



## Brudenell, Lyndoch and Raglan, Township

February 2, 2022 - Council Meeting - 07:00 PM (Public will be able to attend the Council meeting virtually by Phone or Zoom Zoom ID: 541 968 4239 Passcode: 2WY40N Phone: 1-647-374-4685 Meeting ID:541 968 4239 Passcode:820260)

- 1 **Call to Order and Roll Call**
- 2 **Adoption of the Agenda**
- 3 **Disclosure of Pecuniary Interest**
- 4 **Delegations/Presentations**
- 5 **Adoption of Minutes From Previous Meeting 1**
  - 📎 Minutes from Regular Council Meeting of January 19, 2022
- 6 **Report (s) on Direction Received**
  - 6.1 Report from Municipal Manager Re: Legal Costs
- 7 **Correspondence/Information Items**
  - 7.1 Bradford West Gwillimbury - Motion Against Quebec's Bill 21
    - 📎 Bradford West Gwillimbury - Motion Against Quebec's Bill 21 1
  - 7.2 Township of Madawaska Valley - Notice of Application and Public Meeting
    - 📎 Township of Madawaska Valley - Notice of Application and Public Meeting 1
  - 7.3 Hastings Highlands - Notice of an Open House & Public Meeting
    - 📎 Hastings Highlands - Notice of an Open House & Public Meeting 1
    - 📎 Hastings Highlands - Notice of an Open House & Public Meeting 2
- 8 **New Business**
  - 8.1 Brodofske - Severance
    - 📎 Brodofske - Severance 1
  - 8.2 Madawaska Valley and Killaloe Public Library Contracts - 2022
    - 📎 Killaloe Public Library Contract
    - 📎 Madawaska Valley Public Library Contract
  - 8.3 Adding "Schedule E" to Wishart Bylaw in Bylaw #2022-03 Procedural Bylaw
    - 📎 Schedule E
  - 8.4 Hazardous Waste Day
    - 📎 Hazardous Waste Day 1
  - 8.5 Discussion/Request Re: Kenworth Compactor
    - 📎 Staff Report
  - 8.5.1 Human Resource Bylaw Presentation & Discussion

- 8.6 Filling Vacant Seats - Power Point
  - 📎 Filling Vacant Seats - Power Point 1
- 9 Financial Report**
- 9.1 Treasurers Statement of Remuneration and Expenses
  - 📎 Treasurers Statement of Remuneration and Expenses
- 10 Bylaws**
- 11 Closed Session**
- 12 Confirmation Bylaw**
- 13 Adjournment**

TOWNSHIP OF BRUDENELL, LYNDOKH AND RAGLAN

Minutes of the Regular Meeting of the Municipal Council of the Township of Brudenell, Lyndoch and Raglan held on January 19, 2022 held at the Municipal Office located in Palmer Rapids and Virtually via Zoom at 7:00 p.m.

**Present Were:** Mayor, **Sheldon Keller**

**Also Present:** Deputy Clerk-Treasurer, **Virginia Phanenhour**  
Deputy Clerk, **Tammy Thompson**  
Fire Chief/Facility Manager, **Jordan Genrick**  
Interim Municipal Manager, **Andrew Sprunt**

**VIA ZOOM:** Councillor, **Iris Kauffeldt**  
Councillor, **John Rutledge**

**Absent:** Councillor, **Trevor Lidtkie**  
Public Works Superintendent, **Charlie Behm**

**Public:** Members of the Public

**1. The meeting was called to order by Mayor Keller at 7:06 pm.**

Resolution #1

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT Council amends the agenda to hear Item #4 Deputation before Item #3 Adoption of minutes.”

Carried.

**2. PECUNIARY INTERESTS**

Councillor Kauffeldt declared a Pecuniary Interest in regards to Payments.

**4. DEPUTATIONS –**

Resolution #2

Moved by **John Rutledge**, sec. **Iris Kauffeldt**

“THAT Council go into closed session pursuant to the Municipal Act,

2001, as per Section 239 of the Municipal Act

1. Subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (e) litigation or potential litigation including matters before administrative tribunals affecting municipality or board and subsection (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Regarding Cost Award by Justice Bell and the Outcome of the Stay Motion and the Outcome of the Appeal Hearing.”

Carried.

Resolution #3

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT Council comes out of closed session at 8:14 p.m.

Pursuant to the Municipal Act, 2001, as per Section 239 of the Municipal Act

2. Subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (e) litigation or potential litigation including matters before administrative tribunals affecting municipality or board and subsection (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose. Regarding Cost Award by Justice Bell and the Outcome of the Stay Motion and the Outcome of the Appeal Hearing.”

Carried.

Resolution #4

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT we the Council for the Township of Brudenell, Lyndoch and

Raglan hereby declare the Councillor seat in Ward 2, formerly held by Councillor Budarick as vacant effective January 19<sup>th</sup>, 2022.”

Carried.

Resolution #5

Moved by **John Rutledge**, sec. **Iris Kauffeldt**

“THAT we the Council for the Township of Brudenell, Lyndoch and Raglan hereby declare the Councillor seat in Ward 2, formerly held by Councillor Lidtkie as vacant effective January 19<sup>th</sup>, 2022.”

Carried.

Resolution #6

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT Council requests the Municipal Manager provide a summary of the total cost of the legal proceedings for former Councillor Lidtkie and former Councillor Budarick as separate documents.”

Carried.

### 3. **ADOPTION OF MINUTES**

Resolution #7

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT we the Council for the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Regular Council Meeting December 1, 2021, and the Special Council Meeting December 22, 2021, as printed and circulated.”

Carried.

### 5. **REPORTS**

- i. Public Works Superintendent - None
- ii. Clerks - None

- iv. Fire Chief - None
- v. Building Inspector Report - None
- vi. Waste Management - None
- vii. Facilities Manager Report - None
- viii. Recreation - None
- ix. Joint Health & Safety Committee – None

## 6. CORRESPONDENCE

Resolution #8

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT council accepts the correspondence as circulated”

Carried.

## 7. FINANCIAL REPORT

Resolution #9

Moved by, **John Rutledge** sec. by **Iris Kauffeldt**

“THAT Council receives the report and directs the Treasurer to prepare a tax collection bylaw for Council’s consideration at the Regular Council Meeting in February 2022 that clearly describes at what point the collection procedures in the *Municipal Act* will be applied.”

Carried.

## 8. SEVERANCES

Resolution #10

Moved by **Iris Kauffeldt**, sec. by **John Rutledge**

“THAT the Township of Brudenell, Lyndoch and Raglan approve the Land Severance Application #B37/21, from Allan Tennant for creation of one new lot with the following condition:

- All the conditions as listed in the County of Renfrew Planning report concerning this division of land.”

Carried.

## 9. BYLAWS

Resolution #11

Moved By **Iris Kauffeldt**, sec. by **John Rutledge**

“Being a Bylaw to borrow the sum of Four Hundred Thousand dollars to meet, until the taxes are collected, the current expenditures of the Corporation for the year.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #12

Moved By **John Rutledge**, sec. by **Iris Kauffeldt**

“Being a Bylaw to approve expenditures prior to the approval of the Municipal Budget in any given year.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #13

Moved By **John Rutledge**, sec. by **Iris Kauffeldt**

“Being a Bylaw to establish rules governing the proceedings of council, the calling of meetings, and the conduct of members, staff and the public.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #14

Moved By **Iris Kauffeldt**, sec. by **John Rutledge**

“Being a Bylaw to adopt an expected conduct policy.

Read a first and second time this 19<sup>th</sup> day of January 2022,

Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #15

Moved By **John Rutledge**, sec. by **Iris Kauffeldt**

“Being a By-Law to authorize the electronic signing of documents.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #16

Moved By **Iris Kauffeldt**, sec. by **John Rutledge**

“Being a Bylaw to authorize voting by Vote-by-Mail for the 2022  
Municipal Elections.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

Resolution #17

Moved By **Iris Kauffeldt**, sec. by **John Rutledge**

“Being a Bylaw to provide the interim tax levies for the year 2022 for The  
Township of Brudenell, Lyndoch and Raglan

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

## 10. OTHER BUSINESS

i. Resolution #18

Moved by **Iris Kauffeldt**, sec. by **John Rutledge**

“THAT the Township of Brudenell, Lyndoch and Raglan directs office



staff to open the office at 1:00pm on Mondays starting on January 24th until February 28<sup>th</sup>, 2022, for the purpose of restructuring and reorganizing the files and contents of the office”

Carried.

ii. Resolution #19

Moved by **John Rutledge**, sec. by **Iris Kauffeldt**

“THAT Council directs the Municipal Manager to issue a Request for Proposals (RFP) for IT services.  
AND FURTHER, that the Municipal Manager investigate website upgrades and improvements.”

Carried.

iii. Resolution #20

Moved by **John Rutledge**, sec. by **Iris Kauffeldt**

“That Council allows Mr. Lidtkie to continue to occupy the part of the road allowance where his septic system is located and agrees not to withdraw permission arbitrarily.”

Carried.

iv. Resolution #21

Moved by **Iris Kauffeldt**, sec. by **John Rutledge**

“THAT the Township of Brudenell, Lyndoch and Raglan will provide the Quadeville Community Centre their annual \$3000.00, and if more assistance is required it can be brought back to the table for discussion.”

Carried.

**CLOSED**

Resolution #22

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT Council go into closed session pursuant to the Municipal Act, 2001, Section 239 (3.1) Education or Training Sessions of the Municipal Act

1. for the purpose of training: Council/Staff Communications

AND,

as per Section 239 of the Municipal Act

2. subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (e) litigation or potential litigation including matters before administrative tribunals affecting municipality or board; for the purposes of potential litigation related to a shoreline road application.
3. subsection (b) personal matters about an identifiable individual, including municipal or local board employees for the purposes of reviewing a request for a waiver of fees and/or interest.
4. subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (d) labour relations or employee negotiations for the purposes of discussing employee wages;”

Carried.

Resolution #24

Moved by **Iris Kauffeldt**, sec. **John Rutledge**

“THAT Council comes out of closed session at 9:58 p.m.

3. for the purpose of training: Council/Staff Communications
4. subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (e) litigation or potential litigation including matters before administrative tribunals affecting municipality or board; for the purposes of potential litigation related to a shoreline road application.
5. subsection (b) personal matters about an identifiable individual, including municipal or local board employees for the purposes of reviewing a request for a waiver of fees and/or interest.
6. subsection (b) personal matters about an identifiable individual, including municipal or local board employees and subsection (d) labour relations or employee negotiations for the purposes of discussing employee wages;”

Carried.

Resolution #25

Moved by **John Rutledge**, sec. **Iris Kauffeldt**

“THAT we the Council for the Township of Brudenell, Lyndoch and Raglan uphold the original Shoreline Road Application approval and require the survey to reflect the application. Furthermore, Council directs staff to bring forward a policy, within the next two months, that our procedure will be to always follow the natural severance through straight lines following the existing lot line for any Shoreline Road Application received.”

Carried.

**11. CONFIRMATION BY-LAW**

Resolution #26

Moved by **Iris Kauffeldt**, sec. by **John Rutledge**

“Being a Bylaw to confirm the proceedings of the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan at its Regular Council Meeting of January 19, 2022.

Read a first and second time this 19<sup>th</sup> day of January 2022,  
Read a third time and passed this 19<sup>th</sup> day of January 2022.”

Carried.

**2. ADJOURNMENT**

Resolution #27

Moved by **Iris Kauffeldt**, sec. by **John Rutledge**

“THAT this meeting adjourn at 10:03 pm.”

Carried.

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**Mayor, Sheldon Keller**

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**Deputy Clerk-Treasurer, Virginia Phanenhour**

December 22, 2021

VIA EMAIL

Honourable Doug Ford, Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Honourable Doug Ford,

**Re: Motion Against Quebec's Bill 21**

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At its Regular Meeting of Council held on December 21<sup>st</sup>, 2021, the Town of Bradford West Gwillimbury Council approved the following resolution regarding the Province of Quebec's Bill 21.

Resolution 2021-424      Scott/Sandhu

***WHEREAS Quebec's Bill 21 unfairly discriminates against public-sector workers by directly infringing on their freedom of religion and freedom of expression rights as enshrined into law by the Canadian Charter of Rights and Freedoms;***

***WHEREAS Bradford West Gwillimbury is a growing community that is proud of its diversity and diligently working to tear down barriers, advance anti-racism work and foster an inclusive community;***

***WHEREAS municipalities across Ontario are passing motions condemning Bill 21;***

***AND WHEREAS the Ontario Legislature unanimously passed a motion in 2019 stating: "Ontario and its government shall oppose any law that would seek to restrict or limit the religious freedoms of our citizens; and, that Ontario's Legislature affirms that we value our diversity and assert that we shall promote and protect free expression and the rights of religious minorities, consistent with the Charter of Rights and Freedoms";***

***THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council declares its opposition to Bill 21 and supports efforts to see this discriminatory law overturned; and***

***THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Francois Legault, Premier of Quebec, the Honourable Caroline Mulroney, MPP York-Simcoe, Scot Davidson, MP York-Simcoe, the Association of Municipalities of Ontario, and all other municipalities in Ontario.***  
**CARRIED.**

Thank you for your consideration of this request.

Regards,



**Tara Reynolds**  
**Deputy Clerk, Town of Bradford West Gwillimbury**  
**(905) 775-5366 Ext 1104**  
**[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)**

**CC: Hon. Francois Legault, Premier of Quebec**  
**Hon. Caroline Mulroney, MPP York-Simcoe**  
**Scot Davidson, MP York-Simcoe**  
**The Association of Municipalities of Ontario**  
**All Municipalities in Ontario**



# TOWNSHIP OF MADAWASKA VALLEY

## NOTICE OF APPLICATION AND PUBLIC MEETING

**In the matter of Section 34 of the Planning Act, the Township of Madawaska Valley hereby gives NOTICE OF THE FOLLOWING:**

- i) Application to amend the Zoning By-law 2006-26 of the Township of Madawaska Valley.
- ii) A public meeting regarding an application for an amendment to the Zoning By-law 2006-26 of the Township of Madawaska Valley.

**Subject Lands** The proposed zoning by-law amendment applies to the whole of the Township of Madawaska Valley as it would amend the Zoning By-law on a Township-wide basis. Therefore, a key map is not provided with this notice.

**Public Meeting:** As a result of the **COVID-19 PANDEMIC** The Corporation of the Township of Madawaska Valley will conduct an **ELECTRONIC** Public Meeting to inform the public of the proposed zoning amendment, which will be held on **Tuesday, February 15<sup>th</sup>, 2022, at 9:30 a.m.**

**PLEASE NOTE:** As this will be an **ELECTRONIC** Public Meeting where there will be no physical in person attendance due to the **COVID-19 Pandemic**, you are strongly encouraged to contact the Township Offices, if you have any questions, or input regarding the zoning amendment, prior to the Public Meeting. Furthermore, comments/concerns **must be submitted in writing** prior to the Public Meeting, and **by no later than (noon) on Thursday, February 10<sup>th</sup>, 2022**, to allow Council the ability to fully review any submission(s) prior to the **ELECTRONIC** Public Meeting.

**PARTICIPATION:** The applicant/agent or participant-attendee may request to be placed on the Agenda as a Delegation/Attendee to the Public Meeting, by contacting the Township Offices **to provide an e-mail address** prior to **(noon) on February 11<sup>th</sup>, 2022**.

### **Proposed Zoning By-law Amendment**

The purpose of the amendment is to add Cannabis definitions for air filtration, Cannabis – licensed cultivation and production facility and security fence.

**Air Filtration** means a system designed, approved and implemented in accordance with a license issued by Health Canada as part of its requirements under the *Cannabis Act*, for the purposes of controlling emissions, including odour, or a licensed cannabis cultivation and production facility.

**Cannabis – licensed cultivation and production facility** means any building or structure, licensed and/or authorized to grow, possess, sell, provide, ship, deliver, transport, destroy, test, produce export and/or import cannabis for medical or non-medical purposes, including related research as defined in applicable Federal Regulations as amended from time to time. For the purpose of describing a licensed cannabis cultivation and production facility, cultivation refers to the growing of cannabis, whereas production refers to the processing and producing of cannabis and cannabis related products.

**Security fence** means fencing that is required by Health Canada as part of its license requirements under the *Cannabis Act*.

The amendment will also add cannabis provisions related to separation distances from licensed cannabis production facilities to any residential, commercial, institutional or open space use/zones, and it will add provisions related to lot area, lot frontage and yard requirements for licensed cannabis production facilities.

Additional information regarding the zoning by-law amendment is available for inspection at the Township of Madawaska Valley Municipal office during regular office hours.

*If you wish to be notified of the decision of the Township of Madawaska Valley on the proposed zoning by-law amendment, you must make a written request to the Township of Madawaska Valley.*

*If a person or public body would otherwise have an ability to appeal the decision of the Township of Madawaska Valley to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Madawaska Valley before the by-law is passed, the person or public body is not entitled to appeal the decision.*

*If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Madawaska Valley before the by-law is passed by the Township of Madawaska Valley, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.*

**NOTE:** One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the Municipality to such persons as the Municipality sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.

**DATED** at the Township of Madawaska Valley this 14<sup>th</sup> day of January, 2022.

  
Silas Lorbetski, Manager of Planning, Development & Licencing  
Township of Madawaska Valley  
P.O. Box 1000, 85 Bay Street  
Barry's Bay, Ontario KOJ 1B0  
Telephone: (613) 756-2747 (Ext. 217)  
Email: [slorbetski@madawaskavalley.ca](mailto:slorbetski@madawaskavalley.ca)  
File Number: TWP-2022-01

Tracy Hagar  
Mayor



*Hastings Highlands*

*Beautiful By Nature*

David A. Stewart  
CAO

33011 Highway 62, P.O. Box 130  
Maynooth, Ontario, K0L 2S0

Municipal Office  
Tel: 613-338-2811 ext. 244  
Fax: 613-338-3292

**Notice of an Open House and Public Meeting Concerning  
Proposed Zoning Bylaw Amendment Bylaw 2022-004 (General Provisions)**

**Take Notice**, that the Council of the Municipality of Hastings Highlands will be considering a proposed Zoning Bylaw Amendment according to Section 34(10) of the *Planning Act* to amend definitions, general provisions, and zoning provisions of Bylaw 2004-035 Comprehensive Zoning Bylaw for all of the lands within the Municipality of Hastings Highlands to conform with the general policies in the County of Hastings Official Plan as approved in August 2018. The Municipality is required by s.26(9) of the *Planning Act* to amend the Comprehensive Zoning Bylaw to conform with the Official Plan.

**And that** the Municipality of Hastings Highlands will hold a **virtual open house** on **Friday, April 8, 2022 from 4:00 p.m. to 5:30 p.m.** to give the public an opportunity to review and ask questions about the information and material for the proposed zoning bylaw amendment. To join the virtual open house on Zoom: <https://us06web.zoom.us/j/88303994776?pwd=bGJ0K2UrS0x0SFpmdjIwVk51R3E1UT09>

**And that** the Municipality of Hastings Highlands will hold an **in-person open house** on **Thursday, April 14, 2022 from 9:30 a.m. to 3:00 p.m.** at the Emond Hall, 33011 Highway 62, Maynooth, Ontario to give the public an opportunity to review and ask questions about the information and material for the proposed zoning bylaw amendment, depending on guidance from the public health authority.

**And that** the Council of the Municipality of Hastings Highlands will hold **virtual public meetings** on **Wednesday, March 2, 2022 at 9:00 a.m.** and **Wednesday, May 4, 2022 at 9:00 a.m.** at the Municipal Council Chambers, 33011 Highway 62, Maynooth, Ontario, to consider a proposed zoning bylaw amendment under Section 34 of the *Planning Act*.

**Place for Public Meeting:** Virtual meeting – **please contact the Municipal Office by 4:00 p.m. on the Friday before the meeting** by email to [cbuias@hastingshighlands.ca](mailto:cbuias@hastingshighlands.ca) or by telephone 613-338-2811 Ext. 222 to register to attend via web conference. Please indicate Bylaw 2022-004. To register to attend by web conference **AFTER THAT DATE** please call Ext. 200 prior to the time indicated above and ask to be given the web conference code for the meeting.

**Public input and questions** can be submitted through Have Your Say at [www.hastingshighlands.ca](http://www.hastingshighlands.ca)

**Any person** may attend the open house, public meeting and/or make written or verbal representation either for or against the proposed amendment. Written submission should be directed to the Municipal Planner at the address below.

**If you wish to be notified** of the decision of the Municipality of Hastings Highlands on the proposed Zoning Bylaw Amendment, you must make written request to the address at the top of this page.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Hastings Highlands to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Hastings Highlands before the bylaw is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Hastings Highlands before the bylaw is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

**Additional Information** relating to the proposed amendment is available for inspection at the office of the undersigned and at [www.hastingshighlands.ca](http://www.hastingshighlands.ca) A key map is not provided as the proposed zoning bylaw amendment is for all lands within the Municipality.

For more information about this matter, including information about appeal rights, contact the undersigned.

Dated at the Municipality of Hastings Highlands this 21st day of January, 2022.

  
John Jardine, Municipal Planner  
[jjardine@hastingshighlands.ca](mailto:jjardine@hastingshighlands.ca)

Tracy Hagar  
Mayor



*Hastings Highlands*

*Beautiful By Nature*

33011 Highway 62, P.O. Box 130  
Maynooth, Ontario, K0L 2S0

Municipal Office  
Tel: 613-338-2811 ext. 244  
Fax: 613-338-3292

David A. Stewart  
CAO

**Notice of an Open House and Public Meeting Concerning  
Proposed Zoning Bylaw Amendment Bylaw 2022-005 (Natural Vegetative Buffer Provisions)**

Take Notice, that the Council of the Municipality of Hastings Highlands will be considering a proposed Zoning Bylaw Amendment according to Section 34(10) of the *Planning Act* to amend definitions, general provisions, and zoning provisions of Bylaw 2004-035 Comprehensive Zoning Bylaw for all of the lands within the Municipality of Hastings Highlands to conform with the natural vegetative buffer policies in the County of Hastings Official Plan as approved in August 2018. The Municipality is required by s.26(9) of the *Planning Act* to amend the Comprehensive Zoning Bylaw to conform with the Official Plan.

And that the Municipality of Hastings Highlands will hold a **virtual open house on Friday, April 8, 2022 from 5:30 p.m. to 8:00 p.m.** to give the public an opportunity to review and ask questions about the information and material for the proposed zoning bylaw amendment. To join the virtual open house on Zoom: <https://us06web.zoom.us/j/88303994776?pwd=bGJ0K2UrS0x0SFpmdjltVk51R3E1UT09>

And that the Municipality of Hastings Highlands will hold an **in-person open house on Thursday, April 14, 2022 from 9:30 a.m. to 3:00 p.m.** at the Emond Hall, 33011 Highway 62, Maynooth, Ontario to give the public an opportunity to review and ask questions about the information and material for the proposed zoning bylaw amendment, depending on guidance from the public health authority.

And that the Council of the Municipality of Hastings Highlands will hold **virtual public meetings on Wednesday, March 2, 2022 at 9:00 a.m. and Wednesday, May 4, 2022 at 9:00 a.m.** at the Municipal Council Chambers, 33011 Highway 62, Maynooth, Ontario, to consider a proposed zoning bylaw amendment under Section 34 of the *Planning Act*.

**Place for Public Meeting:** Virtual meeting – please contact the Municipal Office by 4:00 p.m. on the Friday before the meeting by email to [cbujas@hastingshighlands.ca](mailto:cbujas@hastingshighlands.ca) or by telephone 613-338-2811 Ext. 222 to register to attend via web conference. Please indicate Bylaw 2022-005. To register to attend by web conference AFTER THAT DATE please call Ext. 200 prior to the time indicated above and ask to be given the web conference code for the meeting.

Public input and questions can be submitted through Have Your Say at [www.hastingshighlands.ca](http://www.hastingshighlands.ca)

Any person may attend the open house, public meeting and/or make written or verbal representation either for or against the proposed amendment. Written submission should be directed to the Municipal Planner at the address below.

If you wish to be notified of the decision of the Municipality of Hastings Highlands on the proposed Zoning Bylaw Amendment, you must make written request to the address at the top of this page.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Municipality of Hastings Highlands to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Hastings Highlands before the bylaw is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Municipality of Hastings Highlands before the bylaw is passed, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

Additional Information relating to the proposed amendment is available for inspection at the office of the undersigned and at [www.hastingshighlands.ca](http://www.hastingshighlands.ca) A key map is not provided as the proposed zoning bylaw amendment is for all lands within the Municipality.

For more information about this matter, including information about appeal rights, contact the undersigned.

Dated at the Municipality of Hastings Highlands this 21st day of January, 2022.

  
John Jardine, Municipal Planner  
[jjardine@hastingshighlands.ca](mailto:jjardine@hastingshighlands.ca)



Department of Development &  
Property



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-3204  
FAX: 613-735-2081  
www.countyofrenfrew.on.ca

## REQUEST FOR COMMENTS

October 29, 2020

Clerk/Treasurer  
Township Of Brudenell, Lyndoch & Raglan  
42 Burnt Bridge Road  
Palmer Rapids, ON K0J 2E0

Dear Ms. Mantifel:

**Owner:** **Delroy William Ivan Brodofski**

**Location of Land:** **Part of Lot 19, Concession 8  
Geographic Township of Raglan  
Township of Brudenell, Lyndoch & Raglan  
(251.7m x 199m – 1.61 ha. (4 ac.))**

**B39/20**

The above referenced Application For Consent has been received for consideration by the County of Renfrew. A copy of the application is attached. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, your written comments are required.

A Notice of an Application for Consent is attached that includes a key map showing the location of the proposed consent.

Yours truly,

*Alana Zadow*

Alana Zadow, ACST  
Secretary-Treasurer  
Land Division Committee  
azadow@countyofrenfrew.on.ca  
/az

Enclosures

B39/20



Name of Approval Authority:  
County of Renfrew  
9 International Drive,  
Pembroke, ON K8A 6W5  
Tel: 613-735-3204  
Fax: 613-735-2081  
Toll Free: 1-800-273-0183

**APPLICATION FOR CONSENT**  
Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed  
Black arrows (➤) denote prescribed information required under Ontario Regulation 197/96.

MAY 05 2020

**1. OWNER INFORMATION** (Please use additional page for owners with different addresses.)

➤ 1.1 Name of Owner(s): **DELOY WILLIAM IWAN BRODOFSKE**

Mailing Address: <b>449 MOCCASIN LK. ROAD</b>	Town/City: <b>PALMER RAPIDS</b>	Province: <b>ON</b>	Postal Code: <b>K0J-2E0</b>
Telephone No.: (Home) <b>613-758-2156</b>	(Work)		(Fax)
Email Address:			

➤ 1.2 Name of Owner's Authorized Agent (if applicable):

Mailing Address:	Town/City:	Province: <b>ON</b>	Postal Code:
Telephone No.: (Home)	(Work)		(Fax)
Email Address:			

1.3 Please specify to whom all communications should be sent: - Select Option - **1-1**

**2. DESCRIPTION OF THE SUBJECT LAND** (Severed and Retained)  
Complete applicable boxes in 2.1

➤ 2.1 Municipality: - Select One - **BRADWELL, HYUNDA or RAGLAN** Subdivision Lot(s) No.:

Former Township: **RAGLAN** Subdivision Plan No.:

Lot(s) No.: **19** Part(s) No.:

Concession: **B** Reference Plan No.: 49R-

Civic Address of subject lands/Road Name:  
**449-496 MOCCASIN LK. ROAD**

➤ 2.2 Are there any existing easements or restrictive covenants affecting the subject land?  
- Select - **NO** If Yes, describe each easement or covenant and its effect.

**3. PURPOSE OF THIS APPLICATION**

➤ 3.1 Type and purpose of proposed transaction (✓ appropriate box):

Creation of a New Lot     Lot Addition/Lot Line Adjustment (see also 3.3)     Create Easement/Right-of-Way     A Charge/Mortgage

A Lease     A Correction of Title     Other (Please Specify)

➤ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:  
**UNKNOWN**

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)

4.1 Dimensions	Severed	Retained	Lands being added to
Road Frontage	826 FT	1657 FT	--
Depth	652 FT	IRREGULAR	--
Area	4.3 AC	13.29 ACRES	--

4.2 Use of the property	Existing Use(s)	Proposed Use(s)
	VACANT	CAMPING TRAILER
	VACANT	CAMPING TRAILER

4.3 Buildings or Structures	Existing	Proposed
	VACANT	CAMPING TRAILER
	VACANT	CAMPING TRAILER

4.4 Official Plan Designation	Severed	Retained
	RURAL	RURAL

4.5 Current Zoning	Severed	Retained
	RM	RM

4.6 Access (✓ appropriate space)	Severed	Retained	Lands being added to
Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required)

4.7 If access to the subject land is not by a public road you MUST include proof of your right of access (include deed)

With a road easement, you must include a deed. **Select**

▶ 4.8 Water Supply		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ If service is available)		Severed	Retained	Lands being added to
Electricity	N/A <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? - Select - ~~NO~~ **YES**

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? - Select - **NO**

If you answered Yes in 6.1, and if you know, please specify the file number of the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? - Select - **NO**  
If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

**7. OTHER CURRENT APPLICATIONS**

▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (i.e. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? - Select - **NO**

If Yes, and if Known, specify the appropriate file number and status of the application.

Type of Application:

File # (if known):

Number of Applications:

Status (if known):

**8. SKETCH**

▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.

▶ 8.2 The sketch shall show the following information:

- a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;
- d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks\*) that are
  - i. located on the subject lands and on land that is adjacent to it, and
  - ii. in the applicant's opinion may affect the application;
- f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);
- g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;
- h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and
- i. the location and nature of any easement affecting the subject land.

\* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.

**9. OTHER INFORMATION**

9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.

**10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT**

▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information

I, DELROY BRODOFSKE of the Township of Brudenell, Lyndoch And Raglan in the County of Renfrew solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

*Delroy Brodofski*  
Signature of Applicant

Sworn (or declared) before me at the Twp. of BRUDENELL, LYNDOCH AND RAGLAN  
in the COUNTY OF RENFREW  
this 28<sup>th</sup> day of APRIL 20 20

*Mitchell Neuf*  
A Commissioner for Taking Affidavits, etc.

**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**



**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**

(Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_ am the owner(s) of the land that is the subject of this application for a consent and I/we authorize \_\_\_\_\_ to make this application and provide instruction/information on my/our behalf

Date	Signature of Owner
Date	Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_

\_\_\_\_\_ Date Signature of Corporate Representative & Title

\_\_\_\_\_ Date Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**FOR OFFICE USE ONLY**

Committee File No.: B39120

Hearing Date (if appl.): \_\_\_\_\_

Date of Receipt of Application: May 5, 20

Date deemed complete: May 20, 20

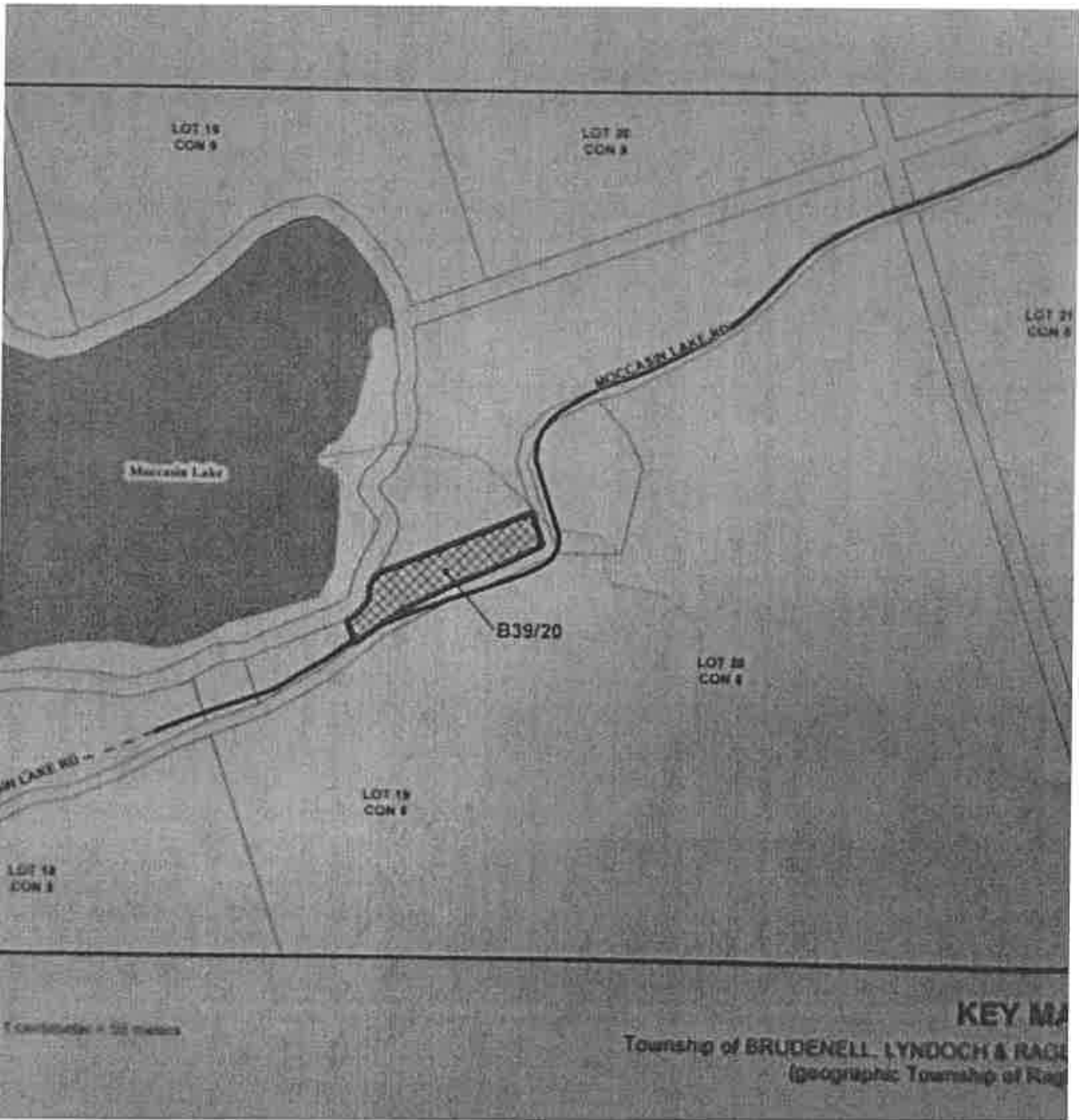
Checked by: \_\_\_\_\_

Authorization of Owner Received: Yes  No  N/A

Date: May 22/20 Alvin Zedew

Secretary-Treasurer, Land Division Committee







**CONTRACT FOR LIBRARY SERVICES**

**between**

**The Killaloe, Hagarty & Richards Public Library Board**

**and**

**The Municipal Corporation of the Townships of Brudenell, Lyndoch and Raglan**

The Council of the Municipality of Brudenell, Lyndoch and Raglan agrees with the Killaloe, Hagarty & Richards Public Library Board that it will pay 50% of the 2022 Provincial Per Household Grant for library service to the Killaloe, Hagarty & Richards Public Library Board.

In return, the Killaloe, Hagarty & Richards Public Library Board agrees to provide library service to the residents and ratepayers of the Municipality of Brudenell, Lyndoch and Raglan. Regulations for use of the Killaloe & District Public Library shall be the same as those which apply to the residents and ratepayers of the Municipality of Killaloe, Hagarty & Richards.

This contract takes effect on January 1st, 2022 and continues in effect unless terminated by either party by written notice to the other party at least four weeks prior to January 1st of any year.

The terms of this contract were approved by Resolution of the Council of the Municipality of Brudenell, Lyndoch and Raglan on \_\_\_\_\_ (day/month/year).

Signing for the Killaloe, Hagarty & Richards Public Library Board:

Chairperson's name: Glenn Allen

Witness's name: Nicole Zummach

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Signing for the Municipality of Brudenell, Lyndoch and Raglan :

Reeve's name: \_\_\_\_\_

Witness's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTRACT FOR LIBRARY SERVICES**

Between  
The Township of Madawaska Valley Public Library Board (the Board)  
And  
The Municipal Corporation for the Township of Brudenell, Lyndoch & Raglan (BLR)

**STATEMENT of FACT:**

The BLR Council contracts with the Township of Madawaska Valley Public Library Board for library services for its residents and ratepayers as per the *Public Libraries Act; R.S.O. 1990, chapter P.44, (the PLA), sec. 29. (1).*

**CONDITIONS:**

- 1) This contract is for a period of one year, renewable annually beginning on the first day of January of the new year.
- 2) This contract is in effect unless terminated by either party by written notice to the other party, at least four (4) weeks prior to January 1<sup>st</sup> of the year following the last contract.
- 3) The Board shall receive 50% of BLR's annual provincial grant for library service (calculated on the number of households in BLR) within ten (10) days of receipt of same, after deducting amounts paid monthly or in part thereof.
- 4) BLR Council may appoint a Councillor to the Board, with full voting rights.
- 5) BLR residents may apply for a position on the Board as per the *PLA, sec. 10. (1) (c) ii.* Such appointments are made under By-Law 2016-17 of the Township of Madawaska Valley.
- 6) The Madawaska Valley Public Library (the Library) will provide annual library services to the residents and ratepayers of BLR free of charge.
- 7) BLR members must renew their memberships annually, as per the duration of the contract.
- 8) Should the Board determine that some library services and/or programmes require fees, as allowed under the *PLA*, ALL library members will be subjected to the schedule of such fees.
- 9) Policies and procedures for the use of the Library apply equally to ALL library users -- MV / BLR residents and ratepayers, seasonal residents, visitors.

The terms of this contract were approved by Resolution of the Council of the Municipality of Brudenell, Lyndoch & Raglan on \_\_\_\_\_.

**Signatories:**

Township of Madawaska Valley Public Library Board:

  
\_\_\_\_\_  
Board Chairman

01/22/2012  
Dated

  
\_\_\_\_\_  
CEO/Secretary - Treasurer

01/22/12  
Dated

Municipal Corporation for the Township of Brudenell, Lyndoch & Raglan:

\_\_\_\_\_  
Mayor

CAO



## **ELECTRONIC PARTICIPATION IN COUNCIL MEETINGS**

1. Pursuant to Section 238 (3.3) of the Municipal Act, 2001 (as may be amended from time to time), members of Council, Local Boards or Committees may participate in meetings electronically.
2. Electronic participation shall mean participation in a meeting by means of any video or audio device such as telephone, video or audio conferencing or other interactive method.
3. When a member is participating electronically, they may be counted in determining whether or not a quorum of members is present at any time during the meeting.
4. Quorum shall mean the number of Members required to be physically present or through electronic participation be present in the meeting room, in order that business may be conducted.
5. The Head of Council or delegate may chair a meeting electronically.
6. The Clerk may Clerk the meeting electronically.

**From:** Joseph Hall <jhall@redirecycling.com>  
**Sent:** January 14, 2022 11:34 AM  
**To:** hkutchkoskie@madawaskavalley.ca; adminassist@blrtownship.ca  
**Subject:** RE: Hazardous Waste Day 2022

Hi Tammy/Hilary  
I called Buckham.  
You have July 16 – joint day.  
August date tho is August 27<sup>th</sup>.

And, they have increased their rate by 4% across the board. There has been no increase to their rates for some time.

Please confirm the increase is acceptable. If not, a tender should be put out ASAP and the only other party that might bid will be Drain All out of Ottawa and then you may not get the dates you have now.

Once confirmed I will reach out to all the stewardship programs to advise of the events.

Thanks  
Joe

**From:** hkutchkoskie@madawaskavalley.ca <hkutchkoskie@madawaskavalley.ca>  
**Sent:** January 14, 2022 10:29 AM  
**To:** adminassist@blrtownship.ca; Joseph Hall <jhall@redirecycling.com>  
**Subject:** RE: Hazardous Waste Day 2022

Morning Tammy,  
Okay good and I'm impressed instead of me chasing this down BLR took the initiative.

You can take this over. LOL  
Hang tight will get some dates going here.  
You will be the new contact at BLR excellent.  
Also can you chase down the garbage truck from BLR. We need one for Bark Lk and there's rumors that BLR has one that cant be licenced because will not pass safety inspection so hence would work for us at Bark Lk internal and never leaves the site?

Joe I have included last years dates for MSHW can you contact Buckam and ask if they are available?,  
Sat July 16, 2022 for Joint Haz day and  
Sat Aug 20, 2022 for Mad Valley  
Once confirmed we will inform Council, I change over the Ad etc

Thanks

Mr. Hilary Kutchkoskie  
Operations Manager  
Township of Madawaska Valley  
P.O Box 1000, 85 Bay Street

Barry's Bay, Ontario, Canada K0J 1B0  
Phone (613) 756-2747 Ext 215 Cell # 613-633-6164 Fax 613-756-0553  
[hkutchkoskie@madawaskavalley.ca](mailto:hkutchkoskie@madawaskavalley.ca)

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**From:** [adminassist@blrtownship.ca](mailto:adminassist@blrtownship.ca) <[adminassist@blrtownship.ca](mailto:adminassist@blrtownship.ca)>  
**Sent:** January 13, 2022 3:22 PM  
**To:** [hkutchkoskie@madawaskavalley.ca](mailto:hkutchkoskie@madawaskavalley.ca)  
**Subject:** Hazardous Waste Day 2022

Good afternoon,

I am inquiring about the Hazardous Waste Day for 2022. We would like to join in with this event again and was wondering if you had a date selected? We are preparing our tax inserts and would like to be able to advertise this to our residents.

Thank you,

### **Tammy Thompson**

*Deputy Clerk - Administrative Assistant*

Brudenell, Lyndoch and Raglan Township

Office: 613-758-2061

Fax: 613-758-2235

[www.blrtownship.ca](http://www.blrtownship.ca)





# INFORMATION REPORT TO COUNCIL

<b>Report Date:</b>	January 28, 2022
<b>Date of Council Meeting:</b>	February 2, 2022
<b>Prepared By:</b>	Andrew Sprunt
<b>Approved By:</b>	Andrew Sprunt
<b>Agenda Item:</b>	New Business
<b>Attachment(s):</b>	None

---

## **Reason for this Report**

To provide Council with Information regarding a request from the Fire Chief for The Township of Madawaska Valley

## **Recommendation**

That Council provide further direction on the matter.

## **Information**

Recently a request was received through the Mayor from the Fire Chief for The Township of Madawaska Valley inquiring about the Township's out of service 2007 Kenworth compactor truck.

Apparently, Madawaska Valley would like to acquire the truck to use at their solid waste site. The use would not be operating the truck outside of their site.

Although the truck is out of service, it has not yet been replaced. Until the truck is replaced it would not be advisable to sell or give the truck away.

The truck has significant residual value as the compactor components and drive train is still functional. The issue as Council is aware primarily the frame and the high cost to make the truck road worthy.

Replacing the truck should happen when a new truck or system has been acquired and proven to fulfill the Township needs.

Renting the Truck to the Township of Madawaska Valley would be beneficial to both Townships. A rental agreement would have to protect BLR from liability as well as requiring the leasing party to maintain and repair the unit as required. It is suggested that \$400, this would assist with covering the depreciation of the asset during the rental.

If Council would like to pursue an offer to rent direction will be required.





**Wishart Municipal Law Group (WMG)  
&  
Expertise for Municipalities Non-Profit Association (E4m)**

***Filling a Council Vacancy:  
Statutory Obligations, Options and Best Practices***

# BACKGROUND

- Andrea Budarick's Council seat was vacated by Court Order and Trevor Lidtkie resigned his position as Councillor
- Council declared both seats vacant on January 19, 2022
- Council is exploring options for filling this vacancy the options available to it under the *Municipal Act, 2001*



# THE LAW

- In the event that a Council seat becomes vacant, Council must declare the seat vacant at its next meeting.
- Section 263(5)1 of the Act states that within 60 days of the declaring the seat vacant, Council must decide whether to fill the vacancy by **by-election** or **appointment** for the remainder of the Council term



# THE LAW

- A vacancy must be filled unless it occurs within 90 days of a regular election
- As mentioned on the previous slide, Council has the following options to fill a vacancy:
  1. By having a by-election (note a by-election may not be held after March 31 in an election year)
  2. By the appointment an individual
- The appropriate bylaws/resolutions for either option will need to be prepared to effect the direction of council in this matter.

# THE LAW

- What happens if half of the remaining Members want a by-election and half want to appoint?
  - If Council fails to determine how they will fill a vacancy within the statutory timeframe, an elector can make an application to Superior Court to force the Municipality to have a by-election
  - Alternatively, Council can also make the application



# THE LAW

- The *Municipal Elections Act* requires that a by-election be conducted in the same manner as regular elections
- The *Municipal Act* does not give guidance as to how an appointment is made



# BY-ELECTION

- If Council chooses to have a by-election they must first pass a bylaw
- The Clerk would then fix the day for the election and prepare the appropriate procedures
- A by-election would have certain costs associated with it and would likely be an unbudgeted activity such that the funds would need to be allocated from the Town's contingency reserve
- COVID-19 poses challenges for paper or mail-in elections

# APPOINTMENT

- Should Council decide to appoint an individual to a vacant seat, the appointee must consent to the appointment and be eligible to hold office
- The appointee does not need to have been a candidate in the previous election
- The appointee does, however, have to be eligible to hold office in the municipality
- Council may consider applications in closed session if they contain personal information
- All votes or decisions related to who will be appointed **MUST** be done in open session.





# APPOINTMENT

- *Municipal Act, 2001, s 256:*
  - Every person is qualified to be elected or to hold office as a member of a council of a local municipality,
    - (a) who is entitled to be an elector in the local municipality under section 17 of the *Municipal Elections Act, 1996*; and
    - (b) who is not disqualified by this or any other Act from holding the office.



# APPOINTMENT

- *Municipal Elections Act, 1996, s 17(2):*
  - 17(2) A person is entitled to be an elector at an election held in a local municipality if, on voting day, he or she,
    - (a) resides in the local municipality or is the owner or tenant of land there, or the spouse of such owner or tenant;
    - (b) is a Canadian citizen;
    - (c) is at least 18 years old; and
    - (d) is not prohibited from voting under subsection (3) or otherwise by law.



# EXAMPLES

## Municipality of Callander

- Mayor passed away
- One month later, a Councillor passed away
- Appointed a Deputy Mayor who then was appointed Mayor
- Recruited and appointed two Councillors

## Township of the North Shore

- Mayor resigned
- Council was divided on how to fill the vacancy
- Several months after the Acting Mayor resigned
- They have a ward system so there was a general by-election for Mayor and a ward specific election for the Council position

# BEST PRACTICE

- To be accountable and transparent to the public Council should adopt a policy on how appointments will be made – before making such an appointment
- Those interested in being appointed should be required to submit a form providing their consent and attesting to their eligibility to hold office



# BEST PRACTICE

- The policy adopted by Council should include:
  - Key attributes they are looking for in a candidate
  - Procedures on how to submit interest to Council by a qualified member of the public
    - Application
    - Formal public presentation by Applicant
    - How Council will evaluate
  - Timeframes for Council to consider interested candidates
  - ETC.



# Contact Us



Tim Harmer  
Wishart Municipal Law Group  
Phone: (705) 949-6700 ext. 233  
[tharmer@wishartlaw.com](mailto:tharmer@wishartlaw.com)



Peggy Young-Lovelace  
Expertise for Municipalities  
Cell: (705) 863-3306  
[peggy@e4m.solutions](mailto:peggy@e4m.solutions)

TREASURER'S STATEMENT OF REMUNERATION AND EXPENSES  
PAID TO COUNCIL, BOARDS AND COMMITTEES  
AS OF DECEMBER 31<sup>ST</sup>, 2021

In accordance with the Municipal Act 2001, S.O. 2001, c.25, Section 284, and By-Law Number 2021-17 of the Township of Brudenell, Lyndoch and Raglan, the following itemized statement of remuneration and expenses paid to each member of Council and members of Committees and Local Boards for the above period is respectfully submitted.

<u>Member of Council</u>	<u>Honourarium</u>	<u>Mileage</u>	<u>Total</u>
Mayor Sheldon Keller	3,825.00	46.80	3,871.80
Councillor Andrea Budarick	2,875.00		2,875.00
Councillor Iris Kauffeldt	2,812.50		2,812.50
Councillor Trevor Lidtkie	2,750.00		2,750.00
Councillor John Rutledge	<u>2,750.00</u>	<u>                    </u>	<u>2,750.00</u>
Total	\$ 15,012.50	\$ 46.80	\$ 15,059.30

<u>Member of Committees</u>	<u>Honourarium</u>	<u>Mileage</u>	<u>Total</u>
Desmond Quade	<u>62.50</u>		<u>62.50</u>
Total	\$ 62.50		\$ 62.50

Dated this 2<sup>nd</sup> day of February, 2021.

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Virginia Phanenhour  
Deputy Clerk-Treasurer