1. MEETING DETAILS

To Dial In: +1 587 328 1099 / +1 647 374 4685 / +1 647 558 0588

Meeting ID: 862 6061 6281

2. CALL TO ORDER

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

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

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

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

4. **OPEN DELEGATION FOR ITEMS ON AGENDA**

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

5. **STATUTORY PUBLIC MEETINGS (IF REQUIRED)**

5.a **D14-WIL-02-20 Williams**

5.a.a **Background**

The lands subject to the proposed Zoning By-law Amendment are located within Part of Lots 11 & 12, Concession 5 (Ref Plan 38R-5050) in the Township of Cramahe.
5.a.a.a  Purpose and Effect

The lands subject to the Zoning By-law Amendment are currently zoned the Rural (RU) Zone on Schedule “A- Map 16” to the Township of Cramahe Comprehensive Zoning By-law 08-18. The lands were recently the subject of an application for consent (D10-WIL-10-19) to sever an existing vacant rural parcel to create one additional lot. Both the severed and retained parcels are to be rezoned to the Rural Residential (RR) Zone.

5.a.b  Application and Notice of Public Meeting

5.a.c  Written Comments Received from Agencies and the Public

5.a.d  Questions from Council

5.a.e  Applicant or Agent

5.a.f  Questions from Members of the Public

5.a.g  Adjournment of Public Meeting

6. CONFIRMATION OF AGENDA

BE IT RESOLVED THAT the agenda for the June 16th, 2020 Committee of the Whole meeting be approved, as amended.

7. DECLARATION OF PECUNIARY INTEREST

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

8. DELEGATIONS/PRESENTATIONS

8.a  Tracy Kerr & Neil Ledger regarding Cramahe Roads

BE IT RESOLVED THAT Committee of the Whole receive the delegation by Tracy Kerr and Neil Ledger regarding Cramahe Roads, for information.
9. COMMUNITY SERVICES

9.a REPORTS OF MUNICIPAL OFFICERS

9.a.a Parks Tour and Inspection, REC-04-20

BE IT RESOLVED THAT Committee of the Whole receive Report REC-04-20 for information.

9.a.b Cramahe Archival Services Agreement, CLERKS-10-20

BE IT RESOLVED THAT Committee of the Whole receive Report CLERKS-10-20 for information; and

THAT Committee of the Whole recommend to Council the signing of the Archival Services Agreement with the County of Northumberland.

9.b VERBAL UPDATES FROM INFRASTRUCTURE CHAMPION

BE IT RESOLVED THAT Committee of the Whole receive verbal update from the Parks and Recreation Champion, Councillor Van Egmond, for information.

9.c VERBAL UPDATES FROM PLANNING AND DEVELOPMENT CHAMPION

BE IT RESOLVED THAT Committee of the Whole receive verbal update from the Planning and Development Champion, Councillor Clark, for information.

10. FINANCE

10.a REPORTS OF MUNICIPAL OFFICERS
10.a.a  Barnes Road Bridge, ADMIN-05-20

BE IT RESOLVED THAT Committee of the Whole receive Report ADMIN-05-20 for information; and

THAT Committee of the Whole recommend to Council to direct staff to investigate the technical and financial viability of completing the Barnes Road Bridge project; and

THAT a report be brought back to Council regarding the Barnes Road Bridge preferred road profile and its technical and financial viability

10.a.b  Mainstreet Revitalization Initiative, ADMIN-03-20

BE IT RESOLVED THAT Committee of the Whole receive Report ADMIN-03-20 for information.

11.  PLANNING & DEVELOPMENT

11.a  REPORTS OF MUNICIPAL OFFICERS

11.a.a  Part-Time Municipal By-Law Enforcement Officer, PLAN 21-20

BE IT RESOLVED THAT Council receive Staff Report PLAN 21-20, for information; and

THAT Council direct staff to recruit for a Part-Time Contract Municipal By-Law Enforcement Officer position for a 6 month period, posted internally for two weeks.

11.a.b  Amendment to Site Plan Control Area By-law - Cannabis, PLAN-03-20

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

THAT Committee of the Whole recommend to Council that given County Council’s approval of OPA#14 at their Meeting on May 27, 2020, Amendment 2020-51 be recommended for approval by Council, at their Regular Council Meeting on June 23, 2020, provided that a notice of No Appeals to the County approval of OPA#14 have been received from the County Clerk by that date.
11.a.c  **Additional Residential Units OPA & ZBA, PLAN-04-20**

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

THAT the Committee of the Whole recommend to Council that By-law 2020-52 to adopt OPA #16 be approved by Council and that Zoning By-law Amendment 2020-50 be approved, on the understanding that it will not come into effect until OPA#16 receives final approval from the County of Northumberland.

11.a.d  **East Colborne Cemetery – Status Update, PLAN-06-20**

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

THAT Committee of the Whole recommend to Council that requests for burials in areas outside the approved burial plot plan be denied until such time as the formal process of expanding the cemetery can be completed.
11.a.e Assumption of George Court Subdivisions, PLAN-05-20

BE IT RESOLVED THAT Committee of the Whole receive Plan-05-20 for information; and

THAT Committee of the Whole recommend to Council:

THAT Council assume the George Court Subdivision, registered as Plan 637; and

THAT Council accept all works and services under the jurisdiction of the Township within the subdivision to become the property of the Township of Cramahe; and

THAT Council direct the Clerk to notify Northumberland County of this assumption; and

THAT Council release Subdivision Agreement Instrument Number 153766 from title; and

THAT Council authorize the Solicitor to prepare any necessary documents and authorize the Mayor and Clerk to sign them; and

THAT Council direct the Clerk to present the necessary by-law to Council to accept all works and services of the said plan of subdivision and assume Keeler Court as a public highway: and

THAT Council authorize the Clerk or her designate, to amend the parcel designation in the by-law, if necessary, upon registration of the by-law.

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)**

BE IT RESOLVED THAT Committee of the Whole move into closed session at [TIME} for the purposes of training that does not materially advance the business of the municipality (Bakertily Report and PowerPoint) and matters relating to an identifiable individual(s) (ADMIN-04-20); and

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

THAT Northumberland County Director of IT, Tony Paulic, and Director, Bakertily Cyber Security and Compliance Blair Brown.

13.a **Cyber Security Review - Township of Cramahe PowerPoint**

13.b **Human Resources, ADMIN-04-20**

14. **ADJOURNMENT**

BE IT RESOLVED THAT the Committee adjourn the meeting at [TIME].
Application to Amend Zoning By-Law

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

☑ A professional sketch in metric prepared by an Ontario Land Surveyor is enclosed.
☐ Required fees have been submitted to the Treasurer/Planning Department.
☐ The completed application has been submitted to the Planning Department with a copy of the most recent deed and survey for the property and the required sketch.
☐ If the property is in an area identified by the Source Protection Plan, a Section 59 Notice or Prohibition letter from the Conservation Authority has been submitted.
☐ If the proposed development will produce more than 4500 litres of effluent per day on a privately owned and operated septic system, a servicing options report and hydrogeological report have been submitted.
☐ If the property in question is held in joint tenancy, both parties have signed the application in the presence of a Commissioner of Oaths (fill out Section 9.0)
☐ If the owner is not the applicant, written authorization to the applicant from the owner to make the application is enclosed (fill out Section10.0).
☐ 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.

January 21, 2020

Tim Williams

Date

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

1.1 Name(s) Tim Williams
Mailing Address 14527 CR-21
City/Province Colborne, ON Postal Code K0K1S0
Telephone No. 905-376-4805 Fax No. 905-355-2555
Email Address twilliams@fidelityeng.com

1.2 Do you wish to receive all communications? Yes ☑ No ☐

2.0 Authorized Agent/Solicitor Information

2.1 Name(s) 
Mailing Address 
City/Province Postal Code 
Telephone No. Fax No. 
Email Address 

2.2 Do you wish to receive all communications? Yes ☐ No ☐

2.3 If known, the names of any Mortgagees, Registered Leesees and Encumbrancers with mailing address and postal codes: NONE
3.0 Property Description
Township Cramahe Concession No. 5 Lot(s) ________
Registered Plan No. ___________________________ Part(s) 11
Reference Plan No. ___________________________ Part(s) 12
Address (# & street name, if applicable) ____________________________
Property Roll Number 1411 01 1-030-15100-0000

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.
Hydro Easement on property

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) Depth _______ (m) Area _______ (ha)
Frontage +/-1000 (ft) Depth irreg. _______ (ft) Area 11 approx (acres)

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

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: None
The setback from:
Front lot line (metres): __________________________ (Feet): __________________________
Rear lot line (metres): __________________________ (Feet): __________________________
Side lot line (N, S, E or W) (metres): ___________________ (Feet): ___________________
Side lot line (N, S, E or W) (metres): ___________________ (Feet): ___________________
Height: (metres): __________________________ (feet): __________________________
Area: (square metres): __________________________ (square feet): ____________________
Dimensions (length): (metres): ___________________ (feet): ___________________
Dimensions (width): (metres): ___________________ (feet): ___________________
4.5 Proposed use(s) (i.e. residential, commercial, etc.): Single Family Dwelling, Hobby Farm
No current plans.

4.6 Are there proposed building(s) or structure(s) including well and septic?
Yes ☐  No ☑ Eventually a house, but no plans yet.

4.7 If yes, please provide the following information for each building/structure in
metres and feet:
Type of Building/Structure: __________________________________________
The setback from:
   Front lot line (metres): ___________________ (Feet): ________________
   Rear lot line (metres): ___________________ (Feet): ________________
   Side lot line (N, S, E or W) (metres): _______________ (Feet): ________
   Side lot line (N, S, E or W) (metres): _______________ (feet): ________
Height: ___________________ (metres): _______________ (feet): ________
Area: (square metres): _______________ (square feet): ______________
Dimensions (length): (metres): _______________ (feet): ______________
Dimensions (width): (metres): _______________ (feet): ______________

4.8 Type of access (check one): ☑ Proposed or ☐ Existing
☐ Municipal Road (maintained all year)
☐ Municipal Road (maintained seasonally)
☑ County Road
☐ Public Road
☐ Right of Way
☐ Unopened Road Allowance
☐ Other (please specify): __________________________________________
☐ By Waterfront, if access to the land will be by water only, please indicate:
   Parking and docking facilities to be used: __________________________
   Approximate distance from the land (in meters): ________________
   Approx. distance from the nearest public road (in meters): ________
4.9  Type of water supply (check one): □ Proposed or ☑ Existing

☐ Publicly owned and operated piped water system
☑ Privately owned and operated individual well
☐ Privately owned and operated communal well
☐ Lake or other water body
☐ Other (please specify): ________________________________

4.10 Type of sewage disposal (check one): ☑ Proposed or □ Existing

☐ Publicly owned and operated sanitary sewage system
☑ Privately owned and operated individual septic system
☐ Privately owned and operated communal septic system
☐ Privy or outhouse
☐ Other means (please specify): ________________________________

4.11 Type of storm drainage (check one): □ Proposed or ☑ Existing

☐ Sewers
☑ Ditches
☐ Swales
☐ Other means (please specify): ________________________________
5.0 Local Planning Documents

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

5.2 How does this application conform to the Official Plan designation(s)?
Conforms - As limited rural residential development is allowed in rural designation

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:

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:

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:

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):

5.7 What is the current zoning of the subject land?
RU

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]):
Zoning to the Townships Satisfaction: RR (or To be determined by Township)
5.9 Why is this zoning being requested? Include explanations for specific provisions (e.g. reduced rear yard depth to capture existing building location):
As a result of a previous consent application D10-WIL-10-19

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

<table>
<thead>
<tr>
<th>Use or Feature</th>
<th>On subject land</th>
<th>Within 500m</th>
<th>~Distance (or N/A)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural operation</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Waste water treatment plant</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Provincially significant wetland</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Landfill (active ☐ or closed ☐)</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Industrial or commercial use</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>(Please specify the use)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active railway line</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Aggregate extraction</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Natural gas/oil pipeline</td>
<td>☐</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Hydro easement</td>
<td>☑</td>
<td>☐</td>
<td>on property</td>
</tr>
</tbody>
</table>

5.11 Is the application consistent with the policy statements issued under subsection 3(1) of the Planning Act (i.e. Provincial Policy Statement 2014)?
Yes ☑ No ☐

5.12 Is the subject land within an area designated under the Growth Plan for the Greater Golden Horseshoe (GGHGP)? Yes ☑ (applies to the whole Township)
Does the application conform/not conflict with the GGHGP?
Yes ☑ No ☐

5.13 Is the subject land within an area designated under any provincial plan(s)? (e.g. Oak Ridges Moraine Conservation Plan, please refer to Zoning By-law).
Yes ☐ No ☑
If yes, does the application conform/not conflict with the plan(s)?
Yes ☐ No ☐ N/A ☑
6.0 History of Subject Land

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

2018

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

n/a

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

unknown

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

Yes ☑ No ☐ Unknown ☐

If yes, what is the file number and status? B/18/17, B/19/17, B20/17, D10-WIL-10-19

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

Yes ☐ No ☑ Unknown ☐

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

6.6 Is the property the subject of a consent application?

Yes ☑ No ☐

If yes, what is the file number and status? D10-WIL-10-19 - Granted with Conditions

6.7 If a septic system exists;

When was it installed (month and year)? Septic Permit Approved

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

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

<table>
<thead>
<tr>
<th>Direction</th>
<th>Name of Owner</th>
<th>Use of Land (i.e. farm, residential, etc.)</th>
<th>Buildings (i.e. house, barn, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>North</td>
<td>Glenn &amp; Marg Parseneau</td>
<td>Residential</td>
<td>House</td>
</tr>
<tr>
<td>South</td>
<td>Mario Meekes</td>
<td>Wooded Lot</td>
<td>None</td>
</tr>
<tr>
<td>East</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West</td>
<td>Tim Williams (Applicant)</td>
<td>Residential</td>
<td>House</td>
</tr>
</tbody>
</table>

8.0 Required Sketch

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

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

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

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

9.1 I, Tim Williams 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

11 day of February, 2020.

Commissioner of Oaths

Applicant

Joanne Hyde
Commissioner of Oaths and
Affidavits, etc. for the Corporation
of the Township of Cramahe in the
County of Northumberland,
Province of Ontario
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, __________________________, am the owner of the land that is the subject of this application for consent and I authorize - __________________________ to make this application on my behalf.

_________________________   __________________________
Date                          Signature of Owner

\[\text{Signature}\]
Request for Delegation

FOR OFFICE USE ONLY

Meeting Name:

Meeting Date: YY/MM/DD

Request Date: YY/MM/DD

Name of Individual(s)

Tracy Kerr & Neil Hedger
Residents + Taxpayers of Cramahe

Name of Organization

Cramahe (Tracy Kerr)

Position/Title

Reason(s) for delegation request (subject matter to be discussed)

Decline of Cramahe roads.

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

Date: June 2, 2020

Witness (Twp. Staff)
CITIZENS CONCERNS

1) Residents expect a growing and adapting Municipality that supports good mental, physical and emotional health.

2) The deterioration of Cramahe roads is a major concern for taxpayers.

3) Global Climate Change, ineffective preventative maintenance and insufficient Capital investment exacerbate the deterioration.

4) It is clear that many roads have exceeded their life expectancy and require greater investment.
• Travel for local residents and school busing for children is unsafe resulting in accidents and recent closures

• Township needs to focus more money on roads Capital reconstruction/rehabilitation, than on ineffective Maintenance practices

• Cramahe taxes are among the highest in the county averaging $4,100 per year

• Non-Compliance with 239/02 Minimum Maintenance Standards (MMS) :
  https://www.ontario.ca/laws/regulation/020239

• Online Petition :: https://bit.ly/3guVKVw and community awareness
DRAINAGE
February 2020 – Pinewood School Road

• Lack of proper road drainage, ditches and culverts lead to flooding on the roads, contaminating residential wells

• Where roads are breaking down due to freeze thaw cycles as a result of global climate change.
Year-round residents have to deal with the daily stress of dodging numerous potholes, and incurring unexpected vehicle repair costs.

Cramahe Township grades the gravel roads, but the pot holes return within a month or less. Clearly, these measures do not fix the underlying cause of potholes.
CRAMAHE CONSTRUCTION BUDGET 2019

<table>
<thead>
<tr>
<th>Project</th>
<th>Actual</th>
<th>Budget</th>
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<tbody>
<tr>
<td>Dawson - Sect 2</td>
<td>4,396.03</td>
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<td>Pipeline</td>
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<td>18,750</td>
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<td>Union - Sect 1</td>
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<td>Herley</td>
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<td>Trenear - Sect 2</td>
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<td>Durham Street S - Sect 1</td>
<td>111,122.20</td>
<td>176,825</td>
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<td>Telephone West - Sect 1</td>
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<td>Ontario - Sect 1</td>
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<td>William</td>
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<td>15,000</td>
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<tr>
<td>Pinegrove</td>
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<td>40,000</td>
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<tr>
<td>Little Lake - Sect 1</td>
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<td>190,342.88</td>
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<tr>
<td>Durham Street N - Sect 1</td>
<td>0.00</td>
<td>126,720</td>
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<tr>
<td>All Construction</td>
<td>42,299.34</td>
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<tr>
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<td>715,877.03</td>
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A 2020 Budget of almost ten and a half million dollars with only $580,040 to be spent on roads.
Our roads are ESSENTIAL for local residents to work and live. During this time of COVID 19 it is ESSENTIAL that ratepayers of Cramahe are healthy and not stressed due to extra expenses during a pandemic.

2020 Bus routes (Student Transportation Services of Central Ontario) are being reconsidered due to poor road conditions. We are paying among the highest municipal taxes.
Online Petition & Community Awareness

https://bit.ly/3guVKVw

Ashley Michaelsen
Colborne, ON

My road is so bad, the pot holes actually sent me into a ditch with my kids in the car. Absolutely unacceptable.

Sasha Keeler
Castleton, ON

I'm signing because my parents live on Parsons (connected to Pinewood School) and it's brutal the amount of car maintenance we would go through in just a year. MULTIPLE bearings A YEAR. It's a horrible stretch of roads. The temporary fixes last basically until the first rainfall.

Jeanne Gunn
Ottawa, ON

I'm signing this petition because my friend's daughter had her special needs program busing cancelled this past winter due to the treacherous road conditions. This young lady missed out on over 100 days of friendship, education and activities because of the road conditions. I am also signing this petition as I am from Ottawa and every visit to your county causes damage to my vehicle which I have consider when deciding whether or not the trip is worth it but I still go because I love my friends dearly.
Thank you for listening.
LET’S BEGIN REHABILITATION

Any questions?
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: REC-04-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Parks Tour and Inspection

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report REC-04-20 for information.

Background:

On May 08, 2020 Councilor Clarke went for a tour of the Cramahe parks and playgrounds with the Manager and Foreman of Parks, Recreation and Facilities.

The purpose of this tour and inspection was to brainstorm and share ideas of work projects outside the normal day to day activities. These projects could be small or large for future budgetary considerations. Following is a brief description of the items that were looked at and discussed during that tour.

Keeler Centre:

1. Clean-up storm water pond and trees to the south of it.
2. Remove existing small trees on the property and look at a replacement plan.
3. Clean out the center rock pile portion of the entrance to the Colborne Creek subdivision park (from the Keeler Centre grounds).
4. Look into trees and benches for the Colborne Creek subdivision park.
5. Install soccer nets on new fields.
6. Look at replacements for tall evergreen trees that block the front windows of the Keeler Centre.

Rotary Park:

1. Repair damaged asphalt in the center of the parking lot.
2. Add topsoil and grass seed to the playground.
3. Seal/stain the wood slats on the Suzy Kernaghan trail.
4. Save trees for chipping for the trails.
5. Fill and parging plumbing holes in old arena concrete floor.
6. Look at a future plan for the old arena pad.
7. Further inspect baseball bleachers to determine what can be done to save them from further deterioration.
8. Fix baseball field electrical panel box.
9. Look for funding opportunities to replace the baseball field lighting with LED.
10. Remove graffiti on the washrooms.

Durham Street Playground:

1. Relook at what can be done to save the park from the encroaching creek.
2. Remove Manitoba maples and plant something more attractive.
3. Paint lines or install mating on the basketball court.

Elgin Street Courts:

1. Look into parking around the basketball court.
2. Look into improvements to the ball hockey court.
3. Improvements to the path between Elgin and Victoria Streets including large rocks to prevent erosion at the culvert location.

Victoria Street Ball Park:

1. Improve drainage in the east end of the park.
2. Clean up around the north fence area.
3. Remove netting and posts on the north fence.
4. Clubhouse wood to stain.
5. Remove graffiti on clubhouse
6. Fix players benches

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

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

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

**ARRYN MCNICHOL - Jun 11, 2020 - 7:09 AM**
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: CLERKS-10-20

RESOLUTION NO:_______ BY-LAW NO: ____________

Subject: Cramahe Archival Services Agreement

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report CLERKS-10-20 for information; and

THAT Committee of the Whole recommend to Council the signing of the Archival Services Agreement with the County of Northumberland.

Background:
The Cramahe Archival Services Agreement is renewed every three (3) years and there is no direct cost to the municipality as it is funded through the overall levy as a shared service. The County of Northumberland stores our materials and provides appropriate and timely access for researchers in such a way as to ensure their long-term preservation.

The materials are described and inventoried by the County, who can locate information by their patrons and staff with relative ease. The County is working on improving the quality of access to their collections information to make it even easier for researchers to understand what they have and request access through an online collections search portal. The timeline for procurement of this system is on pause amidst current circumstances, but they hope to have the system live by the third quarter 2020.
**Staff Comments:**
There is an excel inventory of materials transferred to NCAM via service agreement which has over 100 entries. The majority of materials are assessment and collectors rolls, minutes, bylaws, and vital statistics with the odd ledger, cashbook, and census.

The keeping of digital archives is an excellent way to preserve and make materials easily available in an accessible format; however it does not preclude the importance of caring for the physical objects. NCAM provides a secure, environmentally controlled facilitated operated by staff professionally trained in the care and management of archival materials.

NCAM is available as a resource to the community for advice regarding the care of materials and as a repository to ensure valued materials can be preserved and available for future generations of researchers. They are committed to working with our communities and supporting ongoing initiatives that champion engagement with our heritage!

Image Advantage was contracted in 2018 to digitize the historical bylaws and minutes of the Township of Cramahe and completed and returned materials loaned out from the Archives for that purpose.

**Financial Implications:**
There are no financial implications related to this report.

**Concluding Comments:**
Staff are recommending the approval of the service agreement for the next three (3) years.

Submitted by: __________________________
Joanne Hyde, Clerk

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

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

ARRYN MCNICHOL - Jun 11, 2020 - 7:28 AM
Renewal Agreement  
(the “Agreement”)

BETWEEN:  

The Corporation of the Township of Cramahe  
(the “Township”)  

- and -  

The Corporation of the County of Northumberland  

Of the first Part  

- and -  

Of the Second Part  

Whereas  
the parties hereto entered into an Agreement dated August 29, 2013, in respect of the Corporation of the County of Northumberland (the “Original Agreement”) to govern the provision of official archive services  

And Whereas  
the said Original Agreement, except as set forth in the Renewal Agreement signed September 6, 2016, can be renewed for further terms of three years by addendum agreement in writing  

Now Therefore This Agreement Witnesseth  
that in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto covenant and agree as follows:  

1.  Extension  

The parties hereto agree to extend the term of the Original “Agreement” for a further three year term ending on July 3, 2022.  

2.  Other Terms  

The Original Agreement shall be renewed on the terms and conditions contained in the Original Service Agreement, save and except for the Term of the Renewal, Fee Schedule and Annual Archive Fee Amount.  

a)  The Term of Agreement indicated in Section 17 be amended to read 4th day of July, 2019 to the 3rd day of July 2022.  

b)  The Annual Archive Fee as indicated in Section 8.a.i of the Original Agreement be rescinded according to County Resolution 2018-03-21-59, which provides that archival services to all member municipalities be supported by the County levy as a shared municipal service.  

c)  That Schedule C be amended to read that Image and Document Reproduction – Publication Fees be waived for not-for-profit organizations,
member municipalities and committees appointed by council.

3) Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

All other Terms and conditions in the Original Agreement are hereby confirmed and ratified.

Dated the ______ day of ___________ , 2020.

The Corporation of the Township of Cramahe

_________________________________
Mandy Martin, Mayor

_________________________________
Joanne Hyde, Municipal Clerk

The Corporation of the County of Northumberland

_________________________________
Jennifer Moore, Chief Administrative Officer

_________________________________
Nancy MacDonald, Clerk
Present: Councillor Ed Van Egmond (Champion), Councillor Don Clark (Alternate), Jeff Hoskin, Arryn McNichol, Holly Grant

Regrets: Greg Metcalfe, Joanne Hyde

MEETING NOTES:

J. Hokin provided details of his report to the Committee of Whole with regards to a tour that commenced on May 8, 2020 with the Manger and Foreman of Parks, Recreation and Facilities. The report lists ideas and work projects for future budgetary considerations. Champion Van Egmond asked for clarification on the storm water pond at the Keeler Center, J. Hoskin explained its location and need for standard maintenance. Van Egmond also questioned the need for the soccer nets to be installed and it was explained that there was no added cost (staff can install) to have them put in and then local families can utilize them. Alternate Clark questioned if the nets had to be installed to a Code implemented by the Soccer association standards, H. Hoskin stated there is a standard for installmnt and that is being followed.

Van Egmond also spoke to the encroaching of the creek at the Durham St. playground and stated that removing the Manitoba maples will have to be done effectively, as they take over and will grow back twofold. Alternate Clark stated that inquiry with LTC should be sought, when looking at different types of boulders and stones that can be used to assist.

A. McNichol provided comment on the ICIP grant, asking for insight on a deferral to 2021 given that many grants this year may be scaled back. He also questioned H. Hoskin on the amount of user fees we are losing due to COVID; Hoskin stated that he felt it was around $42,000.

A. McNichol state that staff was still working on the Draft Terms of Reference for the Recreation Advisory Committee will be presented for review and comment as soon as it is completed.
Present: Mayor Martin (alternate), Councillor Clark, Heather Sadler, Holly Grant, Gerald Sproule, Joanne Hyde

Regrets: Arryn McNichol

MEETING NOTES:

H. Sadler provided a review of her reports to council and highlighted the main topics for each report. Coming to the June 16, Committee of Adjustments meeting will be a Consent Application for Bellamy Road and a Minor Variance Application for Burnham Street. Committee of the whole will have a report on Secondary Units which has been modified to include comments from the County and Brighton Township. There will be an amendment to the Site Control Plan with regards to Cannabis. The planning department has been bombarded with calls regarding growing within the municipality.

H. Sadler will be providing Council with an update regarding George Court at the next Council meeting. The report to Council will bring up to date information on allowing the developer of George Court to sign off on the subdivision agreement.

A discussion was held with regard to a report for a new By-law Enforcement Officer. The part time position will include by-law enforcement and assistance with Property Standards. This position will be 20 to 24 hours a week and is currently with A. McNichol for review.

Staff discussed the process and review of the Property Standards By-Law and the proposed Clean Yards By-Law. Councillor Clark stated that this should be top priority as it reflects on the community as a whole. H. Sadler and G. Sproule will work towards a report on the current Property Standard issues, while staff moves forward the Clean Yards By-law for Council approval.

Staff will be bringing report to council on parking enforcement and limited parking on sides of roads at Little Lake. There is concern with the safety of public and the already limited area around the beach.
Meeting:

Date: June 16, 2020

Report No.: ADMIN-05-20

RESOLUTION NO:_______ BY-LAW NO: ___________

Subject: Barnes Road Bridge

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report ADMIN-05-20 for information; and

THAT Committee of the Whole recommend to Council to direct staff to investigate the technical and financial viability of completing the Barnes Road Bridge project; and

THAT a report be brought back to Council regarding the Barnes Road Bridge preferred road profile and its technical and financial viability

Background:

On numerous occasions over the past 7 years, the Township has been working with CN to come up with a solution for the replacement of the Barnes Road Bridge.

On February 6th, 2013, the Township of Cramahe, met with CN’s Provincial Manager of Operations. This meeting was intended to begin formulating a strategy that would facilitate the replacement of the Barnes Road Bridge. Although it was stated in a previous report that the meeting was very productive, it did not result in the replacement of the bridge due to staff changes and financial reasons.

In 2016, CN and Cramahe Township revisited the possibility of reconstructing the Barnes Road Bridge. CN proposed a cost sharing option that would have the
Township, as the road authority, pay 12.5% of the costs. On May 16th, 2017 Cramahe Council instructed staff to work with CN to come up with alternate cost sharing models to have the work completed. Due to staff changes, its unclear if alternate cost sharing models were investigated.

On July 6th, 2020, staff met with CN to resume discussions related to the Barnes Road Bridge reconstruction.

Staff Comments:

Staff reviewed the general arrangement drawings for the proposed replacement structure as drafted by CN. This included both a 10 km/h and 35 km/h road profile for the replacement.

CNs preference is the 10 km/h road profile as it matches the existing road sooner, minimize fill in the approaches and avoids impacting any existing driveways. However, the Township will have to decide the best option as this decision impacts both the local homeowners and the road users.

In terms of cost, below is an estimated overall costs of the proposed replacement structure:

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<tr>
<th>Item</th>
<th>10 km/h Option</th>
<th>35 km/h Option</th>
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<tbody>
<tr>
<td>Span (Separate CN Purchase)</td>
<td>$450k</td>
<td>$450k</td>
</tr>
<tr>
<td>Engineering (Design, Tender, Contract Admin, Quality Control)</td>
<td>$300k</td>
<td>$300k</td>
</tr>
<tr>
<td>Flagging (Railway protection during work)</td>
<td>$300k</td>
<td>$300k</td>
</tr>
<tr>
<td>Contract (demo, new structure, install bridge, approaches, ditching)</td>
<td>$2.3M</td>
<td>$2.45M</td>
</tr>
<tr>
<td>Total</td>
<td>$3.35</td>
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The overall project budget will be between $3.35 and 3.5M and depend on the option selected. It will also depend on which item the Township can tender for the project on CNs behalf and the Township completing some of the work.

The span cost above is just over $400k and adds a little contingency for actual costs when the span manufacturing and supply gets tendered. Engineering costs are consistent for this type of project. Flagging costs are typically $7,500 week. At 6 months, 26 weeks, the cost is approximately $200k. The above estimate covers potential additional days, longer working hours in a week (requires 2 flagmen instead of one) or a few days of 24 hour flagging which could occur during demolition of the existing span and during installation of the new span. The contract estimate includes a 20% contingency given the design is still preliminary.
Getting the design to 90% by the fall and tender ready by winter is feasible according to CN. This also permits some time for the Township to review the preferred road profile and collaborate on the cost sharing. If the preferred profile is resolved by the end of June or July, then being tender ready for winter is feasible.

The cost sharing being proposed is CN contributing 85% as the original structure was CN’s responsibility and 15% Cramahe’s responsibility. Sharing the cost is typical as both CN and the Township share in the benefit of a new structure built to today’s standard.

Given the existing road profile meets today’s standards for an approximate 20 km/h speed, CN is cognizant the 10 km/h road profile results in a lower speed. Should the preference be the 35 km/hr speed, CN would like to cost share the difference at a more equal rate, as this would be an improvement for the benefit of the residents. CN is also supportive of seeking stimulus funding or any other opportunity that would reduce both our capital budgets for this project, but the key would be to get it “shovel ready” for any potential opportunity.

Next steps would be to resolve preferred road profile, cost sharing and the Grade Separation Reconstruction agreement.

Financial Implications:

Given the cost sharing being proposed, the cost to Cramahe would be between $500,000 and $530,000. As mentioned above, the potential exists to decrease the overall cost by completing some of the work ourselves or tendering out for specific items on behalf of CN. This would decrease Cramahe’s share in the process.

Grant opportunities are being investigated. Federal Gas Tax, reserves, and obligatory reserves are another option to help pay for Cramahe’s share of the project.

Concluding Comments:

In conclusion, through the replacement of Barnes Road Bridge, service levels would increase and there would be a significant benefit to residents.

Submitted by:  
Arryn McNichol, CAO/Treasurer

Reviewed by:  
Joanne Hyde, Clerk
Report Approval Details

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<td>Jun 12, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

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

ARRYN MCNICHOL - Jun 12, 2020 - 10:30 AM
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: ADMIN-03-20

RESOLUTION NO:_______ BY-LAW NO:_________

Subject: Mainstreet Revitalization Initiative

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report ADMIN-03-20 for information.

Background:

In 2018 the Ontario government invested $26 million to support and grow small business through the Main Street Revitalization Initiative. The fund was designed to support small businesses within main street areas by providing funds to municipalities to implement local Community Improvement Plans and/or encourage strategic public investments in municipal and other public infrastructure within main street areas.

Municipalities may use funding to implement financial incentives programs in Community Improvement Plans. Financial incentives programs provide municipal grants or loans to property owners or small businesses to improve a designated area within a municipality. Financial incentives are provided for priorities such as façade improvements, signage, accessibility upgrades, community energy efficiency, etc.

Municipalities may also use funding for public infrastructure that will improve the success of small business, including local tourism. Municipalities may choose to use this funding for downtown streetscaping projects, such as: sidewalk or parking improvements and new street furniture; installation of new signage and banners to improve wayfinding; and improvements to parks and recreation facilities.

REPORT Office of the CAO
The following resolution was passed by Council in 2019:

THAT Report ADMIN-23-19 be received for information; and
THAT Council direct staff to proceed to develop a Marketing Strategic Plan and implementation; and
THAT the Marketing Strategic Plan be funded by the Main Street Revitalization Grant Funds.

Staff Comments:
In March 2018 Cramahe Township received $43,267.50 for the Main Street Revitalization Initiative. In the 2019 budget the township budgeted an additional $6,732.50 to increase the total amount funded for this initiative to $50,000. A report was prepared for the June 18, 2019 Council meeting where a resolution was passed authorizing use of the Main Street Revitalization Funds for the development of a Marketing Strategic Plan and implementation.

A RFP for the Marketing Strategic Plan was created with the intention that it would go out spring of 2020 and be completed by the October 2020 deadline. During the 2020 Budget process Council allocated an additional $36,733 to Main Street Revitalization Fund increasing the total budgeted amount to $80,000. This $80,000 included the Marketing Strategic Plan as well as infrastructure work on the Colborne downtown core.

With the recent pandemic and subsequent economic downturn, some Council members and staff have had a number of discussions regarding the revitalization of the Colborne Downtown core in an effort to create jobs, bring in tourists and new business, as well as increase service levels and address safety and accessibility issues.

Currently staff are looking at further reallocations within the 2020 budget, as well as grant opportunities, to transfer additional funds to improve infrastructure within the downtown core.

Infrastructure, streetscape and landscaping Improvements could include utilizing a local architect, businesses, consultants or staff to work with Council, to come up with various ideas for lighting, murals, street furniture, changes to design of downtown infrastructure such as patio stones, new railing, sidewalks repairs, or active transportation infrastructure such as bike racks.

These types of improvements will support the development of inviting areas within Cramahe’s downtown core where residents and visitors want to spend time. This has the potential to rejuvenate areas, foster local pride, encourage economic development and enhance Cramahe’s character.

Financial Implications:
There is $80,000 in the 2020 budget for this initiative
Concluding Comments:
Due to the movement of the deadline date from March 2020 to October, 2020, the township now has the necessary time to start and complete an infrastructure, streetscape and landscaping improvement project. Due to Covid-19, the October 2020 deadline date may be extended once again. This will allow time for additional collaboration from Council, the downtown business community, residents, and staff.

It is therefore recommended that Council utilize the Mainstreet Revitalization Funds for an infrastructure, streetscape and landscaping project rather than a Marketing Strategic Plan. This will help bring in tourists who look to visit local municipalities as travel patterns change due to Covid. This project will also generate local jobs and set the stage for new businesses as they look for a place to set up their business.

The Marketing Strategic Plan will be discussed as part of the 2021 budget process.

Staff will require Council to prepare a motion to reconsider to redirect the previously passed motion, as well as a 2/3 vote, to allow for the following:

THAT Committee of the Whole recommend to Council that staff be directed to reallocate funds previously earmarked for a Marketing Strategic Plan to a downtown infrastructure, landscaping, and streetscaping project; and

THAT the infrastructure, landscaping and streetscaping project be funded by the Mainstreet Revitalization Grant Funds.

Submitted by: Arryn McNichol, CAO/Treasurer

Reviewed by: Joanne Hyde, Clerk
Report Approval Details

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

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

ARRYN MCNICHOL - Jun 12, 2020 - 10:38 AM
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: PLAN 21-20

RESOLUTION NO: _______ BY-LAW NO: _________

Subject: Part-Time Municipal By-Law Enforcement Officer

Recommendation(s):

BE IT RESOLVED THAT Council receive Staff Report PLAN 21-20, for information; and

THAT Council direct staff to recruit for a Part-Time Contract Municipal By-Law Enforcement Officer position for a 6 month period, posted internally for two weeks.

Background:
With the appointment of Holly Grant to the Deputy Clerk position, effective April 1, 2020, the Compliance Coordinator/By-Law Enforcement Officer position has become available. Spring and summer are busy times for filing of complaints by Township residents, including many Property Standards issues. Given the current state of the Declared Provincial Emergency relating to COVID-19, it is advisable that the Township of Cramahe recruit for a part-time Municipal By-Law Enforcement Officer, to begin immediately, in order to assist with the transition from the vacant position to possibly a full time position in the future.

Currently, the Municipal By-Law Enforcement functions have been covered under the Compliance Coordinator position reporting to the CAO/Treasurer. This position is also a member of the union. The Union has been contacted and is in agreement with the option to contract out the position for a 6 month period before a long term plan can be devised in order to deal with enforcement issues moving forward.
Staff Comments:
Staff has reviewed a number of options for filling the position of By-Law Enforcement on a temporary basis. The CAO/Treasurer had discussions with neighboring municipalities in hopes of a temporary shared service delivery agreement; however, with the increased responsibilities of by-law enforcement by the Province regarding COVID-19 related orders, there is no opportunity to look into a shared service agreement at the moment. The role of the By-Law Enforcement Officer would be to carry out the legislated and legal requirements of a Provincial Offences Officer, Municipal Law Enforcement Officer and/or Animal Control Officer. Assistance with Property Standards is also required, given that our Chief Building Official is also experiencing very high work volumes associated with the summer construction season. As such, staff are recommending that the Part-Time Municipal By-Law Enforcement Officer position be posted internally for two weeks in hopes of recruiting a suitable candidate. Interviews will follow the week after with the Protection Services Champion and appropriate staff.

The position will be graded at _____ and is included in the 2020 Operating Budget.

Financial Implications:
There are no financial impacts associated with this report.

Concluding Comments:
This report is provided to Council as information and direction on moving forward with the recruitment for a part time by-law enforcement officer for a 6 month contract.

Submitted by:  
Heather Sadler, Manager of Planning and Development

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

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

No Signature - Task assigned to GERALD SPROULE was completed by workflow administrator JOANNE HYDE

GERALD SPROULE - Jun 11, 2020 - 6:20 AM

No Signature - Task assigned to HEATHER SADLER was completed by workflow administrator JOANNE HYDE

HEATHER SADLER - Jun 11, 2020 - 6:20 AM

ARRYN MCNICHOL - Jun 11, 2020 - 7:30 AM
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: PLAN-03-20

RESOLUTION NO:_______ BY-LAW NO:2020-51

Subject: Amendment to Site Plan Control Area By-law - Cannabis

Recommendation(s):

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

THAT Committee of the Whole recommend to Council that given County Council’s approval of OPA#14 at their Meeting on May 27, 2020, Amendment 2020-51 be recommended for approval by Council, at their Regular Council Meeting on June 23, 2020, provided that a notice of No Appeals to the County approval of OPA#14 have been received from the County Clerk by that date.

Background

On April 7, Council for the Township of Cramahe passed By-law 20-37 adopting Official Plan Amendment #14. OPA #14 adds a new subsection to Section 5.1 (General Development Policies) of the Official Plan which provides for Cannabis Production and Processing to be enforced through the Township’s implementing Zoning By-law and Site Plan Control By-law.

At their meeting on May 12, 2020, Council, sitting as Committee of the Whole, recommended that Council direct staff to prepare a By-law to amend Township of Cramahe By-law No. 07-113 to specifically include cannabis production and processing
in Section 4 and to specifically exclude cannabis production and processing in Section 5(d). By-law 07-113 is the Township of Cramahe’s Site Plan Control Area By-law. Council approved the recommendation at their Council meeting on May 19, 2020.

Since that time, staff has prepared the required By-law, a copy of which is attached to this Report.

It is important that the timing of the change to By-law 07-113 follows the date upon which OPA#14 - Cannabis Production and Processing comes into force and effect. OPA#14 was approved by the County of Northumberland at their Meeting on May 27, 2020. The appeal period for OPA#14 will be completed on June 18, 2020. Provided that no appeals are filed with the County Clerk by June 18, OPA #14 will then be in full force and effect. As a result, Council for the Township of Cramahe will be in a position to approve an amendment to By-law 07-113 to the Site Plan Control Area By-law to reflect the change in Official Plan policy, at their meeting on June 23, 2020.

In the meantime, our Interim Control By-law prohibiting Cannabis Production and Processing remains in effect. It will remain in effect until after the Emergency Orders are lifted and the Appeal Period for the Zoning By-law 2020-27 has concluded.

Submitted by: Heather Sadler, Manager of Planning & Development
Report Approval Details

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<td>Jun 11, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jun 9, 2020 - 5:06 PM

ARRYN MCNICHOL - Jun 11, 2020 - 7:00 AM
Corporation of the Township of Cramahe

By-law No. 20-**

Being a By-law to amend By-law 07-113

WHEREAS Section 41 of the Planning act permits the Council of a municipality, where in an approved Official Plan, an area is shown or described as a proposed site plan control area, to designate such area as a site plan control area;

AND WHEREAS such by-law may also define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required;

AND WHEREAS Council deems it desirable to amend By-law 07-113 to include cannabis production and processing as being subject to the provisions of the Site Plan Control Area By-law

NOW THEREFORE the Council of the Corporation of the Township of Cramahe ENACTS as follows:

1. Amend Section 2 by deleting its entirety and replacing it with the following:
   2.0 For the purposes of this by-law “development” shall be defined as per Section 41(1) of the Planning Act. In addition, ‘cannabis’ and ‘cannabis production and processing’ shall be defined as per the Township of Cramahe Zoning By-law 08-18, as amended.

2. Add a new subsection (E) to Section 4., to read as follows:
   E. Any cannabis production and processing operation;

3. Amend Section 5 by deleting subsection 5 D (i) and replacing it with the following:
   i. buildings and structures for the sale of agricultural goods or available to the public at the site, if greater than 100 m² [1076 ft.²]; and land, building or structures used for cannabis production and/ or processing.

4. This By-law shall come into force and take effect on the final passing thereof.

Read a first and second time this _____ day of __________, 2020.

Read a third time and finally passed this _____ day of __________, 2020.

________________________ ________________________
Mandy Martin Joanne Hyde
Mayor Municipal Clerk
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: PLAN-04-20

RESOLUTION NO:_______ BY-LAW NO: _________

Subject: Additional Residential Units OPA & ZBA

Recommendation(s):

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

THAT the Committee of the Whole recommend to Council that By-law 2020-52 to adopt OPA #16 be approved by Council and that Zoning By-law Amendment 2020-50 be approved, on the understanding that it will not come into effect until OPA#16 receives final approval from the County of Northumberland.

Background

At their Meeting on December 3, 2019, Council received Report PLAN 41-19. The Report recommended staff be directed to schedule a Public Meeting for February 4, 2020 to consider a draft Amendment to the Township of Cramahe Official Plan to introduce policies permitting additional residential units (additional residential units), together with an amendment to the Township’s Comprehensive Zoning By-law 08-18 to implement the new policies.

On February 4, 2020 a Public Meeting was held under Sections 17 and 35 of the Planning Act RSO 1990, as amended to provide an opportunity for the public to provide input regarding the draft policies and provisions for Additional residential units. Three members of the public spoke in support. No-one spoke in opposition. Comments were received from the Municipality of Brighton and the County of Northumberland.
At their Meeting on February 4, 2020, Council accepted Council in Committee’s recommendation that staff should consider the comments received at the Public Meeting on February 4, 2020, and subsequently bring draft Amendment #16 (Additional Residential Units) and its implementing Zoning By-law amendment back to Council for further consideration at a future Meeting.

Revisions to the draft OPA #16 and the draft zoning by-law amendment have now completed, as per Council’s direction. The revised drafts are included as attachments to this report.

It should be noted that, in accordance with the provisions of the Planning Act, there is no appeal in respect of policies or regulations for additional residential units.

Submitted by: ____________________________
Heather Sadler, Manager of Planning & Development
Report Approval Details

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Additional Residential Units OPA and ZBA.docx</th>
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</table>
| Attachments:            | - OPA No. 16 - Additional Residential Units.docx  
                          - 2020 06 03 Additional Residential Units ZBA Text.docx  
                          - PLAN 07-20 Secondary Units Public Meeting.pdf  
                          - County review - ARU_27Feb20.pdf  
                          - Township of Cramahe OPA ZBA Response - Feb 18 2020.pdf |
| Final Approval Date:    | Jun 11, 2020                                  |

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

**JOANNE HYDE - Jun 10, 2020 - 9:11 AM**

**ARRYN MCNICHOL - Jun 11, 2020 - 7:03 AM**
OFFICIAL PLAN AMENDMENT NO. 16
OFFICIAL PLAN OF THE
TOWNSHIP OF CRAMAHE

Additional Residential Units

Prepared For:

The Corporation of the Township of Cramahe

June 16, 2020
THE CORPORATION OF THE
TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-XX

Being a By-law passed pursuant to the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended.

The Council of the Corporation of the Township of Cramahe, in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, hereby enacts as follows:

1. Amendment No. 16 to the Official Plan of the Township of Cramahe, consisting of the attached explanatory text, is hereby adopted.

2. The Clerk is hereby authorized and directed to make application to the County of Northumberland for approval of Amendment No. 16 to the Official Plan of the Township of Cramahe.

3. The Clerk is hereby authorized and directed to proceed with the giving of notice under Section 17(23) of the Planning Act.

4. This By-law shall come into force and take effect on the day of final passing thereof.

Enacted and passed this __________ day of ________________, 2020.

Signed: _____________________________
Mayor, Mandy Martin

CORPORATE SEAL OF
MUNICIPALITY

Signed: _____________________________
Municipal Clerk, Joanne Hyde
CERTIFICATE
AMENDMENT NO. 16
OFFICIAL PLAN OF THE
TOWNSHIP OF CRAMAHE

The attached explanatory text, constituting Amendment No. 16 to the Official Plan of the Township of Cramahe, was prepared by the Council of the Township of Cramahe and was adopted by the Council of the Township of Cramahe by By-law No. 2020-XX in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, on the _________ day of __________________, 2020.

Signed: ____________________________
Mayor, Mandy Martin

CORPORATE SEAL OF
MUNICIPALITY

Signed: ____________________________
Municipal Clerk, Joanne Hyde

This Amendment to the Official Plan of the Township of Cramahe, which has been adopted by the Council of the Township of Cramahe, is hereby approved in accordance with the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as Amendment No. 16 to the Official Plan of the Township of Cramahe.

_________________________                ____________________________
Date                                      Nancy MacDonald
                                        Clerk
                                        County of Northumberland
AMENDMENT NO. 16
TO THE
OFFICIAL PLAN OF THE
TOWNSHIP OF CRAMAHE

TABLE OF CONTENTS

ADOPTION BY-LAW

CERTIFICATE

TABLE OF CONTENTS 1

INTRODUCTION 2

PART “A” -- THE PREAMBLE 3
1. Purpose of the Amendment 3
2. Basis of the Amendment 4

PART “B” -- THE AMENDMENT 5
1. Introductory Statement 5
2. Details of the Amendment 5
3. Implementation and Interpretation 8

PART “C” -- APPENDICES 9
Appendix No. 1 PLAN 41-19 Report to Council
Appendix No. 2 PLAN 20-07 Report to Council
OFFICIAL PLAN AMENDMENT NO. 16

PART “A” – THE PREAMBLE does not constitute part of this Amendment.

PART “B” – THE AMENDMENT consisting of the following text constitutes Amendment No. 16 to the Official Plan for the Township of Cramahe.

Also attached is PART “C” – APPENDICES which do not form part of this amendment. The appendices contain copies of the Planning Report (PLAN 41-19 which provides the basis and recommendations relating to the amendment.
PART A – THE PREAMBLE

PURPOSE

The purpose and effect is to permit additional residential units, as of right, in single detached dwellings, semi-detached dwellings and townhouses, as required by provincial legislation.

BASIS

Over the past decade, the Provincial government has introduced a series of changes to legislation to implement the Province’s Long-Term Affordable Housing Strategy. In 2011 the Strong Communities through Affordable Housing Act was introduced. This legislation amended the Planning Act to require municipalities to authorize additional residential units in their official plans and zoning by-laws. An additional residential unit is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas. The additional residential unit could be created as an addition to the main unit, a basement apartment and/or in a separate building on the lot. For example, a detached garage could be designed to have a additional residential unit on the second floor above the garage space.

In June of 2019, the More Homes, More Choices Act further amended the Planning Act to allow homeowners to create an additional residential unit in their main residence or in another building on the property. A maximum of two (2) units is permitted.

The introduction policy changes are intended to increase opportunities for the creation of more housing units, to increase the availability of affordable rental accommodation and to benefit the wider community by:

- Allowing homeowners to earn additional income to help meet the cost of homeownership;
- Supporting changing demographics by providing more housing options for extended families or elderly parents, or for a live-in caregiver;
- Helping create mixed-income communities, which support local businesses and local labour markets;
• Making more efficient use of existing infrastructure, including public transit;
• Making more efficient use of the existing housing stock;
• Creating jobs in the construction/renovation industry; and,

Assisting the Township to meet goals regarding affordable housing, intensification and density targets, and climate change mitigation and greenhouse gas emissions The Township of Cramahe Official Plan (TCOP) was approved by the Ministry of Municipal Affairs and Housing in 1998, with modifications. Amendment No. 2 introduced the Colborne Secondary Plan as Section 9 of the TCOP. Amendment No. 4 introduced policies for lands located on the Oak Ridges Moraine, as required by the Oak Ridges Moraine Protection Act. In 2014, the Province approved Amendment No. 10, which brought the TCOP into conformity with the Growth Plan for the Greater Golden Horseshoe. Other site specific amendments have also been approved by the MMAH.

Thus far, the TCOP has not been amended to provide for the introduction of additional residential units, as required under the Planning Act. It is our opinion that the TCOP should be updated, as required by the Province, to permit additional residential units.

Amendments to the Official Plan to permit additional residential units can be accomplished through the standard process laid out in Sections 21 of the Planning Act, respectively.

Official Plan Policies regarding additional residential units would most appropriately be included within Section 5.0 - Land Use Policies, Subsection 5.1 General Development Policies of the TCOP. These policies guide land use and planning and development throughout the municipality. Subsection 5.1.15 – Housing currently provides guidance with respect to providing a full range of housing, including affordable housing. It would be appropriate to add a further subsection, specific to additional residential units to this subsection.

The means by which the property is serviced (municipal, communal or individual on-site sewage disposal systems) is also a key factor in determining whether a additional residential unit is appropriate. In areas with municipal services, an additional residential
unit can be permitted without a requirement to demonstrate sewer or water capacity, except where there are previously documented servicing constraints. For additional residential units in dwellings serviced by septic systems and private wells, the municipality must be satisfied that there is sufficient capacity within the sewage system to accommodate the additional dwelling unit.

In the case of an individual on-site sewage disposal system, it will be necessary for the property owner to demonstrate, to the satisfaction of the County of Northumberland's Plumbing and Septic Inspection Department, or other agency having jurisdiction, that the existing sewage disposal system has sufficient capacity to accommodate the additional additional residential unit. Further, it will be necessary for the property owner, to demonstrate, through a pump test completed by a licensed well driller that the private well has sufficient flow of potable water to supply the additional residential unit.
PART B – THE AMENDMENT

1. INTRODUCTORY STATEMENT

All of this Part of the document entitled Part B – The Amendment consisting of the following text constitutes Amendment No. “16” to the Official Plan of the Township of Cramahe.

2. DETAILS OF THE AMENDMENT

The Official Plan of the Township of Cramahe is hereby amended as follows:

1. Section 5.1.15 Housing is hereby amended by the addition of a new subsection “5.1.15.1 Additional Residential Units”, which shall read as follows:

“5.1.15.1 Additional Residential Units

A additional residential unit is a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas, that is ancillary to the main dwelling on the same lot. The Township shall permit the creation of a self-contained additional residential unit on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, and accessory structures thereto, in accordance with the applicable zoning bylaw regulations, subject to the following provisions:

Additional residential units may be permitted within both newly built and existing dwellings, in an new or existing accessory building on the property, provided that:

a) It is demonstrated to the satisfaction of the municipality that on-site servicing (e.g. water, sewage) have sufficient capacity for the additional residential unit.

b) The property is located on a road maintained year-round and accessible by Emergency Services,

c) Additional residential units are registered with the Building Department.

2. Section 6.2.1. General Severance Policies Applicable to all Designations

is hereby amended by the addition of a new subsection “6.2.1.21 Additional Residential Units”, which shall read as follows:
“6.2.1.21 Additional Residential Units

Where an additional residential unit is permitted on a lot containing a principal residential dwelling, the creation of a new residential lot to separate the additional residential unit from the principal residential dwelling is not permitted.”
3. IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of Official Plan Amendment No. 16 shall be in accordance with the respective policies of the Official Plan of the Township of Cramahe.
PART C – THE APPENDICES

The following appendices do not constitute part of Official Plan Amendment No. 16, but are included as information supporting the Amendment.

- Appendix No. 1  Report No. 41-19 – Second Units
THE CORPORATION OF THE  
TOWNSHIP OF CRAMAHE  
BY-LAW NO. 2020-XX

Being a By-law under the provisions of Sections 34 of the Planning Act,  
R.S.O. 1990, c. P.13, as amended, to amend By-law No. 08-18, as  
amended, being the Township of Cramahe Comprehensive Zoning By-law,  
with respect to additional residential units.

WHEREAS By-law No. 08-18 was passed under the authority of Section 34 of the  
Planning Act, R.S.O. 1990, c. P.13, as amended, and regulates the use of land and the use  
and erection of buildings and structures within the Township of Cramahe;

AND WHEREAS the Council of the Township of Cramahe conducted a public meeting as required by Section 34(12) of the Planning Act, R.S.O. 1990, as amended;

AND WHEREAS Section 34 of the Planning Act, R.S.O. 1990, as amended, permits Council to pass an amending Zoning By-law, and the Council of the Township of Cramahe deems it advisable to amend By-law No. 08-18 with respect to additional residential units.

AND WHEREAS the matters herein are in conformity with the provisions of the Official Plan of the Township of Cramahe;

NOW THEREFORE the Council of the Township of Cramahe hereby enacts as follows:

1. Section 3.2 of By-law No. 08-18, as amended, entitled “ACCESSORY BUILDING OR STRUCTURE” is hereby amended by adding text following “building or structure and located on the same lot therewith” which shall read as follows:

   “Notwithstanding the foregoing, an additional residential unit may be permitted in an accessory building, in accordance with Section 4.39 Additional residential units of this By-law.”

2. Section 3.50 of By-law No. 08-18, as amended, entitled “COTTAGE, HOUSEKEEPING” is hereby amended by adding text following “with other such buildings in the group” which shall read as follows:

   “, but shall not include an additional residential unit.”
3. Section 3.51 of By-law No. 08-18, as amended, entitled COTTAGE, TOURIST is hereby amended by adding text following “but shall not include a seasonal dwelling house,” as follows:

“or an additional residential unit,”

4. Section 3.61.1 of By-law No. 08-18, as amended, entitled DWELLING, ACCESSORY is hereby amended by adding text following “on the lot on which such dwelling is located”

“but shall not include an additional residential unit.”

5. Section 3.62 of By-law No. 08-18, as amended, entitled “Dwelling Unit” is hereby amended by adding Subsection “3.62.5 Additional residential unit”, which shall read as follows:

“3.62.5 ADDITIONAL RESIDENTIAL UNIT means a self-contained dwelling unit with a private kitchen, bathroom facilities and sleeping areas that is ancillary to the main dwelling. The additional residential unit may be located within an existing dwelling or in an accessory building on the same lot.

6. Section 4.2.1 Permitted Uses of By-law No. 08-18, as amended, is hereby amended by deleting subsection b) and replacing it with the following:

“b) any building used for human habitation except as is specifically permitted under Section 4.39 of this By-law.”

7. Section 4.2.2.1 Residential Zones of By-law No. 08-18, as amended, is hereby amended by adding text following “An accessory building or structure,” as follows:

“including an additional residential unit,

8. Section 4 General Zone Provisions of By-law No. 08-18, as amended, is hereby amended by adding Subsection “4.39 Additional Residential Units”, which shall read as follows:

“4.39 ADDITIONAL RESIDENTIAL UNITS

The provisions of this Section shall apply to all additional residential units. An additional residential unit shall not be permitted on a lot separate from that of the primary dwelling unit.
4.39.1 Permitted Zones

An additional residential unit may be permitted within any of the following zones, provided that said additional residential unit complies with all the provisions of this By-law.

- Agricultural (A);
- Rural (RU);
- Rural Residential (RR);
- Residential 1 (R1);
- Residential 2 (R2);
- Shoreline Residential (SR).

An additional residential unit is not permitted on a lot on a private road or unmaintained municipal road allowance.

An additional residential unit or part thereof shall not be permitted a floodplain or an area rendered inaccessible to people and vehicles during times of flooding;

4.39.2 Location

Where an additional residential unit is proposed to be located in an accessory building, a maximum height of 4.5 metres is permitted. The accessory building shall be located in accordance with Section 4.2.7 of this By-law. Where the additional residential unit is located within the second storey of an accessory building, the height may exceed 4.5 metres to a maximum height of 7 metres subject to the minimum yard requirements for a dwelling in the zone in which the dwelling is located. A minimum setback of 3.0 metres (9.84 ft.) to the primary dwelling located on the same lot is required.

Notwithstanding the foregoing, on lands within the Rural (RU) Zone and/or the Agricultural (A) Zone, an additional residential unit located in an accessory building is permitted in the front yard subject to the minimum front yard requirement of the zone;

4.39.3 Existing Additional Residential Unit

Single detached dwellings or semi-detached dwellings or duplex dwellings containing an additional residential unit on the date of the passing of this by-law, may continue to be used for that purpose if a building permit has been issued under sections 8 or 10 of the Building Code Act, 1992, S.O. 1992, c.23 permitting the erection, alteration,
occupancy or use for the additional residential unit, and if the additional residential unit complies with the regulations of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4.

4.39.4 Number of Additional Residential Units Per Lot

A maximum of two (2) additional residential units shall be permitted per lot, including one (1) in the primary residence and one (1) in an accessory building.

4.39.5 Location of Additional Residential Unit Within a Dwelling

An additional residential unit or part thereof shall not be permitted in a basement where the finished floor level of such basement is below the level of any sanitary sewer servicing the building or structure in which such basement is located.

4.39.6 Location of Additional Residential Units within Accessory Structures

An additional residential unit may be permitted in an accessory building on the same lot as the primary dwelling. Exterior alterations to accessory structures to accommodate the additional residential unit may be permitted.

4.39.7 Floor Area Requirements

The maximum floor area of an additional residential unit shall be less than the gross floor area of the principle residential unit.

4.36.8 Access to Additional Residential Units

Exterior alterations to provide for entrance to the additional residential unit within interior side yard and rear yard elevations of the primary dwelling unit may be permitted.

A second driveway entrance for the purposes of providing access to an additional residential unit is not permitted.

4.36.9 Parking

A minimum of 1 parking space is provided for each additional residential unit, in addition to parking required for the single detached, semi-detached or duplex dwelling.”
This By-law shall become effective on the date that it is passed by the Council of the Township of Cramahe, subject to the provisions of Section 34 of the Planning Act, R.S.O. 1990, as amended. In accordance with the provisions of the Planning Act, there is no appeal in respect of policies or regulations for additional residential units.

The Clerk is hereby authorized and directed to proceed with the giving of notice under Section 34(18) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this ___ day of __________, 2020.

READ a third time and finally passed this ___ day of __________, 2020.

Mayor, Mandy Martin

Municipal Clerk, Joanne Hyde
To: Council in Committee
Date: February 4, 2020

Subject: Proposed Official Plan Amendment No. 15 and Proposed Zoning By-law Amendment – Secondary Units

Recommendations:

1. THAT Staff Report PLAN 07-20 be received.
2. THAT Council consider the comments received at the Public Meeting on February 4, 2020 regarding a draft Amendment to the Township of Cramahe Official Plan and draft Amendment to the Township’s Comprehensive Zoning By-law 08-18.
3. AND THAT Council direct staff to bring the amendments back to Council for further consideration at a future Meeting of Council.

Attachments: Draft Official Plan Amendment #15 – Secondary Units
Draft Zoning By-law Provisions and Regulations
Notice of Public Meeting

Submitted By: Heather Sadler
Manager of Planning and Development

Reviewed By: Joanne Hyde
Clerk

Approved By: Arryn McNichol
CAO/Treasurer/Deputy-Clerk
Background

At their meeting on December 3, 2019, Council received Planning Report PLAN 41-19. The December 3 Planning Report provided Council with background regarding changes to the Planning Act in 2011 requiring municipalities to authorize secondary units in their official plans and zoning by-laws. The secondary unit could be created as an addition to the main unit, a basement apartment or in a separate building on the lot. For example, a detached garage could be designed to have a secondary dwelling unit on the second floor above the garage space. In June of 2019, the More Homes, More Choices Act further amended the Planning Act to allow homeowners to create an additional residential unit in their main residence and another unit in another building on the property.

Amendments to the Official Plan and Zoning By-law are required to permit secondary units through the standard process laid out in Sections 21 and 34 of the Planning Act, respectively. By clearly outlining the basis upon which secondary units can be considered, the municipality will ensure that residents have a clear understanding of the situations in which such units may be permitted.

Report PLAN 41-19 included recommendations regarding an Official Plan amendment and Zoning By-law Amendment with respect to Secondary Units. Council received the Report and directed staff to schedule a Public Meeting for February 4, 2020 to consider a draft Amendment to the Township of Cramahe Official Plan to introduce policies permitting secondary units, together with an amendment to the Township’s Comprehensive Zoning By-law 08-18 to implement the new policies.

Council will be in a position to consider adoption of the amendments at a future Council Meeting. It should be noted that the County of Northumberland has been delegated approval authority for local Official Plan amendments by the Province of Ontario. Council is the approval authority for the amendment to the Zoning By-law.
February 27, 2020

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

Dear Ms. Sadler:


This letter is in response to a request for comments on the township-initiated amendments to the Cramahe Official Plan and Zoning By-law to allow secondary units.

The purpose of the official plan and zoning by-law amendments is to add policy and zoning regulations to allow secondary residential units in detached, semi-detached and townhouse units within Cramahe, as required by provincial legislation.

We note that the Northumberland Official Plan Housing Policies require local municipalities to establish official plan policies and zoning regulations to permit secondary residential units. As well the recent Northumberland County Affordable Housing Strategy includes recommended action for member municipalities to review regulations related to secondary units and accessory dwellings to ensure local policies and regulations are not acting as barriers to allowing affordable housing. The Township of Cramahe is commended for initiating the amendments to facilitate the legislated requirement and achieving recommended actions to support affordable housing.

With respect to the draft official plan policies and zoning regulations we offer the following comments for your consideration.

**Official Plan Amendment (Draft Amendment 16)**

- As a general comment, the draft adopting by-law for ‘Amendment 16’ has a typo referencing amendment number 15 which should be revised before being presented to Council.

- Regarding the draft amendment (Part B – The Amendment), the proposed policy 5.1.15.1 – Secondary Units references varying terms for ‘secondary units’ including self-contained second unit, secondary residential units, additional dwelling unit, second unit dwelling. For clarity, the OP policy should be revised to use a single
term consistently. We note that the More Homes, More Choices Act amended the Planning Act using the term “additional residential units” and would suggest that policy 5.1.15.1 be renamed as such and that the term be used throughout the proposed policy.

- The existing Cramahe OP policies refer to row or townhouse dwellings. For consistency, proposed policy 5.1.15.1 should include the replace the words “townhouse dwellings” with “row or townhouse dwellings” were secondary units/additional residential units would be permitted. Coincidently, there is no reference to ‘townhouse dwellings’ in Cramahe Zoning By-law 08-18, only row dwellings.

**Zoning By-law Amendment**

- As a general comment, the draft zoning by-law contains typos referencing Cannabis Production and Processing which should be revised before being presented to Council.

- The terminology used in the OP policy to describe “additional residential units” should be consistent in the zoning by-law provisions.

- Draft zoning regulations 4.39.2 and 4.39.4 refers to one secondary dwelling unit being permitted. The provision should be revised to allow two additional rental units per lot in accordance with current legislation and as described in the staff report – for clarity the provision should indicate:

  “Within a detached dwelling, semi-detached dwelling or row dwelling, two (2) additional residential units are permitted on a property; and,

  One (1) additional residential unit is permitted within an ancillary building or structure to a detached dwelling, semi-detached dwelling or row dwelling”

- The intent of draft zoning regulation 4.39.2 – ‘Floor Area requirements’ is unclear. As there are no proposed provision for secondary unit floor area in the draft by-law, its unclear why a provision exempting additions for calculating floor area requirements is needed. If the intent is to regualte the size of secondary units, the following may be considered:

  “The maximum floor area of an additional residential unit shall be less than the gross floor area of the principle residential unit”

- The intent of draft zoning regulation 4.39.6 – ‘Number of Bedrooms’ is unclear. As we understand it, the Cramahe zoning by-law does not have provisions regulating the number of bedrooms in a dwelling. The intent of draft zoning regulation 4.39.6 should be clarified or removed.
Draft zoning regulation 4.39.7 – ‘Access to secondary dwelling units’ indicates no new driveway. Rather, the regulation should require “one off-street parking space be provided for an additional residential unit, in addition to any parking required by the By-law for the principle residential unit.”

Thank you for the opportunity to review the draft OP polices and zoning regulations. At such time as the Municipality makes a decision, please provide a copy of the decision to my attention. As a reminder, in accordance with the Planning Act, there is no appeal in respect of policies or regulations for additional residential units. Any associated notice of adoption or approval should indicate such.

If Council adopts an official plan amendment, please forward a record to County Land Use Planning for approval, within 15 days of the date of adoption. In accordance with Section 17(31) of the Planning Act and Ontario Regulation 543/06 the record should include the following:

- A certified copy of the by-law adopting the amendment;
- A certified copy of the amendment;
- A letter requesting County approval;
- A copy of all written submissions and comments, showing the dates received;
- Affidavit(s) of municipal staff certifying that notice of a complete application and public meeting was given, a public meeting was held, and notice of adoption was given in accordance with the requirements of the Planning Act;
- A statement from an employee of the municipality as to whether the decision of Council is consistent the PPS, conforms with provincial plans and conforms with the County official plan
- Minutes of all public meetings; and
- All planning reports considered by Council

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

Sincerely,

Dwayne Campbell, MCIP, RPP
Manager, Planning and Community Development
Via E-Mail

February 18, 2020

Township of Cramahe
P.O. Box 357, Colborne, Ontario, K0K 1S0

Attention: Heather Sadler

Re: Official Plan and Zoning By-law Amendments
Township of Cramahe, County of Northumberland

Dear Ms. Sadler:


File No. D09-CAN-03-19

Staff have reviewed the Planning Report dated January 28th, 2020; Official Plan Amendment No. 14 (OPA 14); and Zoning By-law Amendment No. 2020-XX.

OPA 14 proposes to update the policies respecting Cannabis Production and Processing Facilities in the Official Plan and to amend the policies of the Township of Cramahe’s Comprehensive Zoning By-law 08-18 to facilitate implementation of these changes in policy.

The Municipality has finalized our review of the proposed updates and can provide that we have no comments regarding the Official Plan Amendment and Zoning By-law Amendment at this time.


Staff have reviewed the Planning Report dated December 3rd, 2019; Official Plan Amendment No. 16 (OPA 16); and Zoning By-law Amendment No. 2020-XX.

It is our understanding the intent of the draft amendments is to bring the Township’s planning documents into conformity with the provisions of the Planning Act as they pertain to secondary / additional dwelling units.
In order to provide consistency with the Planning Act, we would suggest that the language of the proposed amendments could be revised to use the terminology “additional dwelling units”. This would also provide for consistency across our municipalities.

Further, under the details of draft OPA 16, it is stated that “The Township shall permit the creation of a self-contained second unit dwelling on lands designated to permit single detached dwellings, semi-detached dwellings, street townhouse dwellings, or accessory structures...”. We would suggest that accessory structures may be permitted in all zones. Therefore, you may wish to consider revising this language to “and accessory structures thereto” to bring further clarity to this policy.

To further provide consistency across our municipalities and throughout the County of Northumberland we would also suggest the following for consideration:

- Addition of policies to prohibit severance of a second dwelling unit in OPA 16.
- Permission of two (2) additional dwelling units on a property in the ZBA. Current provisions (4.39.2 and 4.39.4) suggest that only one (1) additional dwelling unit may be permitted per lot.
- Regulation of the size of an additional dwelling unit in the ZBA. This may also have implications for development charges.
- Requirements for frontage on a public road in the ZBA. This is currently described in OPA 16 but has not been reflected in the draft ZBA.
- Requirements for parking for any additional dwelling unit in the ZBA.

We trust that these comments can be of assistance in providing clarity in interpretation and implementation across our municipalities.

Thank you for the opportunity to review and provide comments.

Yours very truly,

Darryl J. Tighe., M.Sc., RPP
Municipal Planning Consultant
Municipality of Brighton

CC: Mary Ann Seguin
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: PLAN-06-20

RESOLUTION NO: _______ BY-LAW NO: ____________

Subject: East Colborne Cemetery – Status Update

Recommendation(s):

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

THAT Committee of the Whole recommend to Council that requests for burials in areas outside the approved burial plot plan be denied until such time as the formal process of expanding the cemetery can be completed.

Background:
The Township of Cramahe has received an inquiry from a family requesting that the remains of their loved ones be interred at the East Colborne Cemetery. They have specifically requested that the gravesites be located in the area to the south of the existing burial area.

Staff Comments:
Given that current staff at the Township have limited knowledge with respect to this community facility, we have endeavored to piece together the available information pertaining to the East Colborne Cemetery. We have reviewed available information and have determined that the area to the south of the existing burial area was not part of the original cemetery plan. It appears to have been added since the original layout was established, based on the lot fabric available from MPAC, as shown in Figure 1. The original cemetery plan is included here as Figure 2.
Further, we have determined that the Community Facility (CF) Zone does not extend over the complete cemetery area, but rather is limited to the original area.
It is clear from the current air photos and original plan that the current location of the gravel drive is different from that originally envisioned. It is also clear that the columbarium, located along the south property line, is located outside the area zoned CF. It appears that the cemetery plan would need to be updated to identify burial plot locations within the expanded area. We anticipate that an application to the Bereavements Authority of Ontario (BAO) for an expansion to an existing cemetery would be required.

The Township’s GIS mapping (compiled in 2013) includes information on each of the plots, as shown on Figure 3, below. Based on the GIS information, it would seem that the majority of the burial plots within the first five (5) rows contain graves. Based on the 2013, three graves were located at the south end of the most westerly (6th) line of burial plots, in proximity to the equipment building. The remaining plots (presumably plots 155-179 within the existing Burial Plot Plan) did not appear to contain graves at the time these data were collected.
Based on the forgoing, it is our opinion that there are a number of plots available within the existing cemetery plot plan. The Clerk’s office intends to update the cemetery records, so that we will have a better idea of availability of site for future burials. Given that the southern section of the East Colborne Cemetery is not zoned to permit a cemetery, it will be necessary to amend the zoning to recognize the existing use and to enable further expansion of the burial area and/or columbarium area in the future.

Financial Implications:

Costs to update cemetery records have yet to be determined. The costs to complete an expansion of the cemetery through the BAO are also unknown at this time. There are no financial implications associated with an amendment to rezone the balance of the cemetery lands.

Concluding Comments:

It is not advisable to allow an expansion of the area of burials into the south section of the cemetery at this time. Further research and planning for the future, as well as an
application to the BAO for the expansion of the cemetery should occur prior to the sale of burial plots within the southern section of the cemetery.

Submitted by: __________________
  Heather Sadler, Manager of Planning & Development

Reviewed by: ________________
  Joanne Hyde, Clerk
Report Approval Details

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<th>Document Title:</th>
<th>East Colborne Cemetery.docx</th>
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<td>Attachments:</td>
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<td>Final Approval Date:</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jun 11, 2020 - 10:36 AM

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

ARRYN MCNICHOL - Jun 11, 2020 - 10:37 AM
Meeting: Committee of the Whole

Date: June 16, 2020

Report No.: PLAN-05-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Assumption of George Court Subdivisions

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Plan-05-20 for information; and

THAT Committee of the Whole recommend to Council:

THAT Council assume the George Court Subdivision, registered as Plan 637; and

THAT Council accept all works and services under the jurisdiction of the Township within the subdivision to become the property of the Township of Cramahe; and

THAT Council direct the Clerk to notify Northumberland County of this assumption; and

THAT Council release Subdivision Agreement Instrument Number 153766 from title; and

THAT Council authorize the Solicitor to prepare any necessary documents and authorize the Mayor and Clerk to sign them; and

THAT Council direct the Clerk to present the necessary by-law to Council to accept all works and services of the said plan of subdivision and assume Keeler Court as a public highway: and
THAT Council authorize the Clerk or her designate, to amend the parcel designation in the bylaw, if necessary, upon registration of the by-law.

Background:
At their meeting on February 4, 2020 Council received a Report (PLAN 10-20) concerning the final assumption of the George Court Subdivision in Colborne. At the time of writing of that Report, staff were satisfied that all of the required documentation had been provided by the developer (M. Voskamp) and verified by the Township’s Engineering Consultant at the time (D.M. Wills). At the eleventh hour, the matter of an apparent encroachment into the 5.0m private drainage easement (deeded to the Township) and changes to the approved grading and drainage plan came to light. Staff recommended to Council that the matter be deferred. Council passed Resolution 10-20 which stated:

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PLAN 10-20 Re: Assumption of George Court Subdivision
Moved by Deputy Mayor Arthur Seconded by Councillor Gilligan
Resolution No. 20-063
Be it resolved that Council defer Planning Report PLAN 10-20 until grading issues have been addressed on Lot 11.
"CARRIED"
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Since that time, staff have had the opportunity to further research this matter and have determined that, although the Subdivision between the developer and Township of Cramahe remains in effect, the developer no longer owns the lot(s) involved and does not have the right to enter onto these lands. The Drainage Easement has been deeded to the Township. The responsibility for addressing this matter now lies between the Lot Owner and the Township, rather than with the developer.

As such, staff are now recommending that Council pass a Resolution to assume the public works set out in the Subdivision Agreement and release the remaining security held by the Township to M Voskamp.

Submitted by: Heather Sadler, Manager of Planning & Development
Report Approval Details

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<tr>
<th>Document Title</th>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jun 10, 2020 - 2:54 PM

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

ARRYN MCNICHOL - Jun 11, 2020 - 1:34 PM
To: Council
From: Heather Sadler
Manager of Planning and Development
Subject: Assumption of George Court Subdivision
Date: February 4, 2020

Recommendation:

Be it resolved that Council receive Planning Report PLAN 10-20 as information; and

That Council assume the George Court Subdivision, registered as Plan 637; and

That Council accept all works and services under the jurisdiction of the Township within the subdivision to become the property of the Township of Cramahe; and

That Council direct the Clerk to notify Northumberland County of this assumption; and

That Council release Subdivision Agreement Instrument Number 153766 from title; and

That Council authorize the Solicitor to prepare any necessary documents and authorize the Mayor and Clerk to sign them; and

That Council direct the Clerk to present the necessary by-law to Council to accept all works and services of the said plan of subdivision and assume the following streets as public highways:

Keeler Court; and

That Council authorize the Clerk or her designate, to amend the parcel designation in the bylaw, if necessary, upon registration of the by-law.

Submitted by: ______________________________
Heather Sadler
Manager of Planning and Development
Purpose: The purpose of this report is to recommend that George Court Subdivision be assumed.

Background:
This subdivision was registered as Plan 637 on January 5, 1990. The majority of the work in this subdivision has been completed and the Clearance Letter is included as Attachment 1. The underground and aboveground services have been accepted. It therefore remains for Council to accept the works and services in the subdivision and relieve the developer of his obligations under the subdivision agreement.

Financial Matters:
It is the understanding of staff that a condition of the agreement of purchase and sale between the builder and homeowner was that the builder collected grading deposits from their purchasers which would not be returned until the subdivision was assumed. Assumption of this subdivision would begin the process of returning those grading deposits to the original purchasers. Once Council approves the assumption of this subdivision, grading deposits, securities and inspection fee deposited with the township by the developer will also be released.

Total Financial Impact:
The estimated annual maintenance cost for the assumed infrastructure and forestry assets within this subdivision is $29,783.00 based on 1998 projected costs and securities will be returned upon final registration. The costs of maintaining additional roadway assets are included annually in the Department’s current budget proposal.

Conclusion:
Staff has confirmed with all Township departments, Northumberland County, public utilities, and the surrounding School Boards that all subdivision agreement requirements have been fulfilled. It is therefore recommended that this subdivision be assumed.
January 15, 2020

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

Attention: Jeff Hoskin, Manager of Operations

Dear Mr. Hoskin:

Re: George Court Subdivision
Colborne, Ontario
Engineers Certification
D.M. Wills Associates Project No. 08-10182

In accordance with the requirements of Article 9 of the Subdivision Agreement dated February 22, 1988 and the subsequent Amendments, this letter is Certification that:

Insofar as we can ascertain, the services have been completed in accordance with the approved plans a specifications and recommend that Council pass a Resolution to Assume the public works set out in the Subdivision Agreement.

Respectfully submitted,

Deborah Keay, P.Eng.
Manager, Municipal Engineering

DAK/af