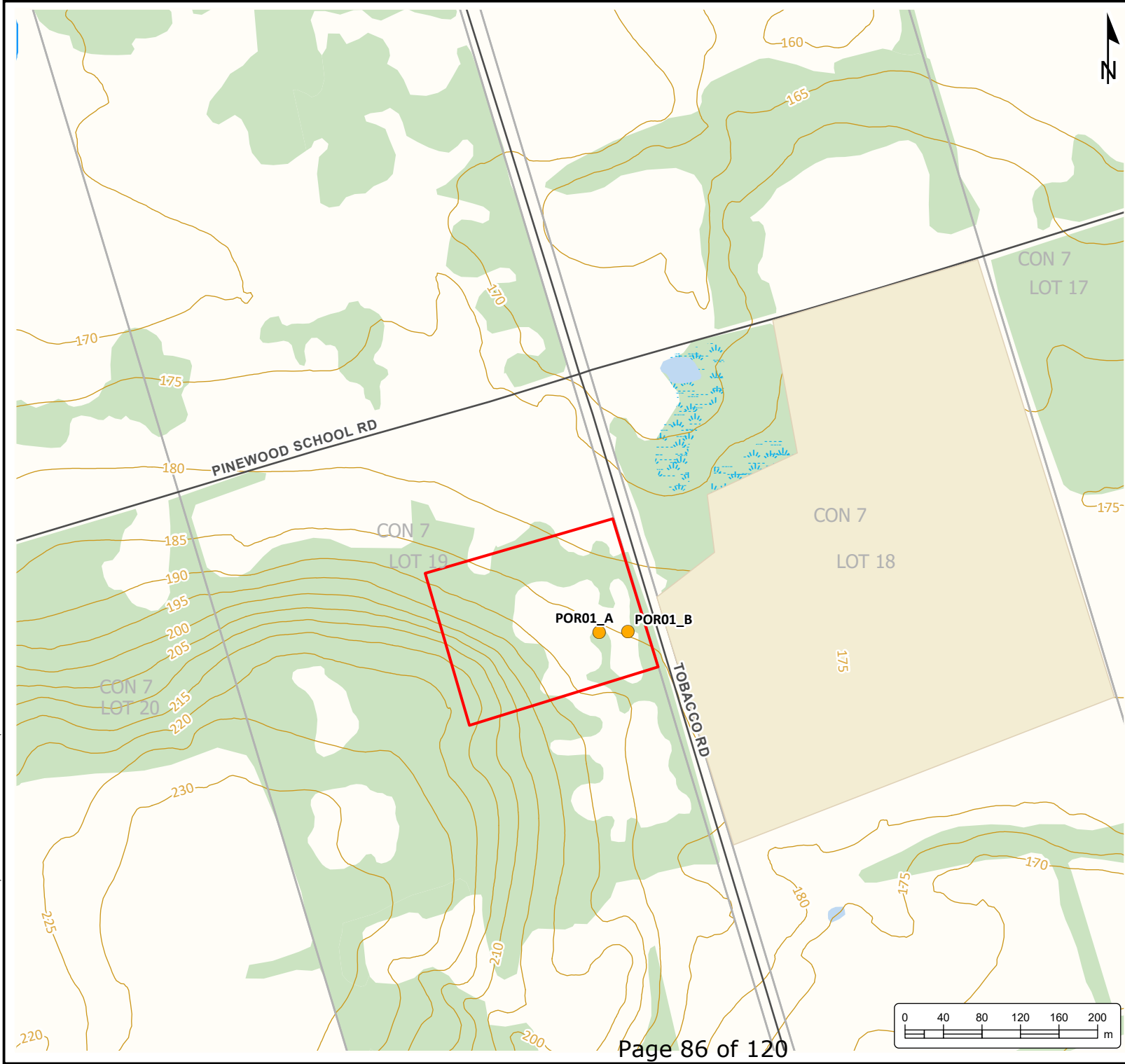
Project No.: 20862-001	Date: December 2024 Rev.:
Scale: 1:8,500	Projection: NAD 1983 UTM Zone 18N
Created by: DBC	Checked by: TMC
Figure: 1	



Main Entrance (approx.):
 E: 270491 N: 4888456
 NAD 1983 UTM Zone 18N

Southwest Property Corner (approx.):
 E: 270359 N: 4888352
 NAD 1983 UTM Zone 18N





**LAND USE
COMPATIBILITY**
BRUCE VOSKAMP
452 Tobacco Road
Castleton, Ontario

LEGEND

- Receiver
- Minor Road
- Contour (5m Interval)
- Watercourse, Permanent
- ~ Unevaluated Wetland
- Water Area
- Lot/Concession
- Wooded Area
- Hard Ground
- Site (approximate)

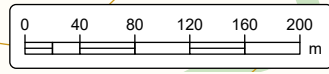
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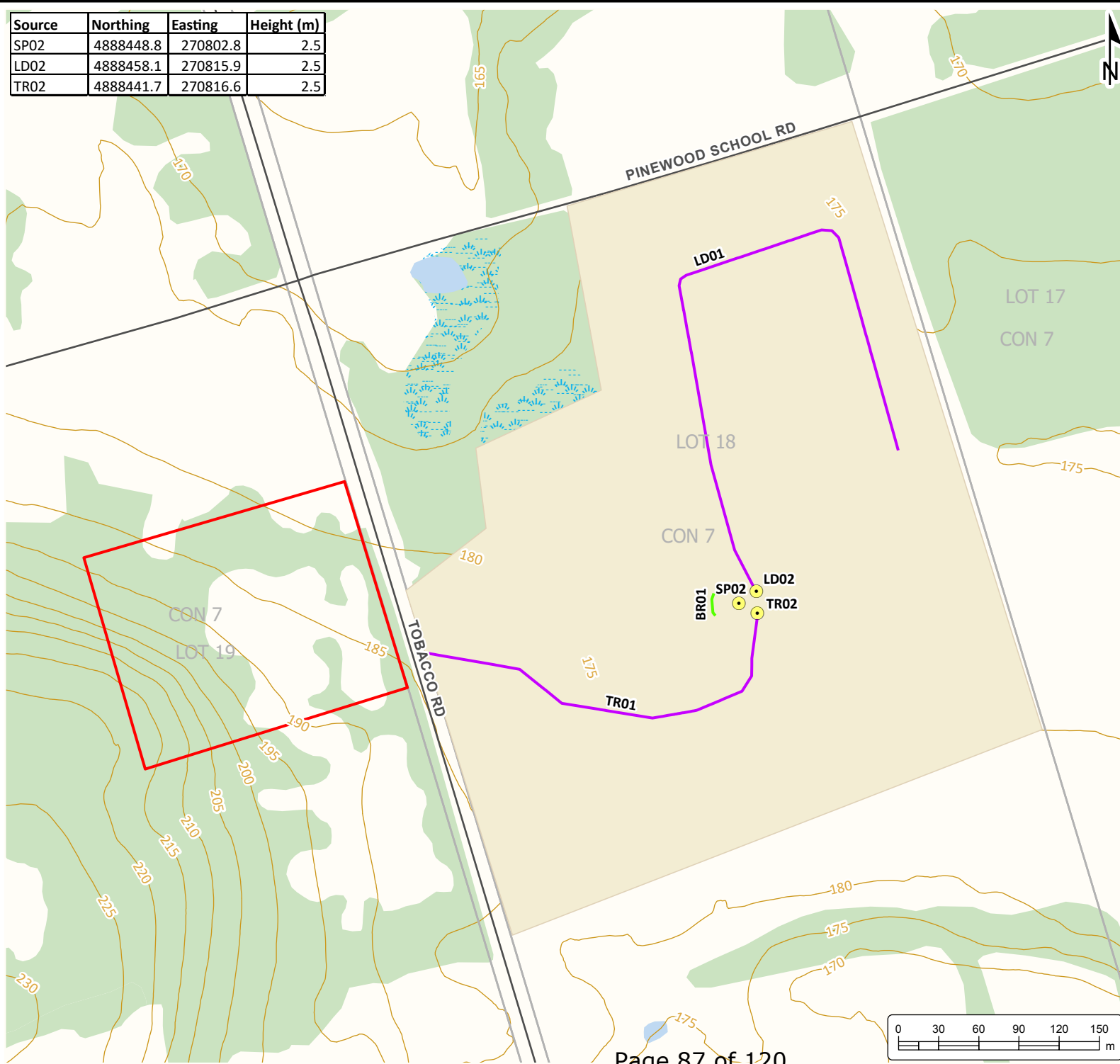
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SITE PLAN

Project No.:	20862-001	Date:	December 2024
Scale:	1:5,500	Projection:	NAD 1983 UTM Zone 18N
Created by:	DBC	Checked by:	TMC
			2



Source	Northing	Easting	Height (m)
SPO2	4888448.8	270802.8	2.5
LD02	4888458.1	270815.9	2.5
TR02	4888441.7	270816.6	2.5



**LAND USE
COMPATIBILITY**
BRUCE VOSKAMP
452 Tobacco Road
Castleton, Ontario

LEGEND

- Point Source
- Barrier
- Moving Source
- Minor Road
- Contour (5m Interval)
- Unevaluated Wetland
- Water Area
- Lot/Concession
- Wooded Area
- Hard Ground
- Site (approximate)

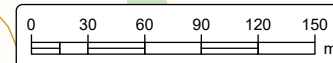
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SOURCE LAYOUT

Project No.: 20862-001	Date: December 2024
Scale: 1:4,000	Rev.: TMC
Created by: DBC	Checked by: TMC
Projection: NAD 1983 UTM Zone 18N	Figure: 3





Appended Tables



Table 1 - Stationary Source - Noise Source Summary Table

Source ID	Description	A-Weighted Sound Power Level								Total dBA	Data Source	Equipment Location	Operating Times/Limits day, evening, night (%) or Truck Numbers/hour	Proposed Noise Control ¹	Noise Quality ²	Source Location	UTM Easting	UTM Northing	Height Above Rooftop or Ground
		63	125	250	500	1000	2000	4000	8000										
SP02	Screener Processing Material	82	89	87	103	109	110	105	97	114	Cambium Noise Source Library	Aggregate Pit	100,--,-	Barrier	SS	At Grade	270803	4888449	2.5
LD01	Loader Driving	78	86	90	99	96	93	88	81	102			100,--,-	-	SS	At Grade	270809	4888463	2.5
LD02	Loader Engine Idle	83	84	95	95	97	94	89	77	102			50,--,-	-	SS	At Grade	270811	4888461	2.5
TR01	Truck - Moving	85	84	85	88	92	90	83	72	96			100,--,-	-	SS	At Grade	270813	4888436	2.5
TR02	Truck - Idling	73	79	82	88	91	91	86	74	96			50,--,-	-	SS	At Grade	270812	4888437	2.5

- Steady State
 T - Tonal
 I - Impulse



Table 2A - Stationary Source - Noise Impact Summary - Steady State - Unmitigated

Point of Reception ID	Point of Reception Information					Noise Characteristic	Daytime (dBA)	Evening (dBA)	Nighttime (dBA)	Verified by Acoustic Audit (Yes or No)	Daytime Limit (dBA)	Evening Limit (dBA)	Nighttime Limit (dBA)	Compliant with Limit
	Description	UTM Easting	UTM Northing	Height POW	Height OLA									
POR01_A	Second Story Home	270479	4888422	4.5	-	Steady State Leq	53	--	--	N	45	40	40	No
POR01_B	OLA	270465	4888495	-	1.5	Steady State Leq	54	--	--	N	45	40	-	No



Table 2B - Stationary Source - Noise Impact Summary - Steady State - Mitigated

Point of Reception ID	Point of Reception Information					Noise Characteristic	Daytime (dBA)	Evening (dBA)	Nighttime (dBA)	Verified by Acoustic Audit (Yes or No)	Daytime Limit (dBA)	Evening Limit (dBA)	Nighttime Limit (dBA)	Compliant with Limit
	Description	UTM Easting	UTM Northing	Height POW	Height OLA									
POR01_A	Second Story Home	270479	4888422	4.5	-	Steady State Leq	45	--	--	N	45	40	40	Yes
POR01_B	OLA	270465	4888495	-	1.5	Steady State Leq	44	--	--	N	45	40	-	Yes



Appendix A
Traffic Verification Support



Road Needs Study Report - 2017
Township of Cramahe
D.M. Wills Project No.17-4623

D.M. Wills Associates Limited
PARTNERS IN ENGINEERING
Peterborough

November 2017

Prepared for
Township of Cramahe



2017 Road Needs Study Report
Township of Cramahe

Sect. No.	Road Name	From	To	Length (km)	AADT	Preliminary Improvement Type Recommendation	Cost (x1000)	Structural Adequacy	Surface Type Need	Surface Width Need
170	Industrial Park Rd.	Purdy Rd.	Elgin St.	0.80	399	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
67	Cowie Rd.	Dingman Rd.	Barlow Rd.	1.30	199	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
82	Honey Rd.	Telephone Rd.	Herley Rd.	2.60	199	ST2 - Double Surface Treatment	\$103	ADEQ	ADEQ	ADEQ
27	Mount Pleasant Rd.	County Rd. 22	County Rd. 25	5.50	199	ST2 - Double Surface Treatment	\$218	ADEQ	ADEQ	ADEQ
175	Little Lake Rd.	Lake Rd.	Purdy Rd.	1.00	999	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
60	Shelter Valley Rd.	Old Shelter Valley Rd.	Neil McGregor Rd.	0.50	199	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
32	Tobacco Rd.	County Rd. 25	Dingman Rd.	3.90	199	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
99	Trehear Rd.	Little Lake Rd.	HWY 2	2.70	199	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
171	Industrial Park Rd.	Purdy Rd.	Dead End	0.10	199	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
183	Purdy Rd.	Herley Rd.	County Rd. 25	1.70	1799	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
108	Arthur's Lane	Purdy Rd.	Dead End	0.70	49	G - Gravel (75mm)	\$10	ADEQ	ADEQ	ADEQ
189	Barlow Rd.	Jones Rd.	Dead End West of Cowie Rd.	0.60	49	Preventative Maintenance	-	ADEQ	ADEQ	ADEQ
18	Begg Rd.	County Rd. 27	Unmaintained	1.10	49	GW - Gravel Road Widening	\$26	ADEQ	ADEQ	NOW
118	Bellamy Rd.	HWY 2	Dead End	1.30	49	GW - Gravel Road Widening	\$31	ADEQ	ADEQ	NOW
123	Blythe Park Rd.	Simpson Rd.	Dead End	1.00	49	G - Gravel (75mm)	\$14	ADEQ	ADEQ	ADEQ
98	Branscombe Rd.	HWY 2	Dead End	0.90	49	G - Gravel (75mm)	\$12	ADEQ	ADEQ	ADEQ
88	Burbridge Rd.	Telephone Rd.	Dead End	1.30	49	G - Gravel (75mm)	\$18	ADEQ	ADEQ	ADEQ
120	C.N. Crossing Rd.	Peters Rd.	Blythe Park Rd.	0.40	49	G - Gravel (75mm)	\$6	ADEQ	ADEQ	ADEQ



Appendix B
Noise Modelling Supporting Information



Search Criteria

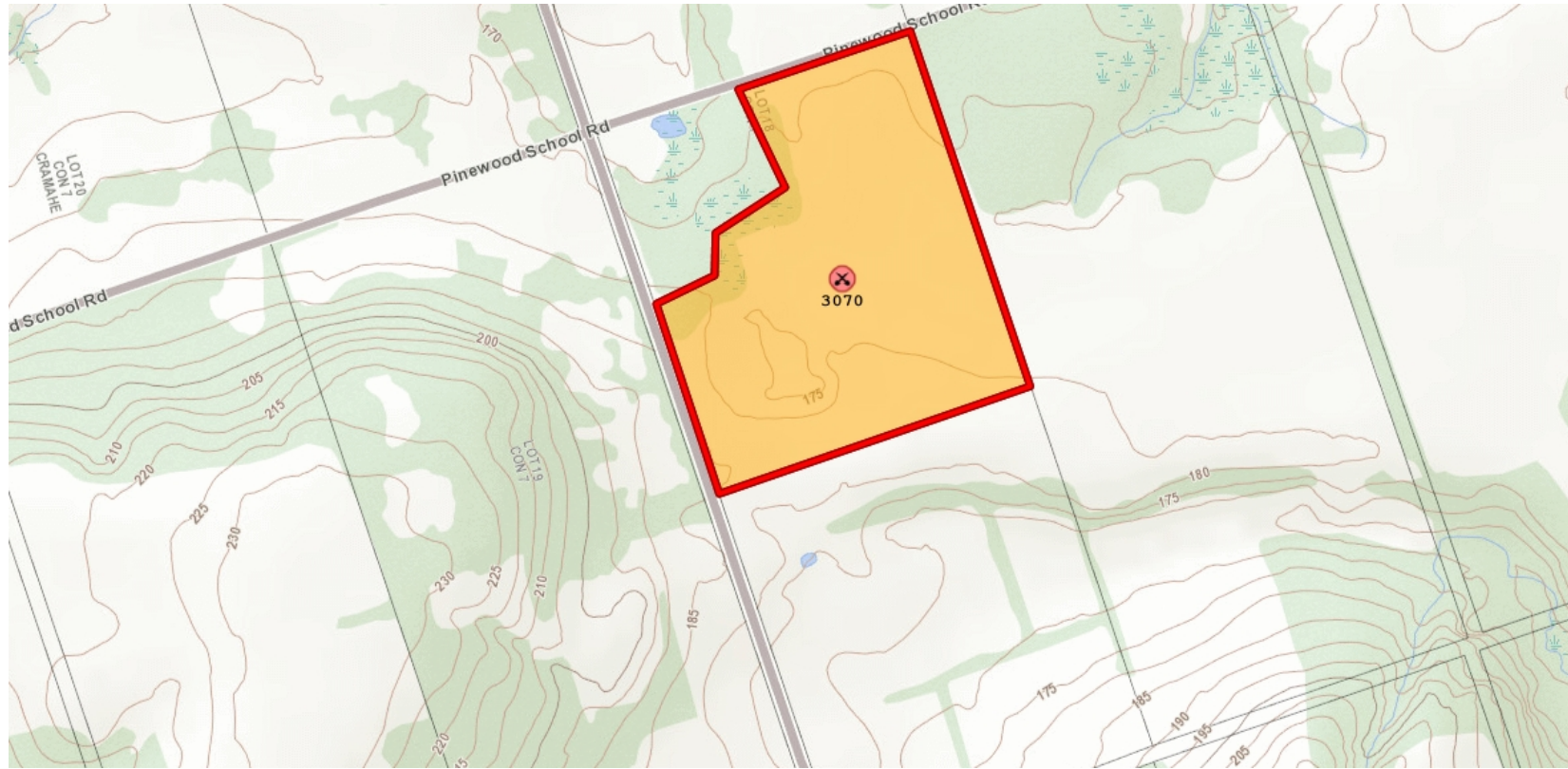
Geographic Location: Map Center 77.86424° W, 44.11387° N

Approval Type: Class A Licence or Class B Licence or Aggregate Permit or Wayside Permit or MTO Permit

Current Status: Active

Operation Type: All

Search Results: 1



Site ID	Client Name	Approval Type	Operation Type
3070	F. BLAKE CONSTRUCTION SERVICES LTD.	CLASS B LICENCE <= 20000 TONNES	Pit
	Location Name	Max. Annual Tonnage	Licensed Area (ha)
		20000	16.8



Raw Measurement Data

Source ID	1/3rd Octave Centre Frequency (Hz), Sound Pressure Level (dB)																							
	50	63	80	100	125	160	200	250	315	400	500	630	800	1000	1250	1600	2000	2500	3150	4000	5000	6300	8000	10000
LD01	66.6	68.3	80.2	73.0	70.2	76.6	74.0	67.0	69.1	73.3	74.8	71.2	68.5	67.9	67.1	64.3	63.1	62.2	59.3	57.7	58.8	55.6	52.4	52.4
LD02	78.5	87.4	80.2	72.2	72.3	77.6	81.9	79.4	75.1	71.8	74.3	71.9	72.3	71.6	71.0	68.4	68.7	68.6	66.4	60.2	58.6	55.4	52.4	48.1
TR01	84.3	82.4	67.0	70.8	69.2	70.7	67.2	60.9	60.7	61.8	61.4	60.9	59.9	64.0	61.3	61.6	58.1	56.1	54.8	51.6	48.4	45.8	42.2	39.5
TR02	75.5	69.4	66.3	69.6	64.7	66.5	65.0	63.1	61.4	62.9	66.0	61.5	64.2	65.0	62.7	63.1	62.7	62.3	60.8	56.0	54.2	50.9	46.4	42.8
SP02	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0



Point Source Sound Power Level Calculations

$L_w = L_p + 20 \log(r) + 11 - 10 \log(Q)$

$L_p(\text{total}) = 10 \log(10(L_p(31\text{Hz})/10) + 10(L_p(63\text{Hz})/10) + \dots + 10(L_p(8\text{kHz})/10))$

r is distance measurement was taken, Q is directivity index

File Name	Source ID	Total Measurement Distance (m)	Directivity Factor (Q)	Quasi Steady (Yes/No)	Tonal (Yes/No)	SPL (dB)		PWL (dB)									
						Total (dB)	Total (dBA)	63	125	250	500	1000	2000	4000	8000	Total (dB)	Total (dBA)
L_00008	LD01	6.00	2	No	No	85	78	104	102	99	102	96	92	87	82	109	102
L_00015	LD02	4.03	2	No	No	91	82	109	100	104	98	97	93	88	78	111	102
L_00001	TR01	7.00	2	No	No	87	71	111	100	94	91	92	89	82	73	112	96
L_00002	TR02	5.25	2	No	No	80	74	99	95	91	91	91	90	85	75	102	96
Specs01	SP02	10.00	2	No	No	87	86	108	105	96	106	109	109	104	98	115	114



S130 HIGH ENERGY SCREENER

Available in a three and four way split, the McCloskey® S130 High Energy Screener is used across a wide range of applications, including aggregate, coal, crusher circuits and wood chips. The S130 is renowned for its fine sand screening and is impressing customers worldwide with its production capacities.

FEATURES

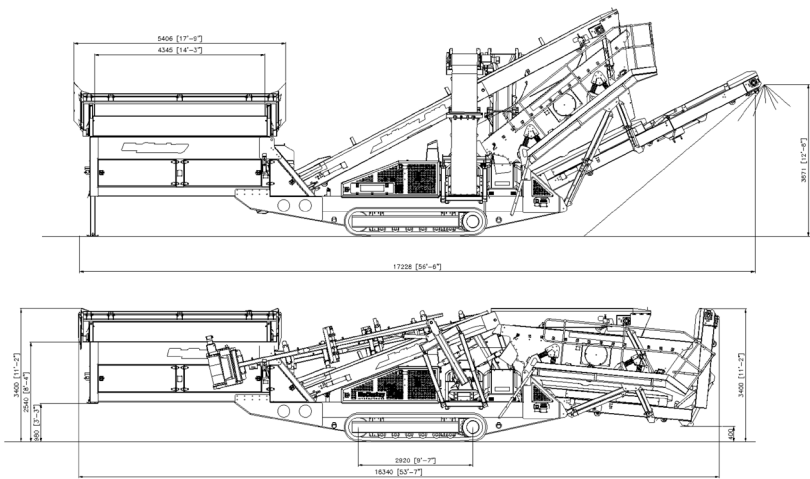
- ✓ 4270mm x 1524mm (14' x 5') heavy duty high energy 2 bearing 2 deck screenbox
- ✓ 97kW (130Hp) Engine
- ✓ Track or wheel mobile
- ✓ Integrated hydraulic folding stockpiling conveyors
- ✓ 3 Deck auxiliary conveyor attaches to machine for one unit transport
- ✓ Remote control tipping grid
- ✓ Fast on-site setup time – 15 minutes typically

For more information, contact your dealer: mccloskeyinternational.com/dealer-map



With the S130, you get class-leading S-Range features like the aggressive High Energy Screenbox and user-friendly operation.

The S130 screener is also available as a Triple Deck and boasts an array of features and benefits which elevate the models above all the competitors in its class. The S130 Triple Deck has comparable production capacity to larger models at a far more cost effective price. The dual power model boosts fuel efficiency, reducing costs, and is perfect where environmental, legislative, or noise constraints are present.



TECH SPECS

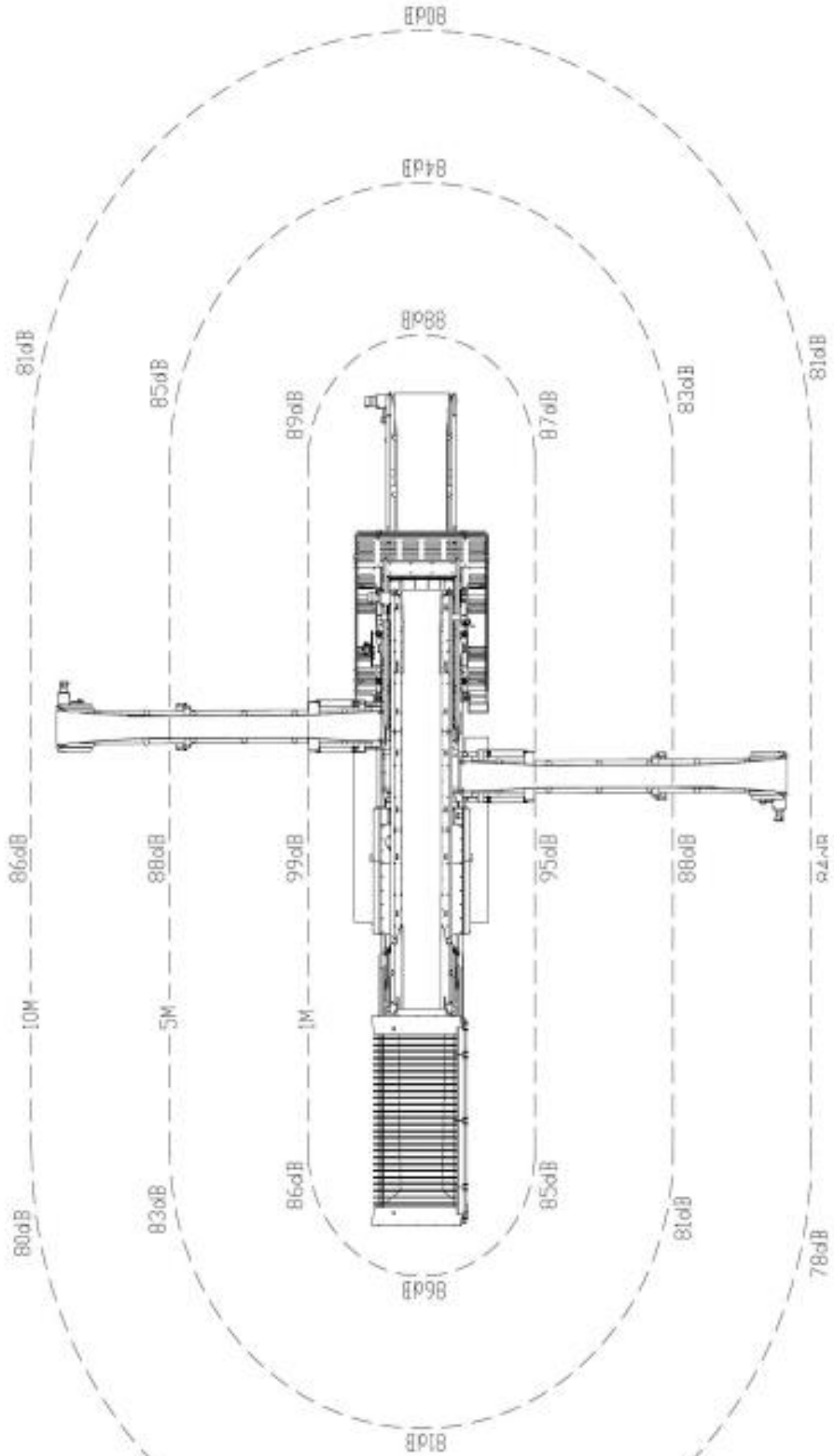
Engine	97kW (130 Hp) Diesel or Dual Power
Stockpile Height	
Tail Conveyor	3871mm (12' 8")
Side Conveyor	4600mm (15' 1")
Screenbox	
Top Deck	4270mm x1524mm (14' x 5')
Bottom Deck	3660mm x1524mm (12' x 5')

TRANSPORT

Transport Height	3.40m (11' 2")
Transport Length	
12' Hopper	15.61m (51' 2")
15' Hopper	16.52m (54' 2")
Transport Width	
2 Deck	3m (9' 11")
3 Deck	3.34m (10' 8")
Weight 2 Deck	
2 Deck	28,000kgs (71,729 lbs)
3 Deck	32,000kgs (70,547 lbs)

OPTIONS

Single or double deck live head | Single shaft shredder | Dual power





Appendix C
Warning Clauses



NPC 300 Type E: Stationary Source

"Purchasers/tenants are advised that due to the proximity of adjacent industry, noise from the industry may at times be audible."



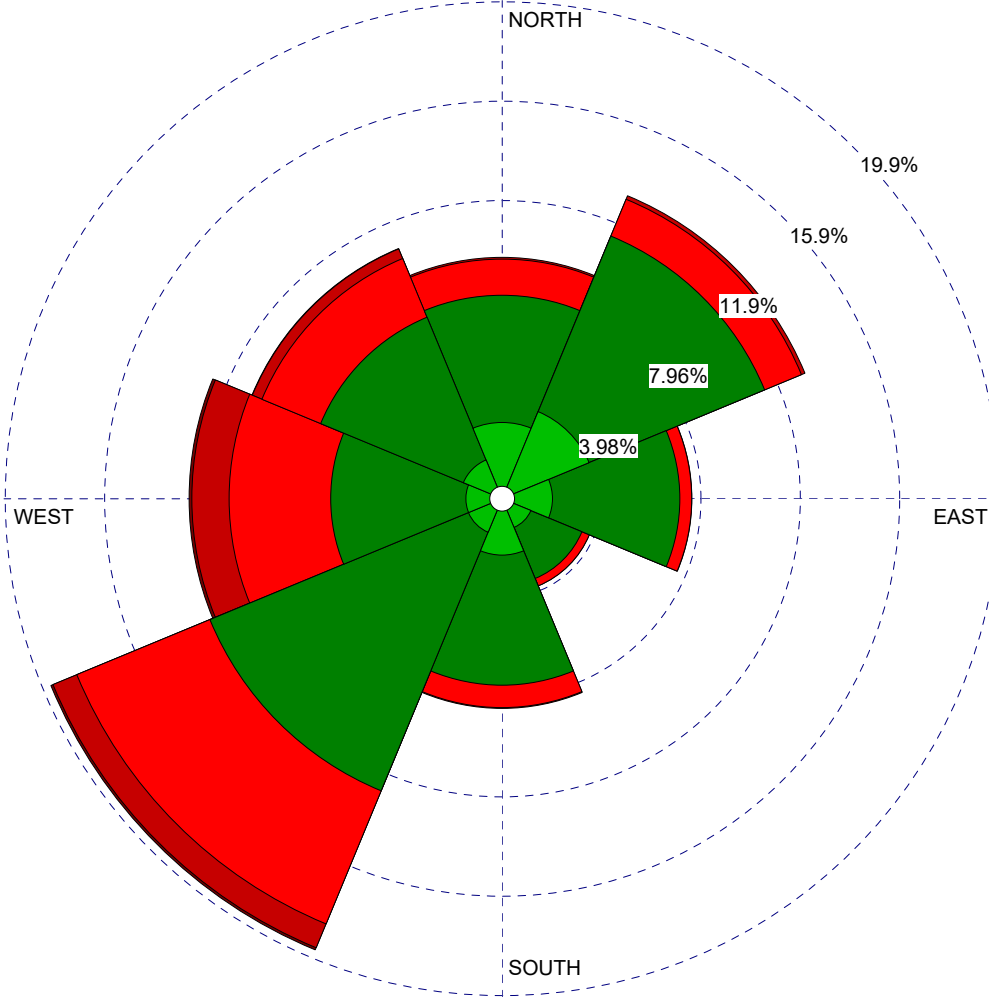
Appendix D
Wind Rose

WIND ROSE PLOT:

Bruce Voskamp Wind Rose

DISPLAY:

**Wind Speed
Direction (blowing from)**



WIND SPEED
(m/s)

- >= 12.50
- 8.00 - 12.50
- 5.00 - 8.00
- 2.00 - 5.00
- 0.50 - 2.00

Calms: 6.42%

COMMENTS:

Station #6158875

DATA PERIOD:

**Start Date: 1/1/2018 - 00:00
End Date: 12/31/2023 - 23:00**

COMPANY NAME:

Bruce Voskamp

CALM WINDS:

6.42%

TOTAL COUNT:

48224 hrs.

AVG. WIND SPEED:

3.40 m/s

DATE:

9/23/2024

PROJECT NO.:

20862-001



March 20, 2025

(Sent by Electronic Mail)

Victoria Heffernan
Manager of Planning
Township of Cramahe
P.O. Box 357
Colborne, ON K0K 1S0

RE: County Review of a Zoning By-law Amendment Application – D14-KOE-03-25

Applicants: Bruce and Pam Voskamp
Location: 452 Tobacco Road
(Part of Lot 19, Concession 7)
Municipality: Township of Cramahe
County File: D14 CR25

Proposal: The applicants seek to rezone the subject property from Rural Residential (RR-1) Zone to a Rural Residential Exception Zone with a Holding Provision (RR-XX-H). The purpose of the rezoning application is to reduce the required setback from a neighbouring aggregate operation. Frontages and vehicular entrances serving the subject lands are off Tobacco Road.

County and Provincial Review: The Northumberland County Official Plan (County OP) designates the subject property as “Rural Areas.” In Rural Areas, both the County OP and the Provincial Planning Statement (PPS) permits a detached dwelling on an existing lot of record.

The subject property is also in proximity to an existing Mineral Aggregate Operation located on the east side of Tobacco Road (Blake Construction Services). The County OP requires the protection of Mineral Aggregate Operations (such as a pit) from activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact.

New development within 300 metres of an aggregate pit must demonstrate through a Land Use Compatibility Assessment (e.g., noise, vibration, air and/or dust studies) that it is compatible with the current and future operation of the pit to the satisfaction of the Township of Cramahe.

The County notes that this development should also consider the completion of an Archaeological Site Assessment report(s), since the property has experienced minimal disturbance and is located within 300 metres of a wetland. The report should be submitted to the Ministry of Citizenship and Multiculturalism. The Township should also receive a copy of the Ministry’s letter acknowledging that the report(s) were prepared in accordance with the *Ontario Heritage Act* and added to its registry.

March 20, 2025

Zoning By-law Amendment (Rezoning) Application – D14-KOE-03-25

If the applicants can demonstrate that the proposed development will not adversely impact the current and future operation of the aggregate pit and has regard for potential cultural heritage features/artifacts, consistency and conformity with the PPS and the County OP will be achieved.

County Services: The County's Public Works Department and Inspection Services Division were circulated on this application and offered the following comment:

- One residential waste set out is provided for the proposed development.

Conclusion: Provided that the applicants can demonstrate that the development will not create any adverse impacts on the current and future operations of the nearby existing aggregate pit through the completion of a Land Use Compatibility Assessment, County Planning will have no objections with the proposed rezoning application.

Please feel free to contact me at yearwooda@northumberland.ca or by phone at 905.376.5354 should you have any questions related to this matter.

Sincerely,

Handwritten signature of Ashley Yearwood in black ink, consisting of a stylized 'A' followed by 'Yearwood'.

Ashley Yearwood, MCIP, RPP
Manager of Planning, Land Use Planning

Copy: Peter Dshane, Manager of Infrastructure, Public Works
Preston Parkinson, Development & Infrastructure Project Manager, Public Works
Katie Bruinsma, Traffic & Right-of-Way Management Supervisor

From: [Brooke Wright](#)
To: [Krista Metcalfe](#)
Cc: jkeogh82@gmail.com; [Victoria Heffernan](#); [Kim Stephens](#)
Subject: Application for Zoning By-Law Amendment D14-KOE-03-25 - 452 Tobacco Road
Date: Wednesday, February 26, 2025 12:57:41 PM

CAUTION: External E-Mail

Hi Krista,

Thank you for circulating LTC on the Application for Zoning By-Law Amendment on the above noted property.

Existing mapping indicates that there are no identified natural hazards on the subject lands. There are also no features or areas on these subject lands that are currently regulated by LTC pursuant to Part VI of the *Conservation Authorities Act* and Ontario Regulation 41/24. As such, our formal comments are not required at this time. LTC would have no objection to the approval of the subject application.

Since our formal comments are not required at this time, LTC does not require payment for our review of this file. The cheque will be sent to your office tomorrow in the mail.

LTC File No. PL-25-029

Kind regards,

[Brooke Wright](#)

Planning Technician

Lower Trent Conservation

714 Murray Street, RR 1, Trenton, ON K8V 0N1

E: brooke.wright@ltc.on.ca | P: 613-394-3915 ext 220 | F: 613-394-5226

www.ltc.on.ca

From: [Nathan Proctor](#)
To: [Krista Metcalfe](#)
Cc: [Lisa Coulter](#)
Subject: RE: D14-KOE-03-25
Date: Tuesday, February 25, 2025 5:24:01 PM
Attachments: [image001.png](#)
[image002.png](#)

Hi Krista,

2 comments for this one!

1. A search of the Townships building records has identified that the previously constructed shed was constructed without building permissions. Should the previously constructed shed be greater than 15 square meters, a building permit shall be applied for and obtained.
2. A building permit shall be applied for and obtained prior to construction of the proposed house and detached garage.

Thanks,

Nathan Proctor

CBO | Building & By-Law Services
Township of Cramahe
1 Toronto Street, Box 357
Colborne, ON K0K 1S0
Phone: 905-355-2821 ext 233



CRAMAHE

It's In Our Nature

www.cramahe.ca

Hours of operation:
Monday – Thursday
8:30am to 5:00pm
Friday
8:30am to 12:30pm

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3.

From: Krista Metcalfe <kmetcalfe@cramahe.ca>

Sent: Monday, February 24, 2025 11:29 AM

To: circulations@wsp.com; yearwooda@northumberland.ca; LandUsePlanning@HydroOne.com; planning@ltc.on.ca; jeannette_thompson@kprdsb.ca; kevhickey@pvnccdsb.on.ca; notifications@enbridge.com; Cramahe WTP <wwt@cramahe.ca>; Nathan Proctor <nproctor@cramahe.ca>; circulations@mmm.ca; Executivevp.lawanddevelopment@opg.com; planninganddevelopment@bell.ca; technicalservices@lusi.on.ca; Matt Halmasy <mhalmasy@cramahe.ca>; Tim Gilligan <tgilligan@cramahe.ca>; Nicole Newton <nnewton@cramahe.ca>; kensitn@northumberland.ca; tjc@designplan.ca; Heather McColl <Heather@cramahe.ca>

Subject: D14-KOE-03-25

Good morning,

Attached you will find the Notice of Complete Application and Public meeting for Zoning By-Law Amendment D14-KOE-03-25. This file is going to Public meeting on Tuesday March 11th and Committee of the Whole on Tuesday April 8th. If you are able to get me comments by Wednesday March 6th for the Public meeting that would be greatly appreciated, if that is not possible I will require comments by no later than Wednesday April

Krista Metcalfe

Krista Metcalfe,

Planning Coordinator

Township of Cramahe

1 Toronto Street, Box 357

Colbrone, ON,

K0K 1S0

Phone: 905-355-2821 ext 227

Email: kmetcalfe@cramahe.ca



**** Please note our change in office hours - Monday to Thursday 8:30am - 5:00pm, Friday 8:30am - 12:30pm ****

From: [Jeannette Thompson](#)
To: [Krista Metcalfe](#)
Subject: RE: D14-KOE-03-25
Date: Monday, March 3, 2025 9:08:54 AM
Attachments: [image001.png](#)

CAUTION: External E-Mail

Good morning, Krista –

Thank you for circulating the Zoning By-law Amendment File No.: D14-KOE-03-25 for review. Please accept this as a formal response from Kawartha Pine Ridge District School Board (KPRDSB). KPRDSB has reviewed the application and has not identified any concerns or issues related to our mandate with the proposed amendment.

Thank you for the opportunity to comment.

Kind Regards,

Jeannette Thompson

Jeannette Thompson, BSc, MCIP, RPP

Manager, Planning Services

Kawartha Pine Ridge District School Board

1994 Fisher Drive Peterborough, ON K9J 6X6

705.742.9773 x 2169 | 1.877.741.4577 x 2169

www.kprschoools.ca

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From: Krista Metcalfe <kmetcalfe@cramahe.ca>

Sent: Monday, February 24, 2025 11:29 AM

To: circulations@wsp.com; yearwooda@northumberland.ca; LandUsePlanning@HydroOne.com; planning@ltc.on.ca; [Jeannette Thompson <jeannette_thompson@kprdsb.ca>](mailto:Jeannette_Thompson@kprdsb.ca); kevhickey@pvnccdsb.on.ca; notifications@enbridge.com; Cramahe WTP <wwt@cramahe.ca>; Nathan Proctor <nproctor@cramahe.ca>; circulations@mmm.ca; Executivevp.lawanddevelopment@opg.com; planninganddevelopment@bell.ca; technicalservices@lusi.on.ca; Matt Halmasy <mhalmasy@cramahe.ca>; Tim Gilligan

<tgilligan@cramahe.ca>; Nicole Newton <nnewton@cramahe.ca>; kensitn@northumberland.ca;
tjc@designplan.ca; Heather McColl <Heather@cramahe.ca>

Subject: D14-KOE-03-25

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning,

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Krista Metcalfe

Krista Metcalfe,
Planning Coordinator

Township of Cramahe
1 Toronto Street, Box 357
Colbrone, ON,
K0K 1S0
Phone: 905-355-2821 ext 227
Email: kmetcalfe@cramahe.ca



**** Please note our change in office hours - Monday to Thursday 8:30am - 5:00pm, Friday 8:30am - 12:30pm ****

452 Tobacco Road

From Heather McColl <Heather@cramahe.ca>

Date Tue 2025-04-01 4:36 PM

To Victoria Heffernan <vheffernan@cramahe.ca>; Krista Metcalfe <kmetcalfe@cramahe.ca>

Cc Tim Gilligan <tgilligan@cramahe.ca>; Cramahe WTP <wwt@cramahe.ca>

Hi Victoria,

Roads comments are as follows:

1. Needs an entrance permit if building a house
2. 911 was already assigned in April of 2024 – no entrance permit was required as noted was vacant land
3. Sightlines are ok, entrance is shown to be away from Pit entrance on site plan.
4. Not a severance so no road widening is requested.

Thanks,

Heather McColl

Public Works Clerk & Asset Management Coordinator

Cramahe Township

Phone: 905-355-2821 ext 221

Fax: 905-355-3430

Please Note:

NEW PERMANENT OFFICE HOURS

EFFECTIVE AUGUST 5TH, 2024

MONDAY – THURSDAY 8:30am – 5:00pm

FRIDAY – 8:30am – 12:30pm

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From: [Technical Services](#)
To: [Krista Metcalfe](#)
Subject: RE: D14-KOE-03-25
Date: Monday, February 24, 2025 3:21:30 PM
Attachments: [image001.png](#)

CAUTION: External E-Mail

Krista

Good afternoon.

Lakefront Utilities (Electric) has no comments as this project is in Hydro One's service territory.

Thanks,
Christopher

From: Krista Metcalfe <kmetcalfe@cramahe.ca>
Sent: February 24, 2025 11:29 AM
To: circulations@wsp.com; yearwooda@northumberland.ca; LandUsePlanning@HydroOne.com; planning@ltc.on.ca; jeannette_thompson@kprdsb.ca; kevhickey@pvncdsb.on.ca; notifications@enbridge.com; Cramahe WTP <wwt@cramahe.ca>; Nathan Proctor <nproctor@cramahe.ca>; circulations@mmm.ca; Executivevp.lawanddevelopment@opg.com; planninganddevelopment@bell.ca; Technical Services <technicalservices@lusi.on.ca>; Matt Halmasy <mhalmasy@cramahe.ca>; Tim Gilligan <tgilligan@cramahe.ca>; Nicole Newton <nnewton@cramahe.ca>; kensitn@northumberland.ca; tjc@designplan.ca; Heather McColl <Heather@cramahe.ca>
Subject: D14-KOE-03-25

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Krista Metcalfe

Krista Metcalfe,
Planning Coordinator

Township of Cramahe

1 Toronto Street, Box 357

Colbrone, ON,

K0K 1S0

Phone: 905-355-2821 ext 227

Email: kmetcalfe@cramahe.ca



**** Please note our change in office hours - Monday to Thursday 8:30am - 5:00pm, Friday 8:30am - 12:30pm ****



Township of Cramahe Economic Development Committee

Date Approved by Council: TBD (Pending January 28th, 2025 Meeting)

Sunset Date: End of Council Term

Mandate:

The Township of Cramahe Economic Development Committee will promote and facilitate ongoing communication and cooperation between the Township and local businesses. Through the Committee, members will share expertise with respect to business attraction, retention and expansion; marketing and tourism, thereby inspiring and supporting entrepreneurship, creating a vibrant future for young adults within the community and building a stronger rural and small town identity.

Goals/Objectives:

1. Provide recommendations to Council and Staff on matters relating to Economic Development throughout the Township of Cramahe.
2. Build relationships between municipal government and local businesses.
3. Provide an economic development perspective on how Township policies on matters that are referred to the Committee by Council.
4. Identify opportunities for business development and expansion to encourage entrepreneurship.
5. Make recommendations and submit draft budgets to Council on potential initiatives and funding opportunities identified by the Committee.
6. Liaise with economic development efforts of Northumberland Economic Development (NED) and other partners.
7. Any other recommendations as they arise.

Composition:

The committee shall be comprised of voting members as follows:

5-7 members of the Public who must be Cramahe residents representing a variety of business sectors and organizations including, but not limited to

Retail, Tourism, and Service Sector (restaurants, lawyers and other professionals).

- 1 council appointee
- 1 alternate council appointee

The Chair of the committee will be a voting member of the public appointed by committee at the first meeting and will be in place for the term of council.

Appointments will run concurrent with the term of Council or until their successors are appointed. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community.

Stakeholder groups may be invited to attend meetings as needed to provide expertise related to a specific topic or provide additional information regarding a topic of discussion.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders.

Relevant staff/departments will provide technical support to the Committee for the purposes of providing background information associated with policy and process. Staff support members shall not be voting members.

Attendance Requirements:

Per the procedural by-law 2021-91 Section 27.19 – Quorum: A quorum shall consist of more than 50% of the Membership of the committee. The meeting must have quorum to commence.

Per the procedural by-law 2021-91 Section 3.6 - Duties of the Advisory Committees: If three consecutive meetings lack attendee participation resulting in no quorum, it shall be deemed inactive until such a time as new members can be recruited.

Members who are absent for 3 consecutive meetings without a written notice, shall be removed from the committee and have their space advertised as available.

Leave of Absence Requests:

Members who require an extended leave of absence shall provide written notice to the committee secretary, and shall be provided with approval of their leave. During the approved leave of absence, their attendance shall not be considered for quorum.

Reporting to Council:

The Committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be first considered by staff and/or Council. Reports regarding matters related to the mandate of the committee will be made to the Committee of the Whole as required.

The committee may form sub-committees as necessary to investigate or report on specific issues and then report back to the Economic Development Committee. The members of the sub-committees would schedule their meeting(s) as needed, at a time and location that is convenient for all members.

Administration Section

Department Linkage: Planning and Development Department

Staff Support: Legislative and procedural support to be provided by the Clerk or Designate.

Meeting Frequency: The Economic Development Committee shall establish the regular meeting time and location at the first meeting of each term. It is expected that the Economic Development Committee will meet quarterly.

Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a committee meeting must so advise the staff liaison a minimum of five working days before the meeting. The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.

Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.
2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.
3. I will disclose any pecuniary interest, direct or indirect.
4. Any member of the Committee shall not direct Staff or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
5. I will abide by the following Township of Cramaha policies and by-laws:
 - Council and Committee Code of Conduct
 - Procedure By-Law
 - Committee Policy
 - Procurement Policy
 - any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date:

Resolution Number: