



TOWNSHIP OF CRAMAHE COUNCIL-IN-COMMITTEE

DATE: DECEMBER 18, 2018

TIME: 7:00 PM

PLACE: COUNCIL CHAMBERS

Page

1. NOTICE OF CLOSED MEETING

- (a) Council will meet briefly in open session to consider a motion to move into a Closed session at 5:00 p.m., pursuant to the Municipal Act, 2001, Section 239 2(b) to discuss personal matters about an identifiable individual, including municipal or local board employees, with respect to board and committee appointments and personnel updates; Section 239 2(e) litigation or potential litigation including matters before administrative tribunals, affecting the municipality or a local board, regarding o/s insurance and legal claims.

2. CALL TO ORDER at 7:00 pm

We respectfully acknowledge that Northumberland County is located on the traditional territory of the Mississauga Anishinaabeg, in the territory covered by the Williams Treaty.

3. RECORDING EQUIPMENT

Members of the Public are to advise the Mayor or Clerk of the use of devices for transcribing or recording proceedings of open sessions by auditory or visual means prior to the meeting.

4. PRESENTATION/DELEGATIONS

- (a) The Mill at Piper Creek, Candace Cox, Artistic & Managing Director and Ingrid Anderson, Chair will update Council on the activities of The Mill and opportunities for Township participation.

5. INTRODUCTION OF ADDENDUM REPORTS/ITEMS

6. CONFIRMATION OF AGENDA

7. DISCLOSURES OF PECUNIARY INTEREST

8. ADOPTION OF MINUTES

- 4 - 7 (a) Approval of the regular Council in Committee Meeting minutes of December 4, 2018

9. TABLED REPORTS

10. REPORTS

11. ADMINISTRATION DEPARTMENT

- 8 - 11 (a) ADMIN 32-18 Boundary Road Agreement – Township of Alwick/
Haldimand and Township of Cramahe
1. THAT Report ADMIN-32-18 be received for information; and
 2. THAT a By-law be prepared for Council consideration to amend Bylaw 05-07, Boundary Road Maintenance Agreement, by removing and replacing with a new Schedule A.

12. PLANNING DIVISION

- 12 - 15 (a) PLAN-44-18 Appoint Committee of Adjustment for 2019
1. THAT Report PLAN-44-18 be received for information; and
 2. THAT Council pass a by-law to appoint Mayor Mandy Martin, Deputy Mayor Sandra Arthur and Councillors Donald Clark, Ed Van Egmond and Timothy Gilligan to the Committee of Adjustment for the 2019 calendar year.

- 16 - 19 (b) PLAN-45-18 Cam Tran Amendment to Site Plan Agreement

1. THAT Report PLAN-45-18 be received for information; and
2. That a by-law be prepared to authorize the Mayor and Clerk to execute a Site Plan Agreement with Cam Tran Co. Ltd.

13. TREASURY DEPARTMENT

- (a) 2019 Budget Draft - Treasurer will be providing at the meeting.

14. NEW BUSINESS

- 15. OTHER BUSINESS**
- 16. MOTION TO ADJOURN**
- 17. PRESS QUESTION PERIOD**
- 18. PUBLIC/GALLERY QUESTION PERIOD**



Township of Cramahe Council In Committee
Minutes
December 4, 2018

Minutes of a regular meeting of Committee held on Tuesday, December 4, 2018 at 07:00 PM, in the Council Chambers

ROLL CALL

Present Were: Mayor M. Martin
Deputy Mayor S. Arthur
Councillor D. Clark
Councillor T. Gilligan
Councillor E. Van Egmond

Also Present: CAO/Deputy Clerk, C. Brooks
Director of Corporate Services/Clerk, J. Oram
Treasurer, A. McNichol
Operations Manager, J. Hoskin
Compliance Coordinator, H. Grant

CALL TO ORDER AT 7:00 PM

Mayor Martin called the meeting to order at 7:02 p.m.

PRESENTATION/DELEGATIONS

CONFIRMATION OF AGENDA

Resolution #18-447

Moved by Councillor Clark Seconded by Councillor Van Egmond

THAT the agenda be approved as printed.

"CARRIED"

DISCLOSURES OF PECUNIARY INTEREST

None

ADOPTION OF MINUTES

Approval of the regular Council in Committee Meeting minutes of October 2, 2018, November 6, 2018, and November 20, 2018

Resolution #18-448

Moved by Councillor Van Egmond Seconded by Councillor Gilligan

THAT the regular Council in Committee Meeting minutes of October 2, 2018, November 6, 2018, November 20, 2018, be approved.

"CARRIED"

REPORTS

ADMINISTRATION DEPARTMENT

ADMIN 26-18 County of Northumberland Council Alternate Member Appointment

Resolution #18-449

Moved by Councillor Gilligan Seconded by Councillor Van Egmond

THAT Report ADMIN-26-18 be received for information; and

THAT Council, pursuant to The Township of Cramahe Procedural By-law 07-10 and section 268 of the Municipal Act 2001, appoint the Deputy Mayor as an alternate member to attend meetings of the County of Northumberland Council when the Mayor of Cramahe is absent.

"CARRIED"

ADMIN 27-18 Appointment of an Integrity Commissioner and Closed Meeting Investigator

Resolution #18-450

Moved by Councillor Gilligan Seconded by Deputy Mayor Arthur

THAT Report ADMIN 27-18 be received; and

THAT Principles Integrity be appointed as the Integrity Commissioner and Closed Meeting Investigator for the Township of Cramahe; and

THAT a by-law be prepared to authorize this appointment effective January 1, 2019.

"CARRIED"

ADMIN-28-18 Accessibility Initiatives for 2018 Municipal Election

Resolution #18-451

Moved by Deputy Mayor Arthur Seconded by Councillor Gilligan

THAT Report ADMIN-28-18 be received for information.

"CARRIED"

ADMIN-29-18 2019 Council Meeting Dates

Resolution #18-452

Moved by Councillor Van Egmond Seconded by Deputy Mayor Arthur

THAT Report ADMIN-29-18 be received for information; and

THAT the 2019 Council Meeting Schedule, as outlined in this report be approved.

"CARRIED"

ADMIN 30-18 Bill 174 – Cannabis Legalization and Municipal Responsibility

Resolution #18-453

Moved by Deputy Mayor Arthur Seconded by Councillor Gilligan

THAT Report ADMIN-30-18 be received for information; and

THAT Council direct staff to proceed with holding a public meeting and on-line survey with regards to the Township of Cramahe opting in or out for allowing retail cannabis stores to be located within our Municipality; and

THAT Council direct staff to bring a report back to Council on January 8th, 2019 with the results of the public meeting and survey, to have Council put forward a motion of optioning in or out of allowing retail cannabis stores in the Township of Cramahe.

"CARRIED"

ADMIN-31-18 2018 Christmas/New Year's Office Hours

Resolution #18-454

Moved by Councillor Van Egmond Seconded by Deputy Mayor Arthur

THAT Report ADMIN-31-17 be received for information; and

THAT Council approve the closure of the Municipal Office for a ½ day on December 24th and 31st and on December 27th/28th, 2018.

"CARRIED"

PLANNING DIVISION

PLAN-43-18 Road Closures – transfer to Storrack, 73 Victoria St.

Resolution #18-455

Moved by Councillor Clark Seconded by Councillor Van Egmond

THAT Report PLAN-43-18 be received for information.

THAT a by-law be prepared to stop up, close and convey; Part of Elgin Street designated as parts 1, 2 & 10, Plan 39R-13820; Part of Queen Street designated as Part 8, Plan 39R-13820; Part of Kensington Avenue designated as Parts 5 & 6, Plan 39R-13820

"CARRIED"

TREASURY DEPARTMENT

TREA-30-18 2019 Budget Schedule

Resolution #18-456

Moved by Deputy Mayor Arthur Seconded by Councillor Gilligan

THAT Council receive Treasury Report TREA-30-18, for information.

"CARRIED"

TREA-31-18 Treasury Information Report

Resolution #18-457

Moved by Deputy Mayor Arthur Seconded by Councillor Van Egmond

THAT Council receive Treasury Report TREA-31-18, for information

"CARRIED"

OTHER BUSINESS

Deputy Mayor Arthur requested an update for the December 18th meeting on the Planning Coordinator vacancy and legal and personnel items.

Mayor Martin requested Council members consider the committees that they may be interested in sitting on as appointments will be considered on December 18th.

Mayor Martin advised that the County of Northumberland Inaugural meeting is December 12, 2018.

MOTION TO ADJOURN

Resolution #18-458

Moved by Councillor Van Egmond Seconded by Councillor Gilligan

THAT the meeting adjourn at 8:09 p.m.

"CARRIED"

MAYOR, Mandy Martin

CLERK, Julie Oram



Report

Administrative Department

Meeting: Council and Committee

Date: December 18, 2018

Res # _____

Report #: ADMIN 32-18

File # _____

By-law #05-07

Subject: **Boundary Road Agreement – Township of Alwick/ Haldimand and Township of Cramahe**

Recommendations:

It is respectfully recommended that the Council in Committee recommend to Council the following:

1. THAT Report ADMIN-32-18 be received for information; and
 2. THAT a By-law be prepared for Council consideration to amend Bylaw 05-07, Boundary Road Maintenance Agreement, by removing and replacing with a new Schedule A.
-

Attachment: Existing Boundary Road Schedule A
Proposed Schedule A

Financing:
Strategic Plan Initiative: Health and Safety of Residents

Submitted by: _____
Craig Brooks
CAO/Deputy Clerk

Reviewed by: _____
Julie Oram
Director of Corporate Services/Clerk

Background and Comment

County CAO's meet on a regular basis to discuss common agendas, intermunicipal efficiencies and collective strategies going forward. One of the items identified was Plow Route Optimization. The intent of this initiative was to look at areas where we can work together to ensure the safe and efficient moving of vehicular traffic throughout the County of Northumberland. One thing identified in the County's Transportation Master Plan was the increased movement of traffic on secondary roads when Hwy 401 or County Roads are backed up or closed. With technology, many people resort to GPS to find an alternative route under these conditions. This can create issues as most of the traffic delays on the 401 or major arteries is due to poor weather in the winter months. Generally these alternate routes are layed in an east/west configuration. The problem this poses is that these east/west routes transgress municipal boundaries and because plow routes do not match up, we are seeing a quick change in road conditions when crossing over municipal boundaries. This issue was brought up to the Intermunicipal Roads Committee in 2017 and it was decided that we would look at deploying a plan to address this on a smaller scale (with our Municipality) and based on the outcomes of this, communicate out the successes of such a plan.

The CAO and the Operations Managers of both Alwick/Haldimand and Cramahe Township met on a couple of occasions to see how this may work and we came up with a plan to address this issue on a few east/west roads that transgress our municipal boundaries. Currently we have a Boundary Road Agreement that addresses similar situations on other roads. The thought is that these additional roads could be identified within that current bylaw 05-07 to include sections of Pipeline Road, Turk Road and Dudley/Orchard Road. This amendment would eliminate the quick change in road conditions as you pass over the boundary.

Recommendation

It is therefore recommended that Council direct staff to prepare an amending bylaw to remove (old)Schedule A of Bylaw 05-07 and add the revised (new)Schedule A attached to this report.

(OLD) SCHEDULE "A"

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ROAD NAME	ROAD OWNER	WORK DONE BY ALNWICK/ HALDIMAND	WORK DONE BY CRAMAHE	ROAD LENGTH
Clarkson Road (in Cramahe)	Cramahe Township	Winter maintenance	Summer Maintenance	1.4 km
Dunbar Road (West of Clarkson)	Alnwick/ Haldimand	Summer Maintenance	Winter Maintenance	2.8 km
Moore Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.7 km
Riley Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.2 km
Park Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.5 km
North End of Inglis Road to Old Mill Road	Alnwick/ Haldimand and Cramahe	Summer Maintenance	Winter Maintenance	1.9 km
Old Mill Road	Alnwick/ Haldimand	Summer Maintenance	Winter Maintenance	0.3 km
Neil McGregor Road	Alnwick/ Haldimand and Cramahe	Winter Maintenance	Summer Maintenance	0.9 km
Townline Road	Alnwick/ Haldimand and Cramahe	Year Round Maintenance		2.4 km
Old Wharf Road	Cramahe	Winter Maintenance	Summer Maintenance	0.4 km

Corporation of the Township of Cramahe

P.O. Box 357, Colborne, Ontario K0K 1S0 T(905)355-2821 F (905)355-3430

SCHEDULE "A"

COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
ROAD NAME	ROAD OWNER	WORK DONE BY ALNWICK/ HALDIMAND	WORK DONE BY CRAMAHE	ROAD LENGTH
Clarkson Road (in Cramahe)	Cramahe Township	Winter maintenance	Summer Maintenance	1.4 km
Dunbar Road (West of Clarkson)	Alnwick/ Haldimand	Summer Maintenance	Winter Maintenance	2.8 km
Moore Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.7 km
Riley Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.2 km
Park Road	Alnwick/ Haldimand and Cramahe		Year Round Maintenance	0.5 km
North End of Inglis Road to Old Mill Road	Alnwick/ Haldimand and Cramahe	Summer Maintenance	Winter Maintenance	1.9 km
Old Mill Road	Alnwick/ Haldimand	Summer Maintenance	Winter Maintenance	0.3 km
Neil McGregor Road	Alnwick/ Haldimand and Cramahe	Winter Maintenance	Summer Maintenance	0.9 km
Townline Road	Alnwick/ Haldimand and Cramahe	Year Round Maintenance		2.4 km
Old Wharf Road	Cramahe	Winter Maintenance	Summer Maintenance	0.4 km
Pipeline Road (east of Neil McGregor to Old Shelter Valley)	Cramahe	Winter Maintenance	Summer Maintenance	0.45km
Turk Road (Neil McGregor to County Road 25 including merge lane)	Cramahe	Winter Maintenance	Summer Maintenance	1.3km
Dudley/Orchard Road (West of Townline to Herron Road)	Alnwick/ Haldimand	Summer Maintenance	Winter Maintenance	2.6km



REPORT

PLANNING DIVISION

Meeting: COUNCIL IN COMMITTEE

Date: 18 December 2018

Res # _____

Report #: PLAN-44-18

File # _____

By-law # _____

Subject: Committee of Adjustment Appointment

Recommendations:

It is respectfully recommended that the Council in Committee recommend to Council the following:

1. THAT Report PLAN-44-18 be received for information; and
2. That Council pass a by-law to appoint Mayor Mandy Martin, Deputy Mayor Sandra Arthur and Councillors Donald Clark, Ed Van Egmond and Timothy Gilligan to the Committee of Adjustment for the 2019 calendar year.

Attachment: By-law to Appoint a Committee of Adjustment for 2019

Submitted by:

Ken Hurford, RPP, MCIP
Township Planning Consultant

Reviewed by:

Julie Oram
Clerk

Reviewed by:

Craig Brooks
Chief Administrative Officer

BACKGROUND AND COMMENT

The *Planning Act* provides that if a municipality has passed a by-law under Section 34 of the Act (a comprehensive zoning by-law), the council may by by-law constitute and appoint a committee of adjustment, composed of not fewer than three persons. The purpose of such a committee is to provide an opportunity for “minor variances” to the comprehensive zoning by-law.

Minor variances are to deal with the stretching and shaping of the intent of the zoning by-law to the particular and peculiar circumstances arising in the consideration of one or more sites.

Section 44 of the *Planning Act* provides for the establishment of a Committee of Adjustment. The Committee may be composed of such persons as the Council considers advisable and there must no fewer than three people on the Committee. Section 45 of the *Planning Act* sets out the powers of the Committee of Adjustment.

The most familiar power is the authority of the Committee to grant minor variances from the provisions of the zoning by-law. Section 45 (1), makes it clear that an application to the Committee of Adjustment for a variance from a zoning by-law must satisfy four criteria before the Committee can grant it:

1. The request must be for a minor variance only.
2. The minor variance must, in the opinion of the Committee, be desirable for the appropriate development or use of the land, building or structure.
3. In granting the variance the Committee must be of the opinion that the general intent and purpose of the Official Plan is being maintained.
4. In granting the variance the Committee must be of the opinion that the general intent and purpose of the zoning by-law being varied is being maintained.

In addition to the responsibility for processing applications with regard to minor variances to zoning by-laws, a Committee of Adjustment can also deal with non-conforming uses and interpretation of the by-law.

The Committee may permit the enlargement or extension of a building or structure where the use of the building or structure is legal non-conforming. It should be noted that the *Planning Act* does not give the Committee the authority to enlarge or extend a building or structure beyond the limits of the land owned and used on the day the by-law was passed or to permit a new building. The Committee of Adjustment may allow the legal non-conforming use of land, building or structure to be changed to another use which is, in the opinion of the Committee, similar to the legal non-conforming use or more compatible with the uses actually permitted by the applicable by-law.

The Committee of Adjustment may permit, where the use of land, buildings and structures permitted by the by-law are defined in general terms, the use of any land for any purpose that, in the opinion of the Committee, conforms with the uses permitted in the by-law. This power is more useful in those municipalities which have zoning by-laws with few zones, than in those whose zoning by-laws are drafted with very specific details.

Council may choose to appoint all members of Council to the Committee of Adjustment.

With respect to the Committee, Section 44(3) of the *Planning Act* states:

The members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually.

There is at least one matter that needs to be considered by the Committee of Adjustment early in 2019, the library expansion. In order to get a Committee of Adjustment established in a timely manner it would be appropriate for Council to have the Committee composed of all members of Council. It is necessary for Council to enact a by-law to this end. Section 44(1) of the *Planning Act* provides that a By-law be enacted to appoint persons to the Committee of Adjustment; to this end a draft by-law has been prepared and is attached to this report.

RECOMMENDATION

That Council pass a by-law to appoint Mayor Mandy Martin, Deputy Mayor Sandra Arthur and Councillors Donald Clark, Ed Van Egmond and Timothy Gilligan to the Committee of Adjustment for the 2019 calendar year.

**THE CORPORATION OF THE
TOWNSHIP OF CRAMAHE**

BY-LAW NUMBER ____-2018

**Being a By-law under the provisions of Section 44 of the
Planning Act, R.S.O., 1990, to appoint the members of Council
to the Committee of Adjustment for 2019.**

WHEREAS, Section 44 of the *Planning Act, R.S.O., 1990*, as amended, specifies that a Municipal Council may by By-law constitute and appoint a committee of adjustment for the municipality;

AND WHEREAS, Section 44, subsection (3) of the *Planning Act, R.S.O., 1990*, as amended, specifies that members of the committee who are members of municipal council shall be appointed annually:

AND WHEREAS, Council deems it appropriate to appoint the Council Members to the Committee of Adjustment;

NOW, THEREFORE, the Council of The Corporation of the Township of Cramahe **ENACTS AS FOLLOWS**:

1. THAT the Council of the Township of Cramahe appoints, Mandy Martin, Sandra Arthur, Donald Clark, Ed Van Egmond and Timothy Gilligan to the Committee of Adjustment for the 2019 calendar year.
2. THAT This By-Law will come into force and effect with the final reading and passing of the By-Law.

READ a first, second and third time and finally passed this 18th day of December, 2018 and given By-law No. 2018-____.

Mayor, Mandy Martin

Clerk, Julie Oram



REPORT

PLANNING DIVISION

Meeting: COUNCIL IN COMMITTEE

Date: 18 December 2018

Res # _____

Report #: PLAN-45-18

File # _____

By-law # _____

Subject: Cam Tran Amendment to Site Plan Agreement

Recommendations:

It is respectfully recommended that the Council in Committee recommend to Council the following:

1. THAT Report PLAN-45-18 be received for information; and
2. That a by-law be prepared to authorize the Mayor and Clerk to execute a Site Plan Agreement with Cam Tran Co. Ltd.

Attachment: By-law to authorize the Mayor and Clerk to execute a Site Plan Agreement with Cam Tran Co. Ltd.

Submitted by: _____
Ken Hurford, RPP, MCIP
Township Planning Consultant

Reviewed by: _____
Julie Oram
Clerk

Reviewed by: _____
Craig Brooks
Chief Administrative Officer

BACKGROUND AND COMMENT

As Council is aware the owners of the property located in Part of Lot 31, Concession 2 in the Township of Cramahe, with a civic address of 203 Purdy Street wish to amend their current site plan agreement to add a parcel of land on which a new cover-all type building to store transformers brought to their property, will be erected. The building will be important to their operations so that such materials are not exposed to the elements.

The existing Cam Tran operation is subject to a site plan agreement. In order to add the 'new' property to the site plan agreement, an amendment is required. Cam Tran and their consultants have provided the Township with a stormwater management plan and a building design. The Township's Engineering Consultant are finalizing their review of the details.

Legal is currently preparing an amendment to the existing site plan agreement. At this time, we are recommending that Council authorize the Mayor and Clerk to execute the amending site plan agreement.

We have prepared a By-law that would authorize the Mayor and Clerk to execute the site plan agreement.

RECOMMENDATION

Based on our review of the proposed site plan and site plan agreement, it is recommended that Council pass a By-law to authorize the Mayor and Clerk to execute a Site Plan Agreement with Cam Tran Co. Ltd., the registered owner of the above noted property.

**THE CORPORATION OF THE
TOWNSHIP OF CRAMAHE**

BY-LAW NO. ____-2018

Being A By-Law to Authorize the Mayor and the Clerk to Execute a Site Plan Agreement Between the Corporation of the Township of Cramahe and Cam Tran Co. Ltd regarding the addition of lands to an existing industrial operation and the development of a new cover-all building on the property, situated at 203 Purdy Road, in Part of Lot 31, Concession 2, in the Township of Cramahe, County of Northumberland.

WHEREAS, Section 5 of the *Municipal Act, 2001*, as amended, specifies that a Municipal Council shall exercise its powers by By-Law;

AND WHEREAS, Section 9 of the *Municipal Act 2001*, as amended, provides that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

AND WHEREAS, Section 11 (2) of the *Municipal Act, 2001*, as amended, specifies the Spheres of Jurisdiction the Municipality may pass By-Laws respecting matters in those Spheres of Jurisdiction;

AND WHEREAS the Council of the Corporation of the Township of Cramahe wishes to enter into a site plan agreement with the landowner, as provided for in Section 41(7)(c) of the *Planning Act, R.S.O., 1990*, as amended;

NOW, THEREFORE, the Council of The Corporation of the Township of Cramahe **ENACTS AS FOLLOWS:**

1. THAT the Mayor and the Clerk are hereby authorized to execute a Site Plan Agreement between the Corporation of the Township of Cramahe and Cam Tran Co. Ltd, a copy of which is attached hereto and forms part of this by-law.
2. THAT this By-law and Agreement shall be registered on title.
3. THAT this By-law shall come into force and effect on the date of passage by the Council of the Corporation of the Municipality of Cramahe.

READ a first, second and third time and finally passed this 18th day of December, 2018 and given By-law No. 2018-____.

Mayor, Mandy Martin

Clerk, Julie Oram