



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

**Date:** Tuesday, September 9, 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.

*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 September 9, 2025., 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	Request for a Fiscal Offset By-law	6
-----	------------------------------------	---

David Forsyth

**BE IT RESOLVED THAT** Committee of the Whole receive the Request for a Fiscal Offset By-law delegation from David Forsyth, for information.

**8. ADOPTION OF MINUTES**

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

8.a	Committee of the Whole - July 8, 2025	10
8.b	Economic Development Advisory Committee - May 12, 2025	17
8.c	Agricultural Committee - June 17, 2025	24
8.d	Healthcare Needs Committee - May 5, 2025	28

**9. COMMUNITY SERVICES**

**10. REPORTS OF MUNICIPAL OFFICERS**

**10.a BY-LAW ENFORCEMENT**

10.a.a	Noise By-Law Exemption Request for Outdoor Wedding and Reception, ENF BYLAW-03-25	31
--------	---	----

**BE IT RESOLVED THAT** the Committee of the Whole receive Report ENF BYLAW-03-25 for information; and

**THAT** Committee of the Whole recommend that the Council waive Section 3 of the Noise By-law 06-71 (Time Restrictions) for 14045 Telephone Rd, Colborne, Ontario K0K 1S0 to hold an outdoor wedding and reception on September 27, 2025.

**10.b CLERKS**

**10.b.a Alternative Voting Method for 2026 Municipal and School Board Elections, CLERKS-12-25**

33

**BE IT RESOLVED THAT** Council receive Report CLERKS-12-25 for information; and

**THAT** Council authorize the Alternative Voting Method of Internet and/or Telephone Voting for the 2026 Municipal and School Board election; and

**THAT** Council authorize staff to bring forth a by-law to authorize the Alternative Voting Method of Internet and/or Telephone Voting for the 2026 Municipal and School Board election under Section 42 of the Municipal Elections Act 1996.

**10.c TRANSPORTATION**

**10.c.a Road Design Class Change Railways – Hunt Road, PW TRANSPORTATION-14-25**

36

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

**THAT** Committee of the Whole recommend that Council approve the reduction in the speed limit on Hunt Rd., to 50km/h; and

**THAT** a bylaw to drop the rate of speed be brought forward at the meeting of Council to enact such.

**11. ADVISORY COMMITTEE REPORTS**

**11.a Healthcare Needs Advisory Committee**

**11.a.a Northumberland County Physician Recruitment Selected Representative**

The Cramahe Healthcare Committee nominates Spencer Coburn as a committee representative, and Ben Walker as the alternate.

**BE IT RESOLVED THAT** Committee of the Whole receive for information.



**11.a.b Rural Outreach Clinic Mail Out, ADMIN-07-25**

38

**BE IT RESOLVED THAT** Committee of the Whole receive Report ADMIN-07-25 for information; and

**THAT** direction on how to proceed be provided.

**11.b Free Facility Request – Economic Development Advisory Committee, CLERKS-15-25**

54

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

**THAT** Committee of the Whole recommend that Council approve the Economic Development Committee request which would waive the Keeler Centre Rotary Hall rental fees for March 25<sup>th</sup>, 2025, to host the Community Economic Development 101 Workshop provided by the Ontario Ministry of Rural Affairs.

**11.c Free Facility Request – Intermunicipal Task Force on Housing & Homelessness, ADMIN-06-25**

57

**BE IT RESOLVED THAT** the Committee of the Whole receive Report ADMIN-06-25 for information; and

**THAT** the Committee of the Whole recommend that Council support the Free Facility Request for the Intermunicipal Task Force on Housing & Homelessness.

**12. OPEN FORUM**

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

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

**14. ADJOURNMENT**

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



## Request for Delegation

RECEIVED

Attention: Municipal Clerk  
Township of Cramahe  
1 Toronto St., P.O. Box 357  
Colborne, ON K0K 1S0  
Email: clerk@cramahetownship.ca  
Phone: 905-355-2821 ext. 222  
Fax: 905-355-3430

FOR OFFICE USE ONLY SEP 02 2025

Meeting Name: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

Name of Individual(s): DAVE FORSYTH Request Date: SEPT 9/25

Position/Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Phone Number: 905 373 5978 Extension: \_\_\_\_\_ Fax: \_\_\_\_\_

Reason(s) for delegation request (subject matter to be discussed):  
ASK FOR A FISCAL OFFSET BYLAW

I am submitting a formal presentation to accompany my delegation:

☒

Yes

☐

No

I will require the following audio-visual equipment/software for my presentation:

☐

Projector

☐

PowerPoint

*\*Note: Delegates are requested to provide 10 copies of all background material/presentations to the Clerk's Division 5 business days prior to the meeting date so that it can be included with the agenda package.*

In accordance with Procedural By-law 2007-10:

- Delegates appearing before Cramahe Council or Committee are requested to limit their remarks to 8 minutes and 10 minutes respectively (approximately 5/10 slides).

Once the above information is received in the Clerk's Division, you will be contacted by staff to confirm your placement on the appropriate agenda. Thank You.

### Notice With Respect to the Collection of Personal Information (Municipal Freedom of Information and Protection of Privacy Act)

Personal Information contained on this form is authorized under Section 3.4 of the Township of Cramahe Procedural By-law 200710, for the purpose of contacting individuals and/or organizations requesting an opportunity to appear as a delegation before Council or a Committee of Council. The Delegation Request Form will be published in its entirety with the public agenda. The Procedural By-law is a requirement of Section 238(2) of the *Municipal Act, 2011*, as amended.

Please note that all meetings are open to the public except where permitted to be closed to the public under legislated authority.

Signature of Delegate: [Signature] Witness (Twp. Staff): \_\_\_\_\_

Date: SEP 2/25

## Bylaw for Real Fiscal Responsibility and Transparent Governance

Good evening, Mayor and Members of Council,

Thank you for the opportunity to speak tonight.

I'm here as a resident and taxpayer to propose something I believe is simple, clear, and—frankly—long overdue: a bylaw that requires any additional funding requests made after the formal budget is passed to be matched by real-time, equivalent cutbacks elsewhere in the budget—not by dipping into reserves.

Let me explain why this matters so much to me—and why I believe it's essential for responsible, transparent governance.

We've all seen it happen. A department—whether it's Transportation, Parks and Recreation, or another—comes to Council midway through the year asking for more money. Maybe it's for repairs, temporary staff, or a project that didn't make it into the original budget.

Now, I understand these requests often come with good intentions. But here's the problem:

When Council approves these additional funds without making offsetting cuts, you usually pull from one place—our reserves.

That may seem harmless in the moment, but over time, it creates a serious problem. Every time you do this, you bypass the hard work of the formal budget process. You avoid making trade-offs. You spend money that was meant for long-term priorities or true emergencies.

What I'm asking this Council to consider is a Fiscal Offset Bylaw—a simple but powerful tool that would require departments to find matching savings for any mid-year budget request. In other words: if a department wants \$60,000 more, then Council must identify \$60,000 in savings—whether that's deferring a non-urgent project, pausing a program, or scaling

back elsewhere.

And unless we're dealing with a formally declared emergency, reserves should not be touched. That's money we all rely on for real crises or long-term infrastructure—not everyday overspending.

This bylaw would embed three things into our financial DNA:

1      Fiscal Responsibility We commit to living within our means—just like every family and business is expected to do.

2      Transparency Residents will see the true cost of new spending. If something new is added, we'll also see what's being traded off.

3      Accountability Departments will have an incentive to plan more carefully, and Council will be encouraged to weigh the real consequences of mid-year spending.

This bylaw won't stop emergencies from being addressed—but it will make sure the term “emergency” actually means something. A real emergency—like a natural disaster or a sudden infrastructure failure—can still trigger access to emergency reserves. But that should be the exception, not the rule.

Let's be honest: this bylaw won't always be convenient. It will force tougher conversations. It may mean saying “no” more often. But isn't that what leadership is?

By approving this bylaw, Council would be sending a strong signal to every department and every resident: that our budget is not just a formality passed in January—it's a commitment that lasts the full year.

Here's what I'm asking Council to do:

Draft, debate, and pass a fiscal offset bylaw that says:

No department shall receive unbudgeted funds during the fiscal year unless equal value in services are cut elsewhere. And no additional funds shall be drawn from reserves unless a formal emergency has been declared.

Let this bylaw be a guardrail—a shield for our reserves, a

benchmark for good governance, and a promise to taxpayers like me that our money will not be spent carelessly or without consequence.

Thank you for your time—and I urge you to take this proposal seriously. The long-term health of our township depends on it.



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

**July 8, 2025, 6:00 p.m.**

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

Members Absent: Councilor Joel Schriver

Staff Present: Clerk H. Grant  
Janet Newall  
Nicole Newton

---

**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

**\*\*\*Due to audio difficulties please view link below to watch recording\*\*\***

<https://youtu.be/AOK6sBkudMg>

Audio is delayed until 2 mins 10 sec and during national anthem, it then resumes at 4 mins 27 sec.

## **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.

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

## **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.

*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**

**Moved by** Councillor Van Egmond

**Seconded by** Councilor Sherry Hamilton

**BE IT RESOLVED THAT** the agenda for the July 8, 2025., Committee of the Whole meeting be approved, as presented.

**CARRIED**

**6. DECLARATION OF PECUNIARY INTEREST**

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

None.

**7. DELEGATIONS/PRESENTATIONS**

**8. ADOPTION OF MINUTES**

**Moved by** Councilor Sherry Hamilton

**Seconded by** Deputy Mayor Arthur

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

- Committee of the Whole, June 10, 2025
- Agricultural Committee, March 18, 2025
- Heritage Committee, May 29, 2025

**CARRIED**

**9. COMMUNITY SERVICES**

**10. REPORTS OF MUNICIPAL OFFICERS**

**10.a PLANNING**



**10.a.a Zoning By-law Amendment – D14-ELL-09-25,  
PLAN-29-25**

**Moved by** Councillor Van Egmond

**Seconded by** Councilor Sherry Hamilton

**BE IT RESOLVED THAT** the Committee of the Whole receive Report PLAN-29-25 for information; and

**THAT** Committee of the Whole recommend that Council direct staff to provide a Zoning By-law Amendment to implement the recommendations of this Report, for consideration by Council at their next available meeting.

**CARRIED**

**10.a.b Zoning By-law Amendment - D14-MIE-10-25 -  
County Rd 27, PLAN-30-25**

**Moved by** Councillor Van Egmond

**Seconded by** Councilor Sherry Hamilton

**BE IT RESOLVED THAT** the Committee of the Whole receive Report PLAN-30-25 for information; and

**THAT** Committee of the Whole recommend that Council direct staff to provide a Zoning By-law Amendment to implement the recommendations of this Report, for consideration by Council at their next available meeting.

**CARRIED**

**10.b BYLAW ENFORCEMENT**

**10.b.a Noise By-Law Exemption Request for Outdoor  
Wedding and Reception, ENF BYLAW-02-25**

**Moved by** Deputy Mayor Arthur

**Seconded by** Councillor Van Egmond

**BE IT RESOLVED THAT** the Committee of the Whole receive Report ENF BYLAW-02-25 for information; and

**THAT** Committee of the Whole recommend that Council waive Section 3 of the Noise By-law 06-71 (Time Restrictions) for 3 Colton St, Colborne, Ontario to hold an outdoor wedding and reception on September 13, 2025.

**CARRIED**

## **10.c ADMIN**

### **10.c.a Cramahe Township Sign Replacement, ADMIN-03-25**

**Moved by** Councilor Sherry Hamilton

**Seconded by** Councillor Van Egmond

**BE IT RESOLVED THAT** Committee of the Whole receive Report ADMIN-03-25 for information.

**CARRIED**

## **11. ADVISORY COMMITTEE REPORTS**

### **11.a County of Northumberland**

Request from the Northumberland Physician Recruitment Advisory Committee, to support broad municipal engagement, the County is inviting each member municipality to nominate one individual to serve as a representative on this Advisory Committee. The nominated individual may be a Member of Council, or a community representative with knowledge of local health care needs or physician recruitment efforts.

Staff are recommending that this request be deferred to the Cramahe Health Care committee and that they nominate and/or select a member to represent Cramahe Township on the new Northumberland Physician Recruitment Advisory Committee.

**Moved by** Councilor Sherry Hamilton

**Seconded by** Councillor Van Egmond

**BE IT RESOLVED THAT** the Committee of the Whole defer the recommendation from the Northumberland Physician

Recruitment Advisory Committee, to the Cramahe Health Care Committee; and

**THAT** the Cramahe Health Care Committee nominate and/or select a representative from their committee to represent and serve on the advisory committee for Cramahe Township.

**CARRIED**

## **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.

Barbara Marian, King Street resident: Question on reconstruction of Circle K.

David Forsyth, Telephone Road resident:

1. Official Plan Meeting, can it be moved to a Saturday?
2. Damage to Telephone Road during the fibre installation, who is responsible for repair?.
3. Business signs at the 401 off ramp on East Side of County Road 25. Who owns property?

## **13. CLOSED MEETING**

## **14. ADJOURNMENT**

**Moved by** Councillor Van Egmond

**Seconded by** Councilor Sherry Hamilton

**BE IT RESOLVED THAT** the Committee adjourn the meeting at 6:22pm.

**CARRIED**

---

Mayor

---

Clerk



**Township of Cramahe Economic Development Advisory Committee**  
**Minutes**

**May 12, 2025, 9:30 am**

Members Present: Mark Turney  
Mathew Walsh  
Sherry Hamilton  
Mary Norton-Stack  
Chad Miller

Members Absent: Amanda Visneski

Staff Present Nicole Newton  
Victoria Heffernan

Others Present Callie Nelson, Member  
Jay Robinson, Delegate

---

**1. MEETING DETAILS**

Townhall Council Chambers - In person meeting only  
1 Toronto St. Colborne ON K0K 1S0

**2. CALL TO ORDER**

Chair M. Walsh called the meeting to order at 9:35am  
Introduction of new member, C. Nelson.

**3. CONFIRMATION OF AGENDA**

**Moved By** Chad Miller  
**Seconded By** Sherry Hamilton

**BE IT RESOLVED THAT** the Economic Development Advisory Committee approve the agenda as amended to receive item 6.a. Digital Tourism and Marketing Delegation, 7.c. Signage, 7.d. Pilot Project and 8.c. Apple Route Signage.

**Carried**

**4. ADOPTION OF THE MINUTES**

**Moved By** Sherry Hamilton

**Seconded By** Chad Miller

**BE IT RESOLVED THAT** the Economic Development Advisory Committee approve the minutes from January 27, 2025 and March 24, 2025 as presented.

**Carried**

**5. DISCLOSURES OF PECUNIARY INTEREST**

None.

**6. ITEMS FOR INFORMATION**

**6.a Digital Tourism and Marketing**

Jay Robinson

J. Robinson provided the background of Destination Cramahe and the mission to encourage shopping / tourism within 50km of downtown Colborne. He provided page functions that could partner well with the Economic Development Committee including sharing local businesses and directories. Partnership could include professional marketing, pushing Economic Development into the community, foldaway maps, etc.

**Moved By** Sherry Hamilton

**Seconded By** Mark Turney

**BE IT RESOLVED THAT** the Economic Development Advisory Committee receive the delegation from Jay Robinson, regarding Digital Tourism and Marketing, for information.

**Carried**

**6.b Teeny Tiny Towns Recap**

S. Hamilton to provide an update on the Teeny Tiny Towns Summit 2025 held in The County of Prince Edward on Thursday, May 1, 2025.

S. Hamilton provided an update on the May 1st Teeny Tiny Summit in Picton. This was a small conference sponsored by OMAFRA with keynote speakers. She approached the OMAFRA Representative to inquire how Cramahe could be a host community in the future. All resources are provided by OMAFRA including keynotes and food.

**Moved By** Chad Miller

**Seconded By** Mary Norton-Stack

**BE IT RESOLVED THAT** the Economic Development Advisory Committee receive the Teeny Tiny Towns Summit update for information.

**Carried**

**7. BUSINESS ARISING FROM THE MINUTES**

**7.a Business Directory Follow Up**

Committee to discuss the Business Directory.

Committee discussion on how to move forward with the directory. Recommendation for a self service model where business can manage their own information, pending admin approval. There is a way to format to send an auto message that reminds the business to confirm their information. Any changes submitted will be compiled and brought forward to each committee meeting for approval.

Committee to prepare a report to Council to request that staff be directed to provide the administrative support for the business directory and implement on the township website.

**Moved By** Sherry Hamilton

**Seconded By** Mark Turney

**BE IT RESOLVED THAT** the economic advisory committee provide a report to Council on the business directory as a delegation.

**Carried**

#### **7.b Terms of Reference**

##### **Resolution 2025-195**

**Moved By:** Councilor Sherry Hamilton

**Seconded By:** Councilor Van Egmond

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

**CARRIED**

**Moved By** Chad Miller

**Seconded By** Mark Turney

**BE IT RESOLVED THAT** The Economic Development Advisory Committee receive the Council Resolution 2025-195 for information.

**Carried**

#### **7.c Signage**

Committee discussion on the signage at Big Apple in municipal right of way previously managed by the Brighton-Cramahe Chamber of Commerce. Staff to confirm if this is currently insured by Municipality and whether it meets engineering requirements. Committee to form a sub-working group to look at what could go on the sign, such as rented advertising versus broad messaging.



**Moved By** Chad Miller  
**Seconded By** Sherry Hamilton

**BE IT RESOLVED THAT** a sub-committee working group be initiated regarding the municipal signage at the big apple.

**Carried**

**7.d BECN Pilot Project**

CAO/Clerk, H. Grant came in to thank this committee for all that they do. She spoke on the resolutions that come from Advisory Committees to Committee of the Whole, and the requirement for Reports and Verbal Updates from the advisory committee when requesting decisions of Council. Advised the committee of the need to address any potential questions and information that will assist Council with making informed decisions. If committee wants to provide the information to staff, they can put into report or can come as a delegation.

**8. NEW BUSINESS**

**8.a Prosper In Northumberland**

M. Walsh to provide information on Prosper In Northumberland.

M. Walsh provided update on prosper in Northumberland, which is a project designed to champion local businesses, strengthen our economy, and stand proudly behind local goods and services. There is a digital platform for businesses to communicate together and ask consumers to pledge to spend money locally.

**Moved By** Sherry Hamilton  
**Seconded By** Chad Miller

**BE IT RESOLVED THAT** the Economic Development Advisory Committee receive the Prosper In Northumberland update for information.

**Carried**

**8.b 401 Bridge Signs**

M. Turney to provide information.

M. Turney contacted the Ministry of Transportation (MTO) regarding a Cramahe sign on the new bridge when being planned. Would be requesting that the MTO provide the base and electrical for the sign. Looking at a 16 foot sign made of metal and steel, 3D and fastened on giant an armour stone wall. Would like to see a partnership with the Heritage Committee regarding heritage commemorations plaques.

**Moved By** Sherry Hamilton

**Seconded By** Chad Miller

**BE IT RESOLVED THAT** the Economic Development Advisory Committee receive the 401 bridge signs update for information.

**Carried**

**9. CONFIRMATION OF NEXT MEETING**

The next meeting is scheduled for August 18th, 2025 at 9:30am at the Municipal Office.

**10. ADJOURNMENT**

**Moved By** Mark Turney

**Seconded By** Chad Miller

**BE IT RESOLVED THAT** the Economic Development Advisory Committee adjourn the meeting at 12:02 p.m.

**Carried**

---

Chair

---

Board Secretary



**Township of Cramahe Agricultural Advisory Committee**

**Township of Cramahe Agricultural Advisory Committee**

**Date: June 17, 2025**

**Time: 9:00 am**

**Location: Council Chambers**

Members Present: Joe Banbury  
Steve Lipsett  
Matt McComb  
Lisa Meekes  
Sandra Arthur

Members Absent: Victoria Heffernan  
Ed Van Egmond

Staff Present: Janet Newall

Others Present: Regrets N Newton

---

**1. MEETING DETAILS**

**In Person**

Colborne Municipal Office - 3rd floor

**2. CALL TO ORDER**

Chair M. McComb called the meeting to order at 9:11am.

**3. CONFIRMATION OF AGENDA**

**Moved By** Steve Lipsett

**Seconded By** Lisa Meekes

**BE IT RESOLVED THAT** the Agricultural Committee approve the June 17, 2025 agenda as presented.

**Carried**

**4. ADOPTION OF MINUTES**

**Moved By** Steve Lipsett

**Seconded By** Lisa Meekes

**BE IT RESOLVED THAT** the Agricultural Committee approve the minutes from March 18, 2025 as presented.

**Carried**

**5. DISCLOSURES OF PECUNIARY INTEREST**

NONE

**6. ITEMS FOR INFORMATION**

**Moved By** Lisa Meekes

**Seconded By** Sandra Arthur

**BE IT RESOLVED THAT** the Agricultural Advisory Committee receive items 6.1. through 6.3. for information

**Carried**

**6.1 Ministry of Agriculture, Food and Agribusiness**

Correspondence related to Agricultural System Implementation.

Committee discussion around the inventory of Agricultural land in production at current date and importance of this prior to completing OP review. Committee wondering if there is flexibility to have provisions included for Council consideration?

**6.2 Grant Opportunity**

[Agriculture Economic Development program | ontario.ca](https://www.ontario.ca/agriculture-economic-development-program)

L. Meekes reviewed resource and discussed briefly.

**6.3 2025 Poli Ag Tour**

Northumberland federation of Agriculture (NFA) will be having their Poli Ag tour Aug 7th, 2025. Discussion on committee attendance.

L. Meekes gave further details of event. Invitations will be sent out shortly directed towards council members, municipal staff, MP, MPP and those involved in decision making that affects rural Agriculture.

Goal of the day is to give overview and highlight of current best practices, concerns and development in local farming and Ag resources to those involved in levels of government that may not be otherwise familiar.

## **7. NEW BUSINESS**

### **7.1 Roads Safety and Tour**

Concern received regarding farm equipment and road safety.

Committee to discuss the Operations Department's brushing status for farm equipment visibility.

Committee to discuss a roads tour.

The Committee had a discussion around road safety including Ontario Federation of Agriculture resources, slow moving signs on farm equipment and share the road signage. J. Newall suggested if committee had key areas of concern, could bring forward to "Report a Concern" portal on the Township's website, or staff to have investigated and resources could potentially be allocated.

Slow your Roll Campaign and Transition Safety Zones via County initiatives were also discussed.

## **8. OLD BUSINESS**

### **8.1 Touch a Truck**

Committee to touch base on the upcoming Touch a Truck event on August 23, 2025.

L. Meekes confirmed the grain table and sensory bin will be available and have been booked. Looking to order box of farm digest for materials to hand out at event. Committee to use the Agricultural budget for educational materials as approved during the 2025 budget process.

M. McComb, S. Lipsett and L. Meekes are available for Touch-a-Truck event on August 23rd, 2025. Staff to correspond details closer to event.

Committee members will send staff list of potential invitees that could also attend event with equipment or swag within the following week to ensure they are included within the list.

## **8.2 Website Update**

Committee update on website migration status and Agricultural Committee page.

J. Newall gave update that within 2 weeks staff will have the hand off of the new platform to start building new pages with the anticipated "go-live" date being an early September 2025 launch.

S. Lipsett to send J. Newall notes of links would like included on Agricultural Committee landing page. J. Newall confirmed the hope to send draft pages to those departments and committees that have requested pages by early July 2025, and to have final edits and drafts completed by early August 2025. Committee will be sent a copy to review prior to publishing.

## **9. BUSINESS ARISING FROM THE MINUTES**

### **10. CONFIRMATION OF NEXT MEETING**

The next meeting will be held on September 16th, 2025 at 9:00 a.m.

### **11. ADJOURNMENT**

**Moved By** Sandra Arthur

**Seconded By** Lisa Meekes

**BE IT RESOLVED THAT** the Agricultural Committee adjourn the meeting at 10:11am

**Carried**

---

Chair; Board Secretary



**Township of Cramahe Healthcare Needs Advisory Committee**

**Township of Cramahe Healthcare Needs Advisory Committee**

**Date: May 5, 2025**

**Time: 11:00 am**

**Location: Council Chambers**

Members Present:     Spencer Coburn  
                              Regan Turner  
                              Cori Cook  
                              Sherry Hamilton

Members Absent:     Jennifer Bedding  
                              James Larmer

Staff Present:         Janet Newall  
                              Deputy Clerk, N. Newton

---

**1. MEETING DETAILS**

3rd Floor - Municipal Office  
1 Toronto Street, Colborne

**2. CALL TO ORDER**

C. Cook called the meeting to order at 11:05 a.m.

**3. CONFIRMATION OF THE AGENDA**

**Moved By** Regan Turner  
**Seconded By** Sherry Hamilton

**BE IT RESOLVED THAT** the Healthcare Needs Committee approve the May 5, 2025 agenda as presented.



Carried

4. **ADOPTION OF MINUTES**

**Moved By** Sherry Hamilton

**Seconded By** Regan Turner

**BE IT RESOLVED THAT** the Healthcare Needs Committee approve the minutes of February 10, 2025 as presented.

Carried

5. **DISCLOSURES OF PECUNIARY INTEREST**

6. **ITEMS FOR INFORMATION**

7. **BUSINESS ARISING FROM THE MINUTES**

7.1 **Public Consultation Survey**

A delegation was received from Spencer to Council on April 22, 2025 regarding the public consultation survey.

Council passed the following:

- **Resolution 2025-197****Moved By:** Councillor Hamilton**Seconded By:** Councillor Van Egmond**BE IT RESOLVED THAT** Council authorizes staff to work with the Healthcare Needs Advisory Committee to launch the Public Consultation Survey and gather data.  
**CARRIED.**

Committee to discuss next steps and avenues for advertising the survey to the public.

C. Cook provided update to committee on the Council delegation.

Committee discussed Cramahe's engagement platforms for advertising the survey. Any resident can participate anonymously.

Request to the committee to develop an advertising flyer with a QR code to be distributed through the Township's channels by staff. There will be a need for hard copies for those who do not have access to a computer or a cellphone.

Survey will be launched from May 16th to July 4th. Committee members will be requested to complete the hard copies data entries. J. Larmer and S. Coburn will facilitate the post survey statistics and J. Newall will provide the survey analytics from Lets Talk Cramahe.

Distribution list ideas included, pending each locations approval, Cramahe Libraries, OHT-N, Pharmacys, Local Doctors Office, Keeler Centre, Community Paramedics, the Castleton Store and Physiohouse.

## **7.2 Resource Directory**

At the February 10, 2025 meeting, the committee discussed a resource directory (811 Community Navigator). Follow up on possible link for the Cramahe website.

S. Coburn advised the committee that Ontario Health Team just launched website that launched on Friday, May 2nd, 2025. There are resources directly on that website, including 811 (healthcare) and 211 (community based services). Township can link this to their website for residents.

## **8. CONFIRMATION OF NEXT MEETING**

Staff to provide a few dates with a poll - before long weekend in August.

## **9. ADJOURNMENT**

**Moved By** Regan Turner

**Seconded By** Sherry Hamilton

**BE IT RESOLVED THAT** the May 5, 2025 Healthcare Needs Committee meeting be adjourned at 11:42 am.

**Carried**

---

Chair; Board Secretary



# REPORT

## By-Law Enforcement

---

**Meeting:** Committee of the Whole

**Date:** September 9, 2025

**Report No.:** ENF BYLAW-03-25

**RESOLUTION NO:** \_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Noise By-Law Exemption Request for Outdoor Wedding and Reception

---

### **Recommendation(s):**

**BE IT RESOLVED THAT** the Committee of the Whole receive Report ENF BYLAW-03-25 for information; and

**THAT** Committee of the Whole recommend that the Council waive Section 3 of the Noise By-law 06-71 (Time Restrictions) for 14045 Telephone Rd, Colborne, Ontario K0K 1S0 to hold an outdoor wedding and reception on September 27, 2025.

---

### **Background:**

An application has been made in writing, pursuant to Section 5 of the Noise By-law 06-71, being exemptions from Council, to host an outdoor wedding and reception on Saturday, September 27<sup>th</sup>, 2025, at 4:00 p.m. The request is to extend the permitted noise restriction of 9:00 p.m. to 12:30 a.m. on Sunday September 28, 2025, for a gathering of approximately 125 guests which will include amplified sound within an event tent.

### **Staff Comments:**

By-Law 06-71, being a By-Law to Prohibit and Regulate Noise Within the Township of Cramahe states the following:

### **Section 3. Prohibitions by Time and Place**

No person shall emit or cause or permit the emission of sound resulting from any act listed in table 3-1, if clearly audible at a point of reception located in Residential Area of the Municipality within a prohibited time shown.

**Table 3-1: Prohibited by Time and Place**

<b>3.11</b>	The operation of any electronic device or group of connected devices incorporating loudspeakers or other electromechanical transducers and intended for the production, reproduction, or amplification of sound	<b>Times Prohibited</b>  21:00 hrs of one day to 0:700 hrs. of the next (09:00 Sunday)
-------------	---	--

**Section 5. Grant of Exemptions by Council**

**(a) Application to Council**

Notwithstanding anything contained in this by-law, any person may make an application to Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he might be prosecuted and Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six months, during which it is effective and may contain such terms and conditions as Council sees fit.

The Chief Building Official has advised the applicant that a Building Permit is required for the placement of the tent for the duration of the event.

**Financial Implications:**

There are no financial implications associated with this report.

**Concluding Comments:**

As outlined above, Section 3 of By-law 06-71 outlines the prohibitions by time and place, with Section 5 outlining how an applicant may request relief from these prohibitions.

Staff are requesting that the Committee of the Whole recommend to the Council that the applicant be granted permission to host the outdoor wedding and reception at 229 Crandall Road on Saturday, September 27<sup>th</sup>, 2025, until 12:30 a.m. on Sunday, September 28, 2025, and that the Noise Time Restriction is exempted.

**Submitted by:**

\_\_\_\_\_  
**Rodger Dingman, By-Law Enforcement Officer**

**Reviewed by:**

\_\_\_\_\_  
**Nathan Proctor, Building Official**



# REPORT

## Office of the Clerk

---

**Meeting:** Council

**Date:** May 27, 2025

**Report No.:** CLERKS-12-25

**RESOLUTION NO:**\_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Alternative Voting Method for 2026 Municipal and School Board Elections

---

### **Recommendation(s):**

**BE IT RESOLVED THAT** Council receive Report CLERKS-12-25 for information; and

**THAT** Council authorize the Alternative Voting Method of Internet and/or Telephone Voting for the 2026 Municipal and School Board election; and

**THAT** Council authorize staff to bring forth a by-law to authorize the Alternative Voting Method of Internet and/or Telephone Voting for the 2026 Municipal and School Board election under Section 42 of the Municipal Elections Act 1996.

---

### **Background:**

The principles of the Municipal Elections Act include:

- maintaining the secrecy and confidentiality of the voting process and individual votes;
- providing an election that is accessible to the voters;
- providing an election that is fair and non-biased;
- ensuring the integrity of the process is maintained throughout the election;
- ensuring the results of the election reflect the votes cast, and that valid votes be counted and invalid votes be rejected so far as reasonably possible; and

- ensuring voters and candidates are treated fairly and consistently within the municipality. Staff have considered all of the possible elections' methods, and present details of each option below.

The Municipal Elections Act, S.O. 1996 c. 32, Sched., specifies that a municipal council may authorize the following through a by-law passed on or before May 1 in the year of the election:

- The use of voting and vote-counting equipment
- The use by electors of an alternative voting method that does not require electors to attend at a voting place in order to vote.

On June 9, 2016 the Province of Ontario passed Bill 181, Municipal Elections Modernization Act, 2016. This Bill amended the Municipal Elections Act, 1996 and provides for further opportunities for municipalities to adopt new alternative voting methods such as internet voting. Council is still required to authorize the use of any alternative voting equipment (such as optical scan vote tabulators or vote by mail, telephone or internet voting).

Internet voting is a fast and efficient method and the most accessible. Users of online voting have found it is simple, convenient and private, at all ages and computer use levels. Once complete, the voter has the opportunity to review their selections. Data is then stored in a secure database and not tabulated until voting has been closed. Results are generated in real time and provided easily after the close of the election. Election results are available by 8:15PM with limited staff required and most cost beneficial to the municipality. Using Internet (and telephone voting) allows the municipality to open the voting period for as long as the municipality deems – so the voting period could be 10 days to 14 days, allowing everyone the ability to vote when they are available. Voters may also vote anywhere, at any time. This method does not allow for unintentionally spoiled ballots and provides warning prompts in races that may be under-voted or left blank. Voting credentials can be mailed to non-residents who have the capability to cast their ballot from anywhere in the world, provided there is internet available. Electors who prefer assistance can still be helped during the voting period in established voting centres or other municipal facilities providing internet access such as the Cramahe Public Library or a dedicated election kiosk. iPads and laptops can be purchased through the election budget and can be repurposed to staff or members of council.

The Township of Cramahe used in person and mail-in voting in elections prior to 2022. In the 2022 election, Council voted in support of using internet and telephone voting. The Clerk department used Internet Voting and is experienced with training, education and communication. Voters now have experience with the process for internet voting and turnout has been relatively consistent. There is no need to hire additional volunteer or paid staff for an internet only election. Current Clerks staff can adequately manage the election workload, with no additional support from other departments for customer service and IT support. With the extended voting period and ability to vote anytime and anywhere, staff will be able to set up voting kiosks in various locations across the municipality with assistance during regular business hours or after hours.

**Staff Comments:****Financial Implications:**

There are significant financial implications associated with this report. Costs for Internet and Telephone voting are approximately \$2.00 per elector, and mail in ballot approximately \$4.85 per elector and in-person ballot is significantly increased due to extra staff and additional staff time at around \$7.00 per voter. Therefore, based on 5851 electors in Cramahe the total costs for Internet and Telephone voting is \$11,702, mail in ballot \$28,377, and in-person \$40,957.

**Concluding Comments:**

Staff are recommending that Council approve Internet and Telephone voting for the 2026 Municipal & School Board Elections and will begin providing communications and education to voters in the new year. The role of the Clerk in a municipal election is to administer the election as accessible as possible. The Clerk will also work with the area municipalities who will be recommending the approval of internet and telephone voting for the 2022 municipal and school board elections.

**Submitted by:**

\_\_\_\_\_  
**Nicole Newton, Deputy Clerk**

**Reviewed by:**

\_\_\_\_\_  
**Holly Grant, CAO/Clerk**

**Report Approval Details**

Document Title:	Alternative Voting Methods for 2026 Municipal and School Board Elections - CLERKS-12-25.docx
Attachments:	
Final Approval Date:	Sep 3, 2025

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

**No Signature - Task assigned to HOLLY GRANT was completed by workflow administrator NICOLE newton**

HOLLY GRANT



# REPORT

## Public Works

---

**Meeting:** Committee of the Whole

**Date:** September 9, 2025

**Report No.:** PW/ TRANSPORTATION-14-25

**RESOLUTION NO:** \_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Road Design Class Change Railways – Hunt Road

---

**Recommendation(s):**

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

**THAT** Committee of the Whole recommend that Council approve the reduction in the speed limit on Hunt Rd., to 50km/h; and

**THAT** a bylaw to drop the rate of speed be brought forward at the meeting of Council to enact such.

---

**Background:**

In 2024, the Ministry of Transportation inspected all railways and recommended changing the road design class of Hunt Road to WB-20, suitable for heavy trucks. As a result, the speed limit should be reduced from 80 km/h to 50 km/h. Engineers have reviewed the proposed crossing changes and confirmed that the lower speed is appropriate due to the crossings and the road geometry south of the tracks.

**Staff Comments:**

Staff, therefore, request direction from council to designate the speed limit on all of Hunt Road to 50 km per hour to align with the new road design class change. Hunt Road runs north and south between County Rd 2 and Beach Drive.



**Financial Implications:**

Staff are waiting to hear from the railways to see if any costs will be incurred by changing the road design class. Rail crossings may need to be updated due to the road design class change. Typically, this is a 50/50 cost share, and Municipality's have no choice. The Township has inventory for 50km signs so no cost will be incurred for this.

**Concluding Comments:**

Staff are requesting approval of the speed limit change as per the above recommendations.

**Submitted by:** \_\_\_\_\_

**Tim Gilligan, Compliance Coordinator**

**Reviewed by:** \_\_\_\_\_

**Phil Kelly, Manager of Public Works and Environmental Services**



# REPORT

## Office of the Clerk

---

**Meeting:** Committee of the Whole

**Date:** September 9, 2025

**Report No.:** ADMIN-07-25

**RESOLUTION NO:**\_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Rural Outreach Clinic Mail Out

---

### Recommendation(s):

**BE IT RESOLVED THAT** Committee of the Whole receive Report ADMIN-07-25 for information; and

**THAT** direction on how to proceed be provided.

---

The Health Care Needs Committee was briefed on the Rural Outreach Impact Report and an overview of their services was provided to them at the last meeting.

### Results indicated:

- 61% of those seeking the clinic's care are from Cramahe;
- Clinic has seen a 40% increase in visits over the last 3 months;
- An additional physician has been added to the clinic team to assist with waitlist.
- Unattached patients can be seen for follow up and continued care, with a potential to do in-home care.

The Health Care Needs Committee discussed an increase in promotion of the clinic as a local resource through the website, social media channels and further signage or potential mail out. The Committee agrees that this is the area of focus needed to assist in fulfilling the need of residents - as many are unaware of what the clinic already offers.

The following motion was passed by the Committee at its July 28<sup>th</sup>, 2025, meeting.

Moved By James Larmer  
Seconded By Cori Cook

**BE IT RESOLVED THAT** the healthcare needs committee recommends that council support the promotion of the local Rural Outreach Clinic; and

**THAT** they approve the mail out of OHT approved one page flyer to all residential mailboxes within Cramahe.

Staff are looking for directions on how to proceed. The cost of the mailout to all residential mailboxes only (business not included) will be \$550.00.

Councilor Hamilton sits on this committee and Staff member Janet Newall was present during the meeting.



Ontario Health Team  
Northumberland

34

34 VICTORIA ST. COLBORNE

# The Rural Outreach Clinic

Overcoming Barriers to Access

Page 40 of 58



# Impact Report

**Community Impact Report:** ROC Services in Cramahe Township

**Prepared for:** Township of Cramahe

**Prepared by:** Spencer Cobourn, Clinic Coordinator, Rural Outreach Clinic

**Date:** May 2025

## Overview

Since its inception in April 2021, The Ontario Health Team – Northumberland’s Rural Outreach Clinic (ROC) in Colborne has played a pivotal role in improving equitable access to health services in rural communities. Cramahe Township, where the clinic is based, has benefitted most substantially from these services.

# Our Services



## PRIMARY CARE

NHH-NPs, Dr. Michelle Snarr



## DIABETES EDUCATION

Community Health Centres of Northumberland



## FOOT CARE

OHT-N RPN



## SOCIAL SUPPORTS

Community Care Northumberland



## COUNSELLING

Adult Mental Health - NHH  
Community Mental Health Services

Youth Mental Health - Rebound  
Child and Youth Services

Domestic Counselling -  
Cornerstone



## SMOKING CESSATION

Northumberland Family  
Health Team, CHC-N

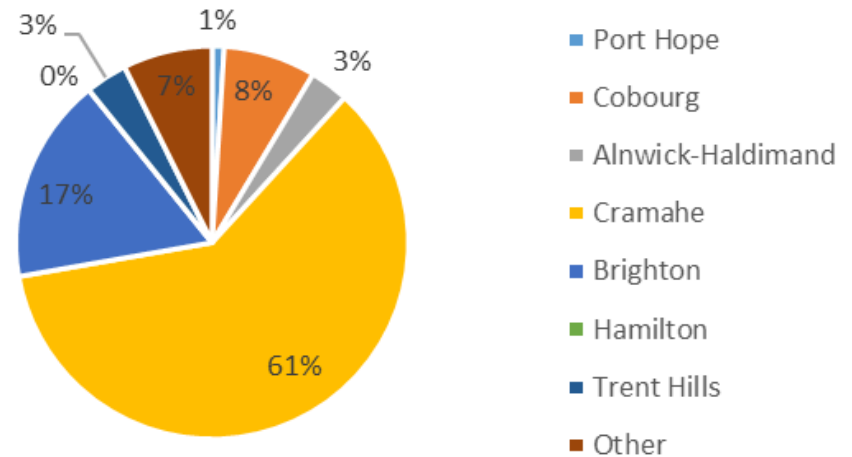
# Service Partners



# Cramahe Residents: The Core of Our Reach



New Patient/Clients Served at the OHT-N ROC



**246** new Cramahe Township patients have been served at the ROC since April 2021.

**This represents over 60% of all new patients** from across Northumberland County.

Cramahe residents are not just part of our service population—**they are the majority**. This underscores the essential role the ROC plays in addressing gaps in care for local residents, especially those who are unattached to a primary care provider or living with chronic or complex health needs.



Over the past 4 years, services have shown consistent demand, with the Primary Care stream receiving **1,343** visits across the ROC.

Monthly data shows steady utilization with many patients returning for follow-up—demonstrating trust, continuity, and need.

In the last 12 months, Cramahe residents accounted for a steady monthly volume of visits, often surpassing 60 interactions with healthcare professionals.

An increasing number of referrals from both patients and providers shows that the ROC is becoming a trusted, central access point for healthcare in Cramahe.



## Growing Demand and Consistent Usage

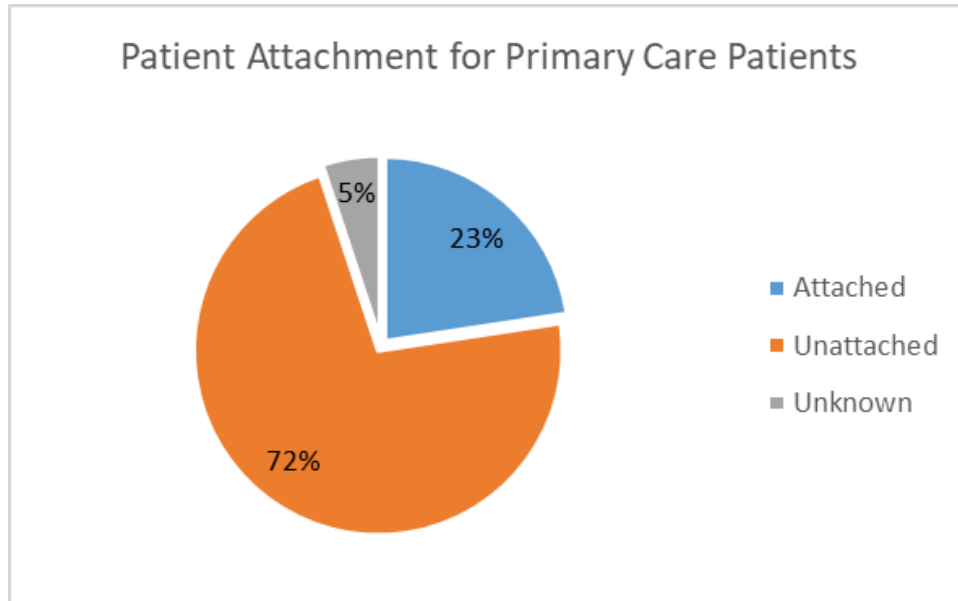


# 72%

OF PATIENT WHO ACCESS FOR PRIMARY CARE AT THE ROC  
ARE UNATTACHED TO A PRIMARY CARE PROVIDER



# Serving the Unattached and Underserved



Of the Cramahe residents served:

At least **227 were identified as unattached to any primary care provider.**

Only 71 were connected to a Family Health Team (FHT) or Community Health Centre (CHC).

This clearly demonstrates how the ROC fills a critical service gap for patients who would otherwise fall through the cracks.

In a recent patient feedback survey with 236 respondents, we asked:  
***"If the services at the Rural Outreach Clinic were not available, how would you seek care?"***

***What If*** the  
ROC Didn't  
Exist?

**Residents  
Tell Us the  
Stakes**

**41.1%** (97 people) said  
they would go to a hospital  
emergency room



**22.9%** (54 people)  
would attend a walk-in  
clinic



**26.7%** (63 people) would  
try to access a family  
physician

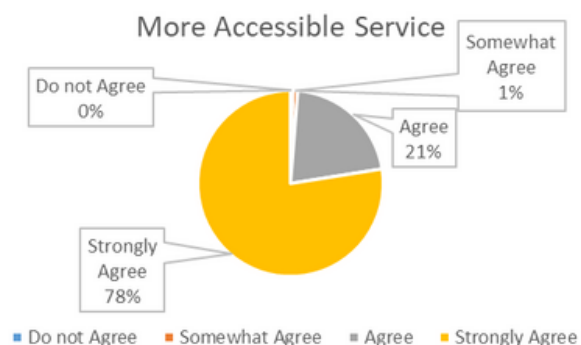


**9.3%** (22 people) said  
they would not seek  
services at all

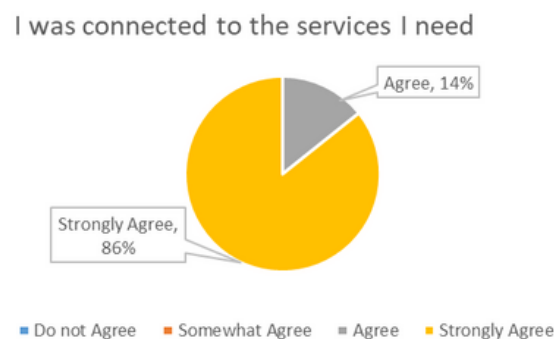




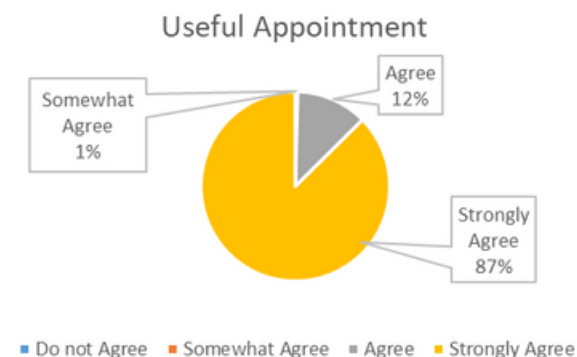
# Feedback Survey Responses



The service provided at the Rural Outreach Clinic was more accessible than other services I may have used.



I was connected to the services I need.



Overall, today's appointment was useful for me (i.e. my needs and concerns were addressed).



## COMMUNITY AND SYSTEM-LEVEL BENEFITS



Reduced pressure on  
emergency services



Faster intervention for  
chronic and acute issues



Decreased health  
inequities



Strengthened cross-  
sector collaboration



# What are residents saying about the Rural Outreach Clinic?

*"Very attentive NP!! I am thankful to finally have someone besides emergency!!"*

*"Thank God for this clinic!!!"*

*"Local and rapid help!"*

*"If it weren't for this clinic, I probably would have been hospitalized beginning February 2023."*

*"Location-Perfect, would have to go out of town for medical attention."*

*"Congrats! What a wonderful gift for Colborne. Thank You."*

*"Great, close, friendly service."*

*"Wonderful service, no local doctors available to me."*

*"Great and needed service, very welcome in Colborne."*

*"So very happy to have this health access."*

*"My experience was above what I expected."*

*"I am glad to see this service available without travelling out of the community."*

# A Strong Return on Cramahe's Investment

The Rural Outreach Clinic is delivering a high-impact return for Cramahe Township's support—connecting hundreds of local residents to vital health services they would otherwise struggle to access.

By continuing to provide the clinic space, the Township isn't just offering a building— **it's anchoring equitable, accessible healthcare** for some of Cramahe's most vulnerable residents.

The clinic's presence has become essential infrastructure in preserving health, dignity, and local well-being.



# Convulsion

## WE'RE IN THIS TOGETHER

Cramahe Township residents are not just beneficiaries of the ROC—**they are the heart of it.**

This clinic represents a successful, community-driven solution to rural healthcare barriers. With continued support, we can expand our reach and deepen our impact.





# REPORT

## Office of the Clerk

---

**Meeting:** Committee of the Whole

**Date:** September 9, 2025

**Report No.:** CLERKS-15-25

**RESOLUTION NO:**\_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Free Facility Request – Economic Development Advisory Committee

---

### **Recommendation(s):**

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

**THAT** Committee of the Whole recommend that Council approve the Economic Development Committee request which would waive the Keeler Centre Rotary Hall rental fees for March 25<sup>th</sup>, 2025, to host the Community Economic Development 101 Workshop provided by the Ontario Ministry of Rural Affairs.

---

### **Background:**

At its August 18, 2025, meeting, the Economic Development Advisory Committee passed a motion to seek support from council for the Township to be a host for the *Community Economic Development 101 Workshop*, offered through the Ontario Ministry of Rural Affairs in early spring. The workshop focuses on rural prosperity and resilience and provides an opportunity to learn about resources and tools to support small rural communities, as well as the value of planning and collaboration.

The workshop is completely organized through staff efforts of the Ontario Ministry of Rural Affairs and the requirement from the Township would be in-kind use of facilities.

**Staff Comments:**

This workshop would be offered during the day either morning or afternoon and would be approximately 3-4 hours in length.

**Financial Implications:**

The Township's commitment is the in-kind use of facilities and funding will need to be provided for refreshments.

Half Hall - 4hrs or Less

\$61.95 Hall rental

\$53.10 Kitchen use

TV \$17.10

**Total with tax: \$149.33**

Half Hall - More than 4 hrs.

\$106.19 Hall rental

\$97.35 Kitchen use

TV \$17.10

**Total with Tax:\$ 249.32**

**Concluding Comments:**

Hosting the *Community Economic Development 101 Workshop* would provide a valuable opportunity for council, staff, community partners and neighboring municipalities to engage in discussions that strengthen rural prosperity and resilience.

**Submitted on behalf of:** Economic Development Advisory Committee  
**Janet Newall, Asst. to Clerk's Dept.**

**Reviewed by:** \_\_\_\_\_  
**Holly Grant, CAO/Clerk**

**Report Approval Details**

Document Title:	Free Facility Request - Economic Development Advisory Committee - CLERKS-15-25.docx
Attachments:	
Final Approval Date:	Sep 3, 2025

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

HOLLY GRANT



# REPORT

## Office of the Clerk

---

**Meeting:** Committee of the Whole

**Date:** September 9, 2025

**Report No.:** ADMIN-06-25

**RESOLUTION NO:** \_\_\_\_\_ **BY-LAW NO:** \_\_\_\_\_

---

**Subject:** Free Facility Request – Intermunicipal Task Force on Housing & Homelessness

---

### **Recommendation(s):**

**BE IT RESOLVED THAT** the Committee of the Whole receive Report ADMIN-06-25 for information; and

**THAT** the Committee of the Whole recommend that Council support the Free Facility Request for the Intermunicipal Task Force on Housing & Homelessness.

---

### **Information:**

The Task Force on Housing and Homelessness would like to hold an event at the Keeler Centre on September 25, 2025. The event will be on Communal Services, applying innovative approaches and technologies to land use planning. Communal services are innovative technologies and approaches to water and wastewater treatment for clusters of residences and businesses especially suited to small communities and rural areas.

The event will be supported by approximately 50 people and will run from 8:00 a.m. to 1:00 p.m. A mic system, TV, and 8-10 round tables will be required as well as use of the kitchen for food provisions.

**Financial Implications:**

Schedule "B" of 2023-53 Fees and Charges By-Law and the Rental Agreement carries the following fees:

Half Hall Rental - \$61.95

Kitchen Rental \$53.10

TV Rental \$17.70

Total (not including Tax): \$135.75

**Request:**

The Task Force on Housing and Homelessness, (member Councilor Hamilton, supported by Mayor Martin) request that the Committee of the Whole recommend Council to approve the Free Facility Request for their event held on September 25, 2025.

**Submitted on behalf of the Task Force on Housing & Homelessness:**

\_\_\_\_\_  
**Holly Grant, CAO/Clerk**