Township of Cramahe Council Meeting
Agenda

Date: Tuesday, July 28, 2020, 6:00 p.m.
Location: Virtual Meeting

1. MEETING DETAILS

Meeting ID: 810 6515 2964
Dial by your location: 1 647 558 0588 / 1 647 374 4685

2. CALL TO ORDER

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

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

In accordance with By-Law 2020-17, members of the Public are to advise the Mayor or the Clerk of the use of devices for transcribing or recording the proceedings of open session by auditory or visual means prior to the meeting. An individual must be granted permission by the Mayor and/or the Clerk of the Township of Cramahe to audio/visual record any meeting.

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

4. OPEN DELEGATION FOR ITEMS ON AGENDA

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

5. CONFIRMATION OF AGENDA

Be it resolved that Council approve the agenda, as amended to defer PW-05-2020 to the Special Council Meeting on July 31, 2020.

6. DECLARATION OF PECUNIARY INTEREST

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

7. DELEGATIONS/PRESENTATIONS

None.
8. **ADOPTION OF MINUTES**

*Be it resolved* that Council approve the minutes of the following meeting(s):

- June 23, 2020 Council Meeting
- July 2, 2020 Special Council Meeting; and
- July 2, 2020 Special Council Meeting (Closed).

9. **RECOMMENDATIONS FROM STANDING COMMITTEES**

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

BE IT RESOLVED THAT Council receive Report REC-07-20 for information; and

THAT Council direct staff to proceed with the status quo until Labour Day Weekend.

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

BE IT RESOLVED THAT Council receive Report REC-06-20 for information; and

THAT Council approve the Parks and Recreation Advisory Committee Terms of Reference, as presented.

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

BE IT RESOLVED THAT Council receive Report CLERKS 11-20 for information; and

THAT Council approve the adoption of the Our Cramahe Engagement Charter, as presented.

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

BE IT RESOLVED THAT the Council receive Report FIRE 01-20 for information; and

THAT Council approve the Terms of Reference for Fire Advisory Committee.
9.e 2019-2022 Strategic Plan, ADMIN-06-20

BE IT RESOLVED THAT Council receive Report ADMIN-06-20, for information; and
THAT Council approve the 2019-2022 Strategic Plan as presented; 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.f Facilities - COVID-19 Update, REC-09-20

BE IT RESOLVED THAT Council receive Report REC-09-20 for information.

9.g COVID-19 Financial Report, FIN-02-20

BE IT RESOLVED THAT Council receive Report FIN-02-20 for information.

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

BE IT RESOLVED THAT Council receive Report PLAN-11-20 for information; and THAT Council approve a second Public Meeting be scheduled to encourage further public review and input.

9.i Proposal to Construct a Gazebo at Castleton Town Hall, PLAN-15-20


9.j Update from B. Greatrix, Fire Department Consultant (CoW July 21, 2020)

BE IT RESOLVED THAT Council direct the CAO to proceed as discussed in the Committee of the Whole July 21, 2020 closed session.
10. REPORTS OF MUNICIPAL OFFICERS

10.a LUSI Update Agreement, PW-05-2020
To be deferred to July 31, 2020 Special Council Meeting

10.b Health and Safety COVID-19 Update, REC-08-20

BE IT RESOLVED THAT Council receive Report REC-08-20, as amended, for information; and

THAT Council approve the 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; and

THAT the General Housekeeping Policy be updated to include the recommendations from the Ministry of Labour visit on Wednesday July 22, 2020 to request that staff are responsible for cleaning up after themselves.

11. BY-LAWS

11.a BY-LAW 2020-58, AMENDING By-LAW 07-31, FOR THE REGULATION OF TRAFFIC IN THE TOWNSHIP OF CRAMAHE

BE IT RESOLVED THAT Council approve By-Law 2020-58, being a by-law to Amend 07-31, for the Regulation of Traffic In The Township Of Cramahe, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

12. MOTIONS TO RECEIVE COUNCIL INFORMATION PACKAGE

Be it resolved that Council receive the Council Information Package dated July 23, 2020, for information.

13. MOTIONS ARISING FROM COUNCIL INFORMATION PACKAGE

None.

14. 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.
15. COUNTY REPORT

15.a Media Release

re. New Council governance structure to be introduced in 2021

16. CLOSED MEETING (IF REQUIRED)

16.a Approval of Closed Session Minutes

16.b Correspondence dated July 28, 2020 re Committee of the Whole Direction

17. CONFIRMING BY-LAW

Be it resolved that Council approve By-law 2020-59, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting held on July 28, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

18. ADJOURNMENT

Be it resolved that Council adjourn the meeting at TIME.
Township of Cramahe Special Council Meeting

Minutes

July 2, 2020, 10:00 a.m.

Members Present:  Mayor Martin
                  Deputy Mayor Arthur
                  Councillor Van Egmond
                  Councillor Gilligan
                  Councillor Clark

Staff Present:    CAO/Treasurer, A. McNichol
                  Clerk J. Hyde
                  Deputy Clerk H. Grant

_____________________________________________________________________

1. MEETING DETAILS

   Meeting ID: 896 1229 8620
   Dial by your location: 1 647 558 0588 / 1 647 374 4685

2. CALL TO ORDER

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

   This territory is covered by the Williams Treaty.
Mayor Martin called the meeting to order at 10:00 am.

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.

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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.

None.

5. **CONFIRMATION OF AGENDA**

*Resolution No. Resolution No. 2020-228*

**Moved by** Councillor Gilligan  
**Seconded by** Councillor Clark

Be it resolved that Council approve the agenda, as presented.

*CARRIED*

6. **DECLARATION OF PECUNIARY INTEREST**

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

None.
7. 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.

B. Sprung, Colborne inquired about the reason for today's meeting and was advised that it had to do with personnel matters. He also asked if members were social distancing given that most members were in Chambers. The Mayor advised that there were a number of people in the office today due to meetings, but everyone was social distancing and council and staff recognize that the space isn't conducive to holding public meetings yet as there are more staff and council members than what the orders currently allow for.

8. CLOSED MEETING (IF REQUIRED)

Resolution No. Resolution No. 2020- 229
Moved by Deputy Mayor Arthur
Seconded by Councillor Gilligan

Be it resolved that Council move into closed session at 10:06 am to discuss Matters about an Identifiable Individual(s); and
That CAO/Treasurer A. McNichol, Deputy Clerk H. Grant, and Clerk J. Hyde remain in attendance.

CARRIED

Resolution No. Resolution No. 2020-230
Moved by Councillor Van Egmond
Seconded by Councillor Clark

Be it resolved that Council come out of closed session at 12:18PM.

CARRIED

Resolution No. Resolution No. 2020-231
Moved by Councillor Gilligan
Seconded by Deputy Mayor Arthur

Be it resolved that Council receive the correspondence dated June 26, 2020 for information; and
That Council direct staff to proceed as discussed in closed session; and

That Council change the meeting schedule to move Committee of the Whole to July 21, 2020 and Council to July 28, 2020; and

That Council direct the CAO/Treasurer report back to the July 28, 2020 Regular Meeting of Council in closed session on the items discussed in closed.

CARRIED

9. CONFIRMING BY-LAW

Resolution No. Resolution No. 2020-232
Moved by Councillor Gilligan
Seconded by Deputy Mayor Arthur

Be it resolved that Council approve By-law 2020-57, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Emergency Special Council Meeting held on July 2, 2020, be read a first, second and third time, finally passed, signed by the Mayor and the Clerk, sealed and entered into the By-law book.

CARRIED

10. ADJOURNMENT

Resolution No. Resolution No. 2020-233
Moved by Councillor Van Egmond
Seconded by Deputy Mayor Arthur

Be it resolved that Council adjourn the meeting at 12:18 p.m

CARRIED

_________________________
Mayor
Township of Cramahe Council Meeting
Minutes

June 23, 2020, 6:00 p.m.

Members Present: Mayor Martin
Deputy Mayor Arthur
Councillor Van Egmond
Councillor Gilligan
Councillor Clark

Staff Present: Clerk J. Hyde
Deputy Clerk H. Grant
Manager Parks, Recreation, and Facilities, J. Hoskin
Manager, Planning & Development, H. Sadler

1. MEETING DETAILS

Meeting ID: 810 6515 2964

Dial by your location
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.

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

3. **RECORDING EQUIPMENT**

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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.

L. Patterson, Colborne inquired about the Township revitalization funding.

5. **CONFIRMATION OF AGENDA**

Resolution No. Resolution No. 2020-207
Moved by Councillor Clark
Seconded by Councillor Van Egmond

Be it resolved that Council approve the agenda, as amended, to include By-Law 2020-47 to Appoint a By-Law Enforcement Officer.

CARRIED

6. **DECLARATION OF PECUNIARY INTEREST**
Members can declare now or at any time during the meeting.

6.a Councillor Van Egmond - 2020-53 Zoning By-law Amendment D14-WIL-03-20

Rents Land from the Applicant.

6.b Councillor Van Egmond - D14-WIL-03-20 Zoning By-law Amendment 2020-53, PLAN-07-20

Rents Land from the Applicant.

7. DELEGATIONS/PRESENTATIONS

None.

8. ADOPTION OF MINUTES

Resolution No. Resolution No. 2020-208
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

Be it resolved that Council approve the minutes of the following meeting(s):

- May 19, 2020 (Regular Council)
- June 1, 2020 (Special Council);
- June 9, 2020 (Special Council);
- June 9, 2020 (Special Council - Closed).

CARRIED

9. RECOMMENDATIONS FROM STANDING COMMITTEES

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

Resolution No. Resolution No. 2020-209
Moved by Councillor Gilligan
Seconded by Councillor Van Egmond

Be it resolved that Council receive Report REC-04-20, for information.
9.b  Cramahe Archival Services Agreement, CLERKS-10-20

Resolution No. Resolution No. 2020-210
Moved by Councillor Clark
Seconded by Councillor Gilligan

Be it resolved that Council receive Report CLERKS-10-20, for information; and

That Council approve the signing of the Archival Services Agreement with the County of Northumberland.

CARRIED

9.c  Barnes Road Bridge, ADMIN-05-20

Resolution No. Resolution No. 2020-211
Moved by Councillor Gilligan
Seconded by Councillor Van Egmond

Be it resolved that Council receive Report ADMIN-05-20, for information; and

That Council direct staff to investigate the technical and financial viability of completing the Barnes Road Bridge project; and

That Council direct staff to report back regarding the Barnes Road Bridge preferred road profile and its technical and financial viability.

CARRIED

9.d  Mainstreet Revitalization Initiative, ADMIN-03-20

Resolution No. Resolution No. 2020-212
Moved by Councillor Clark
Seconded by Councillor Van Egmond

Be it resolved that Council receive Report ADMIN-03-20, for information; and
That Council direct staff to reallocate funds previously earmarked for a Marketing Strategic Plan to a downtown infrastructure, landscaping, and streetscaping project; and

That the infrastructure, landscaping and streetscaping project be funded by the Mainstreet Revitalization Grant Funds and if not spent, then hand railing needs to be fixed.

CARRIED

9.e Part-Time Municipal By-Law Enforcement Officer, PLAN-21-20

Resolution No. Resolution No. 2020-213
Moved by Councillor Clark
Seconded by Councillor Van Egmond

Be it resolved that Council receive Staff Report PLAN 21-20, for information; and

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

CARRIED

9.f Amendment to Site Plan Control Area By-Law - Cannabis, PLAN-03-20

Resolution No. Resolution No. 2020-214
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

Be it resolved that Council receive Report PLAN 02-20, for information; and

That given County Council’s approval of OPA#14 at their Meeting on May 27, 2020, Amendment 2020-51, Council approve By-Law 2020-51.

CARRIED
9.g  Additional Residential Units OPA & ZBA, PLAN04-20

Resolution No. Resolution No. 2020-215
Moved by Councillor Clark
Seconded by Councillor Gilligan

Be it resolved that Council receive Report 04-20 for information; and

That Council approve By-law 2020-52, being a By-Law to adopt OPA #16; and

That Zoning By-law Amendment 2020-50 be approved, on the understanding that it will not come into effect until OPA#16 receives final approval from the County of Northumberland.

CARRIED

9.h  East Colborne Cemetery - Status Update, PLAN-06-20

Resolution No. Resolution No. 2020-216
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

Be it resolved that Council receive Report PLAN-06-20 for information; and

That Council direct staff to deny requests for burials in areas outside the approved burial plot plan until such time as the formal process of expanding the cemetery can be completed.

CARRIED

10.  REPORTS OF MUNICIPAL OFFICERS

10.a  D14-WIL-03-20 Zoning By-law Amendment 2020-53, PLAN-07-20

Councillor Van Egmond declared a conflict on this item. (Rents Land from the Applicant. )
Resolution No. Resolution No. 2020-217
Moved by Councillor Clark
Seconded by Councillor Gilligan

BE IT RESOLVED THAT Council receive Report PLAN - 07-20 for information; and

THAT Council approve By-law 2020-53, being a By-law to amend Schedule “A” – Map 16 to the Township of Cramahe Zoning By-law 08-18 to rezone the subject property from the Rural (RU) Zone to the Rural Residential (RR) Zone.

CARRIED

11. BY-LAWS

11.a 2020-52 Additional Secondary Units ZBL

Resolution No. Resolution No. 2020-218
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

Be it resolved that Council approve By-Law 2020-52, being a By-law under the provisions of Sections 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended, to amend By-law No. 08-18, as amended, being the Township of Cramahe Comprehensive Zoning By-law, with respect to additional residential units, be read a first, second and third time, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

CARRIED

11.b 2020-51 Additional Residential Units OPA

Resolution No. Resolution No. 2020-219
Moved by Councillor Van Egmond
Seconded by Councillor Clark

Be it resolved that Council approve By-Law 2020-51, being a By-law passed pursuant to the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, as amended, be read a first,
second, and third time, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

CARRIED

11.c 2020-54 Site Plan Control Area - Cannabis

Resolution No. Resolution No. 2020-220
Moved by Deputy Mayor Arthur
Seconded by Councillor Van Egmond

Be it resolved that Council approve By-Law 2020-54, being a By-law to amend By-law 07-113, be read a first, second, and third time, signed by the Mayor and the Clerk, sealed and entered into the By-Law Book.

CARRIED

11.d 2020-53 Zoning By-law Amendment D14-WIL-03-20

Councillor Van Egmond declared a conflict on this item. (Rents Land from the Applicant.)

Resolution No. Resolution No. 2020-221
Moved by Councillor Clark
Seconded by Councillor Gilligan

Be it resolved that Council approve By-law 2020-53, Being a By-law under the provisions of Section 34 of the Planning Act, R.S.O. 1990, to amend By-law No. 08-18, the Comprehensive Zoning By-law of the Township of Cramahe as it applies to certain lands located in Part of Lots 11 & 12, Concession 5 (Ref Plan 38R-5050), Township of Cramahe, be read a first time, second and third time and signed by the Mayor and the Clerk, sealed and entered into the By-law book.

CARRIED

11.e 2020-47 Appoint By-Law Enforcement Officer
Resolution No. Resolution No. 2020-222
Moved by Councillor Gilligan
Seconded by Councillor Van Egmond

Be it resolved that Council approve By-Law 2020-47, being a By-Law to Appoint a Municipal By-Law Enforcement Officer, read a first, second, and third time, finally passed, signed by the Mayor and the Clerk, sealed and included in the By-Law Book.

CARRIED

12. MOTIONS TO RECEIVE COUNCIL INFORMATION PACKAGE

Resolution No. Resolution No. 2020-223
Moved by Deputy Mayor Arthur
Seconded by Councillor Clark

Be it resolved that Council receive the Council Information Package(s) dated June 4, 2020 and June 18, 2020 for information.

CARRIED

13. MOTIONS ARISING FROM COUNCIL INFORMATION PACKAGE

None.

14. 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.

None.

15. COUNTY REPORT

Agendas & Minutes from County of Northumberland

Mayor Martin advised Council that the County of Northumberland is seeking statements from each lower tier municipality on whether or not individual council's are recommending the wearing of PPE while in public.
Resolution No. Resolution No. 2020-224  
Moved by Councillor Clark  
Seconded by Councillor Gilligan  

Be It resolved that Council waive the procedural bylaw to introduce the Notice of Motion in order to prepare a statement for the County of Northumberland.  

CARRIED  

Amendment:  
Resolution No. Resolution No. 2020-225  
Moved by Councillor Clark  
Seconded by Councillor Gilligan  

Be It resolved that Council's position is to recommend that residents within the Township of Cramahe wear PPE when social distancing is not possible.  

For (3): Mayor Martin, Councillor Gilligan, and Councillor Clark  
Against (2): Deputy Mayor Arthur, and Councillor Van Egmond  

CARRIED (3 to 2)  

16. CLOSED MEETING (IF REQUIRED)  
None.  

16.a Approval of Closed Session Minutes  

17. CONFIRMING BY-LAW  

Resolution No. Resolution No. 2020-226  
Moved by Councillor Gilligan  
Seconded by Deputy Mayor Arthur  

Be it resolved that Council approve By-law 2020-55, being a By-law to confirm the proceedings of the Corporation of the Township of Cramahe Council Meeting held on June 23rd, 2020, be read a first,
second and third time, finally passed, signed by the Mayor and the
Clerk, sealed and entered into the By-law book.

CARRIED

18. ADJOURNMENT

Resolution No. Resolution No. 2020-227
Moved by Councillor Van Egmond
Seconded by Councillor Gilligan

Be it resolved that Council adjourn the meeting at 7:00 p.m.

CARRIED

_________________________
Mayor

_________________________
Clerk
Meeting: Council

Date: July 28, 2020

Report No.: REC-08-20

RESOLUTION NO:_______ BY-LAW NO: __________

Subject: Health and Safety COVID-19 Update

Recommendation(s):

BE IT RESOLVED THAT Council receive Report REC-08-20, as amended, for information; and

THAT Council approve the 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; and

THAT the General Housekeeping Policy be updated to include the recommendations from the Ministry of Labour visit on Wednesday July 22, 2020 to request that staff are responsible for cleaning up after themselves.

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 Ministry of Labour suggested the removal of reference to where staff are told to take turns cleaning generally and include that staff should only be told to clean up after themselves.

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

<table>
<thead>
<tr>
<th>Document Title:</th>
<th>Health and Safety COVID-19 Update.docx</th>
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<tbody>
<tr>
<td>Attachments:</td>
<td>- General Housekeeping Policy.pdf</td>
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<td>- Hand Washing Policy.pdf</td>
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<td>- Infection and Disease Control Policy - Ontario.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:

**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

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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

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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 safely 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

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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.
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:

- Fill out an incident report
- Getting tested for COVID-19
• 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 to 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

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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: _________________________________________
THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-58

BEING A BY-LAW TO AMEND 07-31, FOR THE REGULATION OF TRAFFIC IN THE TOWNSHIP OF CRAMAHE

Whereas the Municipal Act, 2001, S.O. 2001, c.25, Section 11(3) states Municipalities may pass by-laws to regulate highways, including parking and traffic on highways; and

Whereas the Council of the Corporation of the Township of Cramahe considers it advisable to enact and update the consolidated Regulation of Traffic By-Law; and

Whereas the Council of the Corporation of the Township of Cramahe deems it expedient to pass a by-law to regulate traffic within the Township; and

Now therefore be it resolved that the Council of The Corporation of the Township of Cramahe hereby enacts as follows:

1. That Schedule 6 Regulating Traffic - Stop Streets/Highways be updated to include the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Column 1 Intersection</th>
<th>Column 2 Facing Traffic</th>
<th>Column 3 Street/Highway</th>
</tr>
</thead>
<tbody>
<tr>
<td>245</td>
<td>Purdy Road and Durham Street and Herley Road</td>
<td>East Bond</td>
<td>Purdy Road</td>
</tr>
<tr>
<td>246</td>
<td>Purdy Road and Durham Street and Herley Road</td>
<td>West Bond</td>
<td>Purdy Road</td>
</tr>
</tbody>
</table>

; and

2. That Schedule 8 Reduced Speed Zones be removed in its entirety as By-Law 2012-06, being a by-law to prescribe a rate of speed on certain highways within the Township of Cramahe, maintains the items identified in a separate by-law; and

3. That this By-Law shall be deemed to be in force and effect as of (xxxx).

Read a first, second and third time and finally passed this (x) day of (xxxx)

__________________________________________
Mandy Martin, Mayor

__________________________________________
Joanne Hyde, Clerk
New Council governance structure to be introduced in 2021

Posted July 22, 2020

Cobourg, ON – July 22, 2020 – Today, Northumberland County Council approved a new Council governance structure, coming into effect in January 2021, which includes the establishment of six Standing Committees:

- Community Health Committee
- Corporate Support Committee
- Economic Development, Tourism & Planning Committee
- Finance & Audit Committee
- Public Works Committee
- Social Services Committee

These committees will replace former informal monthly departmental information meetings held by staff and attended by various members of Council. Standing Committee meetings will be held each month in advance of monthly meetings of County Council. Each committee will be comprised of the County Warden and two members of Council. Members of the public will be invited to review meeting agendas and minutes, attend these meetings, and make delegations before the Committee.

“The introduction of Standing Committees will improve Council’s ability to keep residents informed about County programs and services, creating further opportunity for residents and business owners to be notified, in advance, of the matters that will come before Council,” states County Warden Bob Sanderson. “This new process will enhance community involvement in the priority-setting and decision-making processes of Council, creating additional opportunities for valuable input from the public and relevant experts through the delegation process.”
The Council governance model is the collected processes, procedures and oversight mechanisms employed by Council and County staff to carry out County responsibilities. The recommended governance principles approved today by Council include:

- **The primacy of Council in the decision-making process:** Decisions must be made at the Council table. Council’s role, in consultation with the CAO and staff, is to set the vision and direction for the County. Council adopts the policies, assigns the resources to achieve the objectives, and ensures fiscal and fiduciary oversight.

- **Standing Committees, advisory committees or ad hoc bodies that may be set up from time to time:** Committees support Council’s primacy by developing recommendations for Council’s approval.

- **Transparency & Accountability:** Governance procedures which support public notice of meetings, timely opportunities for input and information, and open debate, enhance transparency and accountability as well as the establishment of a clear public record.

- **Openness:** Opportunities for professional staff advice, public input and community and stakeholder participation must be ensured, to support the making of informed decisions.

“As we continue to strive towards being a best practice leader in municipal government, it is important to review our governance structure from time to time to ensure Council’s strategic and operational interests are being best served,” states County CAO Jennifer Moore. “These changes will modernize our practices to align with the updated Municipal Act legislation, and will increase the opportunity for residents to learn about and engage with their local government.”

More information about the new governance model adopted today by County Council can be found in the staff report attached to the Council meeting agenda at Northumberland.ca/Portal. As plans move forward for the introduction of this model in January 2021 and additional details are finalized, this information will be shared with residents, including Terms of Reference for the committees, how to access agendas and minutes, and the process for making a delegation to a Standing Committee.
All documents on this website are available in an alternate format upon request.

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THE CORPORATION OF THE TOWNSHIP OF CRAMAHE

BY-LAW NO. 2020-59

being a By-law to Confirm the proceedings of the Corporation of the Township of Cramahe Special Meeting (Electronic) held Tuesday July 28, 2020

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 5 (3), provides that the jurisdiction of every Council is confined to the municipality that it represents, and its powers shall be exercised by by-law; and

Whereas Bill 187 – The Municipal Emergency Act, 2020, allows for electronic participation during a local or provincial Declaration of Emergency; and

Whereas in accordance with Section 8.9 and 9.1 thru 9.4 of Procedural Bylaw 2020-29 an emergency meeting has been called; and

Whereas the Municipal Act, 2001, S.O. 2001, c.25, as amended, Section 130 provides that every Council may pass such by-laws and make such regulations for the health, safety and well-being of the inhabitants of the municipality in matters not specifically provided for by this Act and for governing the conduct of its members as may be deemed expedient and are not contrary to law,

Now therefore be it resolved that the Council of the Corporation of the Township of Cramahe hereby enacts as follows:

1. That the action of the Council at its meeting held on July 28th, 2020 in respect to each report, motion, resolution or other action passed and taken by the Council at its meeting, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by separate by-law; and

2. That the Mayor and the proper officers of the Township are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and, except where otherwise provided, the Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents; and

3. That this by-law, to the extent to which it provides authority for or constitutes the exercise by the Council of its power to proceed with, or to provide any money for, any undertaking work, project, scheme, act, matter or thing referred to in subsection 65 (1) of the Local Planning Appeal Tribunal Act, 2017, S.O. 2017 Chapter 23, shall not take effect until the
approval of the Local Planning Appeals Tribunal with respect thereto, required under such subsection, has been obtained; and

4. That any acquisition or purchase of land or of an interest in land pursuant to this by-law or pursuant to an option or agreement authorized by this by-law, is conditional on compliance with Environmental Assessment Act, R.S.O. 1990, Chapter E.18.

Read a first, second and third time, finally passed this 28th day of July 2020.

__________________________________________
Mandy Martin, Mayor

__________________________________________
Joanne Hyde, Clerk