




## Township of Brudenell, Lyndoch and Raglan

October 5, 2022 - Regular Meeting - Amended - 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 Meetings
  - 📎 September 7, 2022 - Regular Minutes
  - 📎 September 16, 2022 - Special Minutes
  - 📎 September 27, 2022 - Special Minutes
- 6 Report (s) on Direction Received
- 7 Correspondence/Information Items
  - 7.1 Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program
    - 📎 Township of Ashfield-Colborne-Wawanos
  - 7.2 Proposal of the Federal Electoral Boundaries Commission Electoral Districts re: Redistribution of Federa
    - 📎 Township of Greater Madawaska
  - 7.3 Strong Mayors Building Homes Act
    - 📎 Town of Plympton-Wyoming
    - 📎 Township of Lucan Biddulph
    - 📎 Municipality of Huron Shores
  - 7.4 Office of the Chief Veterinarian for Ontario (OCVO)
    - 📎 Ministry of Agriculture, Food & Rural Affairs
  - 7.5 Local Immigration Partnership – Lanark & Renfrew Launches Two New Welcoming Community Resources
    - 📎 Manager, Local Immigration Partnership – Lanark & Renfrew
  - 7.6 County Council Summary for September 2022
    - 📎 County Council Summary for September 2022
- 8 New Business
  - 8.1 Severance Application - B82/22 - Keller

- 📎 Application
- 📎 Notice
- 📎 Request for Comment
- 8.2 Asset Management Planning
  - 📎 Staff Report
  - 📎 Addendum 1 - AMP Core Infrastructure
  - 📎 Addendum 2 - AMP Non-Core Infrastructure
  - 📎 Addendum 3 - AMP BCA
- 8.3 Request to Place Matter on Agenda by Councillor Rutledge - Dumping Garbage on Crown Land
  - 📎 Request Form
- 8.4 Request to Place Matter on Agenda by Councillor Rutledge - Public Washrooms at Community Centre
  - 📎 Request Form
- 8.5 Request to Place Matter on Agenda by Councillor Rutledge - Electronic Signs
  - 📎 Request Form
- 8.6 Report from Operations Manager Re: Surplus Equipment Sales
  - 📎 Staff Report - Surplus
- 8.7 The Royal Canadian Legion Ontario Command "Military Service Recognition Book"
  - 📎 Letter of Request
- 8.8 C8497 - Hardwood Lake
  - 📎 CRINS LUA Report
- 9 Financial Report**
- 9.1 Financial Information Report Award Letter
  - 📎 From the Desk of John Yakabuski, MPP - FIR Award
- 9.2 Modernization Funding Report
  - 📎 Modernization Funding Report
- 9.3 Request for funding from reserves
- 10 By-Laws**
- 10.1 Zoning Amendment - Budarick Bylaw 2022-51
  - 📎 Bylaw 2022-51
  - 📎 Schedule A - to Zoning Bylaw
- 10.2 Bylaw 2022-52 - to regulate and license special events within the Municipality.
  - 📎 Bylaw 2022-52
- 10.3 Bylaw 2022-53 - Schedule of Fees
  - 📎 Bylaw 2022-53
- 10.4 Bylaw 2022-54 - for the purpose of setting speed restrictions and naming of Sully Road
  - 📎 Bylaw 2022-54
- 10.5 Bylaw 2022-55 - for the purpose of renaming of Township Highways
  - 📎 Bylaw 2022-55

10.6 Bylaw 2022-56 - to appoint a Bylaw Enforcement Officer

 Bylaw 2022-56

10.7 Bylaw 2022-57 - to appoint Building Inspector

 Bylaw 2022-57

## 11 **Closed Session**

11.1 To go into Closed


"THAT we the 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) for the purposes of subsection;

(b) 3 - personal matters about an identifiable individual. including municipal or local board employees.

(e)1 - litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board."

11.2 To come out of Closed

## 12 **Confirmation By-Law**

 Bylaw 2022-58

## 13 **Adjournment**



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Regular Meeting September 7, 2022 - 07:00 PM

Present Were:	Mayor,	Sheldon Keller
	Councillor,	Wayne Banks
	Councillor,	Valerie Jahn
	Councillor,	Iris Kauffeldt
	Councillor,	John Rutledge
Also Present:	Clerk-Treasurer,	Virginia Phanenhour
	Deputy Clerk,	Tammy Thompson
	Operations 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 7th day of September 2022 at 7:02 pm.

Roll Call:

Councillor Banks

Councillor Jahn

Councillor Kauffeldt

Councillor Rutledge

**2 Adoption of the Agenda**

**Resolution No:** 2022-09-07-01

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as presented."

**CARRIED**

**3 Disclosure of Pecuniary Interest**

None

**4 Delegations/Presentations**

**5 Adoption of Minutes From Previous Meetings**

**Resolution No:** 2022-09-07-02

**Moved By:** Valerie Jahn

**Seconded By:** John Rutledge

"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 August 3rd, 2022, and Special Council Meeting of August 26th, 2022 as presented."

**CARRIED**

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

**6.1 Township of Brudenell, Lyndoch and Raglan – Support Town of South Bruce Peninsulas'**

**Resolution "Physician Subsidy"**

**Resolution No:** 2022-09-07-03

**Moved By:** Valerie Jahn

**Seconded By:** John Rutledge

"**Be it resolved that** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby supports the Town of South Bruce Peninsulas Resolution, R-266-2022, dated July 19, 2022 re: Physician Subsidy;

**And further that** Council directs staff to provide a copy of this resolution of support to the Right Honourable Justin Trudeau, Prime Minister of Canada; John Yakabuski MPP, Renfrew Nipissing, Pembroke; Cheryl Gallant, MP, Renfrew Nipissing, Pembroke; Honourable Stephen Lecce, Minister of Education; Honourable Jean-Yves Duclos, Minister of Health; College of Physicians and Surgeons of Ontario, and all Ontario Municipalities."

**CARRIED**

**7 Correspondence/Information Items**

**Resolution No:** 2022-09-07-05

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

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

**CARRIED**

**7.1 Warming and Cooling Centre Policy**

**7.2 Bill 109 - More Homes for Everyone Act - 2022**

**7.3 Draven Alert System**

**7.4 Mandatory Firefighter Certification**

**7.5 A Reminder from your Integrity Commissioner**

**7.6 Physician Shortages In Ontario**

**7.7 Bill C-233 "Keira's Law"**

**7.8 Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School**

**7.9 Strong Mayors, Building Housing Act**

**7.10 Paddlers Coop Event**

**7.11 Renfrew County Regional Science Fair**

**Resolution No:** 2022-09-07-04

**Moved By:** Valerie Jahn

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby agree to donate \$100.00 in support of the Renfrew County Regional Science Fair."

**CARRIED**

**8 New Business**

**8.1 Library Board Report**

Verbal Report from Councillor Banks:

Karen is resigning at the end of November and a new Librarian will be hired. Fibre network will be coming into the library. Future anticipation for a new library to be built in the same location.

**8.2 Rural Economic Development and Rural Broadband**

Verbal Report from Councillor Jahn:

Councillor Jahn attended the Town hall Zoom meeting; 177 Municipalities attended. Liberal MPS from Alberta started this group to find the issues/concerns that rural communities encounter. This is a shadow group of the cabinet that once in power will have a direction to go. Cell service, going electric, grant availability for small municipalities vs Urban areas are among the topics discussed.

**8.3 Winter Maintenance of Craigmount Rd.**

**Resolution No:** 2022-09-07-06

**Moved By:** Wayne Banks

**Seconded By:** Valerie Jahn

“THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan continue the agreement with Carlow Mayo for the winter maintenance of Craigmount Rd. in the amount of \$1,512.00 for the year.”

**CARRIED**

**8.4 Fire Department - Modernization Funding Request**

**Resolution No:** 2022-09-07-07

**Moved By:** Iris Kauffeldt

**Seconded By:** John Rutledge

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan accept the fire department modernization funding request as presented. And further directs the Fire Chief to sign a contract with Emergency Management Group for CRA and MFP services."

**CARRIED**

**8.5 Request for Tender - Grinding PW-2022-3**

**Resolution No:** 2022-09-07-08

**Moved By:** Wayne Banks

**Seconded By:** Valerie Jahn

“THAT the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the tender from Nad-Core Environmental in the amount of \$17,000.00 plus HST for grinding the Construction and Demolition waste at the Brudenell Waste site.”

**CARRIED**

**9 Financial Report**

**9.1 Financial Report**

**Resolution No:** 2022-09-07-09

**Moved By:** Iris Kauffeldt

**Seconded By:** Valerie Jahn

“THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the Financial Report as presented.”

**CARRIED**

**10 By-Laws**

**10.1 Bylaw 2022-44 - To close a highway, being part of the road allowance along the shore of the Madawaska River**

**Resolution No:** 2022-09-07-10

**Moved By:** Valerie Jahn

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-44 being a Bylaw to close a highway, being part of the road allowance along the shore of the Madawaska River."

**CARRIED**

**10.2 Bylaw 2022-45 - To Appoint Fence Viewers and to Fix the Municipality's Reasonable Fees to Administer the Line Fences Act**

**Resolution No:** 2022-09-07-11

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-45 Being A Bylaw to appoint Raymond Gutz, David Smallpiece, Ronald Hartwick, Richard Voldock and Amanda Phanenhour as Fence Viewers and to Fix the Municipality's Reasonable Fees to Administer the Line Fences Act."

**CARRIED**

**10.3 Bylaw 2022-46 - To dissolve the Joint Municipal Physician Recruitment and Retention Committee**

**Resolution No:** 2022-09-07-12

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-46 being a Bylaw to authorize the Mayor and the Clerk-Treasurer of the Township of Brudenell, Lyndoch and Raglan to execute a bylaw dissolving the Joint Municipal Physician Recruitment and Retention Committee (JMPPRC) and all associated agreements to this committee and program with and between the Township of Brudenell, Lyndoch & Raglan, Township of Killaloe, Hagarty & Richards, North Algona Wilberforce Township, Township of South Algonquin and Madawaska Valley Township."

**CARRIED**

**11 Closed Session**

None



- 12 Confirmation By-Law**  
**Resolution No:** 2022-09-07-13  
**Moved By:** Valerie Jahn  
**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-47 being a Bylaw to confirm the proceedings of the September 7th, 2022 Regular Meeting of Council."

**CARRIED**

- 13 Adjournment**  
**Resolution No:** 2022-09-07-14  
**Moved By:** Wayne Banks

"That this meeting adjourn at 7:41pm."

**CARRIED**

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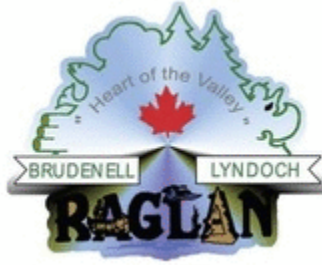
Mayor,

Sheldon Keller

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Deputy Clerk-Treasurer,

Virginia Phanenhour



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Special Meeting September 16, 2022 - 12:00 PM

Present Were:	Mayor,	Sheldon Keller
	Councillor,	Valerie Jahn
	Councillor,	Iris Kauffeldt
	Councillor,	John Rutledge
	Councillor,	Wayne Banks
Also Present:	Clerk-Treasurer,	Virginia Phanhour
	Deputy Clerk,	Tammy Thompson
Public Attending:	Via Zoom/Telephone	

**1 Call to Order and Roll Call**

Call to order this Special Council Meeting for the Corporation of Brudenell Lyndoch and Raglan this 16th day of September 2022 at 12:11 pm.

Roll Call:

Councillor Banks

Councillor Jahn

Councillor Kauffeldt

Councillor Rutledge

**2 Adoption of the Agenda**

**Resolution No:** 2022-09-16-01

**Moved By:** Valerie Jahn

**Seconded By:** Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as amended to include 2 items for discussion in Closed regarding subsection (b) of the Municipal Act."

**CARRIED**

**3 Disclosure of Pecuniary Interest**

None

**4 Purpose**

**4.1 RFP for Winter Sand**

**Resolution No:** 2022-09-06-02

**Moved By:** Valerie Jahn

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan accepts RFP PW2022-4 in the amount of \$74,730.00 plus HST from R.G.T Clouthier Construction Ltd. for the supply and delivery of winter sand."

**CARRIED**

**4.2 Approving Covid Expenditure**

**Resolution No:** 2022-09-16-03

**Moved By:** Valerie Jahn

**Seconded By:** Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan directs the Clerk Treasurer to use \$69,522.00 from COVID-19 funds to cover partial payment of the washroom/change room project AND further directs the Clerk Treasurer to use \$30,473.06 Modernization funding to cover the balance."

**CARRIED**

**4.3 Animal Control /Shelter Services**

Staff directed to seek more information.

- 5 To go into Closed**  
**Resolution No:** 2022-09-16-04  
**Moved By:** Wayne Banks  
**Seconded By:** John Rutledge

"THAT we the 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) for the purposes of subsection;

(b) 2 - personal matters about an identifiable individual. including municipal or local board employees;

(d) 1 - labour relations or employee's negotiations

(f) 2 - advice that is subject to solicitor-client privilege, including communications necessary for that purpose."

- 6 To come out of Closed**  
**Resolution No:** 2022-09-16-05  
**Moved By:** John Rutledge  
**Seconded By:** Valerie Jahn

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan come out of closed session at 1:17 pm."

- 6.1 Resolution #1 - From Closed**  
**Resolution No:** 2022-09-16-06  
**Moved By:** Wayne Banks  
**Seconded By:** Valerie Jahn

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan delegates authority to the Clerk-Treasurer to proceed with commencing tax sales as per Section 373 (1) of the Municipal Act."

**CARRIED**

- 6.2 Resolution #2 - From Closed**  
**Resolution No:** 2022-09-16-07  
**Moved By:** Iris Kauffeldt  
**Seconded By:** John Rutledge

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accepts the letter from Mr. Reiche from Reiche Law in regards to legal services."

**CARRIED**

- 7 Confirmatory By-Law**  
**Resolution No:** 2022-09-16-08  
**Moved By:** Wayne Banks  
**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-48 being a Bylaw to confirm the proceedings of the September 16th, 2022 Special Meeting of Council."

**CARRIED**

- 8 Adjournment**  
**Resolution No:** 2022-09-16-09  
**Moved By:** Valerie Jahn  
"THAT this meeting adjourn at 1:19 pm."  
**CARRIED**

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Mayor, **Sheldon Keller**

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Clerk-Treasurer, **Virginia Phanenhour**



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Special Meeting September 27, 2022 - 07:00 PM

Present Were:	Mayor,	Sheldon Keller
	Councillor,	Valerie Jahn
	Councillor,	Iris Kauffeldt
	Councillor,	John Rutledge
	Councillor,	Wayne Banks
Also Present:	Clerk-Treasurer,	Virginia Phanehour
Via Zoom:	Deputy Clerk,	Tammy Thompson
Public Attending:	Via Zoom/Telephone	

**1 Call to Order and Roll Call**

Call to order this Special Council Meeting for the Corporation of Brudenell Lyndoch and Raglan this 27th day of September 2022 at 7:01 pm.

Roll Call:

Councillor Banks

Councillor Jahn

Councillor Kauffeldt

Councillor Rutledge

**2 Adoption of the Agenda**

**Resolution No:** 2022-09-27-01

**Moved By:** Wayne Banks

**Seconded By:** John Rutledge

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as presented."

**CARRIED**

**3 Disclosure of Pecuniary Interest**

None

**4 Purpose**

**4.1 Purchase of Tractor on Gov Deals**

**Resolution No:** 2022-09-27-02

**Moved By:** Wayne Banks

**Seconded By:** Valerie Jahn

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan allow the Operations Manager to bid on the 2012 International Tractor as listed on GovDeals up to \$50,000 plus HST. Further direct the Clerk Treasurer to process payment using surplus income, the remaining brushing budget line and reserves if required."

**CARRIED**

**5 Confirmatory By-Law**

**Resolution No:** 2022-09-27-03

**Moved By:** Wayne Banks

**Seconded By:** John Rutledge

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2022-49 being a Bylaw to confirm the proceedings of the September 27th, 2022 Special Meeting of Council."

**CARRIED**

- 6 Adjournment**  
**Resolution No:** 2022-09-27-04  
**Moved By:** Valerie Jahn  
That this meeting adjourn at 7:17 pm.  
**CARRIED**

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Mayor, **Sheldon Keller**

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Clerk-Treasurer, **Virginia Phanehour**





**TOWNSHIP OF**  
**ASHFIELD-COLBORNE-WAWANOSH**

82133 Council Line, R.R. #5  
Goderich, Ontario N7A 3Y2

PHONE: 519-524-4669

FAX: 519-524-1951

E-MAIL: [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)

September 2, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 2Y1

Re: Ontario Wildlife Damage Compensation Program

Dear Minister,

Please be advised that at the August 23<sup>rd</sup> meeting, the Council of the Corporation of the Township of Ashfield-Colborne-Wawanosh considered and adopted the following resolution.

Moved by Roger Watt  
Seconded by Jennifer Miltenburg

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing Livestock Investigators and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh request the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program;

AND FURTHER THAT this resolution be circulated to the Association of Municipalities of Ontario and all Ontario Municipalities for their consideration and support.

Carried

I also enclose the letter and resolution that brought the issue to Council's agenda. If you require any clarification or further information, please do not hesitate to contact me.

Sincerely,

Florence Witherspoon  
Municipal Clerk

[acwtownship.ca](http://acwtownship.ca)

The Corporation of the  
**MUNICIPALITY OF TWEED**

255 Metcalf St., Postal Bag 729  
Tweed, ON K0K 3J0  
Tel.: (613) 478-2535  
Fax: (613) 478-6457



Email: [info@tweed.ca](mailto:info@tweed.ca)  
Website: [www.tweed.ca](http://www.tweed.ca)  
[facebook.com/tweedontario](https://www.facebook.com/tweedontario)

July 4, 2022

Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West  
Guelph, ON N1G 4Y2

Dear Minister:

Re: Ontario Wildlife Damage Compensation Program

We are writing to you today on behalf of our municipality regarding the administration fees related to wildlife damage claims. This program is necessary to protect our farm producers from the devastating losses incurred when they lose livestock to predators.

At the June 28, 2022 Regular Council Meeting the attached Resolution was passed by Council.

Our Council's concern is the administration fee paid to municipalities to administer the program on the Ministry's behalf which was recently increased from \$30.00 per claim to \$50.00 per claim.

We have recently contracted for a new Livestock Investigator resulting in the following costs directly related to wildlife claims:

Hourly Rate: \$25.00/hour  
Mileage Rate: .50/km

On the most recent invoice for this service there were three wildlife claims with costs as follows:

1. April 28, 2022 – 3 hours + mileage = \$95.00
2. May 5, 2022 – 2.5 hours + mileage = \$75.00
3. May 8, 2022 – 3.5 hours + mileage = \$120.00

There is also time spent by municipal staff in preparing the wildlife claims for submission and monitoring the claims for payment to the livestock owner.

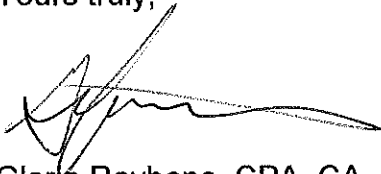
This results in a loss on each wildlife claim for our taxpayers to bear to be able to provide this necessary service to our farm producers.

Ministry of Agriculture, Food and Rural Affairs  
Page 2  
July 4, 2022

We respectfully request that the Ministry consider increasing the administration fee on wildlife claims to help offset the increasing costs associated with Livestock Investigation.

We look forward to hearing from you about this matter at your earliest convenience.

Yours truly,

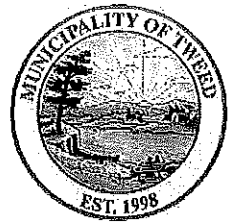
A handwritten signature in black ink, appearing to read 'Gloria Raybone', with a long horizontal flourish extending to the right.

Gloria Raybone, CPA, CA  
CAO/Treasurer

Encl.

cc. Association of Municipalities of Ontario  
Ontario Municipalities

Municipality of Tweed Council Meeting  
Council Meeting



Resolution No.

442.

Title:

Ministry of Agriculture, Food and Rural Affairs

Date:

Tuesday, June 28, 2022

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Moved by

Brian Treanor

Seconded by

Jacob Palmateer

WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Tweed request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to

Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND FURTHER, that this Resolution be circulated to the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration and support.

Carried

\_\_\_\_\_  
Mayor

Council Resolution Form

Date: 26 Aug 2022 No: Resolution No.200-22  
 Moved By: Councillor MacPherson, Seconded by Councillor Frost Disposition: CARRIED.  
 Item No: 3.08.1

Description: Proposal of the Federal Electoral Boundaries Commission re: Redistribution of Federal Electoral Districts

**RESOLUTION:**

WHEREAS the Electoral Boundaries Readjustment Act sets out the Commission's mandate and rules to be applied in redrawing boundaries.

AND WHEREAS the legislation mandates that each electoral district shall, as close as reasonably possible, correspond to the Provincial Electoral Quota.

AND WHEREAS the Federal Electoral Boundaries Commission for Ontario has proposed a new electoral map for consideration at public hearings this fall.

AND WHEREAS the Proposal of the Federal Electoral Boundaries Commission for the Province of Ontario removes the entirety of the Township of Greater Madawaska from the Renfrew-Nipissing-Pembroke electoral district and moves then to the electoral district of Lanark-Frontenac, which is known today as Lanark-Frontenac-Kingston.

AND WHEREAS the electors primarily conduct their business, social circles, family gatherings within the Renfrew-Nipissing-Pembroke electoral district under the boundary proposal would required additional travel time to meet with the MP and/or MPP.

AND WHEREAS the boundary proposal, if approved, could lead to political division within the County of Renfrew when a motion is before County Council requesting all members reach out to the MP and/or MPP.

Recorded Vote Requested by:		
	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

**MAYOR**

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Declaration of Pecuniary Interest:

.....

Disclosed his/her/their interest(s), vacated he/hex/their seat(s), abstained from discussion and did not vote

AND WHEREAS the boundary proposal, if approved, could lead to political division within the County of Renfrew when a motion is before County Council requesting all members reach out to the MP and/or MPP.

AND WHEREAS the Township of Greater Madawaska has developed strong working relationships with the MP and MPP of Renfrew-Nipissing-Pembroke along with various agencies and municipalities, which itself is challenging in rural Eastern Ontario.

AND WHEREAS the current boundary district for Renfrew-Nipissing-Pembroke is -7.87% and the proposal boundary district is -0.27%, the actual fact the population deviation is a mere 9,480 people.

AND WHEREAS the current boundary district for Lanark-Frontenac is -4.43% and the proposal boundary district is -5.84%, the actual fact the population deviation decreases by 1,640.

AND WHEREAS the average population for the current Eastern Ontario Electoral Districts is 111,663 and the proposed Eastern Ontario Electoral district increases to 115,309, for an increase of 3,646, or an increase of 3.25%.

NOW THEREFORE BE IT RESOLVED that the Township of Greater Madawaska strongly opposes the Proposal of the Federal Electoral Boundaries Commission for the Province of Ontario that would remove the Township of Greater Madawaska from the electoral district of Renfrew-Nipissing-Pembroke.

AND FURTHER THAT the Council of Greater Madawaska feels that the County of Renfrew and all of its municipalities are best represented by one singular political voice as represented by the Member of Parliament for Renfrew-Nipissing-Pembroke.

AND FURTHERMORE this motion be sent to all municipalities within the County of Renfrew

Recorded Vote Requested by:

	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____

  
MAYOR

Declaration of Pecuniary Interest:

.....  
Disclosed his/her/their interest(s), vacated he/her/their seat(s),  
abstained from discussion and did not vote



---

Nina Bifulchi, Mayor  
Town of Wasaga Beach  
30 Lewis Street  
Wasaga Beach, ON  
L9Z 1A1  
[mayor@wasagabeach.com](mailto:mayor@wasagabeach.com)

September 9<sup>th</sup> 2022

**Re: Strong Mayors Building Homes Act**

Dear Mayor Bifulchi,

Please be advised that at the Regular Council Meeting on August 31<sup>st</sup> 2022, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Wasaga Beach regarding *Strong Mayors, Building Homes Act*.

**Motion 11**

*Moved by Councillor Netty McEwen*

*Seconded by Councillor Tim Wilkins*

*That Council directs staff to send a letter in support of item 'H', Resolution- Town of Wasaga Beach re Strong Mayors, Building Homes Act*

***Motion Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [dgiles@plympton-wyoming.ca](mailto:dgiles@plympton-wyoming.ca).

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: All Ontario Municipalities



# Township of Lucan Biddulph

270 Main Street  
P.O Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998; E-mail ([info@lucanbiddulph.on.ca](mailto:info@lucanbiddulph.on.ca))

September 14, 2022

Town of Wasaga Beach  
30 Lewis Street  
Wasaga Beach, ON  
L9Z 1A1  
[eamc@wasagabeach.com](mailto:eamc@wasagabeach.com)

AND TO:

Town of Kingsville  
2021 Division Road North  
Kingsville, ON  
N9Y 2Y9  
[jsettington@kingsville.ca](mailto:jsettington@kingsville.ca)

## RE: STRONG MAYORS BUILDING HOMES ACT

Please be advised that at the Regular Council Meeting on September 6, 2022, the Township of Lucan Biddulph Council passed the following motion, supporting the resolutions from the Council of the Town of Wasaga Beach and Town of Kingsville regarding *Strong Mayors, Building Homes Act*.

### **Resolution No. 2022 - 203**

*Moved by D. Regan*

*Seconded by D. Manders*

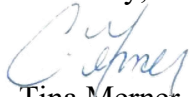
*That Council of the Township of Lucan Biddulph supports the following resolutions regarding opposition to Bill 3, Strong Mayors, Building Homes Act, 2022:*

- *Town of Kingsville dated September 1, 2022*
- *Town of Wasaga Beach dated August 19, 2022*



Should you have any questions regarding the above motion, please do not hesitate to contact our office.

Sincerely,



Tina Merner  
Deputy Clerk

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing ([Steve.Clark@pc.ola.org](mailto:Steve.Clark@pc.ola.org))  
Monte McNaughton, MPP – Lambton, Kent, Middlesex ([Monte.McNaughtonco@pc.ola.org](mailto:Monte.McNaughtonco@pc.ola.org))  
Association of Municipalities of Ontario (AMO) ([amo@amo.on.ca](mailto:amo@amo.on.ca))  
All Ontario Municipalities



August 19, 2022

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
777 Bay Street  
17<sup>th</sup> Floor  
Toronto ON  
M7A 2J3

Dear Minister Clark:

**Re: Strong Mayors, Building Homes Act**

Please be advised that the Council of the Town of Wasaga Beach, during their August 18, 2022 Council meeting adopted the following resolution:

“That Council receive the letter dated August 10, 2022 from the Ministry of Municipal Affairs and Housing pertaining to Strong Mayors, Building Homes Act, for information;

And further that a letter be sent to the Minister of Municipal Affairs and Housing outlining these proposed powers are not appropriate and to outline other ways for the province to institute housing and other matters, and that the motion be circulated to all Ontario municipalities.”

The Town of Wasaga Beach Council does not support the Strong Mayors, Building Housing Act as the proposed changes will not demonstratively speed up the construction of housing and will erode the democratic process at the local level where members of Council have to work together to achieve priorities. What is needed to speed up construction of housing is greater authority for local municipalities to approve development without final clearances from outside agencies after they have been given reasonable time to provide such clearances.

Your favourable consideration of this matter is appreciated.

Should you have any questions, please contact me at [mayor@wasagabeach.com](mailto:mayor@wasagabeach.com) or (705) 429-3844 Ext. 2222.

Yours sincerely,

Nina Bifulchi  
Mayor

c. Members of Council  
All Ontario Municipalities

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-3540

August 10, 2022

Dear Head of Council:

As Ontarians face the rising cost of living and a shortage of homes, our government was re-elected with a strong mandate to help more Ontarians find a home that meets their needs.

Our government also made an election promise to build 1.5 million new homes for the people of Ontario over the next 10 years to address the housing supply crisis.

I am pleased to inform you that our government introduced the proposed Strong Mayors, Building Homes Act on August 10, 2022, that, if passed, would make changes to the *Municipal Act, 2001*, *City of Toronto Act, 2006*, and the *Municipal Conflict of Interest Act*. These amendments would empower mayors in the City of Toronto and City of Ottawa to deliver on shared provincial-municipal priorities and get more homes built faster.

If passed, the proposed changes impacting the City of Toronto and City of Ottawa are intended to take effect on November 15, 2022, which is the start of the new municipal council term. Other growing municipalities could follow at a later date.

If you have any comments or feedback regarding these proposed changes, you may submit them to the Ministry of Municipal Affairs and Housing at: [StrongMayors@ontario.ca](mailto:StrongMayors@ontario.ca).

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark  
Minister



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

COPY VIA EMAIL ([Premier@ontario.ca](mailto:Premier@ontario.ca))

September 1, 2022

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

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to  
Bill 3, Strong Mayors, Building Homes Act, 2022**

---

At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

**Resolution #336-08292022**

Moved by Councillor Kimberly DeYong  
Seconded by Councillor Laura Lucier

**“WHEREAS** the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

**AND WHEREAS** this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

**AND WHEREAS** this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

**AND WHEREAS** this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

**AND WHEREAS** these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

**AND WHEREAS** these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

**THEREFORE**, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at [pparker@kingsville.ca](mailto:pparker@kingsville.ca).

Yours very truly,



Paula Parker  
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
([Steve.Clark@pc.ola.org](mailto:Steve.Clark@pc.ola.org))  
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk  
Isaiah Thorning ([schicp@ola.org](mailto:schicp@ola.org))  
Anthony Leardi, MPP – Essex ([Anthony.Leardi@pc.ola.org](mailto:Anthony.Leardi@pc.ola.org))  
Association of Municipalities of Ontario (AMO) ([amo@amo.on.ca](mailto:amo@amo.on.ca))  
All Ontario Municipalities



**Municipality of Huron Shores**  
7 Bridge Street, PO Box 460  
Iron Bridge, ON P0R 1H0  
Tel: (705) 843-2033 Fax: (705) 843-2035

September 15, 2022

Minister of Municipal Affairs and Housing  
Attn: The Honourable Steve Clark  
777 Bay Street  
17th Floor  
Toronto, ON M7A 2J3

Re: Res. #22-21-23 – Town of Wasaga Beach – Request for Support re: ***Strong Mayors, Building Homes Act***

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #22-21-23 at the Regular Meeting held Wednesday, September 14th, 2022, as follows:

“BE IT RESOLVED THAT the Council of the Municipality of Huron Shores supports, in principle, the Town of Wasaga Beach's opposition of the Strong Mayors, Building Homes Act;

AND THAT a copy of this resolution be sent to the Minister of Municipal Affairs and Housing, and all Ontario municipalities.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,

Natashia Roberts

Chief Administrative Officer (CAO)/Clerk  
NR/KN

Cc: Minister of Municipal Affairs and Housing and all Ontario municipalities

**From:** noreply@salestorme.com <noreply@salestorme.com> **On Behalf Of** Ag Into

**Sent:** September 23, 2022 3:43 PM

**To:** clerk-treasurer@blrtownship.ca

**Subject:** Letter from the Chief Veterinarian for Ontario

**Ministry of Agriculture,  
Food and Rural Affairs**

1 Stone Road West, 5th Floor  
Guelph, Ontario N1G 4Y2  
Tel: 519-826-3577  
Fax: 519-826-4375

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

1, rue Stone ouest, 5e étage  
Guelph (Ontario) N1G 4Y2  
Tél. : 519 826-3577  
Télééc. : 519-826-4375



**Office of the Chief Veterinarian for Ontario (OCVO)**

**September 23, 2022**

**Township of Brudenell, Lyndoch and Raglan  
Clerk-Treasurer  
[clerk-treasurer@blrtownship.ca](mailto:clerk-treasurer@blrtownship.ca)**

**The Canadian Food Inspection Agency (CFIA) has confirmed cases of highly pathogenic avian influenza (H5N1) in Ontario domestic poultry.**

**While the CFIA leads the disease response for highly pathogenic avian influenza and may impose permitting requirements in defined areas of the province, I am writing to inform you and your members of the action that the province is taking to help limit the spread of the virus.**

**On my advice and recommendation as Chief Veterinarian for Ontario, the Minister of Agriculture, Food and Rural Affairs has issued a Minister's Order under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario to reduce the likelihood of disease transmission in domestic birds by limiting direct contact.**



Effective September 23, 2022, this Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health.

This Order will expire on October 22, 2022 but may be extended if required. This Order is similar to the one issued during the Spring 2022 wave of the avian influenza outbreak, with which you may already be familiar.

I also encourage your members to maintain strict biosecurity measures to help reduce the risk of introducing avian influenza to their birds.

Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

For more information on the Minister's Order, please visit [OMAFRA's Avian Influenza webpage](#).

I continue to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation in working together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,

*Original signed by*

Cathy Furness, DVM  
Chief Veterinarian for Ontario



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters, 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2



**Media Release****Local Immigration Partnership – Lanark & Renfrew Launches Two New Welcoming Community Resources**

**(Pembroke-September 28, 2022)** Local Immigration Partnership (LIP) – Lanark & Renfrew launches two new resources to help ensure Ottawa Valley communities are ready to welcome newcomers with open arms with its Community Resource website portal and its Intercultural Development Inventory assessment service.

Thanks to the efforts of the LIP-Lanark & Renfrew's Creating Connections and Agricultural Sector working group members, the team built a digital resource package targeted at community members who support newcomers and build capacity for those interested in helping newcomers. Over 80 resource items have been curated to support various groups across the Ottawa Valley, from what it means to be a good ally to diversity and inclusion training to better understanding the immigration system.

"I believe the Community Resource Website Portal is a vital gem for all in our community. This portal offers a wealth of valuable information for such groups as community members, employers, employment services providers, educators, refugee sponsors, government allies, and those working in the agricultural sector. As a Councillor in Laurentian Valley, this is an essential asset to refer community members when they approach me with questions," shares Keith Watt, Councillor, Laurentian Valley Township and Creating Connection working group member.

LIP – Lanark & Renfrew has also expanded its services to offer the Intercultural Development Inventory® (IDI®) as a complimentary resource to local businesses, organizations, and groups in the Lanark and Renfrew County area. The service is ideal for those looking to increase their group and individual intercultural competency, including recognizing and appreciating cultural similarities and differences and building a more inclusive, diverse, and equitable workplace.

The Intercultural Development Inventory®(IDI®) is a statistically reliable, cross-culturally valid measure of intercultural competence and is widely used in corporate, government, military, not-for-profit organizations, and educational institutions worldwide. The LIP – Lanark & Renfrew team are trained and licensed IDI Qualified Administrators available to work with your organization.

"The senior managers and owner of Tim Hortons Renfrew joined the Local Immigration Partnership (LIP) program in 2022 to start the journey toward a more intercultural mindset and even more inclusive workplace through the Intercultural Development Inventory® (IDI) assessment program. This program has proven extremely valuable, already helping to develop our team as well as

141 Lake Street

Pembroke, Ontario

K8A 5L8

Local Immigration  
Partnership

Lanark &amp; Renfrew

Office: 613-735-4308

Ext. 2878

Local Immigration Partnership  
Partenariat local pour l'immigration  
LANARK & RENFREW

proving to be an amazing resource for information in helping new Canadians and our team members seeking Permanent Residence. The entire LIP team has been amazing to work with, and I believe every employer could benefit from the IDI program," shares Richard Dean, General Manager, Tim Hortons Renfrew.

It takes work to be a welcoming community, and LIP – Lanark & Renfrew is here to support you. Learn more about these new resources by visiting [liplanarkrenfrew.ca/community-resources](http://liplanarkrenfrew.ca/community-resources) and [liplanarkrenfrew.ca/services/facilitation](http://liplanarkrenfrew.ca/services/facilitation).

We acknowledge the financial support of Immigration, Refugees and Citizenship Canada. Local Immigration Partnerships support communities in bringing together service providers, settlement agencies, community groups, employers, municipalities, and other key organizations to create a welcoming and inclusive community for newcomers. In Lanark and Renfrew Counties, the work of the Local Immigration Partnership is administered by Algonquin College's Pembroke Campus.

**For more information,**

**Jodi Bucholtz**  
**Manager, Local Immigration Partnership – Lanark & Renfrew**  
**141 Lake Street**  
**Pembroke, ON K8A 5L8**  
**[bucholj@algonquincollege.com](mailto:bucholj@algonquincollege.com)**  
**613-735-4700, ext. 2712**  
**[liplanarkrenfrew.ca](http://liplanarkrenfrew.ca)**



Local Immigration Partnership  
Partenariat local pour l'immigration  
LANARK & RENFREW

# County Council Summary

**September 28, 2022**

Below you will find highlights of the County of Renfrew County Council meeting from September 28, 2022.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full agenda](#) can be found here.

Meeting [YouTube](#) link

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## Warden's Address

### Key highlights

- Warden Debbie Robinson was pleased to report that the County of Renfrew received the Community Impact Award for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) at the Upper Ottawa Valley Chamber of Commerce 2022 Business Excellence Awards Gala held at Garrison Petawawa. The County was represented by Councillor Michael Donohue, Chair of Health Committee; CAO Craig Kelley; Mathieu Grenier, Deputy Chief Clinical Programs, Emergency Services Department; and David Wybou, Business Development Officer. She noted this year the awards were judged by chamber of commerce executives from across Canada who were not UOV Chamber members, which provided a great opportunity to get not only provincial but national attention for RC VTAC.
- She thanked staff and residents who signed our book of condolences following the passing of Queen Elizabeth II, especially those who shared stories of what the Queen meant to them.
- She noted the past month was spent writing many follow-up letters from delegation meetings at AMO on behalf of the County of Renfrew and the Eastern Ontario Wardens' Caucus. She noted while these meetings with Ministers and Ministry staff are important, the real advocacy work advancing the positions on various issues should be an ongoing venture. Although COVID certainly curtailed activities in the past two years, elected officials are working very hard to make up that ground. With approximately 50 days remaining as Warden, she is determined to use her time as effectively as possible.
- Warden Robinson also acknowledged September 30 as the National Day for Truth and Reconciliation and encouraged everyone to reflect on this day which honours the children who never returned home and survivors of residential schools, as well as their families and communities. She also recommended a visit to the Noojimokamig [new-Gee-mah-gah-mig] Garden at the County Administration Building, which is open to all. She sees it as a wonderful place for quiet reflection.

During the month of September, Warden Debbie Robinson attended 19 meetings regarding County business, including, but not limited to:

- On September 7, she attended a special meeting of the Eastern Ontario Wardens' Caucus. Topics of discussion were the Eastern Ontario Regional Housing Networks Project, the Rural Housing Information System Digital Data Tool and of course, the election of CAO Craig Kelley as the Secretary-Treasurer of the EOWC for the remainder of her term as Chair, which continues until sometime in January.
- On September 22, she attended – along with CAO Craig Kelley and Community Services Chair James Brose – a round table meeting with the City of Pembroke as well as external agencies on the issue of homelessness. Also in attendance was Director of Community Services Laura LePine, Ontario Works Manager Andrea Patrick and Manager of Housing and Homelessness Jennifer Dombroskie.

## Delegations

- Aimee Bailey, an Algonquin elder, knowledge keeper from the Algonquins of Pikwakanagan First Nation and spokesperson for the Circle of Turtle Lodge, appeared virtually and spoke about the significance of the National Day for Truth and Reconciliation on September 30. She encouraged elected officials and area residents to take time to mark the day in a similar way to Remembrance Day. She called it a day to commemorate and to grieve; for the families to grieve, for the Indigenous people to start to heal about the children that were lost, the potential future opportunities that were lost from those children.

## Announcements

- Chief Administrative Officer Craig Kelley provided an end-of-term update on the County of Renfrew [Strategic Plan](#) for the County Council term of 2018-2022.
- Since it was the final County Council meeting prior to the October 24 Municipal Election, Mr. Kelley also recognized the members of County Council who will not be running for a County Council position – Laurentian Hills Mayor Jed Reinwald, Brudenell Lyndoch Mayor Sheldon Keller, Greater Madawaska Mayor Brian Hunt, Madawaska Valley Mayor Kim Love, Whitewater Region Reeve Cathy Regier and Petawawa Mayor Robert Sweet.

## Finance & Administration Committee

### Presented by: Jennifer Murphy, Chair

- CAO Craig Kelley provided a summary of initiatives he has undertaken since taking over the role on September 1, including preparations for the November 23 inaugural meeting and orientation for the new council in December; co-ordinating agenda items for the September and October meetings of the Eastern Ontario Wardens' Caucus; and working with staff on the November 3 County Day at the Ontario Legislature.
- Media Relations and Social Media Coordinator Tina Peplinskie, who joined the County of Renfrew in mid-April, provided an update on her activities. She has written 15 media releases and reviewed and issued an additional 15 media releases prepared by other departments. She has also been working to create consistent messaging with daily posts on Facebook, Twitter and Instagram, including posts about upcoming meetings with the YouTube links for meetings.

- KPMG LLP was awarded the Request for Proposal as the external auditor for the County of Renfrew under delegated authority to the Chief Administrative Officer/Clerk. The proposal for auditing services as submitted by KPMG LLP for 2022 is \$77,250 plus HST and represents a \$20,500 increase over the 2021 audit fees. The five-year proposal for 2022 to 2026 totals \$418,150.00 plus HST.
- County Council passed a resolution to set out 2023 Budget Guidelines as follows:
  - annual levy increase of 2.5%
  - restriction in the use of that levy increase to only 2.5% per year for operating expenses
  - utilization of the annual current value assessment (CVA) weighted growth into capital reserves (estimated at 1.48%)
  - new debt for projects in excess of \$3 million
  - annual Provincial funding of at least \$500 thousand
  - annual Federal Gas Tax funding of at least \$2.6 million
  - minimum Capital Reserve balance of \$2 million.
- County Council passed a resolution to approve the Cost-of-Living Allowance (COLA) increase for non-union staff under Employment By-law #1 be set at 2.0% for 2023.
- County Council approved the 2023 budget schedule, with a two-day budget workshop set for February 22 and 23, 2023.
- County Council adopted a by-law to approve the new policy for the Electronic Monitoring of Employees. This policy is necessary for employers with 25 or more employees. Staff has been notified about this policy and informed it is a requirement of the Employment Standards Act.
- County Council adopted a By-Law to enter into a service agreement with Inkblot Technologies Inc. for an Employee and Family Assistance Program for a two-year period from January 1, 2023 to December 31, 2024. The proposal for 2023 and 2024 is valued at \$26,352 plus HST per year (a fixed fee of \$2.44/per employee/per month). This represents a \$54,648 decrease in EFAP costs when compared to the 2022 fixed fee contract with LifeWorks (\$7.50/per employee/per month).

## Community Services Committee

**Presented by: James Brose, Chair**

- The committee received information about the demolition and rebuild of a housing unit at 202 Cecil Street in Pembroke, which is a single family, rent-geared-to-income (RGI) home that is part of the Renfrew County Housing Corporation portfolio. The intention is to rebuild a duplex on the site that would replace the RGI unit and create an additional affordable rental unit. The cost to complete this is funded through Ministry of Municipal Affairs and Housing – Canada-Ontario Community Housing Initiative (COCHI) funding.
- The Canada-Wide Early Learning and Child Care System guidelines were updated in August. Some of the new directions were highlighted, including extension to November 1, 2022 for licensees to opt into the program.
- County Council passed a resolution requesting the Minister of the Solicitor General and the Commissioner of the Ontario Provincial Police, as well as the Premier’s Office, expand the Amber Alert system by creating a new alert called the Draven Alert, to protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing.

- County Council considered a resolution to support Private Member's Bill C-233 "Keira's Law" which calls upon the House of Commons to support Member of Parliament Anju Dhillon's Private Member's Bill C-233, that will raise the level of education on domestic violence and coercive control for federally appointed Judges. Keira's Law is named after four-year-old Keira Kagan, who was killed while in the custody of her father in 2020. The matter was deferred to a later meeting until the director can provide additional information.
- County Council passed a resolution requesting the Warden send a letter that outlines the current rates of Ontario Works financial support per residents in Ontario, compared to other rates across Canada and provide comment on how that relates to the current inflation rate and other economic realities in Ontario. This is in response to the announced 5% increase to Ontario Disability Support Program rates and the monthly maximum amount for the Assistance for Children with Severe Disabilities Program, however the increase does not apply to the most vulnerable receiving Ontario Works or the Temporary Care Allowance.
- County Council passed a resolution authorizing the County of Renfrew to enter into an agreement with Arnprior Heritage Child Care Centre and Deep Roots Nature & Nursery School for the provision of child-care services.
- County Council passed a resolution authorizing the County of Renfrew to enter into a special needs resourcing agreement with Arnprior Heritage Child Care Centre and Deep Roots Nature & Nursery School.
- County Council passed a resolution to enter into a Wage Enhancement Agreement for the purpose of receiving Wage Enhancement Grant Funding with child-care agencies Centre éducatif Coeur des Jeunes and Deep Roots Nature & Nursery School

## Development & Property Committee

Presented by: Robert Sweet, Chair

- The first three Taste of the Valley events were successfully held on August 19 in Barry's Bay, August 26 in Eganville, and September 24 in Renfrew, with approximately 4,000 visitors in attendance. Events were held in Deep River October 1 and Arnprior October 2. The final event of the season will be held in Cobden on October 15.
- Destination Ontario has started providing [Industry Health Check Reports](#) that include up-to-date data about border crossings, visitation, occupancy rates and spending with comparisons to 2019-2021. The purpose of these reports is to track the tourism industry's recovery efforts from the pandemic. While the information is not broken down at the County level, it is broken down by region providing current data for Ontario's Highlands, which includes Renfrew County.
- Over the past year and a half, the Ottawa Valley Tourist Association (OVTA) has provided media support to two Ontario authors who have written various guidebooks about travelling in Ontario.  
 Laura Byrne Paquet, author and influencer with [OttawaRoadTrips.com](#), has published two books: *Your 100-km Getaway Guide* and *Your Weekend Getaway Guide*. Each book includes chapters about various Ottawa Valley communities within a 100-400 km driving distance from Ottawa, including Arnprior, White Lake and Burnstown, Renfrew, Calabogie and Eganville, Pembroke, Petawawa and Deep River and Barry's Bay.  
 Author Ron Brown has published the sixth edition of *Backroads of Ontario* and the first edition of *Top 170 Unusual Things To See in Ontario* which features various driving routes and

attractions, including Along the Ottawa River: Arnprior to Pembroke, Tripping the Mighty Madawaska River, The Opeongo Pioneer Road, Newfoundland, Bonnechere Caves and Rockingham Church.

- The OVTA has received additional funding support in the amount of \$58,000 from the Ontario's Highlands Tourism Organization for the development of the culinary tourism strategy. The total funding received now covers 100% of the project cost.
- Starter Company Plus spring session had 10 completed participants and 8 participants successfully earn \$4,000 grant awards. Successful grant recipients were Sarah Campanico, Evernew Recovery and Rehabilitation, Petawawa; Rob Campbell, Fire-Que, Renfrew; Carleen Clouthier, Canadian Baby Co., Pembroke; Courtney Enright, Small Town Co., Douglas; Karen Kavanagh, Valley Clean Co., Cleaning Company; Jennifer McGuire, Redneck Recipes, Arnprior; Alexis Sopera, EWE Crafts, Beachburg and Kelly Sperry, Kelly's Salon Services Unbound Inc., Arnprior.
- Enterprise Renfrew County is actively planning Small Business Week events during the week of October 16-20, 2022 in partnership with Renfrew County Community Futures Development Corporation, Upper Ottawa Valley Chamber of Commerce, Local Immigration Partnership and Renfrew and Area Chamber of Commerce, including three virtual sessions and one in-person workshop:
  - Wellness for Entrepreneurs – October 17 (virtual)
  - Purpose Driven Ventures – October 19 (virtual)
  - Leadership for Entrepreneurs and Newcomers – October 20 (virtual)
  - Product Photography Workshop – October 18 (in-person in Pembroke)
- Natural Resources Canada (NRCan) launched the Flood Hazard Identification and Mapping Program to flow federal funding, up to 50% reimbursement for eligible activities, to provinces and territories for eligible flood mapping projects through March 2024. The Province of Ontario has existing light detection and ranging (LIDAR) data for a portion of Renfrew County that can be utilized to create flood hazard identification and mapping. County staff has organized multiple meetings with the local municipalities that are within the LIDAR data area and a number of these municipalities support the County submitting a group application. The Committee directed staff to submit an application to the NRCan Flood Hazard Identification and Mapping Program and if successful, staff will bring back for approval.
- On July 20, 2022, the County hosted its first workshop with interested volunteers from local municipalities to address the changes introduced by Bill 109 with the purpose of a working group to collaboratively identify and implement opportunities to improve/revamp our processes so that we are processing applications in a timely manner, have a consistent approach across the County and avoid the financial implications of the refunding of planning application fees.
- County Council passed a resolution directing staff to initiate the application to consider the draft Official Plan Amendment (OPA) No. 35 in accordance with the requirements of the Planning Act.

## Health Committee

**Presented by: Michael Donohue, Chair**

- The committee heard about a number of core initiatives in relation to long-term care
  - Updates to requirements for homes set aside for pandemic-related isolation
  - Ministry of Long-Term Care funding
  - Public health guidance which will apply to all respiratory illnesses



- Vaccine preparedness
- Amendments to Personal Support Worker Permanent Wage Enhancement Funding Policy
- Miramichi Lodge has partnered with Algonquin College, Pembroke Campus to provide educational space on site at the Lodge for a Personal Support Worker program that commenced on September 6, 2022 with nineteen students.
- Nancy Lemire assumed the role of Director of Care at Miramichi Lodge September 5, 2022. She has been in the role in an acting position since June 2021.
- Commander Amber Hultink co-authored an article entitled, “Palliative paramedicine: Comparing clinical practice through guideline quality appraisal and qualitative content analysis, which has been published in the August 8, 2022 issue of Palliative Medicine.
- The Bivalent vaccine was approved for release by RCDHU on September 12. This vaccine is an adapted version of the Moderna Spikevax COVID-19 vaccine. On September 19, it was made available at Assessment Centres for those who are 70 plus, immunocompromised, and Indigenous/Metis groups. There is currently no schedule for release to other cohorts.
- County Council approved Policy G-011 Declarations and Police Record Checks under the Fixing Long-Term Care Act, 2021 for the Council Members for the Corporation of the County of Renfrew, including the City of Pembroke representatives for the Long-Term Care Homes (Bonnehochere Manor and Miramichi Lodge).
- County Council adopted a By-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the Lease Agreement between the County of Renfrew and Arnprior Regional Health for ongoing tenancy of 275 Ida Street, Arnprior, the current location of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC).

## Operations Committee

**Presented by: Tom Peckett, Chair**

- Close Cut Clearing has been completed along County Road 512 (Foymount Road), from Miller Road to County Structure B257 (Harrington Creek Bridge). Unfortunately, despite best efforts, the project has had several schedule setbacks. Due to additional clearing being required, Hydro One and Bell were delayed in commencing layout and design for the utility relocations. County staff continues to work diligently with both utilities to assist in having all poles and lines moved in a timely fashion. County staff had notified the Design Consultant last year that, in order to potentially move forward with a section of road reconstruction in 2022, the project would be at the western most section of road and include the replacement of B257 (Harrington Creek Bridge). Due to staff turnover within the firm, the necessary approvals were not attained for the bridge replacement project but have now been requested so that works may proceed. Staff will continue to endeavour to move the project forward as efficiently as possible. However, due to the delays already incurred, it is not anticipated that road reconstruction will proceed in 2022.
- The RFP for an Engineering Consultant to complete the design for the reconstruction of County Structure C201 (Broomes Creek Culvert) on County Road 7 (Foresters Falls Road) in the Municipal Township of Whitewater Region was awarded under the delegated authority to the Chief Administrative Officer/Clerk. Though not the lowest cost proposed at \$224,784.00, J.L. Richards & Associates’ proposal included much greater detail on the needs of the structure and the dam, as well as the timelines required for the studies prior to replacement of the dam.

- At the June meeting of Operations Committee, two County Structures, B232 (Cochrane Creek Bridge) and C051 (Harris Creek Bridge) were presented which are scheduled for works in 2023 but do not meet criteria of the County’s Policy PW-02 - Bridge Design and Construction. Under the policy, “all bridge structures under the jurisdiction of the County must be situated on a public right of way, which is maintained year round and have a minimum Average Annual Daily Traffic (AADT) volume of 100 vehicles.” Both of these structures are located on seasonally maintained roads with AADT far below 100. The Committee directed staff to continue with design of County Structures B232 (Cochrane Creek Bridge) and C051 (Harris Creek Bridge), and to review and revise the Bridge Policy to better reflect current practice. Currently there are 17 bridges located on local roads with an AADT less than 100, and 5 of these bridges are located on or at the transition to a seasonally maintained road. There are 38 structure culverts located on local roads with an AADT less than 100, and 4 of these structures are located on or at the transition to a seasonally maintained road.

## **Additional Information**

**Craig Kelley, Chief Administrative Officer/Clerk**

613-735-7288

B82/22



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  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**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.

APR 25 2022

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <b>Cecil Keller and the Estate of Melida Keller</b>			
Mailing Address: <b>59b Ruby Mine Road</b>	Town/City: <b>Palmer Rapids</b>	Province: <b>ON</b>	Postal Code: <b>K0J 2E0</b>
Telephone No.: (Home) <b>(613) 758-2472</b>	(Work)	(Fax)	
Email Address:			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <b>Holly Glofcheskie</b>			
Mailing Address: <b>418 Ferrill Crescent</b>	Town/City: <b>Carleton Place</b>	Province: <b>ON</b>	Postal Code: <b>K7C3Y5</b>
Telephone No.: (Home) <b>(613) 699-1073</b>	(Work) <b>(613) 816-8271</b>	(Fax)	
Email Address: <b>hollyglofcheskie@gmail.com</b>			
1.3 Please specify to whom all communications should be sent: <b>Agent</b>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b> Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <b>Brudenell, Lyndoch &amp; Raglan</b> <input checked="" type="checkbox"/>	Subdivision Lot(s) No.:	Subdivision Plan No.:	
Former Township: <b>LYNDOCH</b>	Part(s) No.:		
Lot(s) No.: <b>Part Lot 31</b>	Reference Plan No.: <b>49R-</b>		
Concession: <b>4</b>	Civic Address of subject lands/Road Name: <b>342 Keller Road</b>		
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <b>No</b> <input checked="" type="checkbox"/> If Yes, describe each easement or covenant and its effect.			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input type="checkbox"/> Creation of a New Lot	<input checked="" type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> 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: <b>Terry D. Keller</b>			

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	select measurement	Retained	select measurement	Lands being added to	select measurement
	Road Frontage	61.00	m <input type="checkbox"/>	188.00	m <input type="checkbox"/>	93.00	m <input type="checkbox"/>
	Depth	182.00	--	500.00	--	64.00	--
	Area	1.7000	ha <input type="checkbox"/>	38.2000	ha	0.5900	ha <input type="checkbox"/>
▶ 4.2 Use of the property	Existing Use(s)	VACANT		VACANT		Residential	
	Proposed Use(s)	VACANT		VACANT		Residential	
▶ 4.3 Buildings or Structures	Existing	NONE		NONE		1 residential dwelling; 1 shed	
	Proposed	NONE		NONE		NONE	
▶ 4.4 Official Plan Designation		Rural Environmental Protection		Rural Environmental Protection		Rural Environmental Protection	
4.5 Current Zoning		RM		SW,RM		SW, 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 checked="" 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 checked="" 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).				
Will a road extension be required?		No	<input checked="" type="checkbox"/>	

▶ 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ 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 checked="" 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)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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? **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? **Yes**

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

**B366/78**

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? **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

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>No</b> <input checked="" type="checkbox"/>	
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):

<b>8. SKETCH</b>	
▶ 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:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>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;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>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 <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>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;</li> <li>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</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* 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.	

<b>9. OTHER INFORMATION</b>	
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, Holly Glofcheskie of the Town of Carleton Place in the County of Lanark 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.

Holly Glofcheskie  
Signature of Applicant

Sworn (or declared) before me at the Town of Carleton Place in the Town County of Lanark this 14 day of April, 2022

[Signature]

A Commissioner for Taking Affidavits, etc.

Stacey Blair, Clerk  
Town of Carleton Place  
A Commissioner for taking Affidavits  
Section 1(2) Chapter C 17 R.S.O 1990

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, Cecil Keller And The Estate Of Melida Keller, am the owner(s) of the land that is the subject

of this application for a consent and I/we authorize Holly Glofcheskie to make this

application and provide instruction/information on my/our behalf. Personally and as Estate Trustee for Melida Keller

April 5 2022  
Date

Cecil Keller  
Signature of Owner

April 5 2022  
Date

Cecil Keller (TRUSTEES FOR MELIDA KELLER)  
Signature of Owner  
Melida Keller

▶ 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.: B82/22

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

Date of Receipt of Application: April 25 22

Date deemed complete: April 25 22

Checked by: [Signature]

Authorization of Owner Received: Yes  No  N/A

Date: Aug 24 22 Alana Zadow

Secretary-Treasurer, Land Division Committee







LOT - Part Lot 34

CON - 4

GEOGRAPHIC TOWNSHIP - LYNDOKH

MUNICIPALITY OF BRUDENELL,  
LYNDOKH and RAGLAN

CIVIC ADDRESS - 342 Keller Road

Palmer Rapids KQJ2E0

SOUTH END ROAD  
FRONTAGE  
KELLER RD  
188M



LOT - Part Lot 34  
 CON - 4  
 GEOGRAPHIC TOWNSHIP - LYNDOKH  
 MUNICIPALITY OF BRUDENELL,  
 LYNDOKH and RAGLAN  
 CIVIC ADDRESS - 342 Keller Road  
 Palmer Rapids K0J2E0

**NOTICE OF AN APPLICATION FOR CONSENT**  
**(Land Severance)**  
**Section 53(5)(a) of the Planning Act and O. Reg. 197/96**

**TAKE NOTICE** that the County of Renfrew has received an application for consent under Section 53(1) of the Planning Act for the following lands:

Application Number: **B82/22**  
Location of Subject Lands: **Part Lot 31, Concession 4, Lyndoch**  
Municipality: **Township of Brudenell, Lyndoch & Ralan**  
Name of Applicant: **Cecil Keller & Est. of Melida Keller**

**PURPOSE AND EFFECT:**

The purpose and effect of the application is to sever a 1.7 ha. (4.2 acre) parcel of lands to be added to an existing 0.59 ha. (1.45 ac.) residential lot owned by Terry D. Keller. A key map showing the approximate location of the proposed consent is on the reverse of this notice.

**OTHER RELATED INFORMATION:**

Pursuant to the Planning Act, this Notice of Application for Consent shall be given to every landowner within 60 metres of the subject land and to prescribed persons and public bodies.

**TO MAKE SUBMISSIONS:**

If you wish to make a written submission, please ensure that your letter/email contains your name, address, telephone number/email address and planning concerns/objections, and that it is addressed to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew, 9 International Drive, Pembroke, Ontario K8A 6W5.

**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.*

*If a person or public body that files an appeal of a decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent does not make written submissions to the Land Division Committee of the County of Renfrew before it gives or refuses to give a provisional consent, the Ontario Land Tribunal (OLT) may dismiss the appeal.*

**NOTICE OF DECISION:**

If you wish to be notified of the decision of the Land Division Committee of the County of Renfrew in respect of the proposed consent, you must make a written request to the Secretary-Treasurer of the Land Division Committee of the County of Renfrew. Such request should contain your name, address, telephone number/email address.

Please refer to the application number in all correspondence and communications.

**ADDITIONAL INFORMATION:**

Additional information concerning this consent application is available for public inspection during office hours at the offices of the Development and Property Department of the County of Renfrew, 9 International Drive, Pembroke, Ontario or you may contact the Secretary-Treasurer of Land Division by telephone at (613) 735-3204 or toll-free 1-800-273-0183. Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m.

Dated at the County of Renfrew this 24<sup>th</sup> day of August, 2022.



**KEY MAP**  
 Township of BRUDENELL, LYNDPOCH & RAGLAN  
 (geographic Township of Lyndoch)

1 centimeter = 50 meters



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

August 24, 2022

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

[dclerk@blrtownship.ca](mailto:dclerk@blrtownship.ca)

Dear Sir/Madame:

**Re: Application for Consent from Cecil Keller & Est. of Melida Keller  
Part of Lot 31, Concession 4, Lyndoch  
Township of Brudenell, Lyndoch & Raglan  
B82/22 (61m x 182m – 1.7 ha. (4.2 ac.)) Lot addition**

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.

Would you kindly gather internal agency comments and submit them with yours.

Yours truly,

**Alana Zadow**

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



# OFFICER OR EMPLOYEE REPORT

**Report Date:** September 30, 2022

**Date of Council Meeting:** October 5, 2022

**Prepared By:** Justin Mishko

**Approved By:** Virginia Phanenhour

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## **Reason for this Report**

To provide Council with advice regarding the development/update of the Asset Management Program.

## **Recommendation**

That Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan allocate \$58,000 + HST of modernization funding allowing staff to retain the services of Roth Integrated Asset Management Strategies for the purposes of updating the Asset Management Plan in order to be compliant with Ontario Regulation 588/17. AND further,

That council is aware that more costs may arise before completion.

## **Legislative Authority**

The following provides Council the authority to enter into agreements.

The *Municipal Act*, 2001, S.O. 2001, c.25, as amended, ("*Municipal Act*") provides that:

Scope of powers

**8** (1) The powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues

Powers of a natural person

**9** A municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Broad authority, lower-tier and upper-tier municipalities

11 (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4).

### **Facts and Issues**

In December 2013, a ten-year Asset Management Plan was created that was intended to serve as a comprehensive reference guide for council, managers and staff, for when infrastructure asset investment decisions are made.

In 2019, the Strategic Asset Management Policy was adopted. This policy was designed to establish consistent standards and guidelines for management of the Township's assets applying sound technical, social and economic principles that consider present and future needs of users and the service expected from the assets.

As per Ontario Regulation 588/17: Asset Management Planning for Municipal Infrastructure, "Every municipality shall prepare an asset management plan in respect of its core municipal infrastructure assets by July 1, 2021, and in respect of all of its other municipal infrastructure assets by July 1, 2023."

There is a critical need for an update and revision to the Township's Asset Management Plan in order to maintain compliance with the Regulation and to receive continued financial support and available grant funding.

Through Local Authority Services (LAS), staff have retained a quote from Roth Integrated Asset Management Strategies (IAMS) to develop and implement an updated Asset Management Plan.

## **Analysis**

### **Asset Management – State of Infrastructure**

#### **Standard Condition Rating**

A standard condition rating system will be developed in collaboration with Township's stakeholders. The condition rating system developed will be consistent across all asset classes, however the application of the different ratings may be adjusted depending on the specific class of asset being assessed. For example, a poor condition element within a building may be assigned based on the Remaining Useful life in years. For a roadway, the condition may be based on a percentage of the total expected useful life remaining. It is recommended to use the International Infrastructure Management Manual five (5) category rating scale.

#### **Data Review and Analysis**

Understanding what assets the Township owns and is responsible for is a critical foundation upon which the Asset Management Plan (AMP) will be built. Relying on existing and readily available data, the following information for the Asset Classes will be developed and consolidated:

- Current replacement value;
- Expected Useful life;
- In Service Date;
- Adjusted life based on condition and obsolescence (where applicable);
- Average age/condition;
- Distribution of age/condition across asset class;
- Location; and
- Unique identifier.

### **Levels of Service**

The levels of service component of an AMP describe what people experience when interacting with in-scope assets.

A Levels of Service (LOS) workshop will be facilitated with key Township stakeholders. The goal of the workshop will be to develop a current and future LOS that will be used as metrics to determine how well the AMP is being leveraged over time. The LOS determined will consist of customer levels of service (CLOS), their related technical/asset levels of service (TLOS) and how they represent the Township's objectives listed within the Asset Management Policy and Strategy. The LOS determined will look to cover qualitative and quantitative analysis, mixed with leading and lagging Key Performance Indicators (KPIs).

If higher level objectives/values are not available, the following areas will be taken into consideration when developing LOS:

- Regulatory/Compliance
- Health and Safety
- Capacity/Spares
- Quality
- Economic
- Environmental/Sustainability

### **Current Service Levels**

When determining the current LOS, it is important to use data from, at most, the two calendar years prior to the year in which the current levels of service are established. The initial LOS will be shaped by what data is currently available for each asset class. Key to any LOS is the availability to data to allow for the current and future measurement.

For each LOS, Roth IAMS will create a corresponding KPI that will be used to measure the improvement against the LOS over time.

### **Demand Management Strategy**

#### **Growth Research**

Roth IAMS will review and consolidate any Township documentation related to future



growth to be included within the AMP. Roth IAMS will also utilize most recent Census data to help build out context around future demand within the Township and their assets. Growth information will be leveraged for future Target LOS, along with activities identified within the Lifecycle Management portion.

### **Lifecycle Management and Financial Strategy**

With clear goals set based on the Proposed LOS, the focus of the AMP will now turn to how to go about achieving the LOS. The two key areas of focus will be on Lifecycle Management (What will be done?) and the development of a Financing Strategy (What will it cost, and where will the money come from?).

#### **Lifecycle Management**

Looking at each asset class uniquely, the Township will develop a Lifecycle Management (LCM) plan for specific assets, and some asset classes as a whole. The LCM will not only consider the current/recommended approach to maintaining each asset but will also be compared to the LOS determined to determine what is achievable. LCM will potentially look at all the following aspects of LCM:

- Acquisition/construction of new assets;
- Renewal of existing assets;
- Operations and maintenance of existing assets;
- Disposition/demolition of existing assets; and
- Replacement of existing assets.

The approach for each asset class will be slightly different due to the varied complexity between the asset classes (furniture tends to be fairly simple, while buildings tend to be extremely complex). Within the LCM it will help with life cycle cost analysis of each asset category helping staff understand the true cost of their assets over their useful life.

#### **Financing Strategy**

With the Proposed LOS, and the LCM strategy for each asset class, Roth IAMS will then begin to develop the capital and maintenance costs required to achieve the Proposed LOS. This information will be prepared for each asset class and in aggregate. Roth IAMS will schedule a working session with the Township finance team to look at the proposed future budgets for capital and maintenance dollars over the 10-year period of the AMP.

In addition to determining the budget required to meet the LOS, Roth IAMS also recommends that we look at the current and future projected funding (from all sources) to support the AMP and develop an estimate of the surplus or shortfall when compared to the costs to achieve the Proposed LOS.

Working together, Roth IAMS and the Township can develop potential strategies on how to overcome any shortfalls, should they exist.

Roth IAMS confirms that the Financing Strategy will address the following items:

- Deferred capital renewal and maintenance backlog;
- Looming future costs;
- 10-year renewal costs and timing; and
- Total and annual average renewal cost.

### **Draft and Final AMP Document**

With the content heavily vetted by the Township throughout the project, Roth IAMS anticipates minimal revisions to be required as part of the preparation of the AMP document. We will revisit the content created in each of the earlier stages of the work to ensure that it fits well together, and that any changes to the scope of work in subsequent phases are reflected in the earlier created content.

### **Improvement Plan**

Throughout the project, Roth IAMS will identify potential strategies that could improve the Township's future AM processes, practices and plans. These items will be summarized in the Improvement Plan section and can be used as a road map for the Township to follow in the time from when the AMP is launched and when the next version of the AMP is prepared.

### **Draft Report Submission and Feedback**

Once the complete draft report is prepared, Roth IAMS will schedule a call to walk through the document with the Township. Following the call, the Township will be given two to three weeks to review the document in detail and provide comments to Roth IAMS. Again, as most of the content should have been previously vetted by the Township, we do not expect major revisions to be required. Following receipt of the comments, Roth IAMS will provide a final AMP document to the Township.

### **Options**

- Option 1      “Do Nothing”. This will result in a significant loss of financial support and grant funding from other agencies.
- Option 2      Retain the services of Roth Integrated Asset Management Strategies for the purposes of updating the Asset Management Plan in order to be compliant with Ontario Regulation 588/17.

### **Addenda**

Addendum 1 – Quotation for Professional and Technical Services for the Development of Asset Management Plan, Core Infrastructure.

Addendum 2 – Quotation for Professional and Technical Services for the Development of Asset Management Plan, Non-Core Infrastructure.

Addendum 3 – Quotation for Professional and Technical Services for the Development of Asset Management Plan, Building Condition Assessments.

for

**Professional and Technical Services for the Development of Township of Brudenell, Lyndoch and Raglan Asset Management Plan**

<b>Task No.</b>	<b>Task Name</b>	<b>Total</b>	<b>Task Total</b>
<b>1.0</b>	<b>Project Management</b>		
1.1	Kick off Meeting	\$140	
1.2	On going Project Management	\$700	
1.3	Project Wrap-up	\$560	<b>\$1,400</b>
<b>2.0</b>	<b>State of Infrastructure [O.Reg 588/17 Sec. 5 (2).3]</b>		
2.1	Asset Data Information Request	\$140	
2.2	Standard Condition Rating Workshops	\$280	
2.3	Data Review and Analysis	\$1,680	
2.4	Draft Content	\$1,400	
2.5	Task Wrap up Call	\$345	<b>\$3,845</b>
<b>3.0</b>	<b>Levels of Service [O.Reg 588/17 Sec. 5 (2).1.i and Sec. 5 (2).2]</b>		
3.1	LOS Workshop	\$280	
3.2	Develop Current LOS/Analyze Data	\$1,680	
3.3	Draft Content Creation	\$1,820	
3.4	Task Wrap up Call	\$345	<b>\$4,125</b>
<b>4.0</b>	<b>Demand Management [O.Reg 588/17 Sec. 5 (2).5]</b>		
4.1	Growth Research	\$280	
4.2	Draft Content	\$700	
4.3	Task Wrap up Call	\$140	<b>\$1,120</b>
<b>5.0</b>	<b>Lifecycle Strategies [O.Reg 588/17 Sec. 5 (2).4]</b>		
5.1	Lifecycle Management Workshop	\$560	
5.2	Draft Content	\$1,540	
5.3	Task Wrap up Call	\$345	<b>\$2,445</b>
<b>6.0</b>	<b>Financial Workshop [O.Reg 588/17 Sec. 5 (2).4]</b>		
6.1	Finance Strategy Workshops	\$560	
6.2	Draft Content	\$1,120	
6.3	Task Wrap up Call	\$345	<b>\$2,025</b>
<b>7.0</b>	<b>Final Report [O.Reg 588/17 Sec. 5 (3)]</b>		
7.1	Improvement Plan	\$1,120	
7.2	Draft AMP	\$2,165	
7.3	Township Feedback	\$560	
7.4	Revisions Based on Township Feedback	\$765	
7.5	Final AMP Submitted	\$65	<b>\$4,675</b>
<b>Totals</b>		<b>Sub Total (Excluding Taxes)</b>	<b>\$19,635</b>



Integrated Asset Management Strategies

for

**Professional and Technical Services for the Development of Township of Brudenell, Lyndoch and Raglan Asset Management Plan (Phase 2)**

<b>Task No.</b>	<b>Task Name</b>	<b>Total</b>	<b>Task Total</b>
<b>1.0 Project Management</b>			
1.1	Kick off Meeting	\$140	
1.2	On going Project Management	\$700	
1.3	Project Wrap-up	\$560	<b>\$1,400</b>
<b>2.0 State of Infrastructure [O.Reg 588/17 Sec. 5 (2).3]</b>			
2.1	Asset Data Information Request	\$140	
2.2	Data Review and Analysis	\$1,400	
2.3	Draft Content	\$1,400	
2.4	Task Wrap up Call	\$345	<b>\$3,285</b>
<b>3.0 Levels of Service [O.Reg 588/17 Sec. 5 (2).1.ii and Sec. 5 (2).2]</b>			
3.1	LOS Workshop	\$280	
3.2	Develop Current LOS/Analyze Data	\$1,400	
3.3	Draft Content Creation	\$1,540	
3.4	Task Wrap up Call	\$345	<b>\$3,565</b>
<b>4.0 Lifecycle Strategies [O.Reg 588/17 Sec. 5 (2).4]</b>			
4.1	Lifecycle Management Workshop	\$560	
4.2	Draft Content	\$1,540	
4.3	Task Wrap up Call	\$345	<b>\$2,445</b>
<b>5.0 Financial Workshop [O.Reg 588/17 Sec. 5 (2).4]</b>			
5.1	Finance Strategy Workshops	\$560	
5.2	Draft Content	\$1,120	
5.3	Task Wrap up Call	\$345	<b>\$2,025</b>
<b>6.0 Final Report [O.Reg 588/17 Sec. 5 (3)]</b>			
6.1	Improvement Plan	\$560	
6.2	Draft AMP	\$2,165	
6.3	Township Feedback	\$560	
6.4	Revisions Based on Township Feedback	\$765	
6.5	Final AMP Submitted	\$65	<b>\$4,115</b>
<b>Totals</b>		<b>Sub Total (Excluding Taxes)</b>	<b>\$16,835</b>



Integrated Asset Management Strategies

## CORPORATE PROFILE

Roth IAMS is a federally incorporated (in 2014), 100% Canadian-Owned company formed for the sole purpose of providing Facility Condition Assessments (BCAs) on large and/or geographical diverse portfolios across Canada.

Our team includes over 80 full-time staff members including Architects, Professional Engineers, Geoscientists, Technologists and Technicians whose shared vision to resolve the world's deferred capital renewal and maintenance backlog crisis. Roth IAMS has been in business providing assessment services for the past eight years, however our staff have provided these services for almost 30 years for over **24,000** properties.

Roth IAMS's core business is BCAs. We are not a design firm that does BCAs in its spare time. We are not an engineering company that does BCAs for a chance to work on the renewal projects. We are not a software company that is trying to sell software licenses.

In addition to our condition assessment expertise, our team members have extensive expertise working with clients to utilize their condition assessment and other technical data (e.g., environmental, energy, functional, sustainability, etc.) to design and execute capital renewal programs. We also provide the following services outlined in Table 1.

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**Table 1 - OUR SERVICES**

<b>Asset Management</b> <ul style="list-style-type: none"><li>• Asset Management Planning</li><li>• Capital Renewal Planning</li><li>• Asset Management Database Maintenance</li><li>• Asset Management Software</li><li>• Data Mining and Analytics</li></ul>	<b>Asset Data Collection</b> <ul style="list-style-type: none"><li>• Accessibility Assessments</li><li>• Energy Auditing and Consulting</li><li>• Asset Inventory and Tagging</li></ul>
<b>Facilities Management</b> <ul style="list-style-type: none"><li>• Preventative Maintenance Planning</li><li>• Facilities Management Plans and Consulting</li><li>• Green Building Strategies, Policies and Procedures</li></ul>	<b>Building Performance</b> <ul style="list-style-type: none"><li>• Building Performance Check-Up</li><li>• Commissioning</li><li>• Re/Retro-commissioning</li></ul>

## BACKGROUND INFORMATION REVIEW

To facilitate the BCA project, the Township is requested to provide the following important information, relevant to the facility being considered for assessment under this proposal:

- Floor plans/CAD drawings (PDF), where available;
- Site plans;
- List of any specific buildings related issues or concerns that exist; and
- Any other previously completed engineering reports.

Upon receipt of the above noted materials, our project team will review the information and integrate it into the findings presented in our reports as applicable.

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### SCOPE OF WORK

The BCA will generally be carried out in accordance with the requirements of the ASTM Standard E2018-15: Standard Guide for Property Condition Assessments. Elements/Components captured during the assessment will be classified using the ASTM E1557 Standard Classification for Building Elements and Related Siteworks - Uniformat II, Level 4. Roth IAMS recommends Uniformat II Level 4 as it provides a better breakdown of the building's components.

The scope will focus on the condition assessment of the base building and site systems as follows:

- A Substructure;
- B Shell;
- C Interiors;
- D Services;
- E Equipment and Furnishings;
- F Special Construction and Demolition; and
- G Site.

The purpose of the BCA will be to capture and document the existing condition of the building and site systems. The BCA report will include a 20-Year Capital Renewal Plan, where major repair and lifecycle replacement of components, that may impact building and site performance, are addressed over the next 20-year evaluation period.



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## METHODOLOGY AND EXCLUSIONS

### Facility Condition Assessments (BCAs) Methodology

Our methodology will include:

- A kick-off meeting (conference call) to discuss our planned approach, provide our site visit schedule and review our document request memo, which will be forwarded thereafter.
- A review of provided documentation including drawings and previous condition reports completed for the building. This may include but not limited to as-built drawings, previous BCAs and technical reports, past and present capital replacements, service agreements and maintenance practices.
- An interview with the building operator/property manager to discuss the current performance of the building and site components, capital renewals completed in the last ten years, and questions that may arise from the document review process;
- A non-intrusive visual site assessment visit to review the current condition of the base building, interior finish and site systems. The assessment of the base building systems will include the buildings' foundation, structure, exterior wall, roof, mechanical, electrical and fire and life safety systems.
- Visual review of the access roadways, the parking lots, walkways and other site features.
- The use of our Capital Asset Management Systems (CAMS) software SLAM (Streamlined Asset Management) CAP, to capture the observed condition of elements assessed.
- As part of the BCA report Roth IAMS will provide a high-level list of potential energy saving opportunities associated with near-term lifecycle replacement recommendations, in the event that the optional energy audit is excluded from our scope of work.
- Each element will be given a condition rating as described in the RFQ as well as a consequence of failure rating.
- The deliverable of a comprehensive BCA report. The BCA report, which will be a SLAM published document will include the 20-Year Capital Renewal Plan and photos to highlight the deficiencies observed. A 20-Year Capital Renewal Plan spreadsheet in Microsoft Excel format, which highlights an opinion of probable cost (OPC) with Class D estimates to address deterioration and deficiencies captured during the site assessment visit, will also be provided with the BCA deliverable. The renewal costs estimated to be less than \$2,000 will be considered as maintenance requirements and excluded from the table. An Excel table will be developed containing the detailed inventory as described in the RFQ. Final reports will be provided in PDF and Microsoft Excel. All photos taken during the site visit will be provided.

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## Exclusions

Excluded from the above scope of work will be the following:

- The review of the building's construction, as-built drawings and proposed improvement drawings for code compliance. We will assume that a duty of care to meet the code was applied at the time of construction;
- Intrusive or destructive testing to confirm system performance;
- Testing of the fire detection and suppression systems;
- Detail or quantitative measurements or material take-offs, engineering or surveying calculations, operating of equipment, or testing of systems or components;
- The entry of confined, hazardous, concealed or inaccessible areas. Vaults or facilities owned by the utility operator, where present, will also not be entered;
- The assessment of barrier free systems or components where present for compliance with current OBC or AODA regulations or guidelines;
- A comprehensive fire and life safety assessment (fire separations, means of egress, etc.); and
- The review of the facility for compliance to the local zoning by-laws.
- Energy Audits

## SCHEDULE

Roth IAMS has the resources to undertake the project and will work with the Township to prioritize the order of the buildings to be completed. Upon award our Project Manager will work with the Township to provide a detailed schedule for the site visits and completion of the reports.

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### FEE

Based on the scope of work Roth IAMS has provided a fee table below with a breakdown of our proposed fee. The table provides a fee for the BCA scope based on the previously BCA information provided.

<b>Table 2 – Roth IAMS Proposed Fee</b>	
<b>Building</b>	<b>BCA (Base Scope)</b>
Township Office	\$2,541.25
Palmer Public Works Garage	\$2,541.25
Palmer Rec Center	\$3,061.25
Palmer Fire Hall 1	\$2,541.25
Quadville Public Works Garage	\$2,541.25
Hardwood Lake Fire Hall #2	\$2,541.25
Quadville Fire Hall #3	\$2,541.25
Brudenell Fire Hall #4	\$2,541.25
<b>Total Base Scope</b>	<b>\$20,850.00</b>

The above fees:

- Are exclusive of applicable taxes;
- Include all nominal expense and disbursements associated with travel;
- Assumes that a safe roof access will be provided. Where a permanent roof access is not provided, The Township through will arrange for a temporary safe roof access; and includes interviews with the buildings' operation staff during the site assessment visit.

## **LIMITATIONS**

All work outlined herein is subject to the following limitations:

1. This proposal was prepared for the consideration of the Townshipship only. Its contents may not be used or disclosed to any party without prior written consent from Roth IAMS.
2. This proposal shall be valid for a period of sixty (60) days from date of issue unless extended by mutual agreement in writing.
3. Any work performed by Roth IAMS will be conducted in accordance with generally accepted industry practices at the time the work is performed.
4. No warranty is expressed or implied or intended by this agreement or by furnishing oral or written reports or findings.
5. The limitation of liability for the work outlined herein is the lessor of the fees paid or actual damages incurred by the Client.
6. Roth IAMS will not be responsible for any consequential or indirect damages.
7. All information provided by the Townshipship is assumed to be correct. Roth IAMS takes no responsibility for the accuracy of technical reports or analysis completed by others that may be reviewed as part of the scope of work outlined herein.
8. Information provided by Roth IAMS is intended for the Townshipship's use only. Roth IAMS will not provide results or information to any party, unless directed in writing by the Township, or unless disclosure is required by law.



**REQUEST TO PLACE A MATTER ON COUNCIL MEETING AGENDA FORM**

**Council or Committee Meeting** Reg COUNCIL Meeting

**Date of Meeting** Oct 5 2022

**Name of Individual** John RUTLEDGE

**Topic or Nature of Item:**

DUMPING GARBAGE ON CROWN BY PIT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

John Rutledge  
**Signature**

**Date:** Sept 5 2022



**REQUEST TO PLACE A MATTER ON COUNCIL MEETING AGENDA FORM**

**Council or Committee Meeting**

Reg Council Meeting

**Date of Meeting**

Oct 5 2022

**Name of Individual**

John Rutledge

**Topic or Nature of Item:**

PUBLIC WASHROOMS AT PALMER COMMUNITY CENTER

John Rutledge  
**Signature**

**Date:** Sept 5/2022



**REQUEST TO PLACE A MATTER ON COUNCIL MEETING AGENDA FORM**

**Council or Committee Meeting**

Reg Council Meetings

**Date of Meeting**

Oct 5 2022

**Name of Individual**

John Rutledge

**Topic or Nature of Item:**

ELECTRONIC SIGNS / for PALMER

/ For BRADENVILLE

John Rutledge  
Signature

Date: Sept 5 / 2022



# EMPLOYEE REPORT

**Report Date:** October 5, 2022

**Date of Council Meeting:** October 5, 2022

**Prepared By:** Jordan Genrick

**Approved By:** Virginia Phanenhour

---

## Reason for this Report

To provide Council with and update regarding surplus Municipal vehicles/equipment.

## Recommendation

That Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan accept this report for information purposes only.

## Facts and Issues

Staff advertised the surplus vehicles and equipment as presented to council at a previous meeting. Some items sold while others were relisted. The 2009 F250 had sold on GovDeals, however when staff were preparing the vehicle it was discovered that the catalytic converters were stolen. Staff reported the incident to GovDeals and issued a refund to the buyer.

- 2009 Ford F250 ¾ ton truck and plow – Scrap
- 2009 Ford Focus – Sold on GovDeals - \$601.02
- 1997 International Tandem with plowing and sanding equipment – sold on GovDeals - \$7891.64
- 2004 Kenworth Compactor - Sold Locally.
- 1997 GMC Top kick Fire Truck – sold on GovDeals - \$5905.66
- 1981 Massy Ferguson 285 Tractor – sold on GovDeals - \$5487.65
- 2 x 40 yard waste containers – Sold Locally.





[www.on.legion.ca](http://www.on.legion.ca)

## **The Royal Canadian Legion Ontario Command**

### ***“Military Service Recognition Book”***

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Ontario Command**, representing **Ontario’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

**The Royal Canadian Legion** Ontario Command is very proud to be printing **10,000 copies** of our **10th anniversary edition** of the **“Military Service Recognition Book”**, scheduled for release by October 2023. This unique remembrance publication recognizes and honours our Province's Veterans and helps us fulfill the Legion's role as the **“Keepers of Remembrance”**. Proceeds raised from this annual appeal are also used to support Veterans Transition Programs to help modern day Veterans that suffer from PTSD and other challenges.

The Legion is recognized as one of Canada’s largest Veterans Support Organizations and we are an integral part of the communities we serve. This project helps ensure the Legion’s continued success. We would like to have your organization's support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”**

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **Ontario Command Campaign Office** toll free at **1-855-241-6967**.

**Thank you for your consideration and/or support.**

Sincerely,

**Derek Moore  
President**



www.on.legion.ca

## The Royal Canadian Legion Ontario Command

### *“Military Service Recognition Book”*

#### Advertising Prices

<u>Ad Size</u>	<u>Cost</u>		<u>HST</u>		<u>Total</u>
Full Colour Outside Back Cover	\$2345.13	+	\$304.87	=	\$2650.00
Inside Front/Back Cover (Full Colour)	\$2039.82	+	\$265.18	=	\$2305.00
2 Page Spread (Full Colour)	\$3261.06	+	\$423.94	=	\$3685.00
Full Page (Full Colour) <b>7" X 9.735"</b>	\$1632.74	+	\$212.26	=	\$1845.00
½ Page (Full Colour) <b>7" X 4.735"</b>	\$915.93	+	\$119.07	=	\$1035.00
¼ Page (Full Colour) <b>3.375" X 4.735"</b>	\$553.10	+	\$71.90	=	\$625.00
1/10 Page (Full Colour b/card) <b>3.375" X 4.735"</b>	\$331.86	+	\$43.14	=	\$375.00

**H.S.T. Registration # 10686 2824 RT0001**

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the Ontario Command.



PLEASE MAKE CHEQUE PAYABLE TO:

The Royal Canadian Legion  
Ontario Command  
(RCL ON)  
(Campaign Office)  
P O Box 8055, Station T CSC  
Ottawa, ON K1G 3H6





**Rogers Communications**  
8200 Dixie Rd.,  
Brampton, Ontario  
Attn: Eric Belchamber, *agent for*

August 17, 2022

**RE: C8497 – Hardwood Lake**  
**CRINS Case Number 2112-0301-4852 **CONDITIONALLY APPROVED****

Dear **Eric Belchamber**:

Attached please find a Notice of Completion for the above-referenced facility.

We advise that **Rogers Communications** has completed its obligations for Public Consultation as outlined in Innovation, Science and Economic Development Canada's Client Procedure Circular "*CPC 2-0-03 Radiocommunications and Broadcast Antenna Systems, Issue 5*" as prescribed in the Protocol adopted by the **Township of Brudenell, Lyndoch and Raglan**.

Attached, you will note the new format for the Notice of Completion attached to this letter.

Additionally, please be advised that the **Township of Brudenell, Lyndoch and Raglan** will provide additional feedback as appropriate in the accompanying *Land Use Authority Recommendations Report*.

You will receive this report shortly under separate cover. The report outlines the recommendations of the Land Use Authority with respect to the construction and operations of the site, and outlines any conditions attached to the Land Use Authority's approval of the proposed facility.

Should you have any questions, please contact the undersigned or the Land Use Authority.

Sincerely yours,

Todd White  
Executive Director



## Notice of Completion

**In the matter of:**

### **C8497 – Hardwood Lake**

a radiocommunications facility being proposed by the Proponent,

**Rogers Communications, Inc.**  
**8200 Dixie Road, Brampton, ON L6T 0C1**

for commissioning in the jurisdiction of the Land Use Authority, the

**Township of Brudenell, Lyndoch and Raglan**

Pursuant to the *Radiocommunications Act*, and the procedures set forth in *Client Procedures Circular (CPC) 2-0-03*, the above noted proposal for a radiocommunications facility was presented by the Proponent for consultation with the Land Use Authority and supporting regulatory agencies, adjacent landowners and, as appropriate, members of the general public.

The consultation was conducted in accordance with the CRINS-SINRC Reference Protocol, Issue 5, as amended, as the protocol adopted by the Land Use Authority as a member of CRINS-SINRC, and brought into force through by-law.

We advise the Minister of Innovation, Science and Economic Development (ISED), as the designated representative of the Land Use Authority, that the proponent has completed the consultation according to the Protocol.

Dated and affixed with our Seal in the City of Ottawa, Ontario, Canada.



**August 10, 2022**



## Lyndoch and Raglan Brudenell

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8497-"Hardwood Lake"**

August 10, 2022

**CRINS-SINRC# 2112-0301-4852**

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## 1. Introduction

The purpose of the *Land Use Authority Recommendation Report* is to detail the review process conducted for an application submitted through CRINS-SINRC to a participating Land Use Authority (LUA) for the siting and construction of an antenna system, as well as defining the participating LUA's expectations relating to the location and design of radiocommunications facilities.

This report is a deliverable resulting from the LUA's adoption of the CRINS-SINRC Reference Protocol, Issue 5 (2020) which applies to any proponent planning to install a new or modify an existing radiocommunications facility regardless of the type of installation or service. This includes, but not limited to:

- Personal Communications Services (PCS);
- Cellular operators;
- Fixed wireless operators;
- Broadcasting operators;
- Land-mobile operators;
- License-exempt operators; and,
- Amateur radio operators.

All new radiocommunications facilities are expected to follow this process to obtain either a Notice of Facility Exemption or a Notice of Completion relating to the consultation and the corresponding Land Use Authority (LUA) Recommendations Report.

## 2. Subject Property

The proposed installation is located at coordinates  $45^{\circ} 13' 0.650''$  N,  $77^{\circ} 26' 17.93''$  W on parcel [PIN 576040004] ( 109 Schutt Rd. , ) and is designed as a **90m Guyed Tower** structure, with **Ground Building** to house the Proponents equipment.

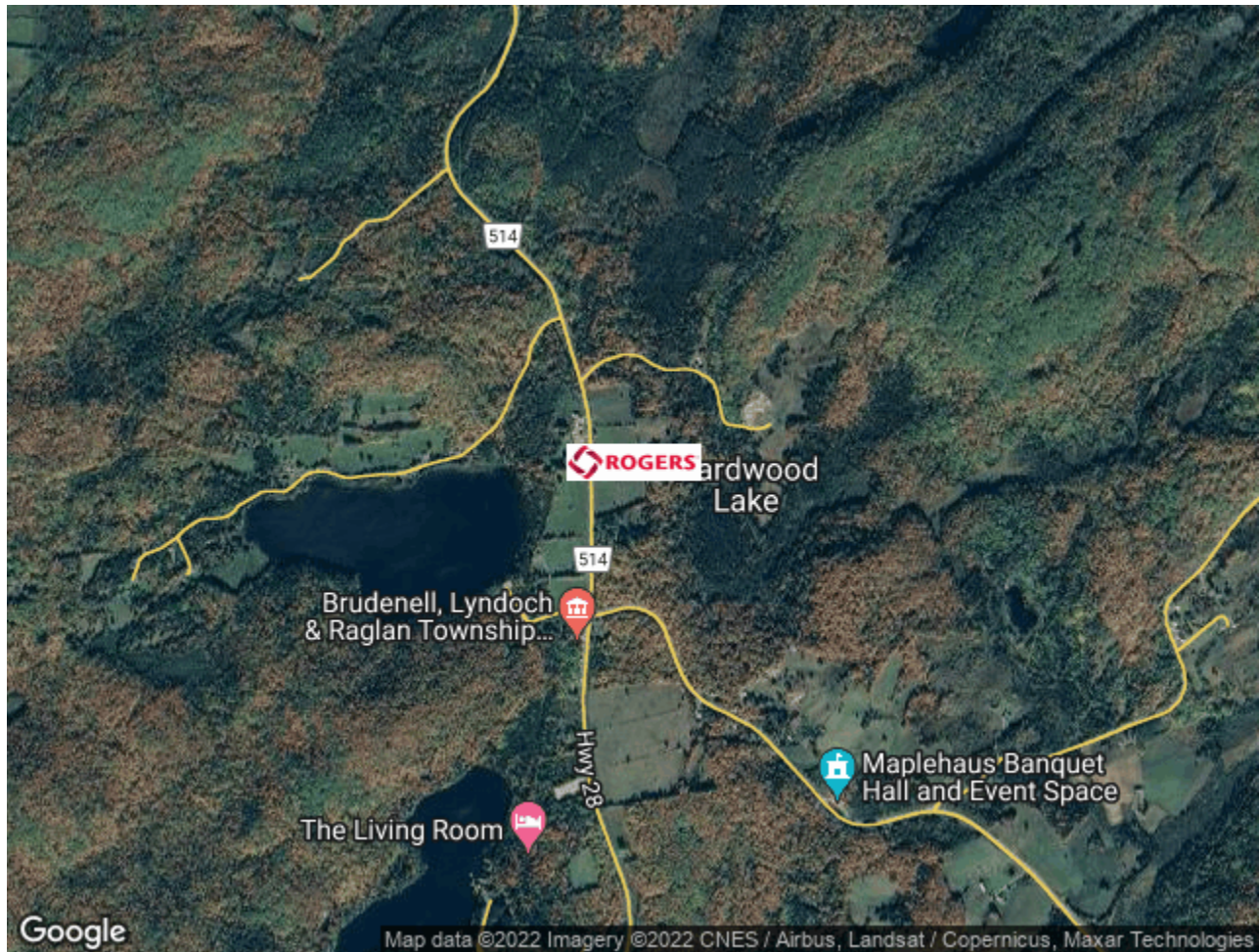


Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

Rogers proposes a 90m guyed tower to improve service in the area.





Figure 2- Example of Knock Down Guyed Tower (Type G)

The Proponent is seeking a Notice of Completion for the installation.

### 3. Statement on Land Use

The LUA considers all proposals in the context of its existing Land Use Plans, as well as its mandate for ensuring the safety and security of persons and property which may be affected by a proposed development. The proposed radiocommunications site has been reviewed and the following sections represent the LUA's assessment of the proposed site relative to existing land use practices.

#### 3.1. Community Sensitive Locations

While antenna systems have become common infrastructure in the public realm, some areas of a municipality may contain cultural, natural or historical assets which may be diminished by the introduction of antenna systems. ISEDC provides for exclusions from consultation for proposals which are deemed low impact in nature, or related to maintenance of existing structures. While in general terms, such exclusions are reasonable, there exists individual instances where such exclusions may have a disproportionate negative impact on the public realms.

The LUA will generally recognize an exclusion provided that the site is not located in a **Community Sensitive Location**.

If a proposed site is located in a *Community Sensitive Location*, the Proponent may be asked to proceed with a Public Consultation due to the sensitive nature of the site, even though it may otherwise qualify for exempt status. The LUA will advise both the Proponent, as well as Innovation, Science and Economic Development Canada, as to its concerns in these situations.

If a proposed site is a non-exempt facility and is located in a Community Sensitive Location, public consultation will be required in all cases, and the proponent should expect that a community sensitive location will invoke a "High" degree of visual change under ASDF Criteria.

A **Community Sensitive Location** is defined as being:

- 1) on or near a designated *Heritage Property*;
- 2) located in an *area of Architectural Significance*;
- 3) located in an *area of Archeological Significance*; or,
- 4) in a *Natural Conservation Area*.

In the case of the current proposal, we advise the Minister that the proposed antenna system:

	is not believed to have any adverse effects on a <i>Community Sensitive Location</i> according to the Protocol.	
	may impact an area deemed to be architecturally significant whether or not each of the individual properties/assets have received a federal, provincial or municipal Designation.	
	may impact properties that have received a federal, provincial or municipal Designation(s), and are registered in the <i>Canadian Register of Historic Places</i> .	
	may impact an area deemed to be a Natural Conservation area or park.	

### 3.2. Zoning and Compatibility with Existing Plans

The proposed site encompasses a Based on the allowable uses and in reference to the current proposal we advise the Minister that the proposed antenna system:

	is proposed in an area in which the current zoning by-laws of the Land Use Authority allow for industrial or commercial enterprises which have the potential for light, noise or other emissions. As such, an antenna system is consistent in nature with the allowable uses of the zone – even if not explicitly declared.	
	is proposed in a commercial, or other zoned area that does not include any residential uses.	
	is proposed in a mixed-use area with both commercial and residential uses.	
	is proposed within a residential, environmentally protected, or nature area.	

### 3.3. Fire Routing and Access – National Fire Code

We advise the Minister that the site layout for the proposed antenna system, per the submitted site plan:

	satisfies the needs of the Land Use Authority to provide emergency services to the site, including the protection of adjacent structures on the same property, or any adjacent properties.	
	requires modification to the site design to conform to the requirements of the Land Use Authority to be able to provide emergency services to adjacent structures on the same property, or adjacent properties	
	does not allow for the provision of emergency services including the protection of adjacent structures or properties.	

### 3.4. Health Canada Safety Code 6

All radiocommunication facilities, irrespective of the nature of the antenna system, or physical form is required to operate within the limits specified in the Health Canada guidelines for electromagnetic radiation emissions – Safety Code 6 - which has been adopted by Innovation, Science and Economic Development Canada for use with all radiocommunications facilities.

To that end, a Proponent is required to provide a statement attesting to the Proponent’s understanding and commitment to operate within the limits of Safety Code 6, and to identify a Professional Engineer who, either as a employee of the Proponent or as a service provider under contract to the Proponent, has agree to take responsibility for ensuring compliance of the antenna system.

With respect to the current proposal, we advise the Minister that:

	the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will operate below the thresholds specified in Health Canada Safety Code 6.	
	the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.	
	the agent of the Proponent provided an attestation that the proposed antenna system will operate below the thresholds specified in Health Canada Safety Code 6. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a Professional Engineer who is licensed to practice within the Province to confirm compliance with Safety Code 6 prior to construction.	
	the Proponent has made no attestation that the proposed antenna system is compliant with Safety Code 6.	

### 3.5. Structural Review – National Building Code

Radiocommunications facilities are constructed under the authority of the *Minister of Innovation, Science and Economic Development*. As such, these structures are deemed a *federal undertaking*, requiring Proponents to uphold the standards which apply to the construction of buildings and other infrastructure as if it were being constructed on behalf of the Government of Canada.

As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

Part II of the *Canada Labour Code* ( <http://laws-lois.justice.gc.ca/eng/acts/L-2/> ) and the regulations made there under, set out the rules that apply to all federal undertakings, or workers enabled as a result of their work on such undertakings, including, but not limited to broadcasters and telecommunication carriers.

The obligations include ensuring that all permanent and temporary buildings and structures meet the prescribed standards in the *Canada Occupational Health and Safety Regulations* which apply to any federal undertaking. Section 2.2 (1) of the aforementioned regulations, reference the *National Building Code* as the applicable code to be used as the reference.

Also included is the requirement for broadcasters and telecommunication carriers, when constructing towers, to follow the *Canada Occupational Health and Safety Regulations, Division II, Section 2.19*, which refers to the Canadian Standards Association (CSA) Standard CAN/CSA-S37-94, entitled “*Antennas, Towers, and Antenna-Supporting Structures*”.

Legislation under *HRSDC (Human Resources and Skills Development Canada)* enforced by the *Minister of Labour* (who is one of the Ministers under the HRSDC portfolio) is responsible to enforce the provisions of the NBC and the CSA Standard, along with provincial legislation relating to the practice of professional engineering in each province.

In reference to the current proposal, we advise the Minister that:

	<p>the Proponent provided an attestation from a Professional Engineer licensed in the province in which the site is proposed affirming that the antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time.</p>	
	<p>the Proponent has provided a Statement of Liability and Insurance in the form required by CRINS and the Land Use Authority in lieu of an attestation.</p>	
	<p>the agent of the Proponent provided an attestation that the proposed antenna system will be constructed according to the National Building Code, and CAN/CSA S37-18 as amended from time-to-time. As the agent is not a Professional Engineer licensed in the province in which the antenna system is proposed, the Land Use Authority's concurrence with the proposal is subject to the Proponent engaging a licensed Professional Engineer to confirm compliance with the National Building Code and CAN/CSA S37-18 prior to construction.</p>	
	<p>the Proponent has made no attestation that the proposed antenna system is compliant with the National Building Code, or CAN/CSA S37-18</p>	

#### 4. Antenna Siting Design Framework (ASDF) Review

The Antenna Siting Design Framework (ASDF) is a quantitative scoring mechanism which assesses proposed installations by considering their design relative to the surrounding visual landscape.

This results in 3 specific metrics:

- A **Visibility Score** which provides a measurement of how visible the site is within the surrounding landscape (scored out of a possible 24 points).
- A **Design Compatibility percentage** which scores the proposed site design in terms of its visual elements (structure type, antenna mounts, equipment shelters, antennas and cables) relative to the surrounding landscape.
- A **Degree of Visual Change** calculation which assesses the visual effect of the site on the surrounding landscape.

The Degree of Visual Change is utilized to assess the level of public consultation required for Non-Exempt facilities.

For Exempt facilities, the Degree of Visual Change along with the design recommendations of the ASDF tool are provided to assist the Proponent to consider design choices which will improve the site’s compatibility with the surrounding landscape and uses.

For the current proposal, the following score has been assigned to this site design:





Design Compatibility/ Site Visibility	1 to 5	6 to 10	11 to 15	16 to 19	20 to 24
76 - 100%	Low	Low	Low	Medium	Medium
51 - 75%	Low	Low	Medium	Medium	High
26 - 50%	Low	Low	Medium	High	High
0 - 25%	Low	Medium	High	High	High

<b>Visibility</b>	<b>15</b>
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<b>Compatibility (%)</b>	<b>85.7</b>	<b>Low</b>
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## 4.1. Design Targets

The following table outlines the relevant design targets for the proposed site. Key design targets are highlighted below:

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Agricultural</b>	Select poles or towers that respond to the Topographic and Built form recommendations.	Respond to agricultural context in relation to antenna mount construction. Limit use of head frames or complex configurations	Co-locate with other agricultural infrastructure. Match the colour and materiality to reduce visual effect.	Maintain uniform antennas positions that respond to the construction of the pole or antenna mount. Develop consistent cable connections and shroud cables.
<b>Topography</b>				
<b>Undulating</b>	Locate poles and towers in areas where the greatest topographic variations occur. Use topographic variations to offset height of pole relative to surrounding landscape.	Develop simple support structures that respond to the landscape character.	Avoid elevated areas. Locate units on level low lying ground ensuring that the foundation pad design is level with minimal stepping.	Maintain regular antennas and cables positions.
<b>Built form</b>				
<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
<b>Sky lining</b>				
<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

<b>Containment</b>				
<b>Fragmented boundaries</b>	Capitalise on the existing containment or consider increased setbacks to provide additional screening of the pole or tower. Avoid major view corridors. Maintain a consistent vertical profile to reduce the visual complexity of the tower.	Capitalise on the existing containment to provide additional screening or back screening. Avoid highly visible or open areas where containment is limited.	Design and locate outdoor base units that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Limit the impact of cables on the surrounding containment. Align cable runs and avoid complex directional changes. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.

<b>Vegetation</b>				
<b>Woodlands and Forests</b>	Limit vertical projections in excess of 1:1.2 - 1.3 above the woodland canopy (consider increasing the setback of the pole or tower from the woodland edge to enable greater height while maintaining tree screening potential).	Select locations that capitalise on tree screening.	Locate within the woodland to provide maximum screening from publicly accessible areas. Avoid direct impact on adjacent trees, branches and root plates.	Locate antennas, cables cable runs to capitalise on screening potential of surrounding trees.

<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>Isolated items</b>	Respond to existing height of infrastructure. Avoid significant variation in form and height. Select pole or tower with reference to the ASDF recommendations.	Maintain a consistent height and form in relation to existing infrastructure.	Establish a consistent location and positional relationship with existing equipment cabins.	Cluster and position antennas as well as align and co-location cables with reference to existing infrastructure.

<b>Colour</b>				
<b>Uniformity (harmony)</b>	Identify prominent colours and colour match or select neutral colours to maintain consistency in relation to pole, tower or surrounding built form.	Identify prominent colours of roofscape or surrounding area and colour match or select neutral colours to maintain consistency in relation surrounding built form.	Colour match through applied paint finishes all materiality that response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.



## 4.2. Design Recommendations

Based on the design targets outlined above, the **Lyndoch and Raglan Brudenell** requests that **Rogers Communications, Inc.** consider the following design recommendations prior to construction:

**No recommendations.**

## 5. Compliance with General Design Requirements

With respect to the current proposal, we advise the Minister that:

	the design of the proposed site is compliant with the general design requirements as outlined in the CRINS-SINRC Reference Protocol as amended.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. However, the deviation(s) are deemed reasonable based on the specifics of the proposal and under the circumstances.	
	the design of the proposed site demonstrates some deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. The Proponent has been asked to bring their proposal into compliance.	
	the design of the proposed site demonstrates substantive deviation(s) from the general design requirements as outlined in the CRINS-SINRC Reference Protocol. These deviations are not deemed reasonable by the Land Use Authority, and concurrence shall be withheld on that basis pending re-design by the Proponent.	

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

*The placement of any parking space or any component of an antenna system shall not create or cause a situation of non-compliance with any LUA Zoning By-law for any other use, building, or structure on the host or adjacent properties.*

In the case of the current proposal, we advise the Minister that:

	The design of the proposed site does not create a situation of non-compliance with any LUA zoning by-law for any other use, building, or structure on the host and adjacent properties.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current uses, buildings, or structures on the host property.	
	The design of the proposed site causes a situation of non-compliance with one or more LUA zoning by-laws for the current and or future uses, buildings, or structures on an adjacent property.	

## 7. Statement of Concurrence

The **Lyndoch and Raglan Brudenell** requests that the Proponent – **Rogers Communications, Inc.** – comply with the design targets where possible as presented in Section 4.

*No further Development or Planning approvals are required however the Proponent is required to comply with any and all conditions outlined in Section 9 as a requirement of obtaining and maintaining concurrence from the Land Use Authority. Failure to comply with the conditions as outlined in Section 9 shall render concurrence with the proposal null and void.*

Where an undertaking from the proponent is required as part of the concurrence conditions, no work on the structure shall begin until the undertaking is received by CRINS-SINRC and the Land Use Authority.

Overall, the Land Use Authority position with regards to the proposal is that:

	The Land Use Authority concurs with the proposed antenna system, subject to any conditions outlined in Section 9.	
	The Land Use Authority requests an extension to the consultation period due to unresolved concerns after 120 days, as outlined in Section 8.5	
	The Land Use Authority requests the Minister instruct the Proponent to undergo a public consultation, even though the proposed antenna system is excluded from consultation under Section 6 of CPC 2-0-03, as it is our opinion that the proposed antenna system may damage the public realm, or is contrary to the public good and requires further review.	
	The Land Use Authority rejects (non-concurrence) the proposed antenna system as presented, for the reasons outlined in Section 8.5.	

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	4	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	4	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

## 8.2 CRINS-SINRC Reporting Statement

CRINS-SINRC reviews each application for a proposed antenna system according to the guidelines set out by the Minister of Innovation, Science, and Economic Development (ISED) and identifies matters which the Minister has identified as relevant to the federal purpose pursuant to S. 5(1)(f) of the *Radiocommunications Act*. As the designated representative of the Land Use Authority, overseeing the consultation process, CRINS-SINRC presents the opinions of both the public and/or elected body as well as the evidence-based land use guidance of the planning and development staff in each Land Use Authority, as provided for in the procedures set out in the *Client Procedures Circulars (CPCs)* to inform the decision of the Minister.

Where there is non-concurrence between the public opinion and/or the elected body of a Land Use Authority regarding a proposed antenna system and the satisfactory compliance of a proponent proposal with the technical, planning and procedural requirements set out by the Minister, CRINS-SINRC maintains a fiduciary role to provide any information which ISEDC may request such that the Minister may make a final determination regarding a proposal taking into regard to the objectives of the Canadian telecommunications policy set out in Section 7 of the *Telecommunications Act*.

Where a proposal receives a non-concurrence statement, CRINS-SINRC shall identify for the Minister the matters which resulted in the statement of non-concurrence, and may provide independent narrative on those matters according to the criteria which the Minister has articulated in the policies and procedures which flow from the implementation of the *Act(s)*.

Where such narrative is required, CRINS-SINRC shall issue a Reporting Statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'A'.

	CRINS-SINRC has not deemed it necessary to include a Reporting Statement for the Minister's review.	
	CRINS-SINRC <b>has included</b> a Reporting Statement as Schedule 'A' for the Minister's consideration.	

## 8.3 Statement by Council

Notwithstanding the technical and planning review by CRINS and LUA staff requested by the Minister, Council may deem it appropriate to issue a statement for the Minister's consideration which, when provided, shall be attached to this report as Schedule 'B'.

	Council has not deemed it necessary to include a statement for the Minister's consideration.	
	Council has <b>provided</b> a statement as Schedule 'B' for the Minister's consideration.	

## 8.4 Justification for Concurrence Statement

The Proponent has addressed all relevant concerns of the public, and the Land Use Authority has no further concerns about the proposal, subject to the Proponent's compliance with all conditions as may be set forth in Section 9.

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Lyndoch and Raglan Brudenell** with respect to the radiocommunications facility proposed by **Rogers Communications, Inc.**, designated **C8497-"Hardwood Lake"** (CRINS-SINRC # 2112-0301-4852).

Our position with respect to the proposal is based on the following conditions being met:

1. *Confirmation by CRINS-SINRC that the Proponent has addressed all relevant concerns of the public according to the Protocol and that the above conditions have been met such that a Notice of Completion is warranted.*
2. *Application made for, and receipt of, all necessary permits prior to construction of the foundation of the tower and building to house proponent's equipment.*
3. *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
4. *Receipt of an attestation or stamped drawings by a Professional Engineer licensed in the Province which confirms compliance with the National Building Code and CSA S37-XX Standard prior to construction.*

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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**Tammy Thompson**  
Deputy Clerk  
Lyndoch and Raglan Brudenell



*From the Desk of  
John Yakabuski, MPP  
Renfrew-Nipissing-Pembroke*

*September 6<sup>th</sup>, 2022*

*Ms. Virginia Phanenhour  
Clerk - Treasurer  
Township of Brudenell, Lyndoch and Raglan  
P.O. Box 40, 42 Burnt Bridge Road  
Palmer Rapids, ON K0J 2E0*

*Virginia*  
Dear Ms. Phanenhour:

*It is my pleasure to congratulate you for being one of 15 winners of the 2021 Financial Information Return (FIR) Award. The FIR is the primary data collection tool used by the Ministry of Municipal Affairs to collect financial and statistical information on Municipalities.*

*This assists the Ministry in providing the most current data for the growing number of users of our municipal database and provides vital information to inform government decision making.*

*Your municipality will be identified on the FIR website as one of the winners of this recognition.*

*If I can be of assistance to you in any way, at any time, in my capacity as your Member of Provincial Parliament, please feel free to call on me.*

*Sincerely,*

*John Yakabuski, MPP  
Renfrew-Nipissing-Pembroke*





**THE CORPORATION OF THE  
TOWNSHIP OF BRUDENELL, LYNDOKH & RAGLAN**

BY-LAW NUMBER 2022-51

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A By-law to amend By-law Number 2-83 of the former Township of Raglan as amended.

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PURSUANT TO SECTION 34 OF THE PLANNING ACT, THE TOWNSHIP OF BRUDENELL, LYNDOKH & RAGLAN HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2-83, as amended, be and the same is hereby further amended as follows:
  - (a) By adding the following subsection to Section 15.0 Rural Marginal (RM) Zone, immediately following subsection 15.3(g):

“(h) Rural Marginal – Exception Eight (RM-E8) Zone

Notwithstanding any other provisions of this By-law to the contrary, for the lands located in the RM-E8 Zone, within Part of Lot 26, Concession 18, in the geographic Township of Raglan, the following provisions shall apply:

i)	Front Yard Setback (minimum)	80 metres
ii)	Water Setback (minimum)	20 metres.”
  - (b) By adding the following subsection to Section 15.0 Rural Marginal (RU) Zone, immediately following subsection (h):

“(i) Rural Marginal – Exception Nine (RM-E9) Zone

Notwithstanding any other provisions of this By-law to the contrary, for the lands located in the RM-E9 Zone, within Part of Lot 26, Concession 18, in the geographic Township of Raglan, a dwelling is prohibited.
  - (c) Schedule “A” is amended by rezoning those lands described above, from Rural Marginal (RM) to Rural Marginal – Exception Eight (RM-E8) and Rural Marginal (RM) to Rural Marginal – Exception Nine (RM-E9), as shown as Items 1 and 2 on the attached Schedule “A”.
2. THAT save as aforesaid all other provisions of By-Law 2-83, as amended, shall be complied with.

3. This By-law shall come into force and take effect on the day of final passing thereof.

Read and adopted by Resolution XXXX-XX-XX this 5<sup>th</sup> Day of October, 2022

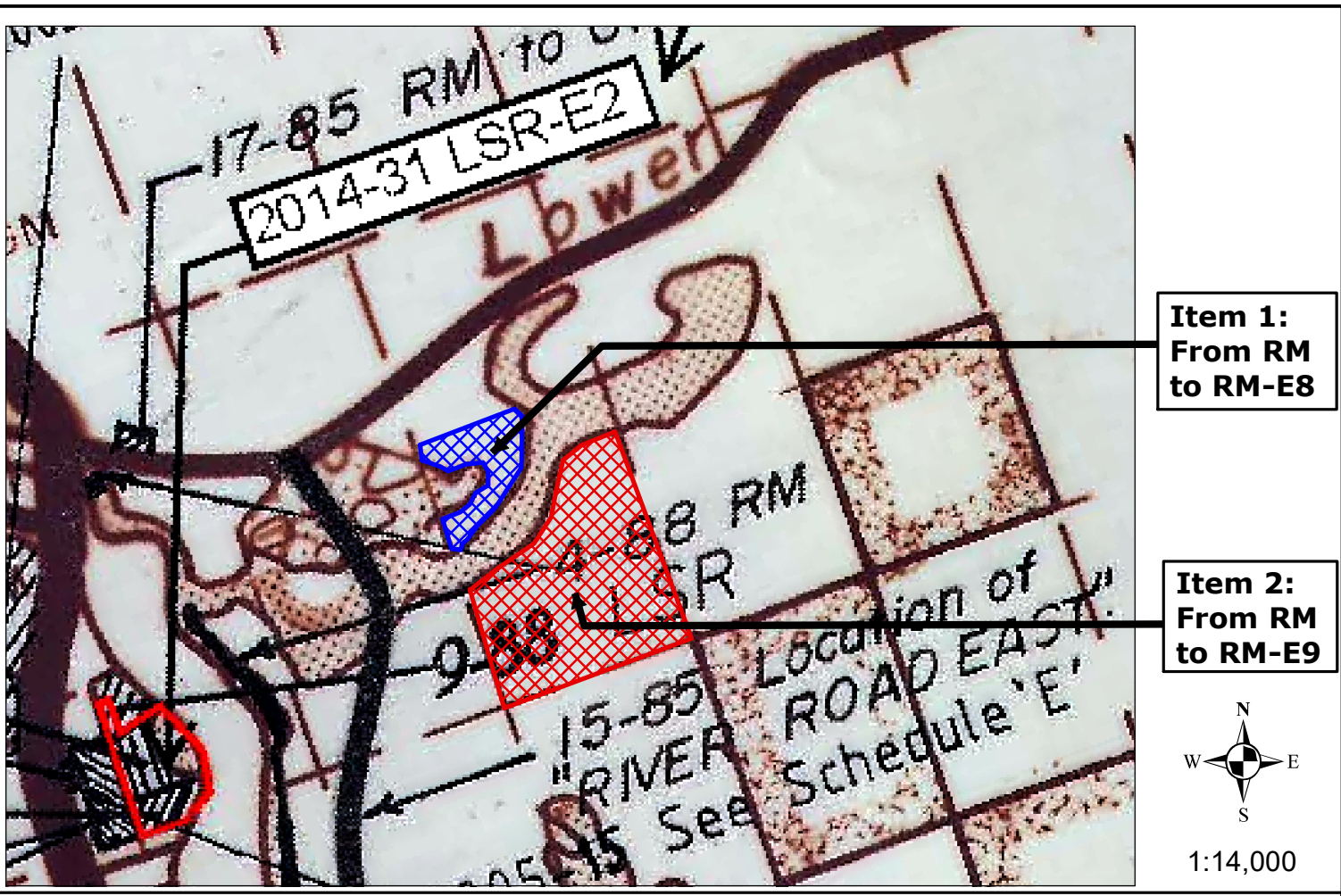
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MAYOR, Sheldon Keller

CORPORATE  
SEAL OF  
MUNICIPALITY

---

CLERK-TREASURER, Virginia Phanenhour



**Item 1:  
From RM  
to RM-E8**

**Item 2:  
From RM  
to RM-E9**



1:14,000









**CORPORATION OF THE  
TOWNSHIP OF BRUDENELL, LYNDOKH & RAGLAN**

This is Schedule "A" to By-law Number \_\_\_\_\_  
 Passed the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
 Signatures of Signing Officers:

\_\_\_\_\_  
 Reeve

\_\_\_\_\_  
 Clerk-Treasurer

**LEGEND**

 <b>LSR</b>	Limited Service Residential	 <b>RM</b>	Rural Marginal
 <b>CF</b>	Community Facility		Stream and Wetland
	Extractive Industrial		Item 1: Item affected by this amendment: From RM to RM-E8
	Limited Service Residential: Exception 2		Item 2: Item affected by this amendment: From RM to RM-E9

**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BY-LAW NO. 2022-52  
BEING A BY-LAW TO REGULATE AND LICENSE SPECIAL EVENTS WITHIN THE  
TOWNSHIP OF BRUDENELL, LYNDOKH AND RAGLAN**

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**WHEREAS** Section 10 of the Municipal Act, 2001, SO 2001, c 25 provides that By-laws may be passed for the health, safety, and well-being of persons;

**AND WHEREAS** Section 126 of the Municipal Act, 2001, SO 2001, c. 25, authorizes a municipality to regulate cultural, recreational and educational events and to issue permits for such events, and to impose conditions for obtaining, continuing to hold and renewing such permits including requiring the submission of plans;

**AND WHEREAS** it is desirable and in the best interest of the municipality and its inhabitants that a by-law is passed to regulate and licence the conduct of Special Events as defined herein;

**NOW THEREFORE** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan enacts as follows:

**1. DEFINITIONS**

In this By-Law:

- (a) "Applicant(s)" shall mean a person who has signed an application for licence submitted pursuant to this By-Law.
- (b) "Council" shall mean the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan.
- (c) "Highway" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, designed and intended for our used by the general public for the passage of vehicles and includes the entire right-of-way.
- (d) "Intersection" means the area embraced within the projections or connection of the lateral boundary lines of two or more highways

that meet one another at an angle, whether or not one highway crosses the other.

- (e) “Person” shall include an individual, any form of association of individuals and a corporation.
- (f) “Roadway” means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadways collectively.
- (g) “Sidewalk” means all parts of a highway set aside for use by pedestrians or which is used by the general public for the passage of pedestrians.
- (h) “Special Event” means a demonstration parade, sports event, festival, carnival, street dance, residential block party, sidewalk sale, outdoor mass, farmers market, flea market, concert, production or other like events within the municipality, to which the general public is invited or admitted, and to which it is intended that 30 or more people will attend for profit or otherwise.

## **2. REQUIREMENT FOR LICENCE**

- (a) No person shall hold a special event within the municipality unless a licence for the special event has been issued by the Clerk-Treasurer of the municipality pursuant to this Bylaw.
- (b) No person shall permit any lands within the municipality to be used for a Special Event unless a licence for the special event has been issued by the Clerk-Treasurer of the municipality pursuant to this By-Law.
- (c) No person taking part in any special event shall, during such special event, halt, stop or congregate in such a manner as to obstruct a highway, intersection, roadway, or sidewalk.
- (c) The applicant(s) to whom a permit is issued under this by-law shall ensure that all persons participating in the special event shall adhere

to all provisions, rules, and regulations of this by-law and any special event permit.

### **3. APPLICATION FOR LICENCE**

- (a) To obtain a licence pursuant to this By-Law a written application shall be submitted to the Clerk-Treasurer of the municipality at least (28) calendar days prior to the proposed date for commencement of the Special Event.
- (b) The application for licence shall name and be signed by:
  - (i) each person who proposes to hold or put on or conduct the Special Event and each person who is an owner of the fee simple or any leasehold interest in the lands on which it is proposed to hold the Special Event: a current address, email address and telephone number for each applicant(s) shall be included.
- (c) The application for licence shall include:
  - (i) the location and size of the area at which it is proposed to hold the Special Event, including both the municipal civic address and the description of the property;
  - (ii) the date(s) proposed for the Special Event;
  - (iii) particulars of the facilities and arrangements to be implemented for: the handling of food, toilet and sanitary requirements and garbage disposal;
  - (iv) a sketch of the lands and premises to be used for the Special Event, showing the location of the proposed entertainment areas and facilities for spectators, motor vehicle parking, areas and facilities for preparation, sale and consumption of food or refreshments and for the exhibition or sale of goods or services, areas of camping, tenting, toilets and other sanitary services, and any other uses and facilities incidental to the Special Event;
  - (v) a statement as to the maximum number of persons expected to be in attendance at the Special Event at each day;

- (vi) the declaration of each applicant(s) attesting to the truth of the information contained in the application and confirming that they have read the Bylaw;
- (vii) the application form attached hereto as Schedule "A" together with such application fee as per section 3 (c)(xvi);
- (viii) a copy of a letter to the OPP (Killaloe Detachment), advising them of the Special Event, and outlining the arrangements that have been made to provide adequate security for the Special Event, including crowd control, traffic control and the protection of properties in the vicinity of the Special Event;
- (ix) a copy of a letter to the Medical Officer of Health having jurisdiction in the municipality in which the Special Event will be held, informing the Medical Officer of Health of the Special Event;
- (x) a copy of a letter to the Chief Fire Official of the municipality, informing him/her of the Special Event;
- (xi) a copy of a letter to the Chief Building Official of the municipality, informing him/her of the Special Event;
- (xii) a description of the means and methods proposed by the applicant(s) to keep noise from the Special Event to a level that will not disturb the inhabitants of lands and premises in the vicinity of the Special Event;
- (xiii) an agreement executed by the applicant(s) covenanting to indemnify and save harmless the Corporation of the Township of Brudenell, Lyndoch and Raglan, it's officials, agents and employees from all costs, expenses, damages, claims and actions, caused by or resulting from the Special Event or as a result of issuing a licence to the applicant(s) for the Special Event;
- (xiv) a certified copy of a policy of comprehensive general liability insurance issued by an insurance company licenced to issue such policy in the Province of Ontario providing for coverage in the amount of at least Five Million Dollars (\$5,000,000.00) for injuries, damages, torts claims and actions caused by or resulting from the

- Special Event, and naming the applicant(s) and the Corporation of the Township of Brudenell, Lyndoch and Raglan as the insured parties, such coverage to be in effect for the period of the event;
- (xv) should the applicant(s) be a Corporation or a Non-Profit Corporation, a copy of the Articles or By-Laws of the Corporation, or Non-Profit Corporation, if so, must be provided if requested by the Clerk-Treasurer;
  - (xvi) an application fee in the form of cash, certified cheque or money order payable to the Corporation of the Township of Brudenell, Lyndoch and Raglan in the amount of Four Hundred Dollars (\$400.00).

### **3. ISSUANCE OF LICENCE**

- (a) Upon verification that all the conditions of Section 3(a) to (c) inclusive of this Bylaw have been met and provided, the Clerk-Treasurer, acting reasonably, has no reason to believe that the carrying on of the Special Event will result in a breach of any law, or may be in any way adverse to the public interest, the Clerk-Treasurer of the municipality shall issue the licence with such modifications and conditions as determined in their sole in absolute discretion with consideration being given to the best interests of the municipality.
- (b) The Clerk-Treasurer may refuse to issue a licence when it is the opinion of the Clerk-Treasurer that;
  - i. the zoning of the lands proposed for the Special Event are inappropriate;
  - ii. the physical nature of the lands proposed for the Special Event are inappropriate;
  - iii. adjacent land uses would conflict or otherwise create unsafe conditions for persons and/or property;
  - iv. the nature of the event is undesirable due to a history of previous similar events;
  - v. the applicant holding the event has a history of non-compliance with this Bylaw;



- vi. the event would be in conflict with any by-law, legislation, Government Order of Government directive; or
- vii. the event would cause an environmental hazard.

5. A licence issued under this Bylaw may not be transferred except with the consent of the Corporation of the Township of Brudenell, Lyndoch and Raglan expressed in the form of a resolution of the Council.

## **6. REVOCATION OF LICENCE**

At any time prior to the completion of a Special Event for which a licence has been issued pursuant to this By-Law, the licence may be revoked by the Clerk-Treasurer of the municipality by written notice delivered to any applicant(s) or to the address or email address of any applicant(s) as set out in the application for licence:

- (a) If the Clerk-Treasurer has determined that incorrect or false information of a material nature was submitted in support of the application for licence;
- (b) If the Clerk-Treasurer determines that there has been a breach of this bylaw by any applicant(s).; or
- (c) If there is a real and substantial concern for the safety of the general public; or
- (d) If there is a reasonable probability that the special event will breach any law or will be adverse to the general public interest. For greater certainty, if a licence has been revoked, the licence is deemed to be no longer “issued.”

## **7. TERMS OF LICENCE**

- (a) Any licence issued pursuant to this Bylaw shall be deemed to authorize only the Special Event for which application was made, in accordance with the information provided by the applicant(s).
- (b) Any licence issued pursuant to this Bylaw may contain such provisions for regulations of the Special Event as the Council of the municipality, or the Clerk-Treasurer may consider to be necessary or advisable.

## **8. APPEAL**

- (a) Any applicant who does not agree with the terms imposed in a licence or has been refused a licence or has had a licence revoked, may appeal this decision to Council in writing clearly stating the reasons for the appeal.
- (b) All appeals shall be received no later than 30 days following the issuance of the licence, the notice of refusal to issue a licence, and/or licence revocation as applicable.
- (c) Council, upon hearing the appeal may authorize the issuance of the licence, authorize the issuance of the licence with restrictions and/or conditions, direct that certain other documents or information is provided by the applicant prior to the issuance of a licence or refuse the licence.

## **9. OFFENCES**

- (a) This By-Law may be enforced by a police officer or a municipal by-law enforcement officer.
- (b) Any person(s) who contravenes any of the provisions of this by-law is guilty of an offence.
- (c) Every person(s) who is convicted of an offence under this by-law is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990 c.P. 33, as amended.
- (d) When a person(s) has been convicted of an offence under this by-law, the Ontario Court of Justice; or any court of competent jurisdiction thereafter may, in addition to any other penalty imposed on the person(s) convicted, make an order prohibiting the continuation or repetition of the offence by the person(s) convicted.

## **10. SEVERABILITY**

Should any section, clause, provision or part of this Bylaw be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the Bylaw as a whole, nor any part thereof, other than the part declared invalid.

11. Bylaw 2006-05 is hereby repealed.
  
12. This Bylaw does not apply to Special Events held by
  - (a) the municipality;
  - (b) a church, synagogue or other recognized religious organization;
  - (c) a school board;
  - (d) a registered charitable organization;
  - (e) the Madawaska Valley Fish & Game Club; or
  - (f) family functions (e.g. Family reunions)
  
13. This by-law takes effect on the day of its final passing.

Read and adopted by Resolution XXXX-XX-XX this XX Day of XXXX, 2022.

---

**Mayor, Sheldon Keller**

---

**Clerk-Treasurer, Virginia Phanenhour**

**SCHEDULE "A"**  
**To BYLAW NUMBER 2022-53**

Being a Bylaw to regulate and license Special Events

1) DATE: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

ADDRESS AND E-MAIL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

LOCATION OF EVENT AND SIZE OF AREA ON WHICH THE EVENT WILL BE HELD

(Section 3 (c) (i))

\_\_\_\_\_

\_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

(Section 3 (c)(ii))

2) FACILITIES / ARRANGEMENTS FOR THE FOLLOWING:

(Section 3 (c))

a) HANDLING OF FOOD \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) TOILET AND SANITARY REQUIREMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

c) GARBAGE DISPOSAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) SECURITY (Crowd and Traffic Control) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) SKETCH OF LANDS TO BE INCLUDED: \_\_\_\_\_  
(Section 3 (c)(iv) Indicate location of entertainment, spectators, motor vehicle parking, food/refreshments, sale of goods/services, camping, sanitary services)

4) ESTIMATED NUMBER OF ATTENDEES 3(v): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) LETTERS OF COMPLIANCE (to be filed with the application) (Section 3 (c)(viii – xi):

ONTARIO PROVINCIAL POLICE \_\_\_\_\_  
(Killaloe Detachment)

MEDICAL OFFICER OF HEALTH \_\_\_\_\_  
(Renfrew County & District Health Unit)

CHIEF FIRE OFFICIAL \_\_\_\_\_  
(Township of Brudenell, Lyndoch and Raglan)

CHIEF BUILDING OFFICIAL \_\_\_\_\_  
(Township of Brudenell, Lyndoch and Raglan)

6) DESCRIPTION OF THE MEANS/METHODS TO KEEP NOISE TO A LEVEL THAT WILL NOT DISTURB INHABITANTS IN THE VICINITY: (Section c)(xii)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) AGREEMENT BY APPLICANT COVENANTING TO INDEMNIFY AND SAVE HARMLESS THE CORPORATION:

\_\_\_\_\_  
(Section 3(c)(xiii) 8)

8) CERTIFIED COPY OF COMPREHENSIVE GENERAL LIABILITY INSURANCE:

\_\_\_\_\_  
(Section 3(c)(xiv)

9) LICENCE FEE

(Payment to be included with application): \_\_\_\_\_

(Section 3(c)(xv)

10) DECLARATION (Section 3(c)(vi)

As the applicant(s)/owner named above, I hereby make this application and confirm that I have read By-Law Number 2022-52 agree to abide by its regulations.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Applicant(s)

**THE CORPORATION OF THE TOWNSHIP OF BRUDENELL,  
LYNDOCH AND RAGLAN**

**BYLAW NUMBER 2022-53**

**BEING A BY-LAW TO ESTABLISH A SCHEDULE OF FEES FOR MUNICIPAL SERVICES.**

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**WHEREAS** the Municipal Act authorizes Municipalities to pass Bylaws for imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

**AND WHEREAS** the Council for the Municipal Corporation of the Township of Brudenell, Lyndoch and Raglan deems it desirable to establish a schedule of fees and charges for services or activities provided or done by or on behalf of the municipality;

**NOW THEREFORE** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan directs as follows:

1. The schedule of fees and charges for services and activities provided or done by or on behalf of the municipality, shall be in accordance with Schedule "A" attached hereto and forming part of this bylaw.
2. That this bylaw shall come into force and take effect upon final reading thereof.
3. That any changes to the Schedules may be adopted by resolution.
4. That this Bylaw supersedes any By-law previously passed that is contrary to this Bylaw.
5. That this Bylaw repeals the following Bylaws:
  - a. By-Law 2002-16
6. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

---

**Mayor, Sheldon Keller**

---

**Clerk-Treasurer, Virginia Phanenhour**

**SCHEDULE “A”  
to Bylaw 2022-53**

<b>ACTIVITY</b>	<b>FEE</b>	<b>ENABLING LEGISLATION</b>
1. Photocopies (8 ½ x 11)	\$ .25/copy Black & White \$ .50/copy Colour	Municipal Act Bylaw 2022-53
Photocopies (11x17)	\$ .75/copy Black & White \$1.00/copy Colour	Municipal Act Bylaw 2022-53
2. Faxes	\$1.00/page	Municipal Act Bylaw 2022-53
3. Tax Certificates	\$35/each	Municipal Act Bylaw 2022-53
4. Septic Search	\$20/each	Municipal Act Bylaw 2022-53
4. Zoning Confirmation	\$35/each	Municipal Act Bylaw 2022-53
5. Special Events	\$400/event	Municipal Act Bylaw 2022-53 By-Law 2022-52
6. Entrance Permits	\$50/entrance	Municipal Act Bylaw 2022-53
7. 911 Signs	\$ 60/ purchase & installation of new Sign & Post \$ 30.00 – replacement sign \$ 30.00 – replacement post	Municipal Act Bylaw 2022-53
8. Swimming Pool Permit	\$ 100/permit	Municipal Act Bylaw 2022-53 By-Law 2011-15
9. Shoreline Road Allowance	\$350 Non-refundable Administration Fee \$5/linear foot + GST for Shoreline Purchase + Cost Recovery for legal, Registration, Ads, etc.	Municipal Act Bylaw 2022-53 By-Law 2013-22
10. Lottery Licence	\$5/each	Municipal Act Bylaw 2022-53
11. Document Commissioning	\$5/each	Municipal Act Bylaw 2022-53



**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BYLAW NO. 2022-54**

Being a By-Law for the Purpose of Setting Speed Restrictions and  
Naming of Sully Road.

**WHEREAS** Section 27 of the Municipal Act, 2011, SO 2001, c 25, provides that a municipality may pass bylaws in respect of a highway that it has jurisdiction over;

**AND WHEREAS** Subsection 2 of Section 128 of The Highway Traffic Act, (R.S.O., 1990, Chapter H8 as amended), authorizes the Council of a municipality and the trustees of a Police Village by bylaw to prescribe a speed limit of 40, 50, 60, 70, 80, 90 or 100 kilometers per hour for motor vehicles driven on any highway or portion of highway under its jurisdiction;

**AND WHEREAS** it is deemed expedient that the speed of motor vehicles on certain highways or roads in the Corporation of the Township of Brudenell, Lyndoch and Raglan be restricted;

**AND WHEREAS** the Corporation of the Township of Brudenell, Lyndoch and Raglan has jurisdiction over the highways effected by this bylaw;

**AND WHEREAS** the Municipal Act, 2001, SO 2002, c 25, provides that Councils of local municipalities may pass bylaws giving names to highways, and for affixing the names at the corners thereof, on public or private property;

**AND WHEREAS** the Corporation of the Township of Brudenell, Lyndoch and Raglan has determined it is desirous to name the public highways and set speed limitations effected by this bylaw;

**NOW THEREFORE** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

1. THAT the public highway built to replace portion of Schroder Road be named "Sully Road", identified in Schedule A to this bylaw.
2. THAT "Sully Road" identified in Schedule A to this bylaw is marked in compliance with the regulations under The Highway Traffic Act, the maximum rate of speed thereon shall be stipulated to a Maximum of 50 kilometers per hour.
3. The penalties provided in subsection 14 of Section 128 of the Highway Traffic Act shall apply to offences against this bylaw.

4. THAT the Township may erect and maintain signage to identify the speed limit and renamed public highways referenced in this bylaw.
  
5. THAT the Mayor and Clerk of the Corporation of the Township of Brudenell, Lyndoch and Raglan are hereby authorized to execute any and all documentation necessary to confirm the naming of the highways effected by this bylaw in the Land Registry Office or any other public registry.

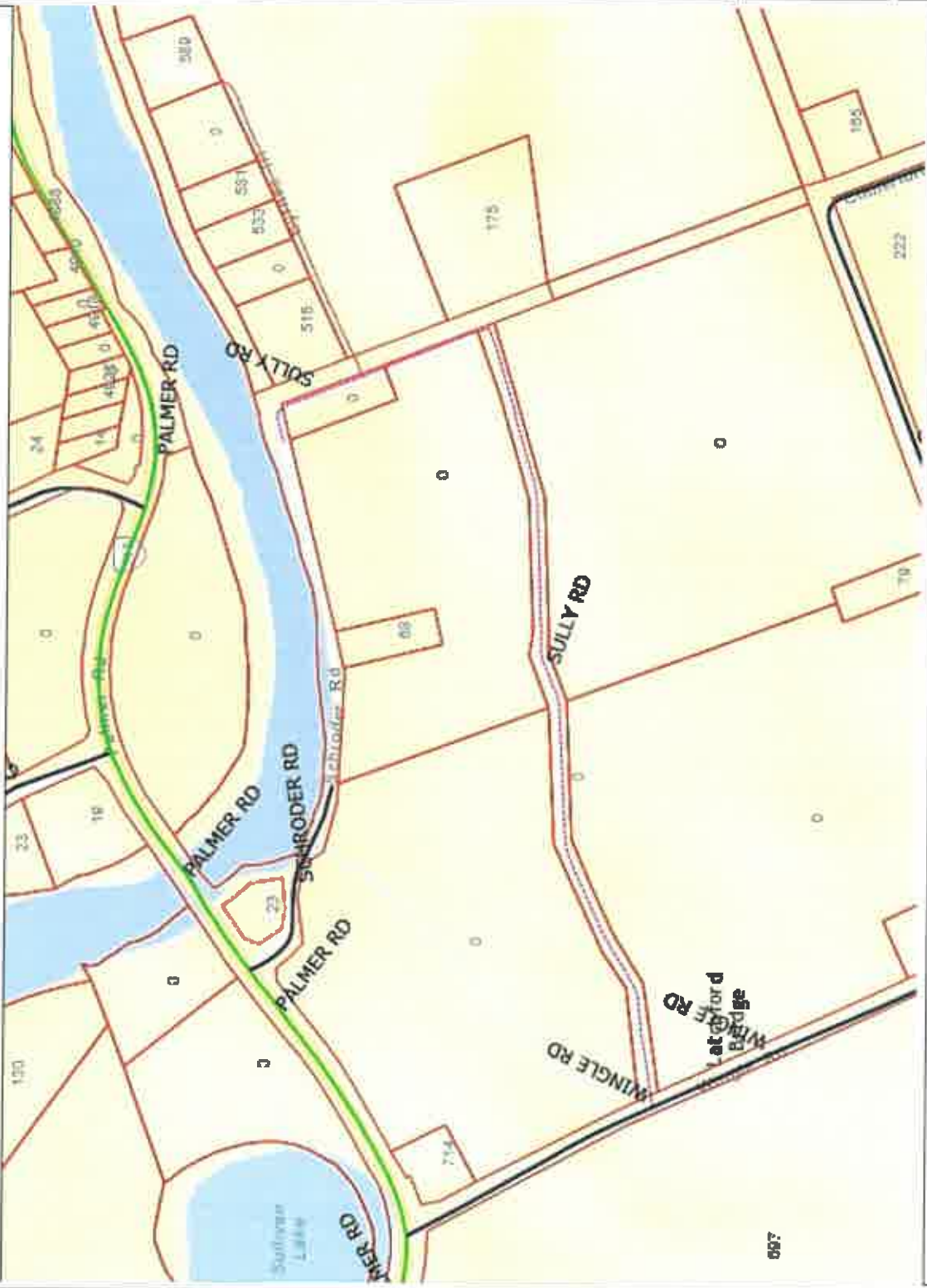
Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

\_\_\_\_\_  
**Mayor, Sheldon Keller**

\_\_\_\_\_  
**Clerk-Treasurer, Virginia Phanenhour**

# County of Renfrew GIS

9/28/2022 11:06:05 AM



## Legend

- Property Parcels
- Roads
  - County Road
  - Crown Road
  - Municipal Maintained Road
  - Municipal Seasonal Road
  - Off-Ramp
  - On-Ramp
  - Private Road
  - Proposed Road
  - Provincial Highway
  - Quebec Road
  - Water Access Only

## World Street Map

Depending on the number of layers visible not all may be shown in the legend.

## Notes

Enter description of the map

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**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BYLAW NO. 2022-55**

Being a By-Law for the Purpose of Renaming of Township Highways.

**WHEREAS** Section 27 of the Municipal Act, 2011, SO 2001, c 25, provides that a municipality may pass bylaws in respect of a highway that it has jurisdiction over;

**WHEREAS** the Corporation of the Township of Brudenell, Lyndoch and Raglan has jurisdiction over the highways effected by this bylaw;

**WHEREAS** the Municipal Act, 2001, SO 2002, c 25, provides that Councils of local municipalities may pass bylaws giving names to highways, and for affixing the names at the corners thereof, on public or private property;

**WHEREAS** the Corporation of the Township of Brudenell, Lyndoch and Raglan has determined it is desirous to rename the public highways effected by this bylaw;

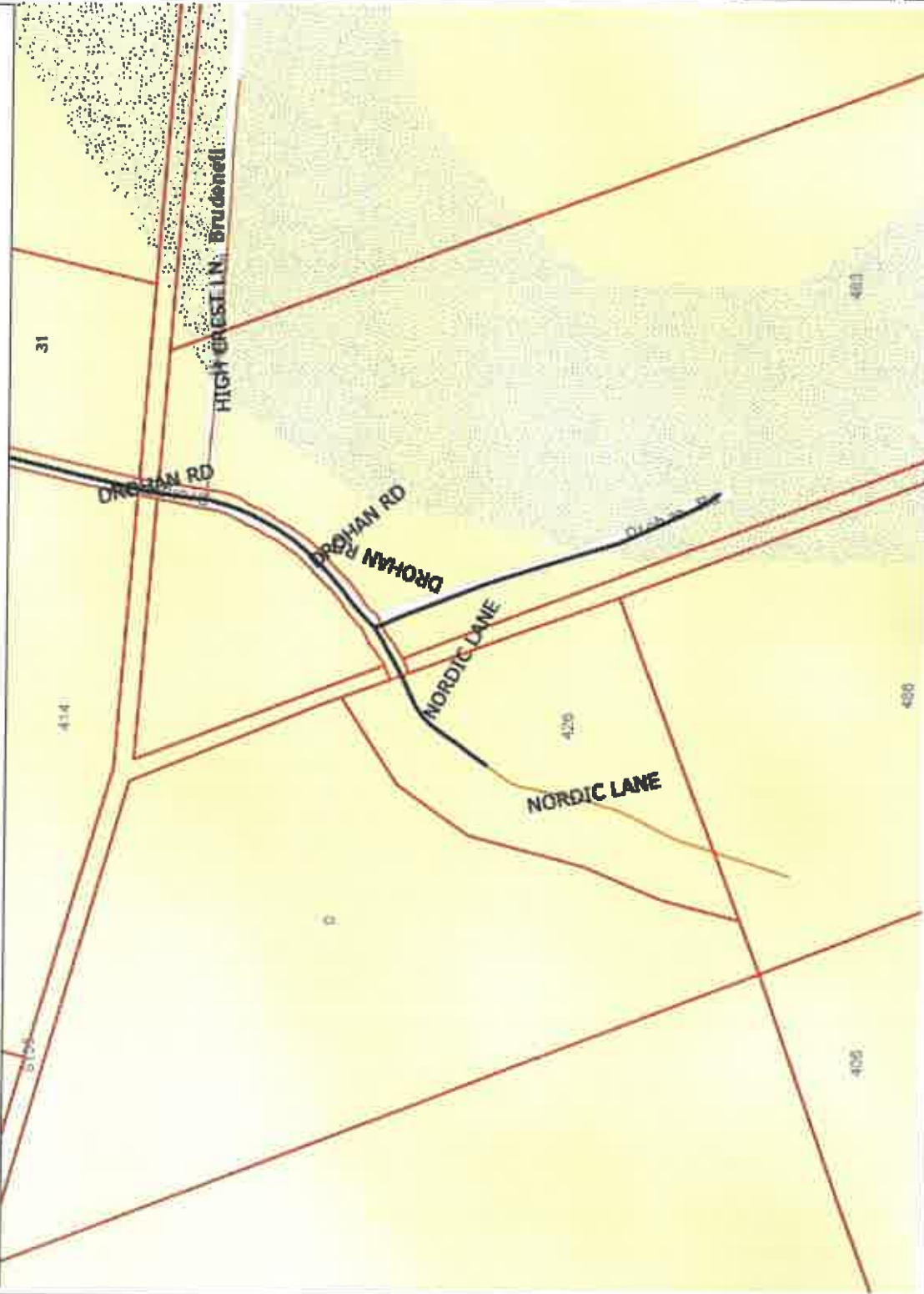
**NOW THEREFORE** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

1. THAT a portion of the public highway known as "Drohan Road", identified in Schedule A to this bylaw, be renamed to "Nordic Lane".
2. THAT the Township may erect and maintain signage to identify the named public highways referenced in this bylaw.
3. THAT the Mayor and Clerk of the Corporation of the Township of Brudenell, Lyndoch and Raglan are hereby authorized to execute any and all documentation necessary to confirm the naming of the highways effected by this bylaw in the Land Registry Office or any other public registry.

Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

\_\_\_\_\_  
**Mayor, Sheldon Keller**

\_\_\_\_\_  
**Clerk-Treasurer, Virginia Phanenhour**



## Legend

- Property Parcels
- Roads
  - County Road
  - Crown Road
  - Municipal Maintained Road
  - Municipal Seasonal Road
  - Off-Ramp
  - On-Ramp
  - Private Road
  - Proposed Road
  - Provincial Highway
  - Quebec Road
  - Water Access Only
- World Street Map

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**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BYLAW NO. 2022-56**

**Being a By-Law to appoint a Municipal By-Law Enforcement Officer**

**WHEREAS** Section 15 of the Police Services Act, R.R.O. 1990, Chapter P.15, authorizes Councils to pass by-laws for appointing a municipal law enforcement officer;

**AND WHEREAS** Section 8 of the Municipal Act, 2001, S.O. 2001, Chapter 25, authorizes Councils to pass by-laws to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Part XIV of the Municipal Act, S.O. 2001, contains provisions regarding the enforcement of municipal by-laws;

**AND WHEREAS** Section 227 of the Municipal Act, S.O. outlines the role of the officers and employees of the municipality;

**NOW THEREFORE BE IT RESOLVED** THAT THE COPORATION OF THE TOWNSHIP OF BRUDENELL, LYNDOKH AND RAGLAN ENACTS AS FOLLOWS:

1. That Dwayne Meharrie is hereby appointed Municipal Law Enforcement Officer for the Corporation of the Township of Brudenell, Lyndoch and Raglan.
2. That the Municipal Law Enforcement Officer shall exercise all the authority, power and rights, and shall perform all duties and obligations which by statute or by-law are or may be conferred or imposed and enforce all by-laws of the Corporation of the Township of Brudenell, Lyndoch and Raglan and all other duties that may be imposed by Council.
3. That By-Law #2018-27 is hereby repealed.

Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

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**Mayor**, Sheldon Keller

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**Clerk-Treasurer**, Virginia Phanenhour

**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BYLAW NO. 2022-57**

**Being a By-Law to appoint a Building/Septic Inspector**

WHEREAS the Council for the Municipal Corporation of the Township of Brudenell, Lyndoch and Raglan deems it desirable to appoint a Building/Septic Inspector;

NOW THEREFORE BE IT ENACTED THAT Dwayne Meharrie is hereby appointed to the position of Building/Septic Inspector for the Township of Brudenell, Lyndoch and Raglan, effective October 5, 2022 and he will adhere to the Code of Conduct for Building Officials hereto attached and forming part of this by-law;

Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

\_\_\_\_\_  
**Mayor, Sheldon Keller**

\_\_\_\_\_  
**Clerk-Treasurer, Virginia Phanenhour**

## **Township of Brudenell, Lyndoch and Raglan**

### **Code of Conduct for Building Officials**

#### **Preamble**

The Code of Conduct applies to the Chief Building Official and inspectors appointed under the Building Code Act in the exercise of a power or the performance of a duty under the Building Code Act or the Building Code. The purpose of this Code is to promote appropriate standards of behavior and enforcement actions to ensure building officials apply standards of honesty and integrity, and to prevent practices constituting an abuse of power including unethical or illegal practices.

#### **Standards of Conduct**

Building Officials undertake to:

1. Always act in the public interest, particularly with regards to the safety of building works and structures.
2. Not to act where there may be or where there may reasonably appear to be a conflict between their duties to their employer, their profession, their peers and the public at large and their personal interests.
3. Apply all relevant building by-laws, codes and standards appropriately and without favour.
4. Perform their inspections and plan examination duties impartially and in accordance with the highest professional standards.
5. At all times abide by the highest moral and ethical standards and avoiding any conduct, which could bring or tend to bring Building Officials into disrepute.
6. Comply with the provisions of the Building Code Act, the Ontario Building Code and other Acts or Laws which regulate or govern Building Officials or their functions.
7. Not to act beyond their personal level of competence or outside their area of expertise.
8. Maintain current accreditation to act as an Ontario Building Official.
9. Maintain their knowledge and understanding of the best current building practices, the building laws and Codes relevant to their inspection and plan examination function.
10. Extend professional courtesy to all.

#### **Breaches of the Code of Conduct**

The Ontario Building Code Act provides that the performance of Building Officials will be measured against this Code of Conduct. The Municipal administration will review any allegations brought forward that the Code of Conduct has been breached. Disciplinary action arising from violations of this Code of Conduct is the responsibility of the Municipal employer and will be based on the severity and frequency of the violation in accordance with relevant employment standards.



**THE CORPORATION OF THE TOWNSHIP  
OF BRUDENELL, LYNDOKH AND RAGLAN**

**BYLAW NO. 2022-58**

Being a By-Law to confirm the proceedings of  
the Council of the Corporation of the Township  
of Brudenell, Lyndoch and Raglan at its  
Regular Council Meeting of  
October 5, 2022.

**WHEREAS** Section 5(3) of the Municipal Act, 2001, Chapter 25 provides that, except where otherwise provided, the powers of the Council shall be exercised by bylaw;

**AND WHEREAS** it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan at this meeting be confirmed and adopted by by-law.

**NOW THEREFORE** the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby enacts as follows:

1. THAT the actions of the Council at its Regular Council Meeting of October 5, 2022, in respect of each motion, resolution and other action passed and taken by the Council at its said meeting, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this bylaw.
2. THAT the Head of Council and proper officers of the Corporation of the Township of Brudenell, Lyndoch and Raglan are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Brudenell, Lyndoch and Raglan to all such documents.
3. This bylaw takes effect on the day of its final passing.

Read and adopted by Resolution XXXX-XX-XX this 5th Day of October, 2022.

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**Mayor, Sheldon Keller**

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**Clerk-Treasurer, Virginia Phanenhour**