Township of Cramahe Committee of the Whole
Revised Agenda

Meeting #: Meeting#-xx-xxxx
Date: Tuesday, July 21, 2020, 6:00 p.m.
Location: Virtual Meeting

1. MEETING DETAILS

Join Zoom Meeting: https://us02web.zoom.us/j/86260616281
Meeting ID: 862 6061 6281
Dial In: 1 647 374 4685 / 1 647 558 0588

2. CALL TO ORDER

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

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

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

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

4. OPEN DELEGATION FOR ITEMS ON AGENDA

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

5. STATUTORY PUBLIC MEETINGS (IF REQUIRED)

None.

6. CONFIRMATION OF AGENDA

Be it resolved that the agenda for the July 21, 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  Terry Gervais, Fire Services Executive, The Loomex Group regarding the Township of Cramahe Fire Services Review - Update

Be it resolved that Committee of the Whole receive the delegation by Terry Gervais, Fire Services Executive, The Loomex Group, regarding the Township of Cramahe Fire Services Review, for information.

9.  COMMUNITY SERVICES

9.a  REPORTS OF MUNICIPAL OFFICERS

9.a.a  Little Lake Beach – Open or Close, REC-07-20

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

THAT Committee of the Whole recommend to Council the approval of Option _____.

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

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

THAT Committee of the Whole recommend to Council the approval of the Parks and Recreation Advisory Committee Terms of Reference, as Presented.

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

BE IT RESOLVED THAT Committee of the Whole receive Report CLERKS 11-20 for information; and

THAT Committee of the Whole recommends to Council the adoption of the Our Cramahe Engagement Charter, as presented.
9.a.d  **Health and Safety COVID-19 Update, REC-08-20**

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

THAT Committee of the Whole recommend to Council the approval of General Housekeeping Policy, Hand Washing Policy, Preventing COVID-19 in the Workplace Policy, Workplace Disinfection Policy, Infection and Disease Control Policy and Responding to COVID-19 in the Workplace Policy.

9.a.e  **Fire Advisory Committee Terms of Reference, FIRE 01-20**

BE IT RESOLVED THAT the Committee of the Whole receive Report FIRE 01-20 for information; and

THAT the Committee of the Whole recommend to Council the approval of the Terms of Reference for the Fire Advisory Committee.

9.a.f  **2019-2022 Strategic Plan, ADMIN-06-20**

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

THAT Committee of the Whole recommend to Council that the 2019-2022 Strategic Plan as presented be approved; and

THAT the status of the priorities outlined in the 2019-2022 Strategic Plan be communicated to Council, at a minimum, on a yearly basis; and

THAT these priorities be utilized by staff in the development of the annual operating and capital budgets and other township planning documents.

9.a.g  **Facilities - COVID-19 Update, REC-09-20**

BE IT RESOLVED THAT Committee of the Whole receive Report REC-09-20 for information.
9.b **UPDATES FROM PLANNING & DEVELOPMENT CHAMPION**

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

9.c **UPDATES FROM INFRASTRUCTURE CHAMPION**

BE IT RESOLVED THAT Committee of the Whole receive the update from the Infrastructure Champion, Mayor Martin, for information.

9.d **UPDATES FROM PARKS AND RECREATION CHAMPION**

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

9.e **UPDATES FROM GOVERNANCE CHAMPION**

BE IT RESOLVED THAT Committee of the Whole receive the update from the Governance Champion, Deputy Mayor Arthur, for information.

10. **FINANCE**

10.a **REPORTS OF MUNICIPAL OFFICERS**

10.a.a **COVID-19 Financial Report, FIN-02-20**

BE IT RESOLVED THAT Committee of the Whole receive Report FIN-02-20 for information.

11. **PLANNING & DEVELOPMENT**

11.a **REPORTS OF MUNICIPAL OFFICERS**

11.a.a **Aggregate Resources Official Plan Amendment – Request for Second Public Meeting, PLAN-11-20**

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-11-20 for information; and

THAT Committee of the Whole recommend to Council That a second Public Meeting be scheduled to encourage further public review and input.
11.a.b Proposal to Construct a Gazebo at Castleton Town Hall, PLAN-15-20

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-15-20 for information.

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. COUNTY UPDATE

14. CLOSED MEETING (IF REQUIRED)

Be it resolved that Committee of the Whole move into closed session at [TIME] to discuss matters about an identifiable individual; and

That CAO/Treasurer A. McNichol, Deputy Clerk, H. Grant, Fire Department Consultant, B. Greatrix, and Clerk J. Hyde remain in attendance.

15. ADJOURNMENT

Be it resolved that the Committee adjourn the meeting at [TIME].
WHAT WE DO

LOOMEX INFRASTRUCTURE & ASSET MANAGEMENT

LOOMEX EDUCATION & COMPLIANCE

LOOMEX AVIATION & AEROSPACE

We are property managers, communicators, educators and trainers. We offer a wide range of services through our three divisions.
Terry Gervais
Director of Education & Compliance | The Loomex Group

• Retired in 2016 as a member of Ontario Fire Service with over 36 years of experience
• Worked with volunteer, composite and career departments
• Director of Education and Compliance for The Loomex Group
• Specializes in writing Master Fire Plans, Organization Reviews, Service Level Reviews and Emergency Response Plans
Gerry Pingitore
Project Content Advisor
The Loomex Group

- Retired in 2018 as the Fire Chief of the City of Ottawa
- Served as a Volunteer Firefighter with the West Carleton Fire Department
- Worked with volunteer, composite and career departments
- Project Content Advisor for The Loomex group
- Specializes in writing Strategic Plans, Accreditation, Master Fire Plans, and Human Resources
PURPOSE OF THE FIRE SERVICES REVIEW

Ensures the municipalities are compliant with the Fire Protection and Prevention Act (FPPA) and other applicable legislation.

Provides recommendations on the appropriate levels of Public Education, Code Enforcement and Fire Suppression.

To provide Councils with the necessary information so they can make decisions that will protect lives and property.
Purpose of the Fire Services Review

Review of how services are provided currently and review if there are more efficient options for providing the services.

Ensures that the resources available are used in the most efficient and cost-effective way across the seven Municipalities.
<table>
<thead>
<tr>
<th>Fire Services Master Plan Framework</th>
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<tbody>
<tr>
<td>Review of applicable legislation and by-laws</td>
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<tr>
<td>Organizational Structure and Staffing</td>
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<tr>
<td>Public Education &amp; Code Enforcement</td>
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<tr>
<td>Recruit Training</td>
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<tr>
<td>Training and Education</td>
</tr>
<tr>
<td>Assets Management Programs</td>
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<tr>
<td>Budgets</td>
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<td>Effective Response Force</td>
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<td>Fire Protection Agreements</td>
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<td>Firefighter Wellness</td>
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<td>Specialized Services</td>
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<tr>
<td>Performance Measurement</td>
</tr>
<tr>
<td>Automatic Aid versus Mutual Aid</td>
</tr>
<tr>
<td>Cross-border Firefighting</td>
</tr>
</tbody>
</table>
STRENGTHS, WEAKNESSES, OPPORTUNITIES AND THREATS (SWOT)

Information will be gathered from the Firefighters utilizing three different approaches:

- Facilitated sessions with Firefighters as a group
- Individual one-on-one sessions, if required
- Surveys given to Firefighters

A Firefighter SWOT analysis will be conducted to assist in identifying the department's internal strengths and weaknesses, as well as its external opportunities and threats.
# Northumberland Fire Service Review

Read-only view, generated on 14 Jul 2020

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<th>ACTIVITIES</th>
<th>ASSIGNEE</th>
<th>EH</th>
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<td>08 May</td>
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<td><strong>5</strong> Complete Initial Presentations to Councils</td>
<td>Unassigned</td>
<td>21 Jul</td>
<td>26 Aug</td>
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<td>Presentation to Firefighters</td>
<td>Unassigned</td>
<td>01 Aug</td>
<td>26 Aug</td>
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<tr>
<td><strong>5</strong> SWOT Analysis with Firefighters</td>
<td>Unassigned</td>
<td>17 Aug</td>
<td>30 Sep</td>
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<td>Conduct SWOT Analysis session(s) with Firefighters</td>
<td>Unassigned</td>
<td>17 Aug</td>
<td>30 Sep</td>
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<td>Additional Meetings and Incidents</td>
<td>Unassigned</td>
<td>01 Aug</td>
<td>30 Nov</td>
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<td><strong>5</strong> Meetings and Incidents</td>
<td>Unassigned</td>
<td>01 Aug</td>
<td>30 Nov</td>
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<td>0%</td>
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<tr>
<td><strong>5</strong> Draft Municipal Fire Service Review</td>
<td>Unassigned</td>
<td>22 May</td>
<td>20 Nov</td>
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<tr>
<td><strong>5</strong> Present Draft Municipal Fire Service Review</td>
<td>Unassigned</td>
<td>22 May</td>
<td>20 Nov</td>
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<tr>
<td>Final Municipal Fire Service Review</td>
<td>Unassigned</td>
<td>28 Nov</td>
<td>30 Nov</td>
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<tr>
<td><strong>5</strong> Steering Committee Meeting to Present Final Municipal Fire Master Plan</td>
<td>Unassigned</td>
<td>20 Nov</td>
<td>30 Nov</td>
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<td>0%</td>
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</tbody>
</table>

- **Presentation to Councils**
  - Complete Initial Presentations to Councils
  - Presentation to Firefighters
  - Initial Framework Presentation

- **SWOT Analysis with Firefighters**
  - SWOT Analysis with Firefighters
  - Conduct SWOT Analysis session(s) with Firefighters

- **Additional Meetings and Incidents**
  - Meetings and Incidents
  - Draft Municipal Fire Service Review
  - Present Draft Municipal Fire Service Review, with Recommendations, to Steering Committee

- **Final Municipal Fire Service Review**
  - Final Municipal Fire Service Review
  - Steering Committee Meeting to Present Final Municipal Fire Master Plan
CONTACT INFORMATION

Terry Gervais

925-550 Airport Road, Peterborough ON

613-484-4120

gervaist@loomex.ca

www.loomex.ca
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: REC-07-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Little Lake Beach – Open or Close

Recommendation(s):

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

THAT Committee of the Whole recommend to Council the approval of Option _____.

Background:

Little Lake Beach is a publically accessed park and beach area that is heavily used during the summer months.

Due to the COVID-19 Pandemic the Provincial government has issued physical distancing rules.

On June 09, 2020 staff prepared a report to Council advising them of the physical distancing challenges that were being faced at the Little Lake Beach. Council passed a resolution to have the southern portion of the beach closed off to the public with construction fencing.

Since the fencing has been installed staff has received numerous complaints from local residence regarding users disrespecting the physical distancing rules and have concerns over their own safety. Residents are using the boat launch and areas to the
north of the boat launch as a beach. Boaters trying to use the launch have become agitated with several complaints stating there were almost fights over the boat launch.

Residents are also now walking around the fencing and using the beach area that is closed. Local residents and staff have taken pictures showing up to 50 people around the boat launch area in order to access the water for swimming.

Staff and residents have contacted the OPP for assistance with no avail.

Under the current situation with the southern portion of the beach closed, staff is concerned for the safety of the residents trying to use the boat launch area as a beach. Staff is concerned the Little Lake boat launch area is more dangerous now than it was prior to installing the fence due to the amount of people wanting to access that area which is still open.

Staff held an on-line poll for residents to voice their opinion whether to close or open the beach. The report on the survey results will be published on July 21st, 2020.

Staff recommends either fencing the entire Municipally owned Little Lake property including the boat launch or open the entire beach, remove the fencing and let residence self-police the physical distancing rules.

**Financial Implications:**

Approximately $400/month for fence rental

**Concluding Comments:**

Staff recommends that Committee of the Whole recommend to Council the approval of one of the following options:

A – THAT Council direct staff to fully open the beach area and allow residence to monitor their personal physical distancing rules.

OR

B – THAT Council direct staff to fully close and fence the entire Little Lake beach, park and boat launch areas.

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

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

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Little Lake Beach - Open or Close.docx</th>
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<td>Attachments:</td>
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<td>Final Approval Date:</td>
<td>Jul 15, 2020</td>
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</table>

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

**JOANNE HYDE - Jul 13, 2020 - 10:20 AM**

**ARRYN MCNICHOL - Jul 15, 2020 - 10:57 AM**
Q1: Do you want Little Lake Beach to be OPENED or CLOSED during COVID-19 and social distancing requirements?

**Question options**
(Click items to hide)
- OPEN
- CLOSE
- Comments

**Overview**

<table>
<thead>
<tr>
<th>OPEN</th>
<th>CLOSE</th>
<th>Comments</th>
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<tr>
<td>15</td>
<td>23</td>
<td>3</td>
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Optional question (41 response(s), 0 skipped)

Question type: Checkbox Question
Let's Talk Cramahe

PROJECTS SELECTED: 1
To Open or Not to Open? That's the question....
FULL LIST AT THE END OF THE REPORT

Visitors Summary

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<th>Highlights</th>
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<td>INFORMED VISITORS</td>
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<td>AWARE VISITORS</td>
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Pageviews Visitors

13 Jul '20
### PARTICIPANT SUMMARY

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<tr>
<td>Participated in Surveys</td>
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<tr>
<td>Contributed to Newsfeeds</td>
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<tr>
<td>Participated in Quick Polls</td>
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<td>Posted on Guestbooks</td>
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<td>Contributed to Stories</td>
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<td>Asked Questions</td>
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<td>Placed Pins on Places</td>
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<tr>
<td>Contributed to Ideas</td>
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* A single engaged participant can perform multiple actions

#### INFORMED

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<td>Viewed a photo</td>
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<td>Downloaded a document</td>
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<td>Visited an FAQ list Page</td>
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<td>Visited Instagram Page</td>
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<td>Visited Multiple Project Pages</td>
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* A single informed participant can perform multiple actions

#### AWARE

<table>
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<th>Action</th>
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* Aware user could have also performed an Informed or Engaged Action

---

To Open or Not to Open? That's the question....

28 (52.8%)

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To Open or Not to Open? That's the question....

32 (60.4%)

---

To Open or Not to Open? That's the question....

53

* Total list of unique visitors to the project
ENGAGEMENT TOOLS SUMMARY

SURVEYS SUMMARY

<p>| | |</p>
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<td>1</td>
<td>Surveys</td>
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<td>28</td>
<td>Contributors</td>
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<td>41</td>
<td>Submissions</td>
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TOP 3 SURVEYS BASED ON CONTRIBUTORS

28 Contributors to

Little Lake Beach - do you want it opened or closed during the COVID-19 Pandemic?
INFORMATION WIDGET SUMMARY

0 DOCUMENTS
0 PHOTOS
0 VIDEOS
0 FAQS
0 KEY DATES
## TRAFFIC SOURCES OVERVIEW

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<th>REFEREE URL</th>
<th>Visits</th>
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<tr>
<td>t.co</td>
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## SELECTED PROJECTS - FULL LIST

<table>
<thead>
<tr>
<th>PROJECT TITLE</th>
<th>AWARE</th>
<th>INFORMED</th>
<th>ENGAGED</th>
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<tbody>
<tr>
<td>To Open or Not to Open? That's the question....</td>
<td>53</td>
<td>32</td>
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Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: REC-06-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Parks and Recreation Advisory Committee – Terms of Reference

Recommendation(s):

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

THAT Committee of the Whole recommend to Council the approval of the Parks and Recreation Advisory Committee Terms of Reference, as Presented.

Background:

A parks and recreation advisory committee is made of members of the public, staff and Council to provide advice, education and recommendations to Council on matters related to parks, open spaces, recreational facilities and recreational programs that reflect the needs of the community and support and encourage an active healthy lifestyle.

In an effort to improve parks and recreation services for Cramahe Township staff recommends starting an advisory committee under the attached terms of reference.

Financial Implications:

N/A
Concluding Comments:

Staff recommends the approval of the attached Parks and Recreation Advisory Committee Terms of Reference.

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

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

<table>
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<tr>
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<td>- Terms of Reference - Parks and Recreation Advisory Committee.pdf</td>
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<tr>
<td>Final Approval Date:</td>
<td>Jul 13, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jul 13, 2020 - 9:47 AM

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

ARRYN MCNICHOL - Jul 13, 2020 - 9:57 AM
Parks & Recreation Advisory Committee Terms of Reference

Date Approved by Council: June 16th, 2020

Mandate:
The Parks and Recreation Committee will serve as a liaison between the Parks and Recreation Department and Council. The Committee will also make recommendations, if necessary, to Council regarding the below identified “Goals/Objectives” of the Parks and Recreation Committee.

Authority:
The Committee is an advisory committee of Council and does not have any delegated authority.

Goals/Objectives:

1. Review, discuss and support the Parks and Recreation Department and Manager of Parks, Recreation and Facilities, with decisions and planning related to recreational programing, protection and enhancement of parks and trails, enhancements of recreational facilities and playground equipment, and legislation compliance;

2. Review, if necessary, polices as drafted by the Manager of Parks, Recreation and Facilities that would be beneficial to the community, the department and to ensure a safe working environment;

3. Assist in the preparation of the Parks and Recreation Department operational and capital budget. Review quarterly budget vs actual financial statements;

4. Discuss best practices related to parks and recreation organizational structure, shared service opportunities, the local needs and level of service requirements of our community;

5. Work within the Terms of Reference as a guidance document for the Cramahe Parks and Recreation Advisory Committee and recommend, if required, changes for Council consideration;
Reporting to Council:
Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval. Report to Council every 30 days, or as required, through monthly reports.

Committee Composition:
Membership shall consist of two members of Council, which include the Council member appointed as the Champion for Parks and Recreation Services and alternate Council member appointed for Parks and Recreation Services. The Committee will also include the Manager of Parks, Recreation and Facilities, Parks and Recreation Leadhand, and any other support staff as deemed necessary by the Committee.

Membership will also be open up to a maximum of four (4) volunteer members of the public.

Administrative support will be provided by the Clerks office.

Restrictions:
1. The Parks and Recreation Advisory Committee shall not direct the Manager of Parks, Recreation and Facilities or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.

2. It shall be the sole responsibility of department head/manager to operate within his/her department pursuant to the description of his/her duties without interference of the Parks and Recreation Advisory Committee.
Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.

2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.

3. I will disclose any pecuniary interest, direct or indirect.

4. I will abide by the following Township of Cramahe policies and by-laws:
   - Council and Committee Code of Conduct
   - Procedure By-Law
   - Committee Policy
   - Procurement Policy
   - Any other relevant policies or by-laws.

Name: ______________________________________

Signature: _______________________________

Date: _________________________________

Appointment Date:_____________ Resolution Number:__________
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: CLERKS-11-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Our Cramahe Engagement Charter

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report CLERKS 11-20 for information; and

THAT Committee of the Whole recommends to Council the adoption of the Our Cramahe Engagement Charter, as presented.

Background:
The Township of Cramahe is committed to providing residents with effective ways to communicate and participate in Township initiatives.

Over the past few months, the Township of Cramahe has been working with the community to reinforce meaningful engagement, which will enhance our decision-making process and have developed new tactics to help achieve this goal.

The Our Cramahe Engagement Charter will serve as a living document with the Township’s continual commitment to enhance: participation, meaningful engagements between Township staff, Council and the public, and the accessibility of information.

Staff Comments:
Engaging with residents allows the Township to stay connected with residents and promotes positive participation from individuals and businesses. LetsTalkCramahe.ca
and Our Cramahe Charter allows us to increase the level of public involvement and ensure we are communicating in the most effective way.

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

**Concluding Comments:**
The Township of Cramahe is committed to meaningful public engagement and two-way communication with residents. The Our Cramahe Engagement Charter and LetsTalkCramahe.ca are two ways by which the Township of Cramahe intends to enhance its outreach and engagement efforts.

Submitted by:  
Joanne Hyde, Clerk

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

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<thead>
<tr>
<th>Document Title:</th>
<th>Our Cramahe Engagement Charter.docx</th>
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<tr>
<td>Attachments:</td>
<td>- Our Cramahe Engagement Charter DRAFT.pdf</td>
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<td>Final Approval Date:</td>
<td>Jul 15, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

**ARRYN MCNICHOL - Jul 15, 2020 - 11:00 AM**
Our Cramahe

Connect | Engage | Be Heard

Creating our Community

Township of Cramahe Engagement Charter
Our Cramahe Engagement Charter is a Promise

The Township of Cramahe is being proactive in our efforts to further increase public engagement by creating civic engagement experiences that better meet the needs of our community.

A healthy and vibrant community requires active and engaged community members. We need to create further opportunities for discussion, problem solving and future planning to ensure Cramahe is ready for the future.

The OUR CRAMAHE Charter aims to:
- encourage participation in civic activities;
- improve interaction and participation between residents, stakeholders, elected representatives, and Township staff;
- and to create opportunities for making the Township of Cramahe and its residents more accessible and accountable to one another.

The OUR CRAMAHE Charter acts as an agreement between and among The Township of Cramahe elected representatives and the residents of Cramahe regarding citizen engagement with their local government that establishes the commitments, responsibilities and fundamental concepts of this relationship.

Government belongs to YOU and I!

We have a mutual goal to involve and engage our community on being better informed in the decision-making process!
MISSION STATEMENT

Our **mission** is to continue to enhance the natural, historical, social and economic fabric of our community, because... *It’s in our Nature!*

**Our Cramahe Charter**

**Vision, Mission & Recommendations:**

The Vision, Mission & Recommendations held within the **OUR CRAMAHE** Charter will:

a. **PROVIDE** residents, Council and Staff, the basic principles of public engagement that will cultivate a municipality that is:

   - Informed
   - Engaged
   - Involved
   - Transparent
   - Accountable

b. **PARTICIPATE** in future projects for the Township of Cramahe as they impact future readiness.

c. **DEVELOP** engagement resources like [www.letstalkcramahe.ca](http://www.letstalkcramahe.ca) to foster engagement for our Cramahe community.
ENGAGING THE PUBLIC

When residents, stakeholders and governments at all levels are actively involved in co-creating their community, it strengthens civic pride and commitment to making The Township of Cramahe the municipality of choice where people can **grow**, **work**, **play** and **learn** together.

By engaging the Cramahe community, we allow for responsible decision-making through a range of perspectives, experience, and knowledge and we share ideas in ways that support learning and creation of sustainable solutions.

Achieving the greatest results through engagement requires many different ways of engaging people to tap into innovation and ideas that exists within our community; understanding the decision making process; and understanding how input from resident’s influences end results.

---

**Community Engagement Spectrum**

**INFORM**
Provide residents with info and assist in understanding problems, alternatives, and solutions.

**CONSULT**
Obtain public feedback on analysis, alternatives, and decisions.

**INVOLVE**
Work directly with residents and consistently consider their concerns and aspirations.

**COLLABORATE**
Partner with residents in decision-making, including in identification of solutions.

**EMPOWER**
Residents are making decisions and leading solution-based efforts.

*Based on the IAP2 Public Participation Spectrum, developed by the International Association for Public Participation, 2014
http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/foundations_course/IAP2_P2_Spectrum_FINAL.pdf*
THE ROLE OF RESIDENTS

We all have a responsibility to participate in civic activities that influence our quality of life and contribute to those decisions which are made by those who represent us!

Residents can be involved by responding to opportunities within our community to:

⇒ Learn how local governments work and being aware of municipal issues;
⇒ Being informed on the growth and sustainability of our services;
⇒ Share ideas on Let’sTalkCramahe.ca;
⇒ Participate in community-focused events and discussion;
⇒ Provide suggestions for improvements and contribute to positive change;
⇒ Become an active member of one of our Boards & Committees!
THEMES AND RECOMMENDATIONS

1. Effective engagement exists when residents, elected representatives, and Township staff...
   - Understand that everyone has an important role in our community;
   - Ensure that input collected through letstalkcramahe.ca is used to help direct the decisions made; and
   - Build positive and respectful relationships within our community.

2. Building accountability and being transparent means...
   - Engaging in consultation with residents before making decisions;
   - Providing an easy-to-use website with current and relevant information;
   - Ensuring that residents have access to public records easily through the use of our Open Government resources; and
   - Sharing how and why decisions are made through the development of a Working with Council Guide and Council Highlights.

3. Creating opportunities for collaboration by...
   - Informing everyone of directions of Council using simplified Council highlights;
   - Consulting the community as a process to build community awareness; and
   - Involving the community through a range of mechanism to ensure that issues and concerns are considered as part of the decision-making process.

4. Ongoing engagement and communication is effective when...
   - Opportunities for feedback are provided to residents through various resources;
   - Recognizing that resident input is a community asset;
   - Providing timely information so residents provide meaningful input; and
   - Outcomes of community engagement opportunities enable all people to share their ideas and participate in discussions;
   - Information is accessible to residents; and
   - Communities have access to a variety of resources to encourage participation.

The OUR CRAMAHE Charter is only the first step in creating better ways for residents to engage in decisions that affect their life and their community. We strive to include all residents within
the Township of Cramahe to get involved and help create the future of our community.
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: REC-08-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Health and Safety COVID-19 Update

Recommendation(s):

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

THAT Committee of the Whole recommend to Council the approval of General Housekeeping Policy, Hand Washing Policy, Preventing COVID-19 in the Workplace Policy, Workplace Disinfection Policy, Infection and Disease Control Policy and Responding to COVID-19 in the Workplace Policy.

Background:

Cramahe Township’s Joint Health and Safety Committee struck a subcommittee to address COVID-19 in the workplace. The subcommittee is made up of both employees & management from our Joint Health & Safety Committee as well as each facility. The members are as follows, Andrew Harper, Chris Watton, Bailee Hoskin, Mary Norton, Tim Burgess, Jeff Hoskin & Tanya Ogden. The subcommittee met for the first time on May 28, 2020 to begin the process of investigating policy and procedures to assist the Municipality in returning to work and being at work safely during and after the COVID-19 pandemic.

The sub-committee has created the following policies for Council approval which are as follows and are attached:
1. **General Housekeeping**
   This policy will identify employee responsibilities with regard to maintaining break and lunchrooms, washrooms and individual workspaces. By maintaining the cleanliness of these areas, we can decrease the number of illnesses associated with poor hygiene, and mitigate the risks associated with slips, trips and falls due to poor housekeeping.

   The general state of the workplace with respect to cleanliness and housekeeping reflects, not only, the pride we take in our organization, but also our concern for the safety of ourselves and fellow employees and visitors to our premises.

2. **Infection and Disease Control**
   This policy covers Employees who may be contagious, impediments to effective hand hygiene, additional hand hygiene guidelines, PPE, Administrative & Environmental controls such as respiratory etiquette, environmental cleaning & sanitizing & an end of day cleaning list.

3. **Preventing COVID in the Workplace**
   This policy was developed to help prevent the spread of COVID-19 in the workplace. The precautionary measures have been developing using advice and information obtained from the World Health Organization and the Government of Canada. Some key guidelines are Hand Hygiene, workspace cleaning, social distancing, what to do if you develop symptoms at work, employer responsibilities, updates to management, self-isolation, work related travel & self-monitoring.

4. **Workplace Disinfection Policy**
   This policy is to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment. The Corporation of the Township of Cramahe will ensure that our work environment is maintained in a clean and organized fashion as to minimize hazards to our employees.

5. **Hand Washing Policy**
   This policy is to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients, and visitors.
6. **Responding to Covid-19 in the Workplace Policy**

This policy was developed to help respond to an incident of possible COVID-19 exposure in the workplace. This policy covers employees’ responsibilities, manager & supervisor responsibilities & some additional measures.

The subcommittee has also accessed individual “best practices” training papers on subjects such as fueling vehicles, handling & receiving packages, H&S Guidance during covid-19 for employers of office settings, Guidance on Tool Sharing (hand tools), Guidance on cleaning and sanitizing the inside of your vehicle, lunchroom practices, etc. These will be distributed to staff for training purposes.

Staff will also receive a 33-minute training session through the Municipal HR Download system. This training is Covid-19 Employee Health & Safety Training. This will be mandatory for all staff and it has a 20-question quiz at the end & a certificate attached.

The subcommittee has also done risk assessments at all Municipal facilities; this is to help determine where the higher risk areas are. A risk assessment looks at such things as exposure to others by interacting with employees & customers. The physical environment, such as the workspace. Policies & procedures, training, sanitation & PPE and with that information we determine appropriate hazard control measures in order of priority.

We also sent out an employee survey to all Municipal staff including fire fighters and Library. The survey is to get an understanding of how comfortable staff is feeling and any suggestions they have moving forward. Staff received nine surveys back. Once back to work and the policies have been implemented there will be a second survey sent out for resuming operations plan follow-up survey. This survey has been designed to assess employee satisfaction with the overall execution of the Township of Cramahe COVID-19 reopening plan. It will give us feedback to determine the level of overall success of the plan and identify valuable information that we can incorporate into our future planning.

Staff is also getting pricing on Plexiglas shields for all service points as well as some portable guards for desk meetings.

The subcommittee will be meeting on July 16, 2020 to discuss policy and procedures regarding members of the public entering Municipal facilities. The subcommittee anticipates on having the policies and procedures in place for members of the public to access town hall.
Financial Implications:
N/A – Staff time only

Concluding Comments:
Staff recommends Council approve the policies as noted in this report.

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

Tanya Ogden, Health and Safety Coordinator

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:

JOANNE HYDE - Jul 15, 2020 - 8:13 AM

ARRYN MCNICHOL - Jul 15, 2020 - 9:09 AM
General Housekeeping Policy

Intent

The Corporation of the Township of Cramahe is committed to providing a welcoming, safe, and secure professional environment for its employees, customers and visitors. This policy will identify employee responsibilities with regard to maintaining break and lunch rooms, washrooms and individual workspaces. By maintaining the cleanliness of these areas, we can decrease the number of illnesses associated with poor hygiene, and mitigate the risks associated with slips, trips and falls due to poor housekeeping.

The general state of the workplace with respect to cleanliness and housekeeping reflects, not only, the pride we take in our organization, but also our concern for the safety of ourselves and fellow employees and visitors to our premises.

Guidelines

Break and Lunch Rooms

The Corporation of the Township of Cramahe employees will be required to ensure that all break rooms and lunch rooms are maintained in a clean and orderly fashion. In the use of these rooms, employees are directed to clean and tidy up after themselves by wiping any surfaces used with the materials provided (paper towel, soap and water), cleaning any dishes used, placing any refuse into appropriate waste/recycle bins, and placing furniture and other items in the place where they were originally found. Personal coffee mugs, containers and utensils must not be left dirty in the sink.

The Corporation of the Township of Cramahe will provide appropriate cleaning supplies for each break room and lunch room. These supplies will include the following:

- Paper Towel
- Dish Soap & Hand Soap
- Dishwasher detergent
- Cleaning solution for counters, tables & microwave

Cleaning supplies will be monitored by all staff and restocked as necessary. Please let the person responsible for ordering supplies within your department know when supplies are getting low.

While each employee will be responsible for cleaning their own dishes, and tidying after themselves, The Corporation of the Township of Cramahe will assign responsibility for the final tidying of the room at 4:00pm by an employee, according to a scheduled calendar of a weekly rotating responsibility.

Each manager shall remind the scheduled employee of their duties at the beginning of their shift. The schedule will be posted on your Union board as well. The employee that
is scheduled to oversee the cleanliness of the break room and/or lunch room will be required to ensure the overall cleanliness and organization of the room.

Fridge Cleanliness

- All employees using the refrigerator will be expected to label their containers with their name and the date.
- Employees are expected to throw away or take home any food containers at the end of each workday.
- The fridge will be cleaned and checked at the end of each day by the daily scheduled employee to review the dates of the containers in the refrigerator and ensure its overall cleanliness.
- Any containers in the refrigerator that are found to be over two (2) days old will be thrown away or recycled.
- The employee scheduled for that week shall be responsible for overseeing the maintenance and cleaning of the refrigerator.

These procedures are applicable to all Township of Cramahe employees who use the refrigerator.

Microwave Cleanliness

- All employees using the microwave will be expected to cover their food appropriately while heating to minimize unnecessary spills and messes inside the microwave.
- Where spills or splatters occur that create a dirty microwave, the employee will be required to clean the microwave using the cleaning supplies available in the break/lunch room.
- The employee scheduled for that week shall be responsible for overseeing the maintenance and cleaning of the microwave.

These procedures are applicable to all Township of Cramahe employees who use the microwave.

Washrooms

The Corporation of the Township of Cramahe washrooms are equipped with clean, modern washroom facilities. Employees are expected to help maintain the cleanliness of these facilities by placing used paper towels and refuse in the appropriate bins, flushing toilets and urinals after use, and avoiding the creation of any unnecessary spills and/or messes.

Employees are directed to hang any and all personal protective equipment on the hooks provided to minimize the possibility of the contamination of work clothes.

Employees are required to wash their hands with soap and water before returning to their work area. Employees are also required to replace toilet paper and paper towels as required.
Unsafe conditions (e.g. wet floors), and/or malfunctioning equipment must be reported to Jeff Hoskin, Manager of Parks, Recreation & Facilities.

**Individual Workspaces**

Employees working in a shared environment are required to keep their cubicles/work stations neat and tidy at all times as cleanliness shows respect for yourself and also the individuals you work with. Employees should:

- Ensure that their work space is free from any and all health and safety hazards.
- If you discover a health and safety hazard report it to management immediately.
- Keep clutter to a minimum, this means ensuring all papers, documents and other files are not left lying around in stacks either on the floor or on the desk/work area;
- Ensure garbage is not left lying on the desk or in your work area. Utilize the appropriate garbage and recycling receptacles for any refuse;
- Ensure that personal items, such as shoes, coats, purses, umbrellas, etc. are not placed in such a way as to create a tripping hazard. Personal items should be stored in an organized manner in appropriate areas.
- While it is permissible for an employee to have his/her own mug for coffee or tea or an additional sweater, etc., an excess amount of personal items should be avoided.

**End of Shift**

At the end of each shift and before leaving their workspace, each employee shall:

- Clean/Tidy their work area and restore any tools/materials that have been used to their assigned storage space;
- Dispose of accumulated waste and remove unused materials from the workstation;
- Ensure that any dishes used have been cleaned or put in the dishwasher;
- Report any necessary preventive maintenance that should be completed for tools and equipment;
- Report changes in inventory and supplies, if applicable.

Failure to abide by the guidelines outlined in this policy will result in disciplinary action up to and including termination of employment.
Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, ________________________________________, acknowledge that I have read and understand the General Housekeeping Policy of The Corporation of the Township of Cramahe. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name:  

____________________________________

Signature:  

____________________________________

Date:  

____________________________________

Witness:  

____________________________________
Hand Washing Policy

Intent

The Corporation of the Township of Cramahe has adopted this policy to ensure that all reasonable measures are taken to prevent the spread of bacteria and diseases within the workplace, and to ensure the ongoing health and safety of our staff, clients, and visitors.

Guidelines

All employees shall practice hand hygiene before any contact with clients or visitors (even if gloves are worn). All employees must wash, rinse, and dry their hands or apply an alcohol hand rub before beginning work, after using the rest room, and before leaving work. For routine hand washing, use the liquid soap located in the dispensers. Use antiseptic (antimicrobial) hand washing products or alcohol hand rub for hand hygiene before any expected contact with clients or visitors. Perform hand hygiene after contact with clients or their environment. Employees may use an alcohol hand rub for hand hygiene in place of an antimicrobial soap hand-wash. Grossly contaminated hands must be washed with soap before disinfection with an alcohol hand rub. Gloves must be worn when there is exposure to blood, excretions, or any other body fluids or when secretions are likely to occur when working.

Routine Hand Washing Procedure

All employees of The Township of Cramahe must follow the outlined techniques for washing hands to perform their work duties and before any contact with clients and visitors:

- Use warm water to wet the hands;
- Apply soap;
- Work up a good lather and rub hands palm to palm and in between and around fingers;
- Apply with vigorous contact on all surfaces of the hands (back of hands, fingertips, and each thumb);
- Wash hands for at least 20 seconds;
- Rinse thoroughly under running water and avoid splashing;
- Keep hands down so that runoff will go into the sink and not down the arm;
- Dry hands well with paper towels and use the paper towels to turn off the faucet and clean up any mess that was made on the counter; and
- Discard the paper towels into the appropriate container.
Hand Antiseptics

For hand washing, employees may substitute an antimicrobial soap for lotion soap. Furthermore, an alcohol hand rub may be substituted for an antimicrobial soap. All employees must use the following technique for a 70-90% alcohol hand rub:

- If hands are visibly soiled, wash hands with soap before applying alcohol hand rub.
- Apply enough alcohol hand rub to cover the entire surface of hands and fingers.
- Rub the solution vigorously into hands until dry.
- The use of alcohol hand rubs may result in a sticky residue on the hands. Wash with lotion soap periodically to remove the hand rub residue.

Allergies

Allergic contact dermatitis may be associated with hand hygiene products. Reactions to products applied to the skin may present as delayed reactions or less commonly as immediate reactions. If an employee of The Corporation of the Township of Cramahe employee suspects allergic contact dermatitis, they will be instructed to go to a medical practitioner or healthcare provider for assessment. If allergic contact dermatitis is diagnosed by a medical practitioner or healthcare provider, the employee will be provided with an alternative hand hygiene product to perform their job safely.

Monitoring

The Corporation of the Township of Cramahe will enforce this policy through the use of managerial supervision and spot-checks. If an employee witnesses a violation of this policy, they should remind them of the policy & direct the violator to complete the required hand washing procedures as outlined, as it is everyone’s responsibility to be safe. If the violator refuses this direction or continues in their work, the employee should inform their supervisor as soon as possible.
Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, __________________________________________, acknowledge that I have read and understand the Hand Washing Policy of The Corporation of the Township of Cramahe. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules and procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _______________________________________
Signature: ___________________________________
Date: _______________________________________
Witness: _____________________________________
Infection and Disease Control Policy

Intent

The Corporation of the Township of Cramahe has instituted this policy to create guidelines for infection and disease control. This policy must be used in conjunction with all other applicable health and safety regulations and governmental legislation.

Guidelines

- All employees will be provided with general education on infection prevention and control (IPAC) practices. This education will include:
- The risks associated with infectious diseases;
- The importance of appropriate immunizations;
- Hand hygiene;
- Appropriate cleaning and/or disinfection of items;
- Residents who appear to be ill should have their appointments rescheduled where possible, or extra precautions must be taken.
- Employees must follow all health and safety policies at all times.
- This Infection and Disease Control Policy will be amended at minimum annually, but may be amended more often as contagious infections come in season (e.g. influenza, H1N1, cough/cold season).

Employees Who May be Contagious

Employees who may have contracted a cough/cold, flu, etc. and are in the early stages of infection should not report to work as they may infect the others in The Corporation of the Township of Cramahe workplace. Employees are required to exercise their judgement and call-in if they are contagious, using The Corporation of the Township of Cramahe Call-In Procedure. Where a replacement employee could not attend in the ill employee’s place, the employee may be requested to come for part of the shift but will be required to wear protective equipment to minimize the possible spread of infection as much as possible (e.g., gloves, face mask, etc.).

Management at The Corporation of the Township of Cramahe will keep records of absences due to illness and is responsible for noting any alarming trends or repeated outbreak of infections. In any cases where a pattern is noted, senior management will be notified so that additional infection control procedures can be put into place where necessary.

Employees should only return to The Corporation of the Township of Cramahe workplace when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.
Transmission of Microorganisms

Employees and clients of The Corporation of the Township of Cramahe may be exposed to pathogenic microorganisms, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods of time.

Other routes of entry for infection include:

- Injection;
- Inhalation;
- Ingestion;
- Contact with the skin, eyes, or nose.

While it may not be possible for The Corporation of the Township of Cramahe to completely eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Routine Practices

Following routine practices helps to protect both the employees and clients of The Corporation of the Township of Cramahe from pathogens. Consistent practices must be used at all times with all persons as someone could be infected but be asymptomatic.

Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with plain or antimicrobial soap with water as well as non-rinse alcohol-based (70-90%) hand rubs.

For further details see The Corporation of the Township of Cramahe Hand Washing Policy.

Employees should exercise good judgment when determining if hands should be washed. If it is possible that hands may have become contaminated with bodily fluids, they should be washed with soap and water or sanitized.

Impediments to Effective Hand Hygiene

- Nail polish - chipped nail polish can harbor microorganisms that are not removed by hand washing.
- Artificial nails - associated with bacterial and fungal outbreaks.
- Rings, other hand jewelry and bracelets - are hard to clean, hide bacteria and viruses from the hand hygiene agent, and increases the risk of tears in gloves. Watches and long sleeves should be pulled above the wrist when hands are cleaned.
Personal Protective Equipment (PPE)

PPE creates a physical barrier that protects an employee's own tissue from exposure to infectious materials and from transmission resulting from contact with clients. The type of PPE is dependent on the nature of the interaction with the client. Employees of The Corporation of the Township of Cramahe are to wear appropriate PPE when interacting with clients who pose the risk of transmitting microorganisms. Common PPE include gloves, and facial protection. Please note: these are generally only used in situations where it is already known that the client is suffering from an airborne transmissible disease.

Gloves

- As gloves may break, proper hand hygiene must be performed prior to putting on gloves.
- Gloves must always be changed if the employee is going from one client meeting to another.
- Gloves should be put on immediately before performing the activity for which they are being used.
- Gloves must be removed and discarded immediately after use; hand hygiene must then also be performed.
- Non-latex gloves must only be used.
- Employees who have any open wounds on their hands are required to wear a bandage over the wound and then gloves over the bandage.

Facial Protection

- A mask can be used in the event that Health Canada recommends it for airborne infectious diseases.
- Masks should be put on immediately before the activity in which it is indicated, and hand hygiene is to be performed after removing the mask.
- See the following link for the safe and proper way to remove a mask.
  - https://www.sfcdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask/

Administrative and Environmental Controls

Administrative and environmental controls include respiratory etiquette, encouragement of employee immunizations, and environmental cleaning and sanitizing.

Respiratory Etiquette

The Corporation of the Township of Cramahe expects that all employees practice respiratory etiquette and personal practices that help prevent the spread of microorganisms and encourage clients to do the same. These personal practices include:

- Avoidance measures that minimize contact with droplets when coughing or sneezing, including:
• Turning the head away from others;
• Maintaining a two(2)-meter distance from others;
• Covering the nose and mouth with a tissue.
• Immediate disposal of tissues after use;
• Immediate hand hygiene after disposal of tissues.

If tissues are not available, other avoidance measures (e.g. coughing or sneezing into sleeve) may be used.

**Environmental Cleaning and Sanitizing**

Cleaning is the removal of foreign material (e.g. dust, soil, blood secretions, microorganisms, etc.). Cleaning physically removes rather than kills the microorganism and thorough cleaning is required for any equipment/surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process. Check with the manufacturer and/or SDS sheets for compatibility of chemicals.

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at The Corporation of the Township of Cramahe. Environmental cleaning and disinfection is performed on a routine and consistent basis to provide a safe and sanitary environment.

**End of Day Cleaning List (and sooner when visibly soiled)**

- Bathrooms
- Chairs
- Doorknobs
- Floors
- Light switches
- Mirrors
- Tables
- Telephones
- Wall-mounted items (e.g. soap and sanitizer dispensers, paper towel holders)
- Copy machine
- Filing cabinets
- Counters
- Windows
- Railings
Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, ___________________________________________ acknowledge that I have read and understand the Infection and Disease Control Policy of The Corporation of the Township of Cramahe. I agree to adhere to this policy and will ensure that others under my direction also adhere to the terms of this policy. I understand that if I violate the rules set forth in this policy, I may face disciplinary action up to and including termination of employment.

Name: ______________________________________

Signature: __________________________________

Date: ______________________________________

Witness: ___________________________________
Preventing COVID-19 in the Workplace Policy

Intent

This policy was developed to help prevent the spread of COVID-19 in the workplace. The precautionary measures have been developing using advice and information obtained from the World Health Organization and the Government of Canada.

Guidelines

The Corporation of the Township of Cramahe will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of the COVID-19.

Employee Responsibilities

All employees should ensure they understand and comply with the infection prevention policies and practices outlined within this policy.

Hand Hygiene

- Wash hands frequently. Thoroughly wash hands with an alcohol-based rub or with soap and water. Wash hands for at least 20 seconds.
- Avoid touching your face (specifically your eyes, nose, and mouth) as much as possible.
- Cover your mouth when coughing, sneezing, and yawning by doing so into the bend of your arm, not your hand.
- Avoid touching surfaces people touch often.
- Instead of a handshake, give a friendly wave or elbow bump.
- Use any necessary personal protective equipment as directed.

Workspace Cleaning

Use appropriate products provided by the township to clean and disinfect items like your desk, work surface, phones, keyboards, and electronics at least twice daily and more often if they are visibly soiled.
Social Distancing

- Keep a distance of at least two meters between you and anyone else, including your co-workers and customers.
- Increase distance between desks, tables, and workstations.
- Reduce or eliminate activities that require close physical proximity or contact with people, such as team meetings.
- A non-medical mask or face covering is required for any necessary personal proximity to others that is closer than two meters.

Updates to Management

- Provide updated emergency contact information to your manager.
- Consider whom management should call if you require transportation home from work.
- Immediately notify management if you rely on public transport to get to work and have no means to safely get home if you start to feel ill while at work.

Self-Isolation

If you have a symptom of COVID-19 or think you might have such a symptom, do not come to work. It is critical that if you have at least one symptom of COVID-19 (fever, cough, or difficulty breathing), or even mild symptoms, you must stay home to avoid spreading illness to others. Mild symptoms may be similar to a cold or flu.

Additional actions you should take include:

- Immediately isolating yourself to prevent any possible spread of COVID-19;
- Contacting your local public health authority and follow their advice;
- Notifying your Manager by phone or email and
- Remaining away from work until you have been advised to return by your public health authority, normally after a minimum of 14 days.

You need to self-isolate if you:

- Have symptoms, even if mild, associated with COVID-19;
- Have been diagnosed with COVID-19;
- Are waiting for laboratory test results after being tested for COVID-19; or
- Have been advised to self-isolate by your regional public health authority.
Self-isolating means:

- Staying home until the regional public health authority says you are no longer at risk of spreading the virus; and
- Avoiding contact with others.

If your symptoms worsen, immediately contact your healthcare provider or public health authority and follow their instructions.

**Developing Symptoms at Work**

If you develop even mild symptoms while at work:

- Separate yourself from others.
- Contact your manager using a telephone or by e-mail;
- Notify your manager where you worked that day;
- Disclose any interactions with fellow staff, customers, or others; and
- Disclose any equipment you used, items you handled, or surfaces you touched.
- Fill out an incident report

If you drove yourself to work, immediately go home and start self-isolating. If you took public transport, your manager will contact either your emergency contact or the local public health authority or non-emergency services to ensure that you are safety returned home.

Do not return to work until your public health authority advises it is safe to do so. The quarantine period will likely last a minimum of 14 days.

**Employer Responsibilities**

To ensure that management continues to provide a healthy and safe workplace, the following measures have been implemented. In addition, management will continue to stay updated on guidelines and information provided from the World Health Organization and the Government of Canada, and on measures implemented at a provincial level.

- Use the risk-informed decision-making guidelines for workplaces and businesses during the COVID-19 pandemic to help develop policies and procedures.
- Continue to communicate with staff and customers about COVID-19, including the measures we are taking to prevent the spread of COVID-19.
- Post signs asking ill clients or customers to stay away from the premises.
• Post signs encouraging good respiratory hygiene, hand hygiene, and other healthy practices.
• Where feasible, implement measures to reduce social contact, such as teleworking arrangements, flexible hours, staggering start times, encouraging the use of e-mail, and teleconferencing.
• All non-essential meetings or travel are postponed until clearance received from the Government of Canada or the local health authority.
• Continually evaluate the workplace for areas where people have frequent contact with each other and shared spaces and objects to look at measures to reduce contact.
• Ensure increased cleaning of high-contact areas.
• Evaluate and implement ways that employees can practice social distancing, such as increasing distance between desks, workstations, and people in queues.
• Minimize interactions between customers and employees.
• Implement and follow increased cleaning guidelines:
  o Make hand sanitizer available at all entries, kitchens, and common areas
  o Clean and disinfect all high-traffic areas and frequently touched areas (such as door handles, fridge handles, microwaves, printers, photocopiers) twice daily.
  o Provide cleaning wipes that are at least 70% alcohol to ensure proper disinfection, or use other approved disinfectant sprays and solutions in common areas and workspaces for employees to clean workspaces.
• Open windows and doors whenever possible to ensure the space is well-ventilated.

The following personal protective equipment is available and provided based on the following situations:

• Gloves for employees who are in direct contact with an ill person or a contaminated object or environment. Hands must be washed before putting on gloves and immediately after removing gloves. While wearing gloves, employees must refrain from touching their face. Gloves should be frequently removed and disposed to limit contact transfer.
• Heavy-duty gloves will be provided to cleaning staff.
• Face Masks

**Work-Related Travel**

• Non-essential travel is postponed until further notice.
• Travel for essential transportation workers is permitted as necessary.
• Essential workers are not required to self-isolate for 14 days after work-related travel, but must self-monitor closely for symptoms, and self-isolate immediately if they develop even mild symptoms.

Self-Monitoring

You need to self-monitor if you have no symptoms but may have been exposed to COVID-19 in the last 14 days, are in close contact with elderly people or medically vulnerable people, or have been instructed to self-monitor by your public health authority.

Self-monitoring means to:

• Monitor yourself for 14 days for symptoms of respiratory illness, such as cough, fever, and difficulty breathing; and
• Avoid crowded places and increase your personal space from others whenever possible

If you develop symptoms, self-isolate immediately and contact your public health authority as soon as possible.

Assessment Resources

If you are having difficulty breathing or experiencing other severe symptoms, call 911 immediately. Advise them of your symptoms and travel history.

If you are concerned about COVID-19 exposure, you can use an online self-assessment tool to determine whether you are likely infected. Please visit the appropriate provincial government websites for self-assessments.
Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, ____________________________, acknowledge that I have read and understand the Preventing COVID-19 in the Workplace Policy of Marketing account. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: __________________________________________
Signature: _______________________________________
Date: __________________________________________
Witness: ________________________________________
Responding to COVID-19 in the Workplace Policy

Intent

This policy was developed to help respond to an incident of possible COVID-19 exposure in the workplace.

Guidelines

The Corporation of the Township of Cramahe will work to achieve a workplace that follows all precautionary measures identified by applicable governmental bodies and public health authorities to reduce the spread of the COVID-19.

Employee Responsibilities

If an employee identifies that they or another employee have developed symptoms similar to those of COVID-19, they are to immediately notify their immediate supervisor or manager and remove themselves from the workplace with the least possible amount of physical contact with workspaces or other employees.

For purposes of this policy, symptoms similar to COVID-19 can include, but are not limited to:

- Fever;
- Cough;
- Difficulty breathing;
- Muscle aches;
- Fatigue;
- Headache;
- Sore throat; and
- Runny nose.

Once isolated, it is important that the employee cooperates with their immediate supervisor or manager to provide information regarding their exposure to the workspace, other employees, and third parties. This can include:

- Notifying their manager or supervisor where they worked that day;
- Disclosing any interactions with fellow staff, customers, or others;
- Disclosing any equipment they used, items they handled, or surfaces they touched; and
- Any other relevant information.
• Fill out an incident report
• Getting tested for COVID-19

Manager and Supervisor Responsibilities

If an employee reports that they or another employee presents symptoms similar to COVID-19 it is important to take all reasonable measures to isolate the employee and make them feel at ease regarding the situation.

Placing the Employee at Ease

Do not presume when an employee feels unwell that they have COVID-19. Communicate to the employee that all necessary precautions are to be taken to ensure that any potential risk is mitigated.

Offer the employee any available resources to ensure they feel comfortable disclosing information required to properly assess the risk of possible exposure to others. Make the employee aware of their rights to privacy and that they are not required to disclose any medical or personal information not relevant to determining possible exposure to others.

Isolating the Employee

Request that the employee move to an area where they will have no or limited physical contact with others. Ensure that the area where the employee is isolated leaves enough space (at least two metres) between the manager or supervisor and the employee. Where possible, use teleconferencing equipment or physical barriers when communicating with the employee.

Assessing Symptoms and Determining Possible Exposure

Once the employee is safely isolated, assess any symptoms the employee has experienced and determine when they first experienced such symptoms. Figure out how long the employee worked with the symptoms or whether there are any other additional factors which could explain the symptoms, such as failing to take chronic medication.

Make the employee aware of their rights to privacy and that their privacy will be protected as far as possible.

Have the employee provide as much information as available to determine the possible exposure to employees, customers, and other third parties, including:
- Whom the employee associates with during working hours.
- Whom the employee associates with on breaks.
- Any workstations and equipment the employee uses.
- Any common areas the employee visits, including restrooms and break areas.
- Any third parties the employee interacts with, including customers, suppliers, and visitors.
- Any areas the employee visited outside their normal scope of work.

**Helping the Employee Leave Work**

If the employee drove themselves to work, immediately instruct them go home and self-isolate. If the employee took public transport, the manager or supervisor should contact either their emergency contact or the local public health authority or non-emergency services to ensure that the employee is safety returned home.

Employees are not to return to work until a public health authority advises it is safe to do so. The quarantine period will likely last a minimum of 14 days.

**Additional Measures**

If an employee or third party who has been in the workplace notifies The Township of Cramahe of a positive test for COVID-19, it is important to gather the same information as with suspected symptoms.

Where the person is an employee, they are to self-isolate and follow the guidelines provided by the relevant public health authorities and report to the company when they have been cleared for return to work.

Upon notification of a positive test for COVID-19, the employer will:

- Ensure that the supervisor or manager conducts a risk assessment of the possible exposure of other employees, customers, and third parties to the affected person.
- Communicate the risk to any person identified as possibly exposed and encourage them to take precautions to protect themselves and others while looking for symptoms.
- Provide information and support to affected or possibly affected employees during periods of self-isolation.
- Ensure that any workspace, common area, or other location possibly infected be immediately closed off for decontamination.
• Identify tools or other equipment that could have been infected and ensure they are removed from any workspaces and isolated. Ensure tools and equipment are properly sanitized before returning to the workspace.
• Determine based on the possible exposure whether a partial or complete closure of the business is required for deep cleaning.
• Review policies, procedures, and protocols in place to determine whether there are any improvements that can be implemented to better mitigate against future risks.
• Report any confirmed cases to the relevant public health department for further investigation.

Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, ______________________________, acknowledge that I have read and understand the Responding to COVID-19 in the Workplace Policy of The Corporation of the Township of Cramahe. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: ______________________________________
Signature: ___________________________________
Date: _______________________________________
Witness: _____________________________________
Workplace Disinfection Policy

Intent

The Corporation of the Township of Cramahe has adopted this policy to ensure the ongoing health and safety of our employees, and to provide a safe and healthy working environment. The Corporation of the Township of Cramahe will ensure that the work environment is maintained in a clean and organized fashion as to minimize hazards to our employees.

Guidelines

The Corporation of the Township of Cramahe work spaces shall be maintained in a clean and organized manner in order to ensure employees are working in a safe and healthy work environment. Work surfaces must be disinfected on a regular basis to eliminate dirt and the spread of germs. The following steps are to be followed:

- Clean visibly soiled surfaces before disinfecting
- Wear appropriate gloves when in contact with chemical solutions, and where specified by the manufacturer
- Prepare solutions for cleaning and disinfection when needed. It is important that proper strengths of disinfectant solutions are used
- Follow the manufacturer's instructions for the safe and proper application of specific cleaning and disinfecting products
- Ensure all WHMIS protocols including any information found on the SDS for the cleaning solution being used are followed

Ensure daily disinfecting of surfaces and objects that are touched often. Items that require daily disinfecting include, but are not limited to:

- Desks
- Countertops
- Doorknobs
- Bathrooms
- Computer keyboards
- Faucet handles
- Phones
- Photocopier
- Coffee Maker
- Water Cooler
Notice of Collection

The Township is obligated by law to inform employees of the purpose for collecting personal information as prescribed through the Municipal Freedom of Information and Protection of Privacy Act. The purpose for collecting this information is to verify that each employee is aware of the protocols relating to COVID-19 and acknowledge that the Municipality may ask personal and health related questions for screening purposes only. This information will be collected by the Health & Safety Committee for a period in accordance with the Records Retention By-Law.

If you have any questions regarding the collection and use of this information please contact a member of the Health & Safety Committee.

Acknowledgement and Agreement

I, ____________________________, acknowledge that I have read and understand the Workplace Disinfection Policy of Corporation of The Township of Cramahe. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face disciplinary action, up to and including termination of employment.

Name: ______________________________________

Signature: __________________________________

Date: ______________________________________

Witness: ____________________________________
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: FIRE 01-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Fire Advisory Committee Terms of Reference

Recommendation(s):

BE IT RESOLVED THAT the Committee of the Whole receive Report FIRE 01-20 for information; and

THAT the Committee of the Whole recommend to Council the approval of the Terms of Reference for the Fire Advisory Committee.

Background: A Terms of Reference was created to establish a Fire Advisory Committee to align with the new Procedure By-Law approved by Council in March 2020.

Staff Comments: The Fire Committee will serve as a liaison between the Fire Department and Council. The Committee will also make recommendations, if necessary, to Council.

Financial Implications: None.

Concluding Comments: The attached Terms of Reference identifies goals and objectives for the Committee. The Terms of Reference will serve as the framework and guidance for the Committee to operate.

Submitted by: Tim Burgess, Fire Chief

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

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Fire Advisory Committee Terms of Reference.docx</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attachments:</td>
<td>- Terms of Reference - Fire Advisory Committee.docx</td>
</tr>
<tr>
<td>Final Approval Date:</td>
<td>Jul 13, 2020</td>
</tr>
</tbody>
</table>

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

JOANNE HYDE - Jul 8, 2020 - 2:36 PM

ARRYN MCNICHOL - Jul 13, 2020 - 9:51 AM
Fire Advisory Committee Terms of Reference

Date Approved by Council: July, 2020

Mandate:
The Fire Committee will serve as a liaison between the Fire Department and Council. The Committee will also make recommendations, if necessary, to Council regarding the below identified “Goals/Objectives” of the Fire Department.

Authority:
The Committee is an advisory committee of Council and does not have any delegated authority.

Goals/Objectives:
1. Review, discuss and support the Fire Department and Fire Chief, with decisions and planning related to future fire service demands, property inspections, public education, fire prevention planning, staff training, recruitment & retention, and legislation compliance;

2. If requested, review polices as drafted by the Fire Chief that would be beneficial to the community, the department and to ensure a safe working environment;

3. Assist in the preparation of the Fire Department operational and capital budget. Review quarterly budget vs actual financial statements;

4. Discuss best practices related to the fire services organizational structure, shared service opportunities, the local needs and level of service requirements of our community;

5. Work within the Terms of Reference as a guidance document for the Cramahe Fire Advisory Committee and recommend, if required, changes for Council consideration;
**Reporting to Council:**
Unless otherwise directed by Council, the minutes of committee meetings will be presented to Council for adoption and approval. Report to Council every 90 days, or as required, through quarterly reports.

**Committee Composition:**
Membership shall consist of two members of Council, which include the Council member appointed as the Champion for Protection Services and alternate Council member appointed for Protection Services. The Committee will also include the Fire Chief, Deputy Fire Chief, and Chief Administrative Officer/Treasurer and any other support staff as deemed necessary by the Committee.

Administrative support will be provided by the Clerks office.

**Restrictions:**
1. The Fire Committee shall not direct the Fire Chief/Deputy Fire Chief or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.

2. It shall be the sole responsibility of department head/manager to operate within his department pursuant to the description of his/her duties without interference of the Fire Committee.
Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.

2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.

3. I will disclose any pecuniary interest, direct or indirect.

4. I will abide by the following Township of Cramahe policies and by-laws:
   - Council and Committee Code of Conduct
   - Procedure By-Law
   - Committee Policy
   - Procurement Policy
   - Any other relevant policies or by-laws.

Name: ___________________________________

Signature: ________________________________

Date: ____________________________________

Appointment Date:__________________ Resolution Number:___________
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: ADMIN-06-20

RESOLUTION NO:_______ BY-LAW NO: ___________

Subject: 2019-2022 Strategic Plan

Recommendation(s):

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

THAT Committee of the Whole recommend to Council that the 2019-2022 Strategic Plan as presented be approved; and

THAT the status of the priorities outlined in the 2019-2022 Strategic Plan be communicated to Council, at a minimum, on a yearly basis; and

THAT these priorities be utilized by staff in the development of the annual operating and capital budgets and other township planning documents.

Background:

Purpose
The Strategic Plan essentially provides direction, so that the township can focus on its most important initiatives and manage its resources to its greatest potential. It communicates strategic priorities to staff and the public.

Process
Cramahe Township’s Strategic Plan 2019-2022 contains information developed from a strategy training workshop held on May 1st and 3rd, 2019 with Council and senior staff.
The strategic planning workshop was facilitated by Erik Lockhart from Queens University. It was conducted using an electronic meeting system (EMS), an innovative facilitation process developed from research at the Queen’s School of Business. The Queen’s EMS, called “the Decision Centre”, combines expert facilitation with a state of the art group decision support system to enable groups to rapidly accelerate idea generation and consensus building.

In the workshop, participants were asked, for example, “What are our make or break issues in the next 2 years?” Participants typed in ideas on the laptops all of which appeared on a public screen at the front of the room. These ideas were then discussed and categorized into common themes. The group was then asked “if we could only address five of these in the next year, which ones are most critical?” Individuals selected his/her top 5 and the overall results were then displayed to the group and further discussed.

The workshop developed the major elements of a strategic plan for the next four years. The group began by defining a vision and a mission. Then the group conducted a current state analysis by identifying internal strengths and weaknesses and external opportunities and threats. Based on this, four priorities were agreed upon. Goals and Objectives were created for each priority.

After the workshop was completed, the information generated was communicated to staff. Initiatives, resources and sequence were discussed and refined and a champion chosen for each strategic pillar.

Content

The draft Strategic Plan has incorporated the following information:

• Vision Statement – The vision statement is a direction that guides the township and answers the fundamental question: “Where do we see ourselves in 3 to 5 years?” It describes an ideal future state and is practical and inspiring.

• Mission Statement – This describes the overall core purpose of the organization. It set boundaries for the township’s current activities.

• Values – These reflect the core ideology of the township, the deeply held values that do not change over time and answer the questions “How do we carry out our mission?”

• Strategic Pillars, Goals, and Objectives - These are areas of strategic focus that will guide the development of the strategic initiatives. These are linked to strategic vision of the township.

Next Steps
Once the 2019-2022 Draft Strategic Plan has been approved by Council, the following timeline can be implemented:

A. Departmental Business Plans  Fall of 2020

Departments can begin the process of completing their Business Plans for 2020 to 2022, which will align with the goals and objectives identified within the Strategic Plan. Business plans will be brought to Council for further discussion and potential recommendations.

B. Semi-annual report to Council  March/Sept, 2021
C. Strategy Session Update  July 2021

Submitted by:  

__________________________

Arryn McNichol, CAO/Treasurer
**Report Approval Details**

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>2019-2022 Strategic Plan.docx</th>
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<tr>
<td>Final Approval Date:</td>
<td>Jul 17, 2020</td>
</tr>
</tbody>
</table>

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 - Jul 17, 2020 - 10:29 AM
“WITHOUT STRATEGY, EXECUTION IS AIMLESS, WITHOUT EXECUTION, STRATEGY IS USELESS”
THE PURPOSE OF THIS PLAN

This strategic plan was developed by the Township of Cramahe Council, following the 2018 municipal election, where Council and senior staff worked to develop a plan for the 2019-2022 Council term.

Strategic planning is an important step for the Township of Cramahe to set priorities, allocate scarce resources, measure success, guide the work of staff and communicate to citizens. It outlines the priorities of the Township of Cramahe and guides both short and long-term decisions. The strategic plan provides direction, so that the organization can focus on the most important initiatives and manage its resources to their greatest potential.

Strategic planning is a long-term ongoing process. It will take time and effort for the Council and staff to continue to develop the organization’s strategic plan, to ensure it is a living and working document and an essential road map for the organization.
WHERE ARE WE GOING?
The Township of Cramahe is recognized as a vibrant, welcoming and healthy community with a strong municipal government providing cost effective programs and services. We have earned this reputation by having:

1. **Sustainable infrastructure** with a servicing and financing plan in place;
2. **Thriving business community** with enhanced economic development;
3. **Fiscally responsible practices** with reasonable tax rates and a long term financial plan;
4. **Balanced and sustainable growth**;
5. Viable social, cultural and public **gathering places**;
6. Open, transparent and **effective communications**
IT’S IN OUR NATURE
TOWNSHIP OF CRAMAHE
MISSION STATEMENT

To continue to enhance the natural, historical, social and economic fabric of our community.

TOWNSHIP OF CRAMAHE
VALUES

Principles describe enduring, collective beliefs that guide the work of the council and staff, put into action.

The work of the Township of Cramahe is guided by principles of:

Accountability and Professional Integrity
Collaboration
Transparency and Honesty
Fiscal Responsibility
Respect
STRATEGIC PILLARS, GOALS, OBJECTIVES & ACTIONS

THE TOWNSHIP OF CRAMAHE’S STRATEGIC PLAN IDENTIFIES 4 STRATEGIC PILLARS

These are areas Council considers as high-level strategic directions for the organization for the near and longer term.

Each of these pillars includes a set of goals, priorities, and timelines that will serve to guide the work of staff and the allocation of resources both financial and human.
### STRATEGIC PRIORITIES

**LEAD: TREASURER & MANAGER OF PUBLIC WORKS AND ENVIRONMENTAL SERVICES**

<table>
<thead>
<tr>
<th>PRIORITY GOAL</th>
<th>KEY INITIATIVES IN 2019-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSTAINABLE INFRASTRUCTURE</td>
<td>To ensure we can continue to provide effective services and prepare for growth</td>
</tr>
<tr>
<td></td>
<td>1. Develop and adopt Secondary Plan for industrial park &amp; area</td>
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<tr>
<td></td>
<td>2. Update and integrate Asset Management Plan with other Township plans</td>
</tr>
<tr>
<td></td>
<td>3. Development of asset management related policies</td>
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<td></td>
<td>4. Partner with other levels of government to finance infrastructure</td>
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<tr>
<td></td>
<td>5. Bring closure by making decision on the sewer debate.</td>
</tr>
</tbody>
</table>

**LEAD: MANAGER OF PLANNING AND DEVELOPMENT**

<table>
<thead>
<tr>
<th>PRIORITY GOAL</th>
<th>KEY INITIATIVES IN 2019-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>STRONG ECONOMIC DEVELOPMENT</td>
<td>To provide a balanced community and set the conditions for sustainable employment</td>
</tr>
<tr>
<td></td>
<td>1. Establish an Economic Development Committee</td>
</tr>
<tr>
<td></td>
<td>2. Complete Secondary Plan followed by Official Plan</td>
</tr>
<tr>
<td></td>
<td>3. Review existing economic development strategies for effectiveness</td>
</tr>
<tr>
<td></td>
<td>4. Create business attraction and retention strategy</td>
</tr>
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<td></td>
<td>5. Ensure that all supporting resources are current</td>
</tr>
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<td></td>
<td>6. Update zoning by-law</td>
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</tbody>
</table>
## STRATEGIC PRIORITIES

### LEAD: CHIEF ADMINISTRATIVE OFFICER

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<tr>
<th>GOAL</th>
<th>KEY INITIATIVES IN 2019-2022</th>
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<tr>
<td>ORGANIZATIONAL EFFECTIVENESS</td>
<td>To be an efficient and effective organization that is responsive to the community</td>
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<tr>
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<td>1. Gap analysis: Service level delivery review, Organizational review</td>
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<td>2. Facilitate the set up of committee structures</td>
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<td>3. Facilitate the development of township policies and ensuring they are current</td>
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<td>4. Facilitate the development of departmental business plans that correspond to the Strategic Plan</td>
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<td>5. Develop performance management system</td>
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### LEAD: CLERK

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<tr>
<th>GOAL</th>
<th>KEY INITIATIVES IN 2019-2022</th>
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<tr>
<td>OPEN &amp; TRANSPARENT COMMUNICATIONS</td>
<td>To provide the right info to ensure transparency, clarity, alignment, effective decision-making and efficient resource utilization</td>
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<td>1. Develop a communications strategy for the municipality</td>
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<td>2. Provide Council, staff and the public a Website that provides better information and is easier to navigate</td>
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<td>3. Conduct communication and public relations training for Council and staff</td>
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<td>4. Establish new tools to communicate and engage</td>
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Meeting: Committee of the Whole
Date: July 21, 2020
Report No.: REC-09-20
RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Facilities - COVID-19 Update

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report REC-09-20 for information.

Background:

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

Staff has been in discussion with some of the user groups who want to start planning their return to play. There have also been other user groups of the Castleton Town Hall and Rotary Hall who have expressed their interest to start renting those spaces again.

With Stage 3 starting on July 17th facility rentals can start with a maximum of 50 people inside and 100 people outside. Staff will review each facility to determine what the limit would be considering the 50 people limit while physical distancing. Staff anticipates this limit to be smaller at the Castleton Town Hall and Art Gallery.

Staff anticipates having all the COVID-19 Policies and procedures in place by Labour day to allow rentals to start any time after September 8th 2020.
Cramahe Town Hall

The Joint Health and Safety COVID-19 Sub-Committee met on July 16, 2020 to discuss staff retuning to work and the re-opening of Cramahe Town Hall to the public.

Staff has completed the health and safety policies for staff returning and working safely. Staff is working on the policies and procedures relating to members of the public being permitted back into town hall and how that interaction can be safely managed. Staff expects to have all the COVID-19 policies and procedures completed by the Labour Day weekend with an anticipated return to work of September 8th for all employees as well as opening town hall to members of the public.

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

Further details and Policies will be presented to Council at the August meeting.

Council Meetings (written by Joanne Hyde, Clerk)

“The Northumberland Area Clerks will be meeting on July 29th, 2020 to discuss options on moving forward with the potential for hybrid council, committee, and public meetings as well as considerations for proxies for Council members. As there are procedural changes that are required to be considered by council on the future of public meetings, council and committees, staff will be preparing a report for consideration that incorporates what the framework would look like on re-opening for meetings. It is staff’s hope that a consolidated effort can be made across the county to determine best practice moving forward”.

Keeler Centre

Stage 3 reopening has presented the Municipality with many opportunities. Recreational team sport is permitted as long as they do not allow “prolonged and deliberate physical contact”. This is the terminology the medical officer of health has used with examples of prolonged and deliberate physical contact as wrestling and judo. Staff met with the Inner-Municipal Parks and Recreation group to discuss Stage 3 re-opening and the consensus was that hockey, figure skating, broomball, soccer and baseball do not fall into this category.
Leagues can only have a maximum of 50 players and can only play the teams within that 50 player league. Leagues that are larger than 50 players must be split into smaller leagues. Spectators are permitted and will be subject to gathering limits however this is outside the number of players. If there are 50 players inside, the facility can still permit 50 spectators inside or 100 outside. Physical distancing rules and masks still apply. Players must wear their mask to and from the change rooms but are not required to wear them while playing the sport. Spectators and staff will be required to wear masks at all times while in the Keeler Centre.

Hockey Canada has also released a document for the safe return to sport and has laid out the guidelines for user groups to follow. User groups will be required to provide their own COVID-19 Return to Play Protocols to the Manager of Parks, Recreation and Facilities for approval prior to the start of the season.

With the cancellation of the Jamboree on the Labour Day weekend this enables staff to start making ice earlier. User groups like the Northumberland Stars and Cold Creek Comets practice elsewhere normally because the ice typically isn’t ready at the Keeler Centre until after the Thanksgiving weekend. This year the Municipality can offer the Stars and other user group’s ice earlier in the season. Staff anticipates starting the ice plant mid-August for ice to be ready mid-September, weather permitted. This planned start-up works well with Council’s resolution to close all facilities and events until after Labour Day.

With Cramahe Township moving into Stage 3 on July 17, 2020 user groups can start using the facilities for sport and rentals as long as they are abiding by those rules as set out by the province. Staff is looking at what protocols will need to be in place for the Keeler Centre prior to user groups returning. Staff will be performing some mock cleaning and sanitation procedures in July to determine how much time will be involved in sanitizing the facility after every use and whether more staff will be required to fulfil this requirement. All touch points, change rooms, benches and stands must be sanitized before each rental.

Further details and Policies will be presented to Council at the August meeting.

Parks

With Stage 3 starting on July 17th playgrounds and play equipment can be opened for use again. With this step all parks and playgrounds will be fully open to the public with the exception of Little Lake Beach. Signage will be added to each playground stating the physical distancing rules, that they are not sanitized and to use at their own risk. Stage 3 does not comment on the sanitization of playground equipment. The inner Municipal Parks and Recreation Group discussed sanitizing playground equipment and the consensus was that it would be very labour intensive to sanitize all playground
equipment daily and the equipment could be infected again shortly after it was sanitized anyway.

The Stage 3 reopening guideline did not comment on beaches.

**Financial Implications:**

Unknown at this time.

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

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

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<td>Final Approval Date:</td>
<td>Jul 17, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jul 17, 2020 - 10:47 AM

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

ARRYN MCNICHOL - Jul 17, 2020 - 10:47 AM
PRESENT:
Councillor Clark (Champion), Heather Sadler, Holly Grant, Gerald Sproule, Joanne Hyde

REGrets: Arryn McNichol, Mayor Martin

MEETING NOTES:

H. Sadler spoke to her upcoming reports for the Committee of the Whole meeting on July 21, 2020. She is requesting a second public meeting for the aggregate issues since a lot has changed since the first public meeting, specifically with regards to the mapping. Since a second public meeting is not required under the Planning Act, Council would need to provide that direction in order for staff to prepare the notices and call a public meeting.

G. Sproule advised that he would provide an update on property standards and by-law complaints through a report to Council in August.
Present: Mayor Martin (Champion), Councillor Clark (Alternate), Arryn McNichol, Dave MacPherson, Holly Grant, and Joanne Hyde

Regrets: None.

MEETING NOTES:

J Hyde provided an overview on the set up of the Champion structure and the appointments of Champion(s) and their Alternate for the various divisions.

D. MacPherson provided an update on the By-Law to come forward reading Purdy and. The stop signs have been temporarily removed until the By-Law is passed by Council. Given that the last repeal took place in 2007, staff recommend a full repeal and replace to consolidate all amendments since 2007.

D. MacPherson provided an update on the property in the development with the drainage impact from a pool installation. He is working with H. Sadler and G. Sproule on finding a solution with Voskamp in order to finalize the subdivision plan.

LUSI Water Services Agreement expires on August 1, 2020. D. MacPherson will prepare a report to review the options and request a temporary extension to the existing agreement for the July 28, 2020 Council meeting. A. McNichol and D. MacPherson to discuss with LUSI as soon as possible.

J. Hyde discussed the Terms of Reference for the Water Committee and Roads Committee options for moving forward.

The Downtown Modernization Report is coming to Committee of the Whole July 21, 2020 to request a release of the funds in order to proceed to the next phase, which includes meeting with D. MacPherson, H. Sadler, and A. McNichol regarding tenders etc.
Present: Councillor Ed Van Egmond (Champion), Councillor Don Clark (Alternate), Jeff Hoskin, Arryn McNichol, Holly Grant and Joanne Hyde

Regrets: None

MEETING NOTES:

J. Hoskin provided an update on the upgrades to the Keeler Centre lobby. G. Metcalfe is working on some upgrades making it a more comfortable space to sit with some chairs and an electric fireplace. The glassed area was removed and all components were kept for future use, if needed. This upgrade was completed to make the area more welcoming and modern.

The Parks and Recreation Committee Terms of Reference will be coming to the July 21, 2020 Committee of the Whole meeting. Once approved, staff will begin recruitment for public members.

Little Lake Update – survey responses are coming in and will be included on the Committee agenda on Tuesday to allow for the most responses through letstalkcramahe.ca. Councillor Clark advised that he may bring forward a possible amendment to restrict parking on only one side of the road. Councillor Van Egmond mentioned that an increase in signage to be more aware and careful when crossing the street, parking etc. may be a more reasonable option.

COVID Health and Safety Update – a report to Committee of the Whole with 6 policies will be on the agenda for July 21, 2020. Another report based on facilities will be included on the July 28, 2020 Council agenda. A discussion on programming will be included in the facilities COVID update report following some discussion with local user groups. Hoping to be in a position to open after Labour day, both Town Hall and the Keeler Centre.
Present: Deputy Mayor Arthur (Champion), Mayor Martin (Alternate) Arryn McNichol, Holly Grant, and Joanne Hyde

Regrets: None

MEETING NOTES:

A. McNichol provided an update on the COVID financial implications, focusing on lost revenues. This report will be on the July 21, 2020 Committee of the Whole meeting agenda.

Strategic Plan Update – 2019 Workshop was completed and Cats Media provided a strategic plan document that summarizes the highlights and outcomes from the two day sessions. The report and strategic planning document will be included on the July 21, 2020 Committee of the Whole agenda.

Our Cramahe Engagement Charter has been developed to complement the launch of Let’s Talk Cramahe.

The Township of Cramahe Integrity Commissioners will be providing their annual update and training to Council, possibly the first week of September.
Meeting:

Date: July 21, 2020

Report No.: FIN-02-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Covid-19 Financial Report

Recommendation(s):
BE IT RESOLVED THAT Committee of the Whole receive Report FIN-02-20 for information.

Background:
The purpose of this report is to provide Council and the public with preliminary information on the financial implications of the COVID-19 pandemic to Cramahe Township.

The financial impacts to the township resulting from the pandemic are significant, and like all municipalities, the funding capacity to deal with unprecedented events is limited and the support of senior governments is needed. As the length of recovery is uncertain at this time, staff has outlined the potential impact on the township’s financial health and the 2020 budget.

The township took action to close facilities to comply with physical distancing restrictions, such as libraries and recreation centres. The decrease in revenue resulting from these closures, combined with potentially higher delinquency in payments for property tax and other fees, has the potential to cause a financial and cash flow challenges.
The loss in 2020 budgeted revenue in this report is approximately $120,000, with potential funding shortfalls increasing dramatically if the province has a second wave of Covid-19.

As work on the organization’s financial position continues, staff will be establishing a financial plan to balance the 2020 operating budget utilizing further cost reductions and the financial stabilization reserve as necessary. The township will continue to monitor the evolving situation and take appropriate actions to respond to the financial situation.

Analysis:

The township took a number of short-term actions to respond to the immediate and potential future impacts and risks related to this crisis.

a) In order to allow property owners and business operators more time to raise their share of taxes, and to better plan their finances, Council approved the waiving of penalty and interest on taxes in line with the provincial state of emergency.

b) To mitigate some of the initial financial impacts to the township’s operating budget, staff reviewed discretionary costs for opportunities to reduce costs. Should there be a second wave of Covid-19 or the severity and length of the crisis continue, such that the township’s fiscal position deteriorates and support is not received by senior government, the township will need to consider further reductions including, discretionary spending and reductions in services to the public.

c) The 2020 operating and capital budget was reviewed on April 14th, 2020 to determine impacts of COVID-19 on specific projects. While some projects were slowed or stopped, it was determined that most projects would continue for regulatory requirements, safety, or asset preservation.

The township tried to walk the fine line of continuing with projects that support the economy and the deferral of projects until 2021. Historically, municipalities have played an important role in economic recovery by delivering infrastructure as part of government infrastructure programs. Should the crisis continue through the year or a second wave appear, the capital plan would be revisited with an eye to prioritizing critical projects and those that are key to a speedy economic recovery.
d) The township is looking to the province and federal government to provide support. The township is keeping track of Covid-19 related costs should grant money become available. The province has allowed the deferral of its second quarter school board levy by 90 days, which has improved Cramahe’s cash management position.

Financial Implications:

Response Stage

Financial impacts during COVID-19 response stage: The township’s 2020 budget has been impacted by COVID-19 in a number of revenue and expenditure categories.

a. Revenues (loss to June 30, 2020)

Overall from March to June 30, 2020, the township has lost an estimated $120,000 with an average monthly loss of revenue estimated to be $30,000. Some categories of revenues have decreased by 50-100% due to COVID-19. While not an exhaustive list, some of the significant revenue items are highlighted below:

Penalty and Interest on taxes – Over $55,312 has been lost in penalty and interest on taxes being waived. Waiving of penalty and interest on taxes corresponds with the provincial state of emergency.

Finance Charges – Over $3,500 has been lost in finance charges

Investments and interest payments – Due to the drastic reduction in interest rates on our High Interest Savings Account (2.415% to 0.915%) there has been an overall loss of approximately $20,000. Provided interest rates do not increase this loss is forecast to be an estimated $50,000 by year end.

Building Permits – Overall revenues are down by approximately $20,000 due to the economic conditions created by Covid-19.

Planning fees – Consent fees are down by approximately $10,000 due to the economic conditions created by Covid-19.

Ice Revenue – Total loss is approximately $7,500
Canteen Sales – Total loss is approximately $2,000

Special Events – Total loss approximately $2,000

Hall Rentals – Total loss approximately $2,000

b. Expenditures

Operating budget expenditures are also impacted as a result of COVID-19. Expenditures related to supplies, cleaning, and personal protective equipment have increased due to the need to ensure safety of the public and township staff for essential services that need to continue.

Certain expenditures are forecast to decrease a result of facility closures and service changes, such as staffing costs and energy savings. Savings are also expected to result from restrictions on travel related to professional development and in person meetings. Staff are continually reviewing discretionary costs for opportunities to further reduce costs.

The Capital Plan and Budget are funded through township contributions, development contributions, and reserve contributions. Most capital budget projects currently underway, with some capital items potentially deferred until 2021. The capital items that potentially could be deferred some of which were discussed at the April 14th meeting include the following:

½ Ton Truck - $35,000
Zero Turn Lawnmower - $17,000
Grader Packer - $25,000
Sander - $12,000
Victoria Square Capital works - $15,000

While not an exhaustive list, some of the expenditure items affected includes:

Tree Planting and Marking - $2,500 savings
Insurance – Not quantified yet, but could be substantial

Professional Development - $6,000 to $20,000 savings

Janitorial and Cleaning Services - $5,000 savings

Utility Charges - $2,500

Mileage - $2,500

**Recovery**

Financial impacts during COVID-19 recovery stage: After restrictions are lifted, revenues will take time to recover to pre-COVID levels. Reopening Township facilities, restoring staffing, and scheduling programs and events will take time before usage can return to pre-COVID levels.

Property tax and A/R revenue payment defaults encountered during the response phase may continue to remain outstanding during the recovery phase, though as owners' financial positions improve or the township is able to recover unpaid amounts through other processes, the outstanding amount will decrease.

Recovery of a number of township revenues will be linked to the overall economic recovery of the province and Northumberland County and the speed at which businesses and non-profits that have closed are able to reopen and residents impacted by financial hardship are able to recover.

**Concluding Comments:**

Staff have provided Council with a high-level summary of the impacts of the COVID-19 crisis on the township’s finances. While actions have been taken to mitigate the financial impact, some uncertainty remains, and it is important to consider the potential for prolonged budget impacts. Staff are reviewing options should the recovery be delayed, or the province received a second wave of Covid-19 to mitigate the impacts through constant review of service levels and capital projects.
Staff will continue to work with other municipalities and the provincial and federal governments on options for supporting municipalities during this event, and this support will be critical in enabling municipalities to continue service delivery.

Submitted: __________________

Arryn McNichol, CAO/Treasurer
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: PLAN-11-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Aggregate Resources Official Plan Amendment – Request for Second Public Meeting

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-11-20 for information; and

THAT Committee of the Whole recommend to Council That a second Public Meeting be scheduled to encourage further public review and input.

Background:
As part of the ongoing Official Plan Update, a review of existing mapping of aggregate resources was undertaken by EcoVue Consulting Services Inc., Planning Consultants for the Township of Cramahe, in consultation with staff from the Ministry of Natural Resources and Forestry and municipal staff.

Through this policy review, it became evident that policies of the Official Plan place greater restrictions on the development of lands in proximity to areas which are designated as Aggregate Resources than is required by Provincial policy or the County of Northumberland Official Plan. It is also overly restrictive and inconsistent with the intent and purpose of other policies regarding aggregates in the balance of the Official Plan. Finally, it was determined that the mapping of the Aggregate Resources designation does not accurately reflect the location of aggregate resource areas within the municipality.
A Public Open House was held on August 4, 2019 to present proposed changes to the policies and Land Use Schedule for Aggregate Resource Areas. The public was invited to review the information and encouraged to provide comments regarding the proposed changes. The meeting was well attended. A Statutory Meeting was held on January 8, 2020. Several individuals expressed concern with the revised mapping presented at the Open House and in advance of the Public Meeting. A further set of revisions was proposed by staff and Council directed that staff continue with its work involving further changes to the text and mapping.

Staff worked with the Municipality’s Planning Consultant (EcoVue Consulting Services Inc.) to review and revise the mapping. Time lines for completing the revisions had to be extended as a result of the COVID-19 Pandemic. The revised mapping was provided to the Township in mid-May for review. The final draft mapping was provided to the Township on June 23, 2020.

Staff Comments:

Given the extent of the changes made to the mapping and the intense interest expressed by many ratepayers, consultants and others, it is our opinion that a second public meeting should be held to introduce the changes. Given that a second public meeting is at the discretion of Council and is not mandated under the Planning Act, staff are bringing forward this recommendation for Council’s consideration. The meeting should be held at the next available meeting date.

Financial Implications:
None

Concluding Comments:
Notice of the Public Meeting should be given in a manner which best reaches all landowners in the municipality. This includes:

- Publication of the Notice in a newspaper of general circulation within the Municipality
- Posting of the Notice on the Township of Cramahe website www.cramahe.ca
- Posting of a Notice and invitation to submit comments on Let’s Talk Cramahe, the municipality’s new portal for public involvement, and
- Email and/or telephone contact with each of those individuals that previously expressed an interest in the matter.

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

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

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<td>Jul 15, 2020</td>
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This report and all of its attachments were approved and signed as outlined below:

JOANNE HYDE - Jul 10, 2020 - 3:32 PM

ARRYN MCNICHOL - Jul 15, 2020 - 9:51 AM
Meeting: Committee of the Whole

Date: July 21, 2020

Report No.: PLAN-15-20

RESOLUTION NO:_______ BY-LAW NO:__________

Subject: Proposal to Construct a Gazebo at Castleton Town Hall

Recommendation(s):

BE IT RESOLVED THAT Committee of the Whole receive Report PLAN-15-20 for information.

Background:
Mr. Bill Rutherford has approached the Township of Cramahe regarding a proposal to construct a gazebo on the grounds of the Town Hall at Castleton. Based on the information we have received, the gazebo would provide shelter for residents accessing the Township’s WIFI.

Staff Comments: The property is zoned the Community Facilities (CF) Zone. Properties to the west are zoned the Residential 1 (R1) Zone. The properties to the north are within the Oak Ridges Moraine Conservation Plan and zoned R1 within the Oak Ridges Moraine Plan Review Zone. The gazebo would be permitted as an accessory building/structure within the Community Facilities Zone, but would be required to meet required setbacks for an accessory building.

To date, the Building Department has not received a submission from Mr. Rutherford.
Financial Implications:
None

Concluding Comments:
Staff are seeking direction regarding this proposal.

Submitted by: Heather Sadler, Mgr, Planning & 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 ARRYN MCNICHOL was completed by workflow administrator JOANNE HYDE**

ARRYN MCNICHOL - Jul 14, 2020 - 2:16 PM
Non-medical face mask or face covering required at County facilities as of July 13: Northumberland County continues to take numerous precautions across our operations to prevent the spread of COVID-19. Based on the recent order issued by the HKPR District Health Unit requiring the wearing of masks in commercial establishments, all visitors to County buildings will be required to wear a non-medical masks or face covering as of Monday, July 13. This requirement builds on recommendations from federal and provincial health authorities urging Canadians to wear non-medical face masks or face coverings in public spaces, especially when physical distancing may be a challenge. Face masks or coverings minimize the spread of infection when physical distancing cannot be maintained. This action will support the continued decline of COVID-19 cases in our community. For updates on County programs and services during COVID-19, along with a list of current facility closures, please visit Northumberland.ca/COVID19.

Updated notice to the public regarding Provincial Offences Act services: Northumberland County is advising the public that the Ministry of the Attorney General has further postponed all provincial offences-related court appearances until after September 11, 2020. Notice of new court dates will be sent to recipients by mail to the address on file with the court. While Provincial Offences Act (POA) offices in Northumberland remain closed to the public, the building at 860 William Street, Cobourg does remain accessible for other Ministry of the Attorney General/Ontario Court of Justice processes. Please note, all visitors are screened at the front entrance prior to being admitted access to the facility. For more information, visit Northumberland.ca/COVID19.

County seeks feedback on Financial Framework: Northumberland County Council and staff are seeking your feedback about areas of focus for current and long-term financial plans. The 2021 Financial Framework Survey is an opportunity for residents to engage in the municipal financial planning process as staff prepare a draft 2021 budget and updated long-term financial plan for Council’s review and consideration this December. To help Northumberland County shape priorities, residents are invited to register at JoinIn.Northumberland.ca to complete the survey. This survey will take approximately 10 to 15 minutes to complete and is open now until July 31.
• **Household Hazardous Waste Update:** Starting July 13, Household Hazardous Waste (HHW) will be accepted at our Bewdley and Brighton Community Recycling Centres (CRC) between 8:30 a.m. – 5:00 p.m. Monday to Saturday. The Cobourg and Seymour HHW Depots remain closed due to ongoing COVID-19 restrictions. The County recommends that residents bring in their HHW for disposal as part of their routine trip to the CRC. CRCs do accept a multitude of different waste materials, and residents are encouraged to make the most of their visit by bringing all of their various waste items at the same time.

• **Public Notice: County Road 45 Posted Speed Limit Change:** The County of Northumberland has reduced the posted speed limit on County Road 45 between the 1st Line and Division Street to provide a consistent 50 km/h speed zone through Alderville First Nation and the Village of Roseneath. The speed limit change is part of an overall strategy to address traffic safety in the area.

• **Ontario Health Team of Northumberland urges continued vigilance in preventive measures against COVID-19:** As COVID-19 restrictions continue to lift across Ontario, OHT-N partners are reminding residents of the importance of remaining vigilant in taking preventive measures to reduce the risk of spreading COVID-19. This virus continues to actively circulate, and we each have a shared responsibility to do everything within our power to sustain our current low number of cases. The OHTN encourages Northumberland residents and visitors to continue practicing good hand hygiene, maintaining physical distancing, limiting your household’s social circle to no more than 10 people, staying home if you are ill, and wearing masks or face coverings in public spaces. For more information visit [OHTNorthumberland.ca](http://OHTNorthumberland.ca).

• **Northumberland County seeks public input on Community Safety & Well-being Plan:** Share your perspectives and experiences with personal safety in the community and provide feedback about community safety priorities and ideas for improvements. Visit [JoinIn.Northumberland.ca](http://JoinIn.Northumberland.ca) to complete our Community Safety & Well-being Plan survey by July 31.

• **Help shape Northumberland County Archives & Museum:** The Northumberland County Archives and Museum wants your feedback on how we can improve our services, programming and exhibits. Visit [JoinIn.Northumberland.ca](http://JoinIn.Northumberland.ca) to complete our survey by July 31.