



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Council Meeting March 2, 2022 - 07:00 PM

Present Were:	Mayor,	Sheldon Keller
	Councillor,	Iris Kauffeldt
	Councillor,	John Rutledge
Also Present:	Municipal Manager,	Andrew Sprunt
	Deputy Clerk,	Tammy Thompson
Via Zoom:	Deputy Clerk,	Virginia Phanenhour
	Fire Chief/Facility Manager,	Jordan Genrick
Public Attending:	Via Zoom/Telephone	

**1 Call to Order and Roll Call**

Call to order this Regular Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 2nd day of March 2022 at. 7:05 pm.

Councillor Kauffeldt  
Councillor Rutledge

**2 Adoption of the Agenda**

**Resolution No:** 2022-03-01

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT the Council of the Corporation of the Township of Brudenell Lyndoch and Raglan adopt the agenda as amended to include Section 8.13 - Fire Fighter Certification."

**CARRIED**

**3 Disclosure of Pecuniary Interest**

None

**4 Delegations/Presentations**

**4.1 Renfrew County Delegation**

**Resolution No:** 2022-03-02

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT the Council of the Corporation of the Township of Brudenell Lyndoch & Raglan defer this delegation until further information is available."

**CARRIED**

**5 Adoption of Minutes from Previous Meetings**

**Resolution No:** 2022-03-03

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Regular Council Meeting of February 2nd, 2022 and the Special Council Meeting of February 22nd, 2022, as circulated."

**CARRIED**

**6 Report (s) on Direction Received**

**Resolution No:** 2022-03-04

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the reports as circulated."

**CARRIED**

**6.1 Report on Library Participants from BLR at MV and Killaloe Libraries**

**6.1.1 Direction Re: Filling Council Vacancy**

On February 22nd, 2022 Council gave direction to staff for the preparation of a policy/procedure for filling the two vacant Council seats. And that the policy be brought to the March 2nd, 2022 meeting see item 8.1.

**6.2 Report on Legal Costs**

**Resolution No:** 2022-03-05

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT the Council of the Corporation of Brudenell, Lyndoch Raglan defers this report to the April 6th, 2022 Regular Meeting. To ensure all costs have been captured."

**CARRIED**

**7 Correspondence/Information Items**

**Resolution No:** 2022-03-06

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the correspondence as circulated."

**CARRIED**

**7.1 Municipal Rights-Of-Way and the Telecommunications Industry**

**7.2 AMO LAS E-permitting RFP Selection and Municipal Pilot Project Opportunity**

**7.3 Community Safety and Well-being Plan**

**7.4 Re: Dissolving Ontario Land Tribunal**

**7.5 Canadian Nuclear Laboratories seeking support**

**7.6 Funding Support for Infrastructure Projects**

**7.7 Proposed Planning Tariff of Fee By-law**

**8 New Business**

**8.1 Policy for Filling Vacant Seats**

**Resolution No:** 2022-03-07

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"Council for the Corporation of the Township of Brudenell Lyndoch and Raglan decided to fill the two (2) vacant Ward 2 Councillor positions by appointment and following this process:

1. Applications will be received by the office of the Municipal Clerk using the required form by no later than 12:00 P.M. on Friday March 11, 2022.

2. The Municipal Clerk will confirm the eligibility of Applicants and provide them with the Council Questionnaire.
3. Written responses to the Council Questionnaire are due to the office of the Municipal Clerk by no later than 12:00 p.m. on Monday March 14, 2022.
4. Applicants will be interviewed one at a time at a special meeting of Council to be held March 16, 2022, at 7:00 p.m. and the formal appointment will follow should Council select individuals to fill the seats.
5. Newly appointed members will take their oath of office at the meeting.

Be it resolved that Council adopts the following process for filling the vacant seats:

1. During regular office hours, candidates must file with the Clerk, or the Clerk's designate, completed application and declaration of qualifications forms and provide proof of name and qualifying address.
2. It is the responsibility of the candidate to ensure that they meet all the qualifications and file a complete application.
3. If satisfied that a person is qualified pursuant to the *Municipal Act, 2001* and the *Municipal Elections Act, 1996*, the Clerk shall certify the application by signing the application form.
4. If not satisfied that person is qualified pursuant to the *Municipal Act, 2001* and the *Municipal Elections Act, 1996*, the Clerk shall reject the application and give notice to the person as soon as possible.
5. The Clerks decision to certify or reject an application is final.
6. Applications may be withdrawn by the candidate by filing the withdrawal in writing with the Clerk. There will be a deadline for filing.
7. All eligible Applicants will be given the Council Questionnaire.
8. Each Applicant will be evaluated based on their response to the Council Questionnaire and when interviewed.
9. Members of Council will vote to fill one (1) of the vacant seats and then the second.
10. In the event Council is not able to fill one (1) or both seats an alternative method of selection may be chosen or Council.

Questionnaire:

1. Tell us what you know about the role of Council and good(effective) governance?
2. There is less than a year until the next municipal election. What one thing do you believe is important for Council to accomplish in that time?
3. You have been appointed to represent Ward 2. A group of your constituents are proposing a project and want your support. The project is not in the best interest of the Township as a whole. How would you handle the situation?
4. What motivates you to put your name forward to sit on Council at this time?
5. Describe to us your future vision (10 years from now) of the Township. What would be different from today if anything?

6. Explain what you believe is the most important ethical value a member of Council should consistently demonstrate?"

**CARRIED**

**8.2 NWORA - National Wall of Remembrance Association**

**Resolution No:** 2022-03-08

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby support placing a business card size advertisement in the 9th edition of the NWORA Remembrance Digital Yearbook at a cost of \$319.00 + tax."

**CARRIED**

**8.3 Request of Road Allowance Usage - Jason Stephens**

**Resolution No:** 2022-03-09

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT the Council of the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby directs the Municipal Manager to draft a letter to Jason Stevens providing him with permission to do improvements on the unopened road allowance providing that he provides the Township with adequate proof of liability insurance and further that this permission does not permit at this time the construction of a permanent residence."

**CARRIED**

**8.4 Information Re: Shoreline Road Allowance Application**

**Resolution No:** 2022-03-10

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the Shoreline Road Allowance report regarding Paddler's Coop as information."

**CARRIED**

**8.5 Severance B165/21 Keuhl & Keuhl**

**Resolution No:** 2022-03-11

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan approve the Land Severance Application #B165/21, from Joseph S. Keuhl & Joseph H. Keuhl for the creation of one new lot with the condition that all the conditions as listed in the County of Renfrew Planning report concerning this division of land are met."

**CARRIED**

**8.6 Rate Increase from CWM - Recycling Hauler**

**Resolution No:** 2022-03-12

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan accept this report and Council directs the Municipal Manager to contact CWM and request they provide a formal contract for services reflecting the rate increase and that this matter be brought back to Council at the April 6, 2022, Regular Meeting."

**CARRIED**

**8.7 Fire Chief Report**

**Resolution No:** 2022-03-13

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan accepts the Fire Chief report as presented and directs the Treasurer to include the 2001 GM Top Kick Tanker purchase in the 2022 capital budget."

**CARRIED**

**8.8 Bylaw XXX-XX for Feedback Management Policy**

**Resolution No:** 2022-03-14

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan directs staff to prepare the Feedback Management Policy Bylaw for presentation at the April 6th, 2022 Regular Meeting."

**CARRIED**

**8.9 Bylaw XXXX-XX to Establish Levels of Service**

**Resolution No:** 2022-03-15

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan directs staff to prepare the Bylaw to Establish Levels of Service for presentation at the May 4th, 2022 Regular Meeting."

**CARRIED**

**8.10 Repairs/Replace for Palmer Rapids Garage Heat Source**

**Resolution No:** 2022-03-16

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan accepts this report for replacement of the furnace as presented, further Council authorizes Round Lake Heating and Air Conditioning to install a new stand-alone propane heater in the amount of \$7,622.00 plus HST."

**CARRIED**

**8.11 DRAFT - Bylaw XXXX-XX to Establish Regulating Fire Department Services - Attachment to Come**

**Resolution No:** 2022-03-17

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby accepts the Draft Bylaw to Establish Regulating Fire Department Services and directs staff to proceed with sending the Draft Bylaw to the Ministry of Attorney General for approval."

**CARRIED**

Staff to prepare a report regarding Ice Water Rescue services.

**8.12 Chief Building Official - Report**

**Resolution No:** 2022-03-18

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the Chief Building Official's report as circulated."

**CARRIED**

**8.13 Fire Fighter Certification**

**Resolution No:** 2022-03-19

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT the Council of the Corporation of the Township Brudenell, Lyndoch and Raglan authorizes the Mayor to sign the letter as presented by the Fire Chief, on fire fighter certification, to be sent to the Honourable Sylvia Jones, Solicitor General of Ontario."

**CARRIED**

MPP John Yakabuski, Premier Doug Ford and Warden of the County of Renfrew to be added to recipients.

**9 Financial Report**

**9.1 Audited Financial Statements**

**Resolution No:** 2022-03-20

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the 2021 Financial Statements."

**CARRIED**

**10 By-Laws**

**10.1 Bylaw XXXX-XX to Adopt Human Resources Policy**

**Resolution No:** 2022-03-21

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT By-Law No. XXXX-XX, being a By-Law to adopt the Human Resources Policy, is being deferred to the April 6th, 2022 Regular Council Meeting."

**CARRIED**

**11 Closed Session**

**11.1 To go into Closed**

**Resolution No:** 2022-03-22

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan go into closed session pursuant to the Municipal Act, 2001, Section 239 (2)(b) about matters about an identifiable individual, including municipal or local board employees, and subsection (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board."

**CARRIED**

**11.2 To come out of Closed**

**Resolution No:** 2022-03-23

**Moved By:** John Rutledge

**Seconded By:** Iris Kauffeldt

"THAT Council of the Corporation of the Township of Brudenell Lyndoch & Raglan comes out of closed at 8:38pm."

**CARRIED**



**11.3 Resolution arising from Closed Session**

**Resolution No:** 2022-03-24

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT the Council for the Corporation of Brudenell, Lyndoch and Raglan authorizes staff to act on direction given regarding back taxes."

**CARRIED**

**12 Confirmation By-Law**

**Resolution No:** 2022-03-25

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-12 being a Bylaw to confirm the proceedings of the March 2nd, 2022 Regular Meeting of Council."

**CARRIED**

**13 Adjournment**

**Resolution No:** 2022-03-26

**Moved By:** Iris Kauffeldt

"That this meeting adjourn at 8:39pm."

**CARRIED**

---

Mayor,  
Sheldon Keller

---

Deputy Clerk-Treasurer,  
Virginia Phanenhour