









Township of Brudenell, Lyndoch and Raglan

March 1, 2023 - Regular Meeting - 07:00 PM (Public will be able to attend the Council meeting virtually by Phone or Zoom Zoom ID: 541 968 4239 Passcode: 2WY40N Phone: 1-647-374-4685 Meeting ID:541 968 4239 Passcode:820260)

- 1 Land Acknowledgement
- 2 Call to Order and Roll Call
- 3 Adoption of the Agenda
- 4 Disclosure of Pecuniary Interest
- 5 Delegations/Presentations
 - 5.1 Nelson Granite re: Columbariums
 - 5.2 Peterson Pathfinders - Stefan Woyslaw, Nolan Oram & Mitch Stecko
 - 📎 Delegation Request
- 6 Adoption of Minutes from Previous Meetings
 - 📎 February 1, 2023 - Special Meeting Minutes
 - 📎 February 1, 2023 - Regular Meeting Minutes
 - 📎 February 22, 2023 - Special Meeting Minutes
- 7 Report(s) on Direction Received
- 8 Correspondence/Information Items
 - 8.1 Opeongo Hills Nordic Ski Club
 - 📎 Thank you Letter from Opeongo Hills Nordic Ski Club
 - 8.2 Madawaska Valley Fire Department
 - 📎 Thank you letter to BLRFD
 - 8.3 Municipal Petition in Opposition of Bill 3
 - 📎 Municipality of Shuniah
 - 8.4 Call to Action: Review of the Cannabis Act
 - 📎 Huron County
 - 📎 County of Huron - Council Report
 - 📎 City of Port Colborne
 - 8.5 School Board Elections in Ontario -Support for Town of Petrolia
 - 📎 Town of Essex
 - 📎 Town of Deep River
 - 📎 Town of Plympton-Wyoming

- 8.6  Township of Ashfield-Colborne-Wawanosh Culture Connect
- 8.7  2023 - Culture Connect Sponsorship Package
Future Accuracy of the Permanent Register of Electors
- 8.8  Township of Ashfield-Colborne-Wawanosh
National Wall of Remembrance Association
-  NWRA - Thank you letter

9 **New Business**

- 9.1 Community Safety and Well-being Plan: 2022
-  Community Safety and Well-being Plan: 2022
- 9.2 Shoreline Road Allowance - Klakowizc - Draft Survey
-  Draft Survey

10 **Financial Report**

11 **Bylaws**

- 11.1 By-Law to Establish Terms of Reference for the BLR Recreation Committee

In the direction from Council at the last regular meeting of Council staff was to bring back a revised Terms of Reference for the BLR Recreation Committee By-law. After much review it has become apparant that the current Procedural By-Law does not speak to committees, this would need to be corrected prior to this By-Law being passed. Unfortunately changes to the Procedural By-Law may not be processed due to legal ramifications to the Township. Therefore staff has included a DRAFT Procedural By-Law for Council and asks that Council reviews this for comment before passing.

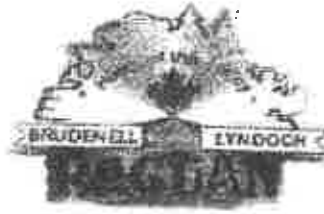
 DRAFT - Procedural By-Law

12 **Closed Session**

13 **Confirmation Bylaw**

 By-Law 2023-15

14 **Adjournment**



REQUEST TO PLACE A MATTER ON COUNCIL MEETING AGENDA FORM

Council or Committee Meeting

Council.

Date of Meeting

Mar 2 / 23

Name of Individual

Stefan Woyslaw, Nolan Oram,
Mitch Stecko

Topic or Nature of Item:

To make second presentation to BLR Township
to allow Peterson Pathfinders snowmobile club.
Pre approval to open the Road allowance from
Youth Rd. to Lacharity Rd. This would
create a New Tourism Loop for the OFSS
Trail System.

Signature

Date:

Feb 9/23

As Per Section 6.1.8 of the Procedural By-Law No. 2022-03



Township of Brudenell, Lyndoch and Raglan

Meeting Minutes

Special Meeting February 1, 2023 – 6:00 PM

Present Were:	Mayor,	Valerie Jahn
	Councillor,	Wayne Banks
	Councillor,	Iris Kauffeldt
	Councillor,	Sheldon Keller
	Councillor,	Kevin Quade
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 Special Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 1st day of February, 2023 at 6:01 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

2 Adoption of the Agenda

Resolution No: 2023-02-01-SM-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 submitted."

CARRIED

3 Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest expressed.

4 Purpose

4.1 Presentation - Omers (Akash Tandon)

5 Confirmatory By-Law

Resolution No: 2023-02-01-SM-02

Moved By: Kevin Quade

Seconded By: Sheldon Keller

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2023-08 being a Bylaw to confirm the proceedings of the February 1st, 2023 Special Meeting of Council."

CARRIED

6 Adjournment

Resolution No: 2023-02-01-SM-03

Moved By: Iris Kauffeldt

"THAT this meeting adjourns at 6:48 pm."

CARRIED

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour



Township of Brudenell, Lyndoch and Raglan

Meeting Minutes

Regular Meeting February 1, 2023 - 07:00 PM

Present Were:	Mayor,	Valerie Jahn
	Councillor,	Wayne Banks
	Councillor,	Iris Kauffeldt
	Councillor,	Sheldon Keller
	Councillor,	Kevin Quade
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 1st day of February, 2023 at 7:02 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

2 Adoption of the Agenda

Resolution No: 2023-02-01-01

Moved By: Wayne Banks

Seconded By: Kevin Quade

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

CARRIED

3 Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest expressed.

4 Delegations/Presentations

4.1 Community Resource Centre - Bill Smith & Jennifer Bennett Pond

5 Adoption of Minutes from Previous Meetings

Resolution No: 2023-02-01-02

Moved By: Kevin Quade

Seconded By: Wayne Banks

"THAT we the Council for the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Regular Council Meeting of January 4th, 2023, Special Council Meeting of January 13th, 2023 and Special Council Meeting of January 24th, 2023 as presented."

CARRIED

6 Report(s) on Direction Received

6.1 Information regarding Columbarium's

Nelson Granite will be attending the March Regular meeting and would like Council direction as to which size of Columbarium they would like more information on.

6.2 List of Governing Bylaws to be updated/reviewed

Resolution No: 2023-02-01-03

Moved By: Sheldon Keller

Seconded By: Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept this report AND further direct staff to proceed with updating/reviewing the bylaws as presented."

CARRIED

7 Correspondence/Information Items

Resolution No: 2023-02-01-04

Moved By: Iris Kauffeldt

Seconded By: Kevin Quade

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

CARRIED

7.1 Violence against Women

7.2 Bill 42 - Gender Affirming Healthcare Act

7.3 School Board Trustee Elections

7.4 World Thinking Day

7.5 Renfrew Inquest Support

8 New Business

8.1 Shoreline Road Allowance - Terrance and Leonard McQuade

Resolution No: 2023-02-01-05

Moved By: Sheldon Keller

Seconded By: Iris Kauffeldt

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby approve the draft survey as presented for the Shoreline Road Allowance purchase by Terrance and Leonard McQuade."

CARRIED

8.2 NWRA Donation

Resolution No: 2023-02-01-06

Moved By: Iris Kauffeldt

Seconded By: Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan authorize the donation of \$360.47 (includes taxes) to the National Wall of Remembrance Association for a business card size advertisement."

CARRIED

- 8.3 To Amend Procedural Bylaw**
Resolution No: 2023-02-01-07
Moved By: Kevin Quade
Seconded By: Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby amend Schedule B to the Procedural Bylaw 2022-03; to include the Acknowledgement of the Traditional Territory of the Algonquin People prior to the Call to Order."

CARRIED

- 8.4 EORN Update - Cell Gap Project County Update**
Resolution No: 2023-02-01-08
Moved By: Iris Kauffeldt
Seconded By: Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept this report as information only."

CARRIED

- 8.5 Request from Bradley Law Re: Mervin Lidtkie**

- 8.6 Madawaska Valley and Killaloe Public Library Contracts**
Resolution No: 2023-02-01-09
Moved By: Iris Kauffeldt
Seconded By: Wayne Banks

"That we the Council for the Township of Brudenell, Lyndoch and Raglan hereby approve both Madawaska and Killaloe Public Library contracts."

CARRIED

- 8.7 Madawaska Valley Public Library Programming**
Resolution No: 2023-02-01-10
Moved By: Kevin Quade
Seconded By: Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell Lyndoch and Raglan hereby approve the free usage of the BLR Community Centre to the Madawaska Valley Public Library, to run programming. Estimated at 10-12 hours for 2023. Scheduling to be coordinated with the Office & Operations Assistant."

CARRIED

- 8.8 Grader Wing Report to Council**
Resolution No: 2023-02-01-11
Moved By: Wayne Banks
Seconded By: Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan direct the Operations Manager to purchase a used grader snow wing for \$4,500.00 plus HST."

CARRIED

9 Financial Report

9.1 Treasurer's Statement of Remuneration and Expenses

Resolution No: 2023-02-01-12

Moved By: Sheldon Keller

Seconded By: Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the Treasurers Statement of Remuneration and Expenses report as presented."

CARRIED

9.2 Arrears Report

Resolution No: 2023-02-01-13

Moved By: Kevin Quade

Seconded By: Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the arrears report as presented."

CARRIED

9.3 Year End & Budgeting

Resolution No: 2023-02-01-14

Moved By: Sheldon Keller

Seconded By: Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept this report AND further direct staff to schedule a Special Budget Meeting in February."

CARRIED

10 Bylaws

10.1 By-Law For Establishing & Regulating A Fire Department

Resolution No: 2023-02-01-15

Moved By: Sheldon Keller

Seconded By: Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2023-09 being a Bylaw for Establishing and Regulating a Fire Department."

CARRIED

10.2 DRAFT - Recreation Bylaw

Provided for Council Comment.

11 Closed Session

11.1 To go into Closed

Resolution No: 2023-02-01-16

Moved By: Kevin Quade

Seconded By: Sheldon Keller

"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) three matters regarding personal matters about an identifiable individual, including municipal or local board employees; AND (d) three matters regarding labour relations or employee negotiations."

CARRIED

11.2 To come out of Closed

Resolution No: 2023-02-01-17

Moved By: Wayne Banks

Seconded By: Sheldon Keller

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan come out of closed session at 9:45 pm."

CARRIED

12 Confirmation Bylaw

Resolution No: 2023-02-01-18

Moved By: Kevin Quade

Seconded By: Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2023-10 being a Bylaw to confirm the proceedings of the February 1st, 2023 Regular Meeting of Council."

CARRIED

13 Adjournment

Resolution No: 2023-02-01-19

Moved By: Wayne Banks

"THAT this meeting adjourns at 9:46pm."

CARRIED

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour



Township of Brudenell, Lyndoch and Raglan

Meeting Minutes

Special Meeting February 22, 2023 - 07:00 PM

Present Were:	Mayor,	Valerie Jahn
	Councillor,	Wayne Banks
	Councillor,	Iris Kauffeldt
	Councillor,	Sheldon Keller
	Councillor,	Kevin Quade
Also Present:	Clerk-Treasurer,	Virginia Phanhour
	Deputy Clerk,	Tammy Thompson
	Operations Manager,	Jordan Genrick
Public Attending:	Via Zoom/Telephone	

1 Call to Order and Roll Call

Call to order this Special Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 22nd day of February, 2023 at 7:02 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

2 Adoption of the Agenda

Resolution No: 2023-02-22-01

Moved By: Wayne Banks

Seconded By: Sheldon Keller

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

CARRIED

3 Disclosure of Pecuniary Interest

There were no declarations of pecuniary interest expressed.

4 Closed Session

4.1 To go into Closed

Resolution No: 2023-02-22-02

Moved By: Kevin Quade

Seconded By: Iris Kauffeldt

"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) regarding personal matters about an identifiable individual, including municipal or local board employees; and (d) labour relations or employee negotiations."

CARRIED

4.2 To come out of Closed

Resolution No: 2023-02-22-03

Moved By: Iris Kauffeldt

Seconded By: Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan come out of closed session at 7:31 pm."

CARRIED

5 Purpose

5.1 Budget Discussion

5.1.1 Resolution from Budget discussion #1

Resolution No: 2023-02-22-04

Moved By: Sheldon Keller

Seconded By: Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan direct the Operations Manager to proceed with RFP's for planned road construction projects scheduled for 2023."

CARRIED

5.1.2 Resolution from Budget discussion #2

Resolution No: 2023-02-22-05

Moved By: Wayne Banks

Seconded By: Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby authorizes the Operations Manager to purchase a 2018 F150 for \$27,444 plus HST and licencing."

CARRIED

6 By-Laws

6.1 By-Law to Appoint a Chief Building Official

Resolution No: 2023-02-22-06

Moved By: Iris Kauffeldt

Seconded By: Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-11 being a By-Law to Appoint Eddy Whitmore as Chief Building Official"

CARRIED

6.2 By-Law for Long Term Borrowing

Resolution No: 2023-02-22-07

Moved By: Sheldon Keller

Seconded By: Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby repeals Bylaw 2022-64 and adopts By-Law 2023-12 being a By-Law to approve the submission of an application to Ontario Infrastructure and Lands corporation ("OILC") for the long-term financing of certain capital work(s) the Corporation of the Township of Brudenell, Lyndoch and Raglan (The "Municipality"); and to authorize the entering into of a rate offer letter agreement pursuant to which the Municipality will issue debentures to OILC."

CARRIED

- 7** **Confirmatory By-Law**
Resolution No: 2023-02-22-08
Moved By: Iris Kauffeldt
Seconded By: Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-13 being a By-Law to confirm the proceedings of the February 22nd, 2023 Special Meeting of Council."

CARRIED

- 8** **Adjournment**
Resolution No: 2023-02-22-09
Moved By: Wayne Banks

"That this meeting adjourn at 9:08 pm."

CARRIED

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour

RECEIVED

FEB 13 2023



February 8, 2023

Hello

Folks!

The organizing committee of this year's Opeongo Nordic Classic Loppet would like to thank you for your contribution to this winter's event. The event was a resounding success welcoming close to 70 participants from across Renfrew County and beyond.

As a result of your support we were able to raise approximately \$2,000. The proceeds go to such expenses as trail maintenance and our Kid's Program. All of this leads to healthy lifestyle choices which benefits us all here in the Ottawa Valley.

Thank you sincerely for your contribution!

The Organizing Committee:

Val Hinsperger
Chris Hinsperger
Jacques Bourbeau
Peter Cruchet
Monica Prymack

Can you please read this at your next council meeting?



The Corporation of the Township of Madawaska Valley

OPEN LETTER TO THE BRUDENELL, LYNDOSCH, RAGLAN FIRE DEPARTMENT VOLUNTEERS

February 6, 2023

On behalf of Council, staff and Fire Chief Corwin Quade of the Township of Madawaska Valley, I wish to Thank the Fire Chief and members of the Brudenell, Lyndoch Raglan Fire Department who were available to respond to a Mutual Aid call for assistance for a structure fire on Annie Mayhew Road over the weekend of February 3rd, 2023.

Everyone is aware of the extremely cold temperatures and frigid conditions they had to work in during this response. Even though the structure could not be salvaged, all who responded should be congratulated for their professionalism, their endurance and resilience. In those frigid temperatures having the additional access to water was crucial to Madawaska Valley Township's response in the attempt to salvage the home.

The passion in which your fire department volunteers responded to the assistance request, regardless of the frigid cold conditions they had to face personally is commendable.

Their dedication and quick response without hesitation when the call for assistance was received, is greatly appreciated.

Suzanne Klatt

Suzanne Klatt C.M.O., AOMC., Dipl.M.A.

CAO/Clerk- Madawaska Valley Township

"Being a firefighter is as close as you can get to being a modern-day soldier in your home country." - Tom Dawson.




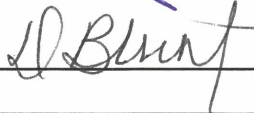
MUNICIPALITY OF SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 45-23

Date: Jan 31, 2023

Moved By: 

Seconded By: 

THAT Council support the resolution put forward by the Town of Cobourg and the Municipality of Greenstone;

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

AND WHEREAS this 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 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 COA, who currently provide objective information to the Council and public and will not take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these 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;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Municipality of Shuniah passes this resolution to petition the Government of Ontario:

1. THAT these changes to the Municipal Act, 2001, are unnecessary and would negatively affect the Municipality of Shuniah; and

2. THAT is the Ontario Government 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; and

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 Municipality Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2022; 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;

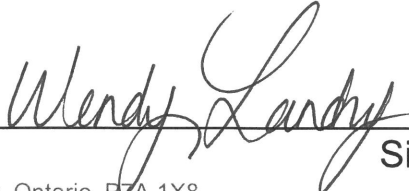
AND BE IT FURTHER RESOLVED THAT a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, Lise Vaugeois, MPP, Kevin Holland, MPP, and the Association of Municipalities of Ontario and all municipalities in Ontario.”

Carried

Defeated

Amended

Deferred

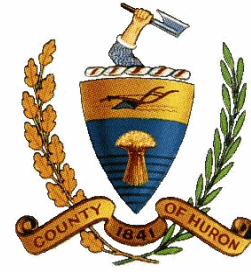


Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

Re: Call to Action: Review of the Cannabis Act

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden’s Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil".

Glen McNeil
Warden, Huron County
On behalf of Huron County Council

Report for Council: Cannabis Act Information

Prepared: January 2023



Contents

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3	1. Licensed Producers
4	2. Personal and Designated Production
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5	Impact to the Municipality
5	Advocacy Efforts to Date
6	Recommendations for Further Advocacy
6	Call to Action Letter
6	Report for Council: Cannabis Act Information (this report)
6	Further Resources
6	The Cannabis Act: The Facts
6	The Cannabis Act
6	Cannabis Information for Municipalities
6	Ontario: Cannabis Control Act
7	Correspondence Received by Council
7	Correspondence to Council, January 2023: Bonnie Shackelton
7	Appendix A
7	Appendix B

Background

On January 18, 2023, Huron County Council passed the following motion:

THAT:

The Council of the County of Huron request staff to prepare a report for Council on the Federal Cannabis Legislation Review with recommendations on options for Huron County to address their concerns with this legislation.

Cannabis Act: Information For Municipalities

According to The Government of Canada's *Information for Municipalities - Medical Use of Cannabis* there are two approved ways medical cannabis can be grown: *Licensed Producers* and *Personal and Designate Production*

1. Licensed Producers

Licensed producers are individuals or companies licensed by Health Canada to produce and sell cannabis for medical purposes. Licensed producers must meet stringent health and safety security requirements before producing and selling cannabis.

When applying to be a licensed producer under the Access to Cannabis for Medical Purposes Regulations (ACMPR), or when applying to amend a licence, an applicant must notify:

- The municipality
- Local fire officials
- Local law enforcement

Licensed producers must also notify these local authorities, within 30 days, after the issuance of a licence or the renewal, amendment, suspension, reinstatement, or revocation of their licence. These notification requirements are intended to provide local authorities with information about activities with cannabis conducted in their jurisdiction to allow them to take appropriate measures, as applicable.

Licensed producers are expected to obey all relevant federal, provincial and municipal laws and by-laws, including municipal zoning by-laws.

2. Personal and Designated Production

If a person wants to produce a limited amount of cannabis for his/her own medical purposes, he/she needs to register with Health Canada. He/she can also choose to designate another person to produce a limited amount of cannabis for him/her. A person can produce a limited number of marijuana plants under a maximum of two registrations (for one other person and him/herself, or two other people). Marijuana plants may be produced under a maximum of four registrations at one address.

A registered or designated person is permitted to produce marijuana plants indoors and/or outdoors, but not both at the same time. If a person wishes to produce marijuana plants outdoors, the boundary of the land on which the production site is located cannot have any points in common with the boundary of the land on which a school, public playground, day care facility or other public place frequented mainly by persons under 18 years of age.

The number of plants a person can grow is determined by the daily amount recommended by their health care practitioner and a set of formulas in the regulations.

Health Canada also recommends that registered and designated persons be discreet with their production.

Individuals who are registered with Health Canada to produce a limited amount of cannabis for medical purposes are expected to obey all federal, provincial and municipal laws and by-laws.

Community Expressed Concerns

Recently, some concerns regarding the Cannabis Act and local growing practices have been expressed by community members. Some of the topics of concern expressed have included:

- Excessive noise produced by ventilation units
- Serious odour impacts from production
- Health concerns from neighbouring property owners
- Questions regarding zoning requirements for Cannabis operations, particularly in regards to areas zoned residential
- The current lack of a Minimum Distance Separation (MDS) between licensed facilities/designate growers, and homes, public facilities

Impact to the Municipality

Community concerns regarding the Cannabis Act have an impact on the municipality. These impacts include the costs associated with Council and staff time and legal fees. There is also a potential for community disruption pertaining to licenses issued under the Federal Medical Cannabis Registration process.

It is important to note that the municipality's concerns expressed in this report are not against or opposed to cannabis. The County of Huron appreciates the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to other levels of government so that continual improvements can be made over time.

Advocacy Efforts to Date

On October 5, 2022 a letter was sent to the Cannabis Act Legislative Review Secretariat of Health Canada. The letter offered requested feedback on the Cannabis Act and a recommendation for a Minimum Distance Separation to protect residential areas.

See Appendix A.

Recommendations for Further Advocacy

Report for Council: Cannabis Act Information (this report)

Further advocacy could be accomplished by sending this report, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration.

A Call to Action Letter could be sent on behalf of WOWC, and all WOWC member municipalities could be invited to send similar letters to the agencies and individuals outlined below.

Call to Action Letter

A sample Call to Action Letter for Huron County can be found in Appendix B. Once approved by Council, letters could be sent to:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario: Doug Ford
- Provincial Minister of the Environment, Conservation and Parks: David Piccini
- Provincial Minister of Agriculture: Lisa Thompson
- Provincial Minister of Municipal Affairs and Housing: Steve Clark
- Member of Parliament: Ben Lobb
- Federal Minister of Agriculture and Agri-Food: Marie-Claude Bibeau
- Federal Minister of Health: Jean-Yves Duclos

Further Resources

The Cannabis Act: The Facts

<https://www.canada.ca/en/health-canada/news/2018/06/backgrounder-the-cannabis-act-the-facts.html>

The Cannabis Act

https://laws-lois.justice.gc.ca/eng/annualstatutes/2018_16/FullText.html#:~:text=The%20objectives%20of%20the%20Act,operating%20outside%20the%20legal%20framework

Cannabis Information for Municipalities

<https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/information-municipalities.html>

Ontario: Cannabis Control Act

<https://www.ontario.ca/laws/statute/17c26>

Correspondence Received by Council

Correspondence to Council, January 2023: Bonnie Shackelton

<https://agendas.huroncounty.ca/agendapublic/AttachmentViewer.ashx?AttachmentID=7134&ItemID=5394>

Appendix A

Copy of the letter sent to the Cannabis Act Legislative Review Secretariat of Health Canada on October 5, 2022

Appendix B

Sample Call to Action Letter

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



October, 5, 2022

To: Cannabis Act Legislative Review Secretariat
Health Canada
Address locator 03021
Ottawa, Ontario
K1A 0K9

On October 5, 2022, Huron County Council passed the following motion:

THAT:

The Council of the County of Huron send correspondence to Health Canada requesting consultation when implementing legislation on cannabis regulation as there is a direct impact on municipal operations and sometimes non compliance to municipal by-laws;

AND FURTHER THAT:

The Council of the County of Huron recommends the inclusion of a system of Minimum Distance Separation to protect residential areas;

AND FURTHER THAT:

This correspondence be circulated to Huron County local municipalities for support.

Thank you for requesting feedback on the Cannabis Act and the current legislative framework for cannabis in Canada. As a municipal government for one of Canada's most agriculturally productive regions, and a popular tourism destination, we have been in the position to observe areas for improvement during the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds

of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost fifty years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend enhanced consultation with municipal governments and request further notice and consultation with the County of Huron when drafting and implementing legislation and regulations dealing with matters related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases serious issues of non-compliance with local municipal by-laws.

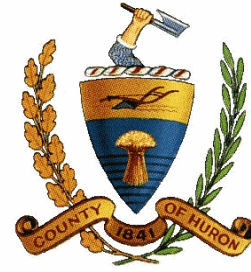
Sincerely,



Glen McNeil
Warden, Huron County
On behalf of Huron County Council

OFFICE OF THE WARDEN

Corporation of the County of Huron
1 Courthouse Square
Goderich, Ontario N7A 1M2
www.HuronCounty.ca
Phone: 519.524.8394
Toll Free: 1.888.524.8394



{insert date}

To: {insert recipient}

Re: Call to Action: Review of the Cannabis Act

On {insert date}, Huron County Council passed the following motion:

THAT:

{insert motion}

AND FURTHER THAT:

{insert motion}

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,



Glen McNeil
Warden, Huron County
On behalf of Huron County Council



PORT COLBORNE
Development and Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 • www.portcolborne.ca

T 905.835.2900 ext 106 F 905.834.5746
E nicole.rubli@portcolborne.ca

February 22, 2023

Office of the Warden
Corporation of the County of Huron
1 Courthouse Square
Goderich, ON N7A 1M2

Dear Mr. McNeil, Warden:

Re: Corporation of the County of Huron – Call to Action: Review of the Cannabis Act

Please be advised that, at its meeting of February 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act, be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

Nicole Rubli
Acting City Clerk

Cc: Federation of Canadian Municipalities (FCM)
All Municipalities in Ontario
Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
Premier of Ontario
Provincial Minister of the Environment, Conservation and Parks
Provincial Minister of Agriculture
Provincial Minister of Municipal Affairs and Housing
Member of Parliament
Federal Minister of Agriculture and Agri-Food
Federal Minister of Health



February 14, 2023

Honourable Steven Lecce, Minister of Education

Ministry of Education
315 Front Street West, 14th Floor
Toronto, ON M7A 0B8

RE: Ontario School Board Elections

Dear Minister Lecce,

At its Regular Meeting on February 6, 2023, Council received correspondence from the Town of Petrolia regarding School Board Elections in Ontario. Through discussion, Council determined that organizing, hosting, and promoting School Board Elections requires an extensive use of municipal resources and co-ordination. It was further discussed that the act of conducting School Board Elections, without compensation or re-imburement, places a significant financial burden on municipalities.

As a result of that discussion, Council passed the following resolution:

R23-02-034

Moved by: Deputy Mayor Shepley

Seconded by: Councillor Allard

That the correspondence dated January 23, 2023 from the Town of Petrolia regarding School Board Elections be received and supported; and

That a letter of support be sent to the Town of Petrolia, the Honourable Steven Lecce, Minister of Education, MPP Anthony Leardi, the County of Essex and all other municipalities.

Carried

Yours truly,

A handwritten signature in blue ink that reads "Shelley Brown".

Shelley Brown

Acting Clerk, Legal and Legislative Services
sbrown@essex.ca



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

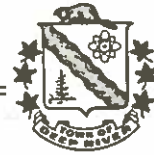
c.c. Mandi Pearson, Clerk/Operations Clerk, Town of Petrolia
mpearson@petrolia.ca

Anthony Leardi, MPP
Anthony.Leardi@pc.ola.org

Mary Birch, Acting CAO, County of Essex
m.birch@countyofessex.ca

All 444 Municipalities of Ontario

THE CORPORATION OF THE TOWN OF DEEP RIVER



P.O. BOX 400 • 100 DEEP RIVER ROAD • DEEP RIVER, ONTARIO K0J 1P0
Tel: (613) 584-2000 • www.deepriver.ca • Fax: (613) 584-3237

February 16, 2023

Via: Email

The Honourable Stephen Lecce, Minister of Education
Ministry of Education

Re: Ontario School Board Elections

Dear Honourable Stephen Lecce,

Please be advised that Council of the Town of Deep River, at the Regular Meeting of Council on February 1st, 2023, adopted the following Resolution:

6.1.1 School Board Elections Correspondence
Mandi Pearson, Clerk / Operations Clerk, Town of Petrolia

RESOLUTION 2023 29

MOVED BY: Councillor Fitton
SECONDED BY: Councillor Myers

BE IT RESOLVED THAT the correspondence from Ms. Mandi Pearson of the Town of Petrolia, regarding School Board Elections, be received,

THAT Council of the Town of Deep River supports the Resolution passed by the Town of Petrolia Council to request that School Boards become responsible for conducting their own Trustee elections, or at minimum municipalities be compensated by the School Boards for overseeing such Trustee elections; and

THAT staff forward this Resolution to the Honourable Stephen Lecce, Minister of Education, and to Ontario Municipal Councils.

CARRIED

Best Regards,

Jackie Mellon
Clerk
Town of Deep River

cc: Ontario Municipal Councils



Mandi Pearson, Clerk/Operations Clerk
Town of Petrolia
411 Greenfield Street
Petrolia, ON N0N 1R0
mpearson@petrolia.ca

DELIVERED VIA EMAIL

February 17th 2023

Re: School Board Elections

Dear Ms. Pearson,

Please be advised that at the Regular Council Meeting on February 8th 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Petrolia regarding *School Board Elections*.

Motion 14

Moved by Councillor Mike Vasey

Seconded by Councillor John van Klaveren

That Council support item 'M' of correspondence from the Town of Petrolia regarding compensation for School Board Elections.

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.

Sincerely,

Denny Giles
Deputy Clerk
Town of Plympton-Wyoming

cc: Hon. Stephen Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
All Ontario Municipalities

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

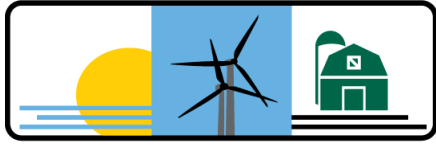
Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca





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

February 22, 2023

The Honourable Stephen Lecce, Minister of Education

Re: Ontario School Board Elections

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Jennifer Miltenburg
Seconded by Wayne Forster

WHEREAS the correspondence dated January 25, 2023 from the Town of Petrolia regarding Ontario School Board Elections highlights that municipalities do not get compensated for conducting trustee elections on behalf of School Boards;

NOW THEREFORE BE IT RESOLVED THAT Ashfield-Colborne-Wawanosh Township Council hereby supports the letter and resolution of the Town of Petrolia;

AND FURTHER THAT a letter of support be sent to the Town of Petrolia, the Minister of Education, MPP Lisa Thompson, the County of Huron and Ontario Municipal Councils.

Carried

Sincerely,

Florence Witherspoon
Municipal Clerk

cc. The Town of Petrolia, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

January 25, 2023

Hon. Steven Lecce, Minister of Education
MPP Bob Bailey, Sarnia-Lambton
County of Lambton
Municipalities of Lambton County and Ontario

Via email

During the December 12, 2022, regular meeting of council, the following resolution was passed:

Moved: Bill Clark Seconded: Debb Pitel

WHEREAS in the Province of Ontario, municipalities are responsible to conduct the election process on behalf of the school boards; and

WHEREAS an extensive amount of resources, time and management to advertise, co-ordinate and complete these trustee elections is placed on the municipality; and

WHEREAS municipalities do not receive any compensation or re-imburement for use of orchestration of the school board trustee elections.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Petrolia request that staff forward this motion to the Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Ontario Municipal Councils and the County of Lambton requesting that school boards become responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections;

Carried

Kind regards,

Original Signed

Mandi Pearson
Clerk/Operations Clerk

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694
411 Greenfield Street, Petrolia, ON, N0N 1R0

www.town.petrolia.on.ca



CULTURE



CONNECT

Sponsorship Package

About Culture Connect

The 2nd annual Culture Connect happening this June is an opportunity for the communal celebration of beauty in diversity and the importance of culture. Culture Connect brings together community groups and organizations from across the Ottawa Valley and creates space for learning, social connection, and fun.

Why Sponsor?

Culture Connect consists of a series of events crafted to bring people together for collective learning, celebration, and honouring the cultures and traditions that make up our community. Brand visibility, targeted marketing, consumer perception, sales goals, community goodwill, and business relationships are some beneficial aspects of sponsoring the 2023 Culture Connect events.

Sponsorship Opportunities

Title Sponsor: \$2,500 (No longer available)

The premier partner for Culture Connect is our Title Sponsor, the patron of the Culture Connector Award that celebrates the accomplishments of local individuals and organizations who have made a significant contribution to our community. This sponsorship package is available to sponsors who wish to have maximum promotional prominence. In addition, this sponsorship package helps cover costs associated with venue location, administrative and promotional materials, and videography and photography.

Included are the following:

- Sponsor the Culture Connector Awards
- Present the Culture Connector Awards
- Logo in Culture Connector Award video presentation
- Sponsor mention in radio spots
- Sponsor logo in print and digital media
- Sponsor full-page ad in Culture Connect programme



Gold Sponsor: \$1,000

This partner organization's contribution enables the purchase of workshop materials, honorariums for workshop facilitators, and any equipment rental.

Included are the following:

- Sponsor logo in print and digital media
- Sponsor mention in radio spots
- Sponsor logo in print and digital media
- Sponsor half page ad in Culture Connect programme
- Opportunity for a photo op with media during key event(s)



Silver Sponsor: \$500

This partner organization's contribution ensures that we are brought together during Culture Connect through food – snacks for workshops, cooking materials for demonstrations, and cooking accoutrement.

Included are the following:

- Sponsor logo in print and digital media
- Sponsor mention in radio spots
- Sponsor logo in print and digital media
- Sponsor quatre page ad in Culture Connect programme

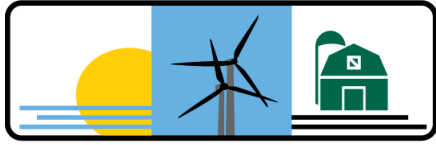


Bronze Sponsor: \$250

This level of sponsorship allows a partner organization to sponsor a specific Culture Connect event happening throughout the Ottawa Valley during the month of June. This type of sponsorship will ensure that necessary supplies are available to make the event a success, such as art and craft supplies, refreshments, media rental fees, facility fees, etc. included are the following:

- Sponsor logo in print and digital media
- Event includes a "sponsored by" tagline with partner logo
- Printed signage at event with partner logo and thanks
- Opportunity for partner to be present at event for formal thank you

If your organization is interested in sponsoring the Local Immigration Partnership Culture Connect, please contact Jodi Bucholtz, Local Immigration Partnership – Lanark & Renfrew at 613-735-4700, ext. 2712 or bucholj@algonquincollege.com



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

The Honourable Steve Clark, Minister of Municipal Affairs and Housing

February 22, 2023

Re: Future Accuracy of the Permanent Register of Electors

Dear Minister,

Please be advised that at the February 21st meeting, the Council of the Township of Ashfield-Colborne-Wawanosh adopted the following resolution,

Moved by Anita Snobelen

Seconded by Evan Hickey

WHEREAS concerns surrounding the accuracy of the Voters' List has been highlighted in elections past and inaccuracies continue to plague municipal elections;

AND WHEREAS the Chief Electoral Officer for the Province of Ontario now has the responsibility to prepare and maintain a Permanent Register of Electors, under the Elections Act, for future municipal elections;

AND WHEREAS an accurate Permanent Register of Electors is paramount in upholding the integrity of democratic government;

AND WHEREAS an accurate Permanent Register of Electors could increase voter turnout statistics and possibly contribute to positive voter apathy;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Ashfield-Colborne-Wawanosh requests that the Province of Ontario, through Elections Ontario and the Chief Electoral Officer utilize any resources available to produce the highest quality Permanent Register of Electors;

AND FURTHER THAT this resolution be circulated to the Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson and Ontario Municipal Councils for their support.

Carried

Sincerely,

Florence Witherspoon
Municipal Clerk

cc. Greg Essensa, Chief Electoral Officer for Ontario, Huron-Bruce MPP Lisa Thompson, and Ontario Municipal Councils

acwtownship.ca

EXECUTIVE BOARD

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Gary W. Coulter

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William Patterson

Colonel (ret) John Roderick

Catherine Sharpe

Honorary-Colonel (ret)
A. Britton Smith, MC, QC



National Wall of Remembrance Association
Association de la Muraille commémorative nationale



A Message from the Chairman

The National Wall of Remembrance Association would like to thank you for your support of our project.

More than 117,000 men and women made the ultimate sacrifice to ensure future generations of Canadians live in a free and democratic country. These courageous individuals are buried in cemeteries in Canada, Europe, Russia, South Africa, North Africa, India, Burma, Japan, South Korea and in Hong Kong. Many have no marked grave, and many were lost at sea.

Our mission is to provide one place of Remembrance, both physical and virtual, as an enduring tribute to these brave souls.

Together, with your support, we will erect a permanent monument to the Fallen in the city of Kingston Ontario, birthplace to much of Canada's military history. The companion virtual component is already live at www.canadianfallen.ca. We encourage you to visit the site and search for relatives, submit photos and documents relevant to a profile or read about Canada's major military conflicts.

Our secondary objective, after the monument is erected, will be to ensure the long-term sustainability of both the monument and the virtual space. As an Association aligned with Canada's military, we will also be supporting organizations whose mission is to assist veterans and their families.

Together we can get this done.

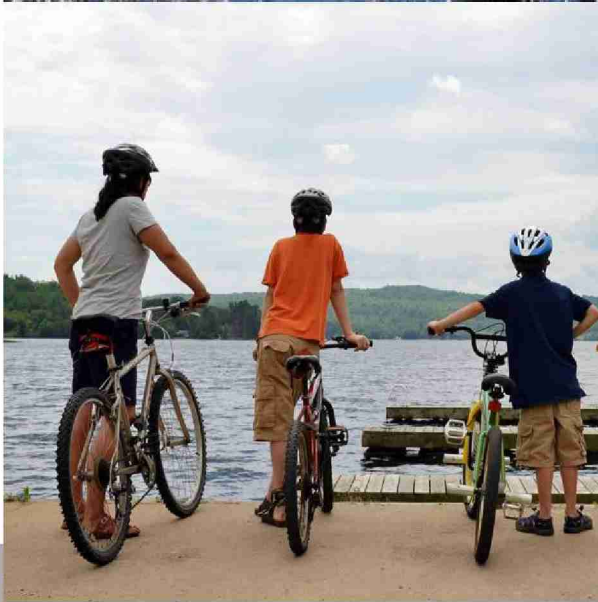
Sincerely,

A handwritten signature in black ink that reads "Gary W. Coulter". The signature is written in a cursive style with a large, prominent 'G'.

Insp. Gary W. Coulter (ret)
Chairman, NWORA



Community Safety and Well-being Plan: 2022



The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin



Message From the Coordinating Committee

The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions announcing community safety and well-being (CSWB) as a priority and are working collaboratively on a regional approach. The aim is to enhance the provision of services, and quality of life across the area.

Bill 175, the Safer Ontario Act (2018) mandated every municipality to create a CSWB plan. The Act acknowledged local capacity to address risk factors and encourages multi-sectoral partnerships and innovative forward-thinking approaches to build stronger, healthier communities.

This is a growing, culturally rich, rural area. We have used an asset-based approach to planning, identifying our communities' many strengths and building upon their successes. After reviewing local data and consulting the community, the plan also identifies priority concerns and clear strategies to reduce risk areas.

On behalf of the CSWB Coordinating Committee, I would like to thank the many residents who participated in the consultation, advisory committee members, local service providers, and organizations for their significant contributions to the planning process. This is truly a collaborative plan, and by working together we strengthen relationships and help make our region safer and healthier.

Meara Lewicki-Sullivan PhD
CSWB Coordinator



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ABBREVIATIONS

BBAHS: Barry's Bay and Area Home Support Services

BLR: Brudenell, Lyndoch and Raglan

BV: Bonnechere Valley

CPAN: Renfrew County Child Poverty Action Network

CSWB: Community Safety and Well-being

KHR: Killaloe, Hagarty and Richards

MCCH: Madawaska Communities Circle of Health

MHA: Mental Health and Addictions

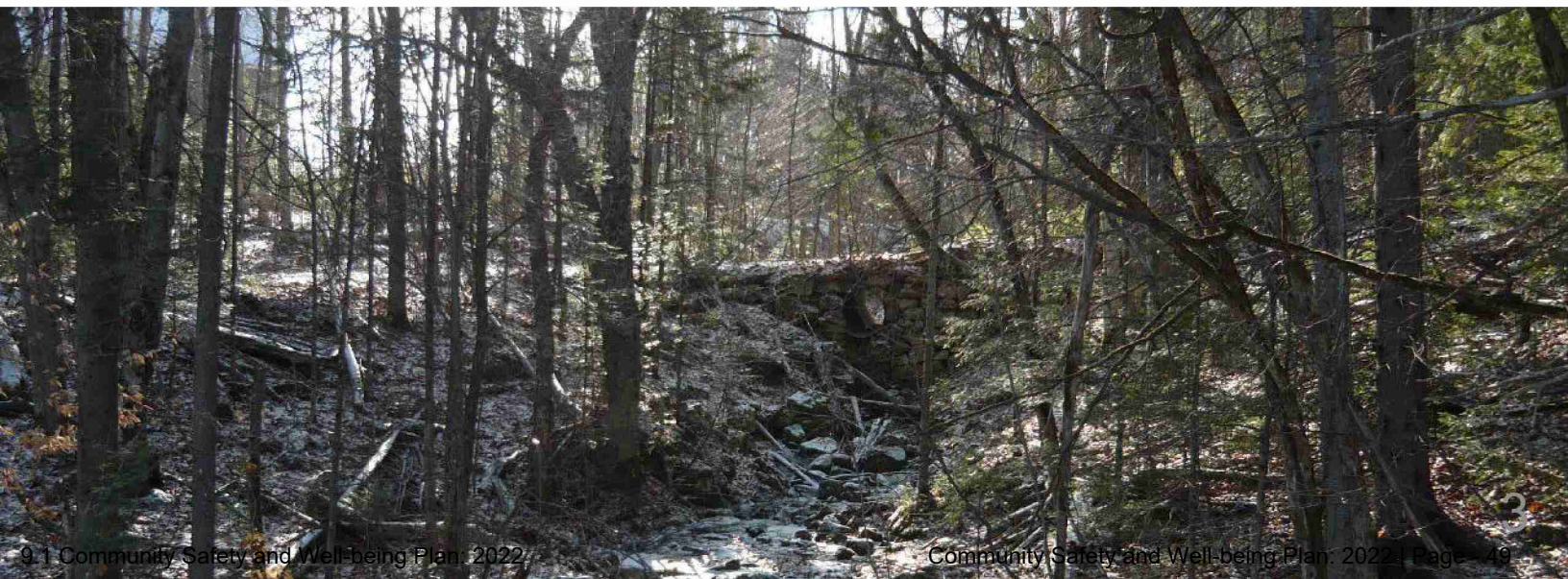
MOMH: Moving on Mental Health

MV: Madawaska Valley

OPP: Ontario Provincial Police

RCHC: Renfrew County Housing Corporation

SA: South Algonquin



EXECUTIVE SUMMARY



1

MANDATE AND LOCAL COMMITMENT

In response to Bill 175, the Safer Ontario Act (2018), the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions making community safety and well-being a priority and have committed to working collaboratively on a regional plan.



2

COMMUNITY CONSULTATION

Twenty-four respondents completed the CSWB Service Providers Survey. Eleven additional agencies simply provided organizational data. Three hundred and five residents completed the regional CSWB Public Consultation Survey. In addition, information was gathered through interviews and discussions with residents and professionals and committee meetings (including Moving on Mental Health (MOMH) and Madawaska Communities Circle of Health (MCCH)).



3

PRIORITY CONCERNS

Three priority concerns were identified for the region;

- employment,
- health care, and
- housing

While other areas of concern were identified, these areas were prioritized based upon their prevalence in local data and consultations, and their level of community impact. A fifth area of risk was identified for South Algonquin exclusively (and is considered in Appendix A).



ACKNOWLEDGMENTS

Effective Community Safety and Well-being planning is a collaborative process. Planning requires residents, services providers, organizations, and municipal governments to all work together to identify local areas of risk and create innovative solutions to increase safety and well-being. We would like to thank everyone who contributed to this plan, including:

The municipal councils of the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin for recognizing the importance of CSWB planning and working collaboratively to make the region a healthier and safer place to live;

The Coordinating Committee for their vision, guidance and leadership throughout the planning process;

The Members of the Advisory Committee and their organizations for sharing their insights and data and supporting this initiative;

The Madawaska Communities Circle of Health (MCCH) and Moving on Mental Health (MOMH) committees for welcoming the CSWB Coordinator to their meetings and sharing their knowledge and data; and

The numerous residents whom informed our planning by sharing their thoughts and experiences through surveys and discussions.



INTRODUCTION

The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin are situated in beautiful Eastern Ontario. These municipalities are all located in Renfrew County and District and within the Killaloe Detachment of the Ontario Provincial Police (OPP). South Algonquin also holds the unique position of being part of the Nipissing District.

The region has a combined population of 12,816 people and a total area of 3242.18 square kilometers.

The average age in the region is 48.5 years old. Over one quarter (28%) of the regional population is 65 or older. Nine percent self-identify as Indigenous (range 2.9% to 20.8%).

The region has a varied work force. However, regional unemployment rate is 10.8%, which is higher than the provincial average of 7.4% [1].

1. Statistics Canada (2016). Census Profiles. Ottawa: Statistics Canada Catalogue.



With a population density of just 4.4 people per square kilometer [1], the region has an abundance of waterways, woodlands and beautiful scenery. It is not surprising that 65% of area residents identified nature as the greatest strength in the CSWB Public Consultation Survey. Other popular community strengths included small town, rural life; peace and quiet; and friendliness.



95% of CSWB survey respondents always or often felt safe in their community.



59% CSWB survey respondents had a strong, or very strong sense of community belonging.

In the CSWB Survey respondents also reported very high safety levels. 95% of all respondents said they always, or often felt safe in the area. In addition, nearly 60% of respondents stated they felt a strong or a very strong sense of community belonging.

1. Statistics Canada (2016). Census Profiles. Ottawa: Statistics Canada Catalogue.



Visitors from around the world are drawn to the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin for their outdoor activities, events and festivals, religious and cultural centers and vibrant art scene.

Throughout the region, there are several central population hubs including Barry's Bay, Eganville, Killaloe, and Whitney. In these areas, residents and visitors can enjoy retail shopping at department stores, unique small shops, art galleries, and farmers markets, dining at restaurants, cafes and food trucks and leisure and athletic activities in parks and sporting facilities.



Table 1: Regional Demographics

TOWNSHIP	BV	BLR	KHR	MV	SA
AREA:					
LAND AREA (SQ KM)	593.2	706.24	396.80	672.51	873.43
POPULATION DENSITY (PER KM)	6.2	2.1	6.1	6.1	1.3
POPULATION	3,674	1,503	2,420	4,123	1,096
POPULATION CHANGE 2011-2016	-2.4%	-9.3%	0.7%	-3.7%	-9.5%
DEMOGRAPHICS:					
AVERAGE AGE	47.6	47.6	45.6	50.1	51.7
65 OR OLDER	27.1%	26.6%	24.6%	31.2%	29.6%
ABORIGINAL IDENTITY	8.2%	2.9%	7.3%	5.7%	20.8%
3RD GEN OR MORE	87.7%	87%	83.8%	83.7%	82.9%
AVERAGE HOUSEHOLD SIZE	2.2	2.3	2.3	2.1	2.0
MEDIAN HOUSEHOLD INCOME	\$54,240	\$51,072	\$50,592	\$52,679	\$49,835
UNEMPLOYMENT RATE (PROVINCIAL AVERAGE: 7.4%)	10.5%	10.9%	9.9%	11.4%	11.2%
EDUCATION :					
NO HIGH SCHOOL DIPLOMA	21.8%	34%	18.8%	28.8%	38%
HIGH SCHOOL OR EQUIVALENT	31.5%	26.9%	32%	25%	25%
POST-SECONDARY	46.7%	39.9%	49%	46%	36%

Community Safety and Well-being

Bill 175, the Safer Ontario Act (2018), was passed to modernize Ontario's approach to community safety. The legislation mandates every municipality in the province to create a Community Safety and Well-being Plan (CSWB).

Traditionally, safety has focused upon reactionary incident response. That has left police resources overstretched while responding to an increasing number of calls that are not related to chargeable offences. CSWB planning represents an important shift to proactive social development and prevention.

With local government leadership, community partnerships, and evidence-based community responses the overarching goal is to build communities where members feel safe, belonging and where their needs can be met (including education, housing, food, healthcare, and cultural expression).

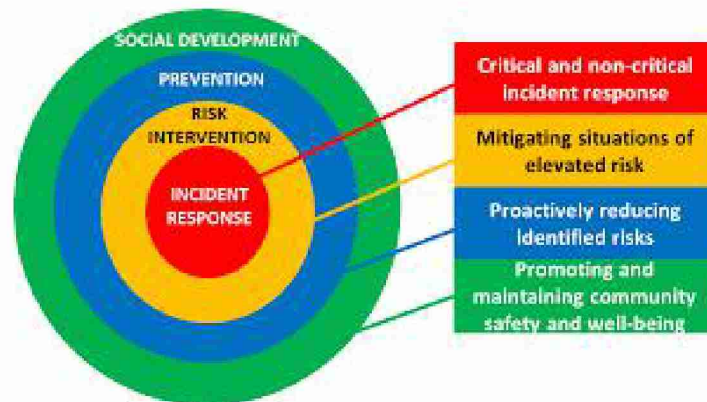
The potential benefits of CSWB planning include improved understanding of the priority risks and vulnerable populations, improved use of resources, enhanced community engagement, and communication between citizens and agencies in the region.

Source: Ministry of Community Safety and Correctional Services. (2018). Community Safety and Well-being Planning Framework, A Shared Commitment in Ontario, Booklet 3.

Provincial Planning Framework

The Provincial Planning Framework guided the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin in their regional planning. The framework highlights four key areas of Community-Safety and Well-being planning to encourage new solutions to identified local risks. By investing resources in social development, prevention and risk intervention the need for critical incident response is reduced.

Figure 1: . Four Areas of CSWB Planning



Social Development addresses the social determinants of health, areas such as food security and housing that promote safety and well-being.

Prevention involves the implementation of evidence-based strategies to address known priority risks.

Risk Intervention is a multi-disciplinary effort to address a situation of elevated risk of harm.

Incident Response is the immediate and response to an urgent incident.

Source: Ministry of Community Safety and Correctional Services. (2018). Community Safety and Well-being Planning Framework, A Shared Commitment in Ontario, Booklet 3.



Regional Approach

In the autumn of 2019, the municipal councils of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin declared the importance of community safety and well-being and agreed to work collaboratively on a regional plan. This collaboration was inspired by the seven municipalities in North Hastings who originally adopted this unique approach.

In 2022, the Township of Bonnechere Valley was welcomed into the collective. While they did not participate in the initial planning or community consultation, Bonnechere Valley is also a rural municipality located in Renfrew county and local data illustrates shared priority concerns and similar demographics. By working together we can break down barriers, help build community across the region, and ultimately our approach to community safety and well-being is strengthened.

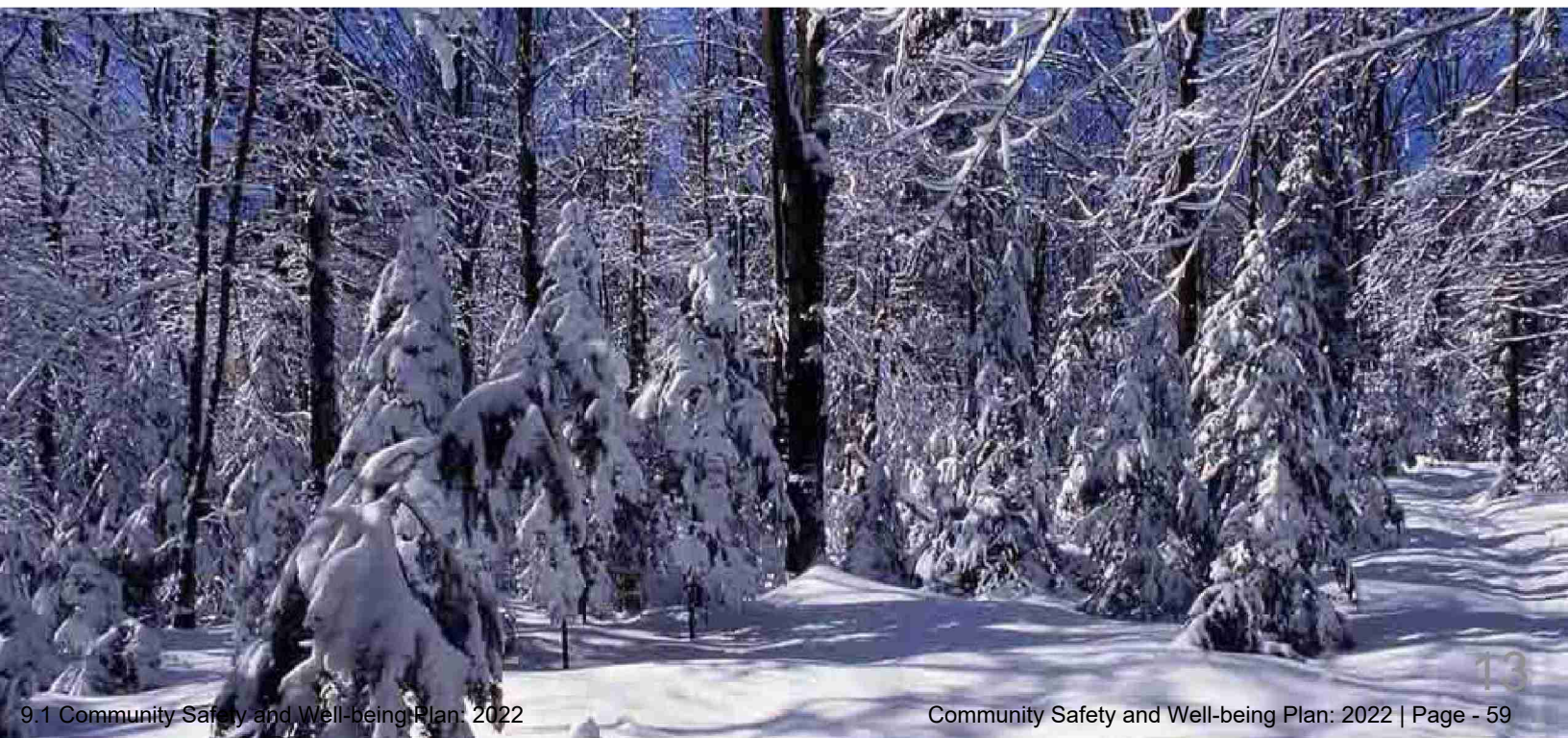
Our regional approach aims to:

- Increase the existing understanding of risk factors, gaps and vulnerable groups.
- Improve communication and collaboration across sectors.
- Enhance community engagement among residents and agencies in local initiatives.
- Direct services to better address risk factors and vulnerable groups.
- Identify new opportunities to share data across agencies.
- Reduce the dependency on incident response.
- Enhance residents' understanding and access to services and supports.
- Increase residents' feelings of safety, belonging and their basic needs are met.

CSWB Planning Committees

To facilitate the planning, a CSWB coordinating committee was created and comprised of CAO/Clerks from each municipality and a CSWB coordinator. The coordinating committee guided and managed each stage of the planning including recruitment of local advisors, participating in the advisory committee, organizing community consultation, reviewing drafts of the plan and ensuring it is publicly available.

An advisory committee is an essential component of the CSWB planning process. The regional advisory committee was a new, dynamic, multi-sector body comprised of local experts that helped inform collaborative planning. Advisors shared their knowledge, experience and data which helped establish local strengths, risks and vulnerable populations.





Advisory Commiteee

The municipal councils of the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin

Community:

Barry's Bay and Area Home Support Services
Bernadette McCann House
Community Resource Centre
District of Nipissing Social Services Administration Board (DNSAAB)
Eganville & District Senior Citizens Needs Association
Family and Children's Services - County of Renfrew
Madawaska Valley Association for Community Living
The Phoenix Centre for Children and Youth
Renfrew Legal Aid
Renfrew County Child Poverty Action Network (CPAN)
Training & Learning Centre of Renfrew County

Education:

Eganville & District Public School
Killaloe Public School
Madawaska Valley District High School
Opeongo High School
Palmer Rapids Public School
Renfrew District School Board
St James Catholic School
Sherwood Public School
Whitney Public School

Emergency Response:

OPP- Killaloe Detachment

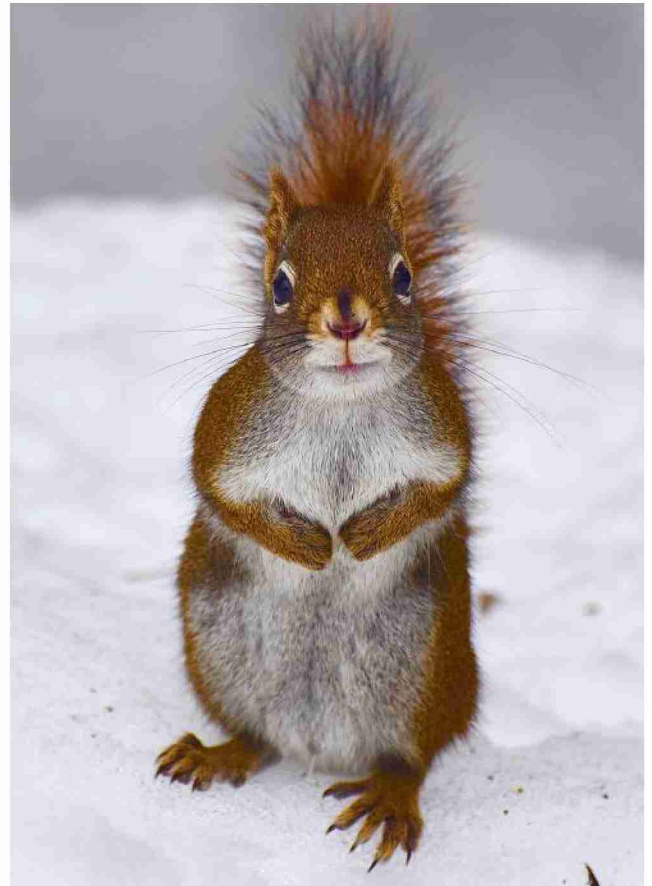
Healthcare:

ConnectWell Community Health
Madawaska Valley Hospice Palliative Care
Renfrew County and District Health Unit
Saint Francis Memorial Hospital
South Algonquin Family Health Team
West Champlain Family Health Team

Community Consultation

Public consultation is an extremely important part of planning and is necessary to ensure that the plan reflects the lived experiences and desires of community members. The goals of the community consultation were:

- To hear how residents felt about their safety and well-being;
- To identify risk factors and gaps in services; and
- To continue to keep the public informed about the CSWB planning and to obtain their support.



Three hundred and five residents completed the CSWB Public Consultation Survey; providing a representative response rate of 3%. Twenty-four respondents completed the CSWB Service Providers Survey. Eleven additional agencies exclusively provided organizational data. In addition, information was gathered through interviews and discussions with residents and professionals and committee meetings (including Moving on Mental Health (MOMH) and Madawaska Communities Circle of Health (MCCH)).

KEY STEPS

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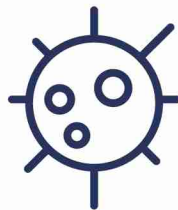
Commitment: Fall 2019

Participating townships passed resolutions announcing CSWB as a priority, and officially announcing a collaborative, regional approach to planning.

Creation of Planning Committees



Nov 2019- Coordinating Committee
Jan 2020- Advisory Committee



COVID Break: March-July 2020

Planning was temporarily halted to focus on the immediate needs of the COVID-19 pandemic

Community Consultation: 2020



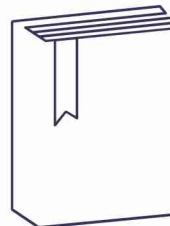
CSWB Service Providers Survey
CSWB Public Consultation Survey



Data Analysis and Plan Design: 2021

Analysis of CSWB data and drafting the plan

Final Plan June 2021

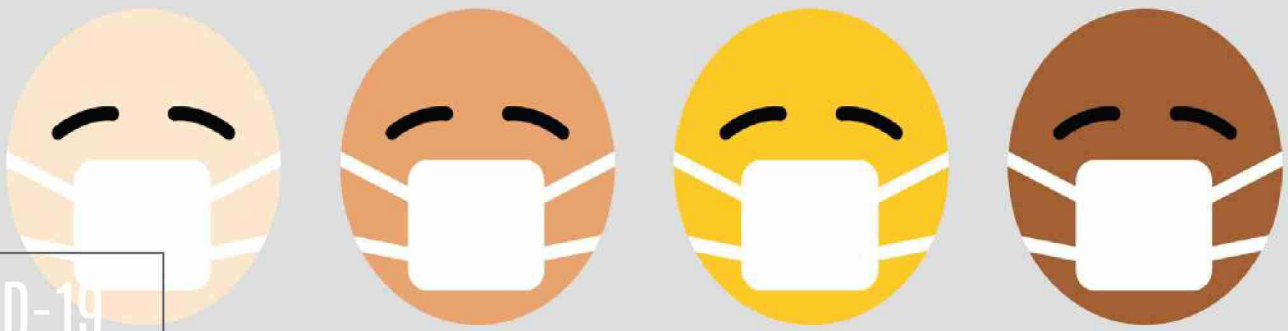


Plan approved by Councils



Implementation: August 2022

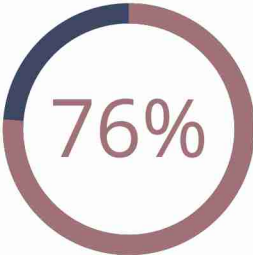
Implementation of CSWB strategies



COVID-19

As a result of the COVID -19 pandemic, the province of Ontario implemented a state of emergency on March 17, 2020. The Coordinating Committee made the important decision to temporarily suspend CSWB planning from March to July 2020 to focus on the immediate needs of the pandemic. Planning was resumed in August 2020 but COVID continued to have an impact. Townhall discussions and focus groups that were to be part of our consultation strategy were cancelled, meetings were held virtually and interviews took place over the phone.

During community consultation, COVID was identified as an area of concern. Over half of all CSWB survey respondents stated that COVID had significantly impacted their work and family life. Three-quarters of respondents reported that COVID brought higher or much higher stress levels.



COVID and Stress

76% of survey respondents reported COVID brought higher, or much higher stress levels



COVID Impact

51% of survey respondents reported that COVID-19 had impacted their work and family life a lot, or a great deal

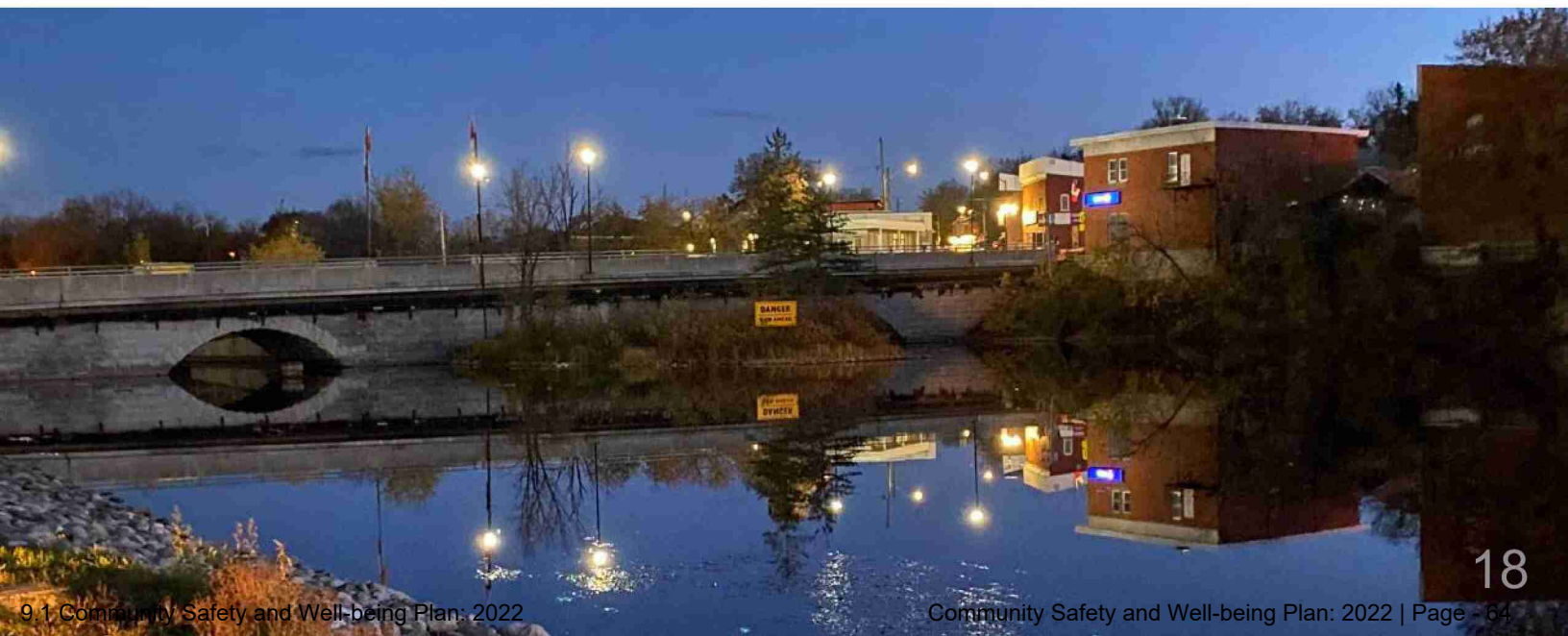
IDENTIFYING REGIONAL RISK FACTORS

After thoroughly reviewing local data, and the findings from community consultation, multiple risk factors were apparent. This is the first regional CSWB plan. We aim to be detailed, focused and thorough. So rather, than considering multiple areas of risk superficially, we chose to concentrate on three central areas. This strategy ensures that priority risk factors are given significant attention, can be considered comprehensively and that our goals are clear and measurable.

Three priority concerns were identified for the region:

- employment,
- health care, and
- housing.

These risk factors were selected based upon their prevalence in local data and consultations and their level of community impact. An additional area of risk was identified for South Algonquin exclusively. The need for a South Algonquin service directory is considered in Appendix A.





Employment

Employment offers more than just income, it can increase socialization, bring new learning opportunities and challenges, improve mental and physical health and provide a purpose. Conversely, unemployment brings hardships beyond the financial impact.

Approximately 1.5 million people are unemployed in Canada [1]. Statistics for the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin show the region has an above-average rate of unemployment. Unemployment in the area is 10.8% (range from 9.9% to 11.4%), compared to the provincial average of 7.4% [2].

Residents and service providers also highlighted concerns about regional unemployment. In the CSWB Public Consultation Survey, nearly half of all respondents (45%) identified employment as the number one problem or concern impacting their community. Employment was also listed as the top service needed (47%) in that survey. Equally, in the Service Providers Survey local experts identified employment as one of the top risk factors that have the greatest impact on their clients.

1. Statistics Canada. (2021). Labour Force Survey, March 2021. Ottawa: Statistics Canada.

2. Statistics Canada (2017). Census Profiles. Ottawa: Statistics Canada Catalogue.

Employment

Factors that Increase Risk

- Lack of access and availability
- Lack of education or training
- Stigma and discrimination
- Lack of transportation
- Childcare costs
- Structural shifts in employment
- Economic downturn (recession, depression)
- Pandemics such as COVID-19
- Technological advances
- Extreme weather/seasons

Impact

- Financial hardship and poverty
- Reduced standard of living
- Homelessness
- Reduced physical health
- Increased mental illness
- Lower well-being
- Isolation
- Tension in family relationships
- Divorce
- Reduced social connection
- Social exclusion

Vulnerable Populations

- Youth
- Women, especially those with young children
- People aged over 50
- Racialized and marginalized people
- Individuals with mental health and addiction (MHA) problems
- Individuals with low education or training levels
- Individuals with education or training outside the available fields

Protective Factors

- Secure employment
- Job creation
- Education and training
- Robust economy
- Employment support and services
- MHA and addiction services
- Ability to retrain or gain new skills
- Supports for self-employed
- Investment in rural economies
- Networking

Source: Statistics Canada (2017). Census Profiles. Ottawa: Statistics Canada Catalogue.

Building on Existing Strengths: Employment

Asset mapping identifies our current strengths and resources while highlighting areas for future collaboration. Current employment supports and services include (but are not limited to):

Access Work Service, Barry's Bay provides employment services for individuals experiencing disabilities/barriers to employment by connecting them with a supportive employer.

Algonquin College Community Employment Services is a new service provider in Barry's Bay. They provide various employment services that support people of all ages who are looking for work or career information.

Learning, Earning and Parenting (LEAP) is available for parents 16 and 17 years of age who are on social assistance. The program helps participants finish high school, improve their parenting skills and prepare for and find work so they can support themselves and their families.

Madawaska Valley Association for Community Living (MVACL) offers community participation support for adults who have a developmental disability including volunteering.

Ontario Works provides financial assistance for food, shelter and other costs to assist people in need.

Renfrew County Legal Clinic - Barry's Bay and Killaloe offers free legal advice on employment law, Workplace Safety and Insurance Board (WSIB), Ontario Works, Ontario Disability Support Program and debt and collection agencies.

Training and Learning Centre- Eganville helps adults expand their employability skills for career advancement, new opportunities and personal development.

Whitney Employment Resource Centre offers employment support including; job search advice, referrals to training and education and help with resume and cover letter writing.

Plans:

DNSSAB Strategic Plan 2020: Ontario Works and Employment

Madawaska Valley Strategic Plan 2020: Progressive and growing economy

South Algonquin Strategic Plan 2016-2021- Economic Development

Employment Strategy

To enhance the integration of services and promote educational opportunities to address unemployment in the region.

Activities:

- Improve integration of services.
- The implementation team will lead community engagement sessions.
- Increase resident's knowledge and awareness of available employment services and supports.
- Identify and target barriers to training and education.
- Meet with local educators to discuss school completion and increased supports to youth at risk of early school leaving.
- Identify gaps in the employment market and the necessary skills/training needed.

Immediate Outcomes:

- Increase resident's awareness of available employment supports and services.
- Connect individuals requiring employment support with the services they need.
- Increased collaboration among agencies and organizations providing employment support.
- Expansion of supports and services for at-risk youth.
- By identifying gaps and barriers to employment, work can address local needs and risks.

Intermediate Outcomes:

- Improved graduation rates.
- Job seekers trained in areas where there is an identified employment gap.

Long Term Outcomes:

- Enhance community safety and well-being through increased employment.



HEALTH CARE

Access to free, universal Medicare is part of Canada's national identity. Over 90% of Canadians reported that free healthcare is a source of collective pride [1]. However, access to healthcare in Canada remains a challenge. Many Canadians face long wait times for non-urgent care. In addition, in rural areas, people have to travel greater distances to access care and fewer providers offer service. Therefore, patients can be left "unattached" (without a family doctor). According to the Network 24 Ontario Health Team (which includes all five municipalities in this plan), approximately 12-25% of the catchment area is unattached [2].

Healthcare was also identified in community consultation as a priority concern. In the CSWB Public Consultation Survey, access to healthcare was listed among the top two problems and as a priority needs in the community. In the Service Providers Survey access to close healthcare and a family doctor was listed as primary gaps and risk factors.

1. Canadian Press (2012). Poll: Canadians are most proud of universal medicare. CTV News (Ottawa, ON). Nov 25, 2012
2. Network 24 Ontario Health Team. (2021). Network 24 Ontario Health Team Application. [Online]. Available at:

Healthcare

Factors that Increase Risk

- Lack of available resources
- No family doctor
- Distance
- Lack of transportation
- Wait times
- Stigma and discrimination
- Language barriers
- Childcare
- No computer/mobile device or internet connection

Impact

- Difficulty accessing health care
- Lack of access to primary care
- Reduced physical health
- Increased risk of emergency visits
- Lack of continuity
- Undetected medical conditions
- Reduced standard of living
- Financial hardship and poverty
- Increased mental illness
- Isolation
- Reduced social connection
- Lower well-being

Vulnerable Populations

- Rural population
- Seniors
- Unattached patients
- Isolated individuals
- Racialized and marginalized people
- Chronically ill or less able-bodied
- Individuals with mental health and addictions
- Children and pregnant women
- Low income and homeless

Protective Factors

- Healthcare funding
- Accessible healthcare
- Local healthcare
- Family doctor
- Continuity of care
- Transportation
- Virtual care
- Multi-lingual services
- Culturally sensitive services and supports

Building on Existing Strengths: Healthcare

Current healthcare supports and services include, but are not limited to:

Barry's Bay and Area Home Support Services (BBAHS) assists seniors and physically challenged people who need assistance to remain in their homes. Services include assisted living, transportation services, meals on wheels, frozen meals, telephone-based seniors' activity program, care calls and telephone reassurance.

Renfrew County Child Poverty Action Network (CPAN) offers activities related to the elimination of child poverty and minimizing the effect that poverty.

Local Health Units and Family Health Teams:

ConnectWell Community Health
Madawaska Valley Family Health Team
Madawaska Valley Hospice Palliative Care
Rainbow Valley Community Healthcare
Renfrew County and District Health Unit
Saint Francis Memorial Hospital
South Algonquin Family Health Team
West Champlain Family Health Team

Plans:

DNSSAB Strategic Plan 2020: Emergency Medical Services
Madawaska Valley Strategic Plan 2020: Healthy and Sustainable Community
Network 24 Ontario Health Team Application
South Algonquin Strategic Plan 2016-2021- Health Services

Healthcare Strategy:

Increase access to healthcare through the integration of services, improved transportation networks and internet connectivity.

Activities:

- Increase communication and collaboration among healthcare agencies in the region.
- Provide community engagement sessions highlighting healthcare services available in the area.
- Increase resident's knowledge and awareness of available healthcare supports, including virtual services.
- Build partnerships with rural internet providers to increase reliable broadband service.
- Build partnerships with transportation providers to address gaps in medical transportation.

Immediate Outcomes:

- Enhance resident's awareness of available healthcare services.
- Connect individuals with the services they need.
- Improved pathways to health and social services.
- Improved collaboration among healthcare agencies.
- Increase access to virtual healthcare through improved broadband service.
- Improved provision of medical transportation.

Intermediate Outcomes:

- Increased access to healthcare services.

Long Term Outcomes:

- Increase community safety and well-being through enhanced access to healthcare services.



HOUSING

Housing is a basic human right in Canada. [1]. However, there is a shortage of available and affordable housing in Ontario. In rural areas such as the municipalities in this plan, housing insecurity and homelessness can often be hidden. However, even within CSWB Public Consultation Survey, 11% of all respondents indicated that in the past twelve months they experienced homelessness or housing insecurity.

Affordable housing was one of the main concerns in the CSWB Public Consultation Survey. One-quarter of all respondents reported that the lack of affordable housing is a problem in the community.

1.:Concluding Observations of the Human Rights Committee: Canada, U.N. Doc. CCPR/C/CAN/CO/5. (2006) at para 17.

Housing

Factors that Increase Risk

- Lack of availability
- Affordability
- Unemployment or underemployment
- Poverty
- Mental health and addictions
- Trauma
- Family conflict
- Divorce and separation
- Involvement in the criminal justice system

Impact

- Homelessness or housing insecurity
- Reduced standard of living
- Unemployment
- Challenges with child custody
- Difficulty leaving abusive relationships
- Reduced physical health
- Increased mental illness
- Lower well-being
- Isolation
- Social exclusion

Vulnerable Populations

- Marginalized and racialized people
- Youth
- Men
- Women, especially those with young children
- Individuals with mental health and addiction (MHA) problems
- Low income or unemployed

Protective Factors

- Availability of affordable housing
- Housing supports and services
- Social services
- Employment
- Liveable wage
- Education
- Homeownership
- Social connections

Building on Existing Strengths: Housing

Current housing supports and services include, but are not limited to:

Barry's Bay and Area Home Support Services (BBAHS) assists seniors and physically challenged people who need assistance to remain in their homes.

Community Resource Centre (CRC) provides programs to support community members learn new skills, build on their strengths, access supports and services and work together to build positive individual and community growth. The CRC collaborates with other organizations to increase access to safe, healthy, affordable housing.

District of Nipissing Social Services Administrative Board (DNSSAB) is responsible for the funding and administration of social housing programs and works to prevent homelessness in the district of Nipissing.

Homelessness Prevention Program - Renfrew County works to help residents with low income maintain housing stability.

Killaloe and District Housing is an apartment complex for seniors with market and rent-geared-to-income.

Ontario Works provides financial assistance for food, shelter and other costs to assist people in need.

Renfrew County Child Poverty Action Network (CPAN) offers activities related to the elimination of child poverty and minimizing the effect of that poverty.

Renfrew County Housing Corporation (RCHC) is a community housing provider for Renfrew County. The RCHC provides rent-geared-to-income (RGI) and affordable rental options to low-income households in the County of Renfrew.

Renfrew County Legal Clinic - Barry's Bay and Killaloe offers free legal advice on housing law.

Plans:

A Place to Call Home 2014-2024: Nipissing District's Housing and Homelessness Plan

DNSSAB Strategic Plan 2020: Housing

Madawaska Valley Strategic Plan 2020: Healthy and Sustainable Communities

South Algouquin Strategic Plan 2016-2021: Housing

Housing Strategy

Improve access to housing through coordination of services.

Activities:

- Increase communication and collaboration among agencies providing housing support.
- Promote data sharing among agencies to enhance our knowledge of the local risk factors and vulnerable populations.
- Expand existing knowledge of vulnerable people experiencing housing insecurity.
- Provide community engagement sessions to tackle stigma and highlight local services.
- Increase resident's awareness of housing supports.
- Build partnerships with developers to increase the availability of affordable and safe housing.

Immediate Goals:

- Residents have increased awareness of available housing supports and services.
- Increased collaboration among agencies and organizations providing housing support.
- Improved pathways to housing supports and services.
- Improved data on local individuals facing housing insecurity which can help inform future services.
- Reduction in stigmatization of individuals experiencing housing insecurity.
- Promotion of affordable housing development in the region.

Intermediate Goals:

- Increase access to housing.

Long-Term Goals:

- Increase community safety and well-being.



Moving Forward: Implementation

This is the first regional Community Safety and Well-being plan. Considerable work has already been completed. The Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions announcing community safety and well-being as a priority and are working collaboratively on a regional approach. A regional Coordinating Committee and Advisory committee have been established. Asset mapping has taken place to identify our current strengths and resources and highlights areas for future collaboration. In addition, community consultation has occurred with members of the public as well as service providers.

This is a three-year plan that will be reviewed annually by municipal councils. The Coordinating Committee will continue to meet regularly to review action and assess progress.

Community safety and well-being planning requires collaboration on all levels. To ensure that the burden of work does not fall solely upon municipalities, implementation teams will be established for each priority concern.

In August 2022, the Townships of Bonnechere Valley; Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin agreed to work collectively on the implementation of the Community Safety and Well-being plan. Initially, the coordinating committee will identify agencies and organizations that work within the area of concern. This plan already identifies many key groups (under current strengths) who could potentially become recruits. Members of the implementation teams should have lived experience, knowledge or experience in the area of concern, as well as access to data.

Coordinators will direct teams and assist them in creating approaches to build protective factors. Implementation teams will create plans that are submitted to the coordinating committee within six months. Each plan should detail set tasks, and objectives, identify individuals responsible for tasks, highlight evaluation strategies and a timeline.

Throughout our planning, local government, service providers and residents have worked together to build a safer and healthier community. This plan embodies that significant effort, caring and commitment. Importantly, this plan lays the groundwork for future strategies to make our region a better place to live, work, and visit.







APPENDIX A: South Algonquin Priority Service Directory

The Township of South Algonquin is situated on the eastern edges of Algonquin Provincial Park and borders Renfrew County. Like the other municipalities in this plan, South Algonquin is a part of Renfrew County and District and the Killaloe Detachment of the OPP. The township also holds a unique position in the group as it is in Nipissing District. However, South Algonquin is separated from other populated areas of the District by the provincial park and so many residents access services in Renfrew County or even North Hastings.

Risk:

Through our planning, it became evident that due to South Algonquin's location it can be difficult to determine what different services and supports are available to residents, where and how they can be accessed and by whom. In addition, some service providers indicated they support South Algonquin residents, however are not receiving funding or recognition for this work.

Impact:

The risk is that without a clear indication of what services are available and how to access services, residents can fall through the gaps.

Vulnerable populations:

This risk was unique to South Algonquin. The other municipalities within this plan are comprehensively covered by Ontario 211 (Renfrew). Vulnerable populations include residents in South Algonquin looking to access social services or wanting to obtain information on local services available.

South Algonquin Strategic Priority: Service Directory

The creation of a South Algonquin service directory will enable residents and service providers to easily locate community and social supports.

Goals:

- To locate and identify agencies and organizations which serve the area.
- Create a clear and comprehensive directory of community and social supports available to South Algonquin residents.
- Increase resident's knowledge and awareness of available community and social supports.
- Increase collaboration between agencies and organizations serving the area.

Outcomes:

- Increased awareness of services and supports available in the area.
- Connect people with the services they need.
- Organizations and agencies serving South Algonquin receive the recognition that is deserved.
- Identifying services, break down silos and increase collaboration between agencies and organizations serving the area.

Implementation Strategy:

- The South Algonquin CAO/Clerk-Treasurer will determine the best strategy for the Township, in particular, whether this can be completed in-house or an application should be made for outside funding and a consultant hired to complete the work.
- In collaboration with local agencies and organization, the service directory will be designed and disseminated.
- The service directory should be updated every three years, or as needed.

Evaluation:

- The primary measure of success of this strategic priority will be determined by the creation of a South Algonquin service directory that is comprehensive, accessible and user-friendly. Once the directory is completed user feedback will be solicited.
- Feedback from residents and service providers will be used to update the directory and inform future editions.

APPENDIX B: SERVICE PROVIDER SURVEY



Thursday, March 5, 2020

Dear Service Provider,

The municipal councils of the Townships of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin have passed resolutions announcing community safety and well-being (CSWB) as a priority, and committing to work together on the design of a regional plan. The aim is to enhance the provision of services, and quality of life across the area.

An important phase in planning is identifying

- community strengths and resources;
- gaps in services; and
- factors that put individuals and communities at risk.

We kindly request that service providers in the region examine their data and information, and then complete this thirteen-question survey. In order to obtain a full picture of the range of services available in Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin, it would be helpful if you could attach any hard, or anecdotal data about your organization.

Please return the survey ASAP. We will compile the results and share them with you in early April. If you have any questions, please contact the CSWB Coordinator Meara Sullivan at mearasullivan@hotmail.com or 613-334-7932. Completed forms can be emailed to Meara, or dropped off at your local municipality.

With Thanks from the members of the Coordinating Committee,

Gwen Dombroski- Deputy Clerk; Madawaska Valley

Tammy Gorgerat- Deputy CAO/Clerk- Treasurer; Killaloe, Hagarty and Richards

Holly Hayes- CAO/Clerk-Treasurer; South Algonquin

Suzanne Klatt- CAO/Clerk; Madawaska Valley

Michelle Mantifel- Clerk/Treasurer; Brudenell, Lyndoch and Raglan

Susan Sheridan- CAO/Clerk-Treasurer; Killaloe, Hagarty and Richards

Meara Sullivan- CSWB Coordinator



CSWB Service Provider Survey

1. What is your name and role within your organization?
2. What is the name of your agency or organization?
3. What is your organization's mandate?
4. What services does your organization provide?
5. What is your service delivery area?
6. Approximately, how many people does your organization serve each year (please group numbers by children (0-12 years), youth (13-19), adult (20-64), and seniors (65+)?)



7. How do clients hear about your services? (For example, by referral, word of mouth, or advertising.)

8. How do your staff and clients describe your organization's greatest strengths?

9. What gaps in service have your staff and clients identified?

10. What risk factors have the greatest impact on your clients?



11. What population groups (for example age, gender, or socio-economic status) are most vulnerable to each risk factor?

12. What protective factors could help eliminate these risks and improve the lives of vulnerable groups?

13. How would you describe your organization's current funding? (For example, is your current funding stable, partially-stable, or unstable?)

Thank you for completing this survey.

APPENDIX C: PUBLIC CONSULTATION SURVEY



Community Safety and Well-being Public Consultation Survey

The Townships of Brudenell, Lyndoch and Raglan; Killaloe, Hagarty and Richards; Madawaska Valley; and South Algonquin are working together to create a regional community safety and well-being plan.

The goal of planning is to encourage the growth of communities where people feel safe, have a sense of belonging, opportunities to participate, and their needs can be met. Resident input is necessary to ensure that the plan reflects the lived experiences and desires of community members. Completed surveys should be returned to a participating municipal office by November 30, 2020.

We want to hear from you! Please share your thoughts on living in the local area, and help shape the plan. This survey is for adults aged 16 and older, it is voluntary, anonymous, and will take approximately 15 minutes to complete. If you have any questions, please contact the CSWB Coordinator Dr Meara Sullivan at mearasullivan@hotmail.com or your local municipality.

DEMOGRAPHIC INFORMATION

1. How do you identify?

Female Male I identify as: _____

2. How old are you?

16-24 25-34 35-44 45-54 55-64 65-74 75 +

3. Where do you live?

Brudenell, Lyndoch and Raglan Killaloe, Hagarty and Richards Madawaska Valley South Algonquin

4. How often do you reside in the area?

Permanent Seasonal Occasional

5. What type of housing do you live in?

Owned home Rent Other _____

6. What is your highest level of education?

Less than high school High school or equivalent Post-secondary

7. How do you identify your racial or ethnic background?

Black (African/Caribbean) East Asian (Chinese, Japanese) First Nations/Métis
 Hispanic/Latino Middle Eastern Mixed Heritage
 South Asian (Indian, Pakistani) South East Asian (Thai, Filipino) White/Caucasian
 Prefer not to answer Please specify _____

8. What is your total household income?

Under \$40,000 \$40,000-\$99,999 Over \$100,000

9. How long have you resided in your community?

Less than 1 year 2-5 years 6-10 years Over 10 years

COMMUNITY SAFETY AND WELL-BEING

10. How would you describe your sense of community belonging?

Very strong Strong Neutral Weak Very weak

11. What are the top THREE greatest strengths of your community? (Check 3 ONLY)

Affordability Community collaboration Diversity Friendly
 History/heritage Minimal pollution Nature Peace/quiet
 Programs/services Retail Safety Small town/rural life
 Sports/outdoor pursuits Theatre/arts Other _____

12. What local services did you access in the past twelve months? (Check ALL that apply)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Community transit | <input type="checkbox"/> Employment support | <input type="checkbox"/> Family services |
| <input type="checkbox"/> Food bank | <input type="checkbox"/> Local retail | <input type="checkbox"/> Mental health | <input type="checkbox"/> Municipal (library, community center) |
| <input type="checkbox"/> Physical health | <input type="checkbox"/> Police service | <input type="checkbox"/> Religious organization | <input type="checkbox"/> Substance Misuse (drugs/alcohol) support |
| <input type="checkbox"/> Seniors programs | <input type="checkbox"/> Training/education | <input type="checkbox"/> Youth programs | <input type="checkbox"/> None |
| <input type="checkbox"/> Prefer not to answer | <input type="checkbox"/> Other (please specify) _____ | | |

13. What, if any barriers exist that can prevent you from accessing local services?

14. What are the top THREE problems or concerns impacting your community? (Check 3 ONLY)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Affordable housing | <input type="checkbox"/> Childcare | <input type="checkbox"/> COVID-19 | <input type="checkbox"/> Crime |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Employment opportunities | <input type="checkbox"/> Food insecurity | <input type="checkbox"/> Healthcare access |
| <input type="checkbox"/> Pollution | <input type="checkbox"/> Poverty | <input type="checkbox"/> Public transportation | <input type="checkbox"/> Seniors programs |
| <input type="checkbox"/> Social isolation | <input type="checkbox"/> Substance misuse (alcohol/drugs) | | <input type="checkbox"/> Traffic/roads |
| <input type="checkbox"/> Youth activities/programs | <input type="checkbox"/> No concerns | <input type="checkbox"/> Other (please specify) _____ | |

15. In the past twelve months, how often did you feel safe in your community?

- Always Often Sometimes Rarely Never

16. In the past twelve months, how often did you experience homelessness, or housing insecurity?

- Always Often Sometimes Rarely Never

17. What level of impact has COVID-19 had upon your everyday work and family life?

- A great deal A lot A moderate amount A little None

18. How has the COVID-19 impacted your stress levels?

- Much higher stress Higher stress No change Reduced stress Much reduced stress

19. What are the top THREE (3) services needed in your community? (Check 3 ONLY)

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Anti-discrimination | <input type="checkbox"/> Childcare | <input type="checkbox"/> Employment | <input type="checkbox"/> Family programs |
| <input type="checkbox"/> Food security | <input type="checkbox"/> Housing | <input type="checkbox"/> Mental health | <input type="checkbox"/> Physical health |
| <input type="checkbox"/> Police service | <input type="checkbox"/> Public transport | <input type="checkbox"/> Religious | <input type="checkbox"/> Seniors programs |
| <input type="checkbox"/> Sports/outdoor pursuits | <input type="checkbox"/> Substance misuse (drugs/alcohol) support | | <input type="checkbox"/> Theatre/arts |
| <input type="checkbox"/> Youth program | <input type="checkbox"/> None | <input type="checkbox"/> Other _____ | |

If you have any other comments about safety and well-being in your community please let us know.

Thank you for taking the time to complete this survey. Your contribution is important and will help shape our community safety and well-being plan.



Plan Prepared By
Meara Lewicki-Sullivan, Consulting



SCHEDULE			
PART	LOT	CONCESSION	AREA (HA)
1	PT ORIGINAL SHORE ROAD ALLOWANCE ALONG MADAWASKA RIVER, FRONTING LOT 24, CONCESSION 17	PT 57596 - 0163 (LT)	0.118

PLAN 49R -
 RECEIVED AND DEPOSITED
 (date)
 Representative for LAND REGISTRAR FOR THE LAND TITLES DIVISION OF RENFREW (No. 49)
 I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT
 DATE: FEBRUARY 13, 2023
 SIMON KASPRZAK

PLAN OF SURVEY
 OF PART OF
ORIGINAL SHORE ROAD ALLOWANCE ALONG MADAWASKA RIVER
 (FRONTING LOT 24, CONCESSION 17)
 GEOGRAPHIC TOWNSHIP OF RAGLAN
 TOWNSHIP OF BRUDENELL,
 LYNDPOCH AND RAGLAN
 COUNTY OF RENFREW
 SCALE 1 : 250
 ADAM KASPRZAK SURVEYING LTD.

BEARING NOTE:
 BEARINGS ARE UTM GRID DERIVED FROM INTEGRATED MONUMENTS ORP1 AND ORP2, PER PLAN 49R-18777, SHOWN HEREON, HAVING A GRID BEARING OF N70°37'30"E, REFERRED TO THE CENTRAL MERIDIAN OF UTM ZONE 18 (75° WEST LONGITUDE) NAD 83 (CSRS) (1997).
 FOR BEARING COMPARISONS, THE ASTRONOMIC BEARINGS ON UNDERLYING PLANS WERE ROTATED AS FOLLOWS:
 (P2) 2°05'20" CLOCKWISE

METRIC NOTE:
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCE NOTE:
 DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A COMBINED SCALE FACTOR OF 1.00003657.

MONUMENT NOTE:
 SSIB PLANTED DUE TO INSUFFICIENT OVERBURDEN, OR SUBSURFACE BEDROCK.

WATER'S EDGE NOTE:
 THE WATER'S EDGE AT THE TIME OF SURVEY HAS BEEN ACCEPTED AS THE BEST AVAILABLE EVIDENCE OF THE WATER'S EDGE EXISTING AT THE TIME OF THE ORIGINAL SURVEY OF THE TOWNSHIP OF RAGLAN.

WATER BODY NOTE:
 THE LEVEL OF THE MADAWASKA RIVER, AT THIS LOCATION IS NOT ARTIFICIALLY REGULATED BY ANY CONTROL STRUCTURE.

INTEGRATION DATA:

OBSERVED REFERENCE POINTS (ORPs) DERIVED FROM PLAN 49R-18777, UTM ZONE 18 NAD83 (CSRS)(1997).		
POINT ID	NORTHING	EASTING
ORP1	5 021 585.53	303 349.37
ORP2	5 021 607.11	303 410.74

COORDINATE VALUES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10 AND CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND

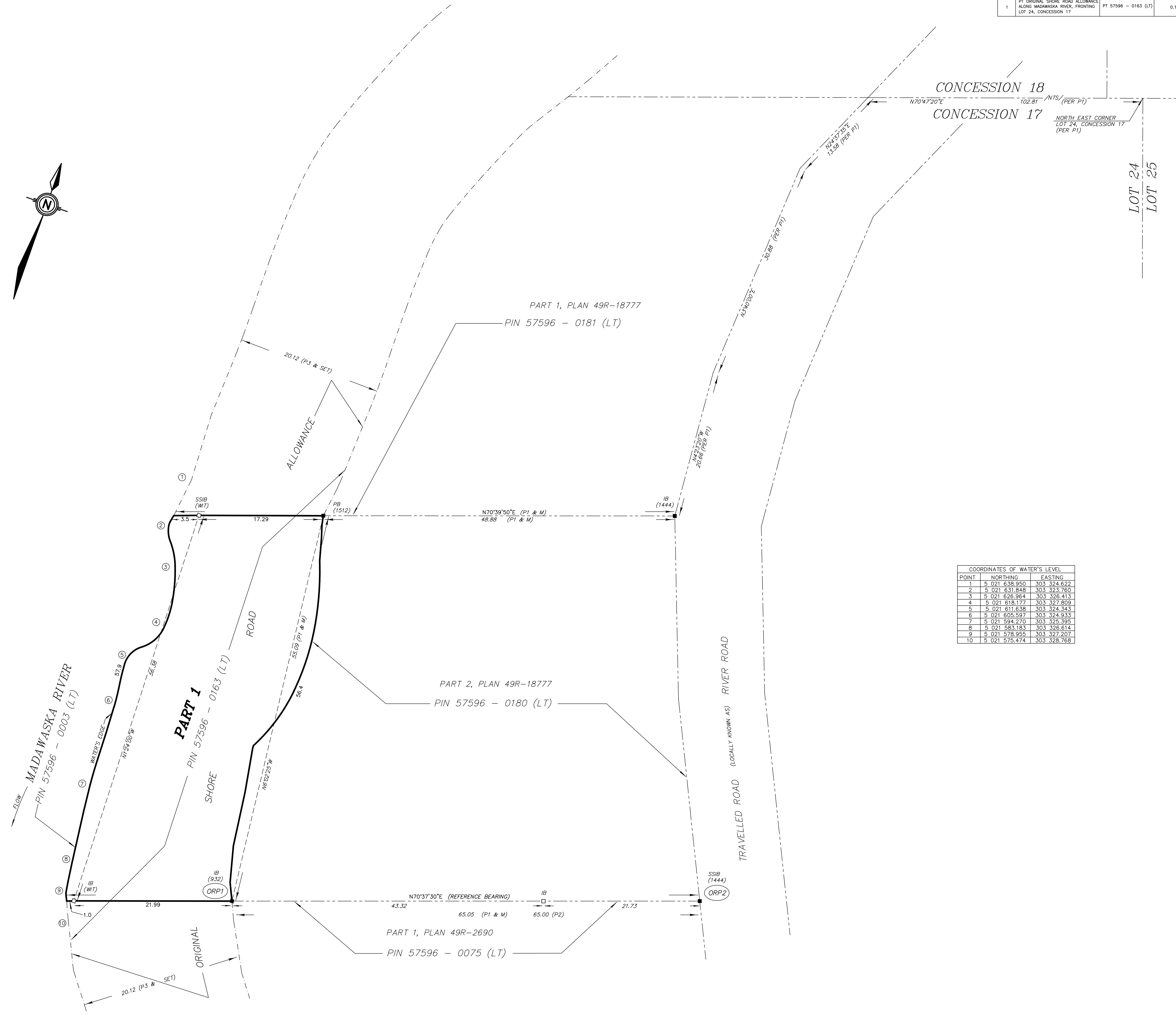
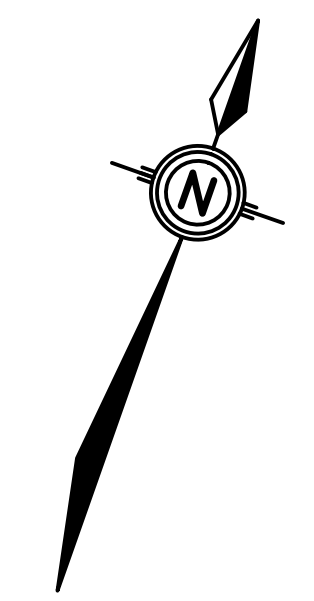
IB	- IRON BAR
SSIB	- STANDARD IRON BAR
■	- MONUMENT FOUND
□	- MONUMENT SET
○	- ROUND IRON BAR
PB	- PLASTIC BAR
—+—	- FENCE
(WIT)	- WITNESS
(OU)	- ORIGIN UNKNOWN
(932)	- K.R. AMER, O.L.S.
(1444)	- P.J. STRINGER, O.L.S.
(1512)	- P.A. MILLER SURVEYING LTD.
(P1)	- PLAN 49R-18777
(P2)	- PLAN 49R-10384
(P3)	- ORIGINAL TOWNSHIP PLAN OF RAGLAN
(M)	- MEASURED
/NTS/	- NOT TO SCALE

SURVEYOR'S CERTIFICATE
 I CERTIFY THAT:
 1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYORS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM
 2. THE SURVEY WAS COMPLETED ON JANUARY 30, 2023.
 DATE: FEBRUARY 13, 2023

SIMON KASPRZAK
 ONTARIO LAND SURVEYOR
 THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-XXXXXX

AK ADAM KASPRZAK SURVEYING LTD.
 ONTARIO LAND SURVEYORS
 432 PEMBRIDGE ST. W., P.O. BOX 492
 PEMBRIDGE, ONTARIO K8A 6X7
 PHONE (613) 735-0764

SCALE: 1 : 250 REF: 22-5287
 FILE : 22-5287_A.dwg



COORDINATES OF WATER'S LEVEL

POINT	NORTHING	EASTING
1	5 021 638.950	303 324.622
2	5 021 631.848	303 323.760
3	5 021 626.964	303 326.413
4	5 021 618.177	303 327.809
5	5 021 611.638	303 324.343
6	5 021 605.597	303 324.933
7	5 021 594.270	303 325.395
8	5 021 583.183	303 325.614
9	5 021 578.955	303 327.207
10	5 021 575.474	303 328.768

THE CORPORATION OF THE TOWNSHIP OF
BRUDENELL, LYNDOKH AND RAGLAN

BY-LAW 2023-XX

Being a by-law to establish rules governing the proceedings of Council, the calling of meetings and the conduct of Members.

SHORT TITLE – This By-Law may be cited as the “Procedural By-Law”.

WHEREAS a Municipality is a level of government and requires some formality and procedure in meetings so that clear, informed, written decisions, direction, resolutions and by-laws can be both adopted and implemented;

AND WHEREAS pursuant to Section 238 of the *Municipal Act, 2001*, is required to establish the procedures governing the meetings of Council and Committees, the conduct of its Members and the calling of meetings;

AND WHEREAS Council must adopt by By-law the procedures which address the rules of order which shall be observed in all proceedings of Council, Committees of Council and Local Boards unless specifically provided otherwise;

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

In addition to this By-Law, Members of Council are governed by the following documents and legislation:

Municipal Act, 2001

Municipal Conflict of Interest Act

Municipal Code of Conduct

Municipal Elections Act

Accessibility for Ontarians with Disabilities Act

Occupational Health and Safety Act

Staff Council Relations Policy

Municipal Freedom of Information and Protection of Privacy Act

Ontario Planning Act

Human Rights Code

Members of Council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

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DRAFT

1. DEFINITIONS:

- (a) “**Abstain**” to refrain from voting. Members who abstain for reasons other than a declared conflict of interest shall be deemed to vote in opposition of the question or matter;”
- (b) “**Act**” the *Municipal Act*, 2001, as amended from time to time.
- (c) “**Acting Head of Council**” another designate who shall act as presiding officer in the absence of the Mayor;
- (d) “**Ad Hoc Committee**” a special purpose committee of limited duration, appointed by Council to consider a specific matter and which is dissolved automatically upon submitting its final report to Council, unless otherwise directed by Council;
- (e) “**Agenda**” a list of all items prepared by the Clerk or his/her designate to be considered by Council, Committee or at a local board meeting;
- (f) “**Calendar Year**” the period from January 1st of any one year up to and including December 31st of the same year;
- (g) “**Chair**” the Mayor or other person appointed by Council, Committee or local board to preside at the meeting;
- (h) “**Clerk**” the person appointed by the Township of Brudenell, Lyndoch and Raglan pursuant to Section 228 of the *Municipal Act*;
- (i) “**Closed Session**” a meeting or part of a meeting which is closed to the public when the subject matter being discussed pursuant Section 239 of the *Municipal Act*;
- (j) “**Committee**” any advisory or other committee, subcommittee or similar entity composed of members of the Township of Brudenell, Lyndoch and Raglan Council alone or together with members of another Council or the public;
- (k) “**Committee of the Whole**” Council sitting as a committee as required where;
 - i. Council Members consider and debate matters recommended by their volunteer committees.
 - ii. Council Members consider and debate matters for recommendation and hear delegations to Committee of the Whole in an environment that is procedurally more relaxed than the formal Council meeting.
 - iii. Motions adopted are not deemed to represent the final decision of Council until confirmed by resolution or By-law of Council.
- (l) “**Conflict of Interest**” a pecuniary interest as defined in the Municipal Conflict of Interest Act;

- (m) **“Corporation”** the Corporation of the Township of Brudenell, Lyndoch and Raglan;
- (n) **“Council”** the elected and sworn members of the Council of the Corporation of the Township of Brudenell, Lyndoch and Raglan and includes the Mayor and Councillors;
- (o) **“Councillor”** a person acclaimed, elected or lawfully appointed to the seat of Councillor in the most recent municipal election;
- (p) **“Deputy Mayor”** a Member of Council appointed, in accordance with the Municipality’s policies, to act in place of the Mayor when the Mayor is absent.
- (q) **“Head of Council”** the Mayor;
- (r) **“Holiday”** means:
 - i. those holidays listed in the Legislation Act, 2006, with the exception of Sundays
 - ii. any day as set out in a resolution or by-law passed by Council;
- (s) **“Improper Conduct”** the open disregard of the rulings of the Chair and the rules and conduct outlined in this Procedural By-law;
- (t) **“Local Board”** any local board as defined in the *Municipal Act*, 2001; or any sub-committee approved and appointed by Council, excluding a Public Library Board, Police Services Board, School Board or a Conservation Authority;
- (u) **“Majority”** more than fifty percent (50%) of the members present at a meeting;
- (v) **“M.F.I.P.P.A.”** Municipal Freedom of Information and Protection of Privacy Act; R.S.O. 1990;
- (w) **“Meeting”** any regular, special or other meeting of Council, a Local Board or Committee where a quorum of Members is present, and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee as stated in Section 238 of the *Municipal Act*;
- (x) **“Member”** a Member of Council, Local Board or Committee;
- (y) **“Motion”** a written request moved and seconded by two members, presented at a meeting read, subject to debate and a vote by council or committee. When a motion passes, it becomes a resolution or by-law;
- (z) **“Municipal Act”** the *Municipal Act*, 2001 as may be amended from time to time;
- (aa) **“Municipality”** the Corporation of the Township of Brudenell, Lyndoch and

Raglan;

- (bb) **“Notice of Motion”** advance written notice to Members, regarding a matter on which Council will be asked to take a position;
- (cc) **“Officer”** a person such as the Clerk, Chief Building Official, Public Works Superintendent and Fire Chief who holds a position of responsibility with definite rights and duties prescribed by statute of By-law;
- (dd) **“Pecuniary Interest”** a direct or indirect pecuniary interest of a Member, as defined in the Municipal Conflict of Interest Act, R.S.O.;
- (ee) **“Point of Personal Privilege”** the raising of a question which concerns a member or the Council collectively, when a member believes that his/her rights or integrity, or the rights or integrity of Council as a whole, have been challenged;
- (a) **“Point of Order”** a statement made by a member during a meeting, drawing to the attention of the Chair, a breach of the rules or procedure;
- (b) **“Point of Procedure”** a question directed to the Chair to obtain information on a matter of parliamentary law or the rules of Council relating to the business at hand, in order to assist a member to make an appropriate motion, raise a point of order, understand the parliamentary situation or the effect of a motion;
- (ff) **“Presentation”** a person or group (including a Member, staff or public) who provides information to Council or Committee. May also be referred to as a Petition or Delegation;
- (gg) **“Quorum”** a majority (more than half) of the whole number of members of Council or a Committee except where a member has or members have declared a pecuniary interest pursuant to the Municipal Conflict of Interest Act the quorum may be less than half plus one of the whole number of members but shall not be less than two;
- (hh) **“Recorded Vote”** a vote in Council or Committee where the names of the Members and the position in favour or against a Motion are recorded in the minutes;
- (ii) **“Resolution”** a Motion that has been approved by Council;
- (jj) **“Special Meeting”** a meeting that is called for a specific time and for a specific purpose to deal with an important matter that has arisen between Regular Meetings;
- (kk) **“Unfinished Business”** matters listed in the Agenda which have not been dealt with in their entirety at a previous meeting.

2. GENERAL:

- 2.1 No meeting of Council or Committee of the Whole shall be held in the absence of the Clerk or his/her designate.
- 2.2 No amendment or repeal of special-law or any part thereof shall be considered at any meeting of the Council unless notice of the proposed amendment or repeal is provided.
- 2.3 No meeting shall be cancelled without the majority of council agreement.
- 2.4 Electronic devices must be silenced during a meeting and must not be used to disrupt a meeting.
- 2.5 In the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection cannot be made after 10 minutes the meeting will be re-scheduled.
- 2.6 This By-Law may be suspended, except for those rules or regulations set out by legislation, with the consent of at least two-thirds of the Members of Council and may be suspended before, during or after a meeting.

3. NOTICE OF MEETINGS, TIMES AND LOCATIONS:

3.1 Notice:

- 3.1.1 Public notice of any meeting shall be posted on the bulletin board in the municipal office and on the municipal website.
- 3.1.2 The notice shall include the date, time and location of such meeting. Such notice shall be posted not less than five (5) days prior to the said meeting, inclusive of non-business days.
- 3.1.3 Notwithstanding the foregoing, where such meeting is a special meeting called pursuant to this By-Law and it is not possible to provide the aforementioned notice, the Clerk shall make reasonable efforts to provide notice to those concerned and shall ensure that a notice be posted
- 3.1.4 Failure to give notice shall not invalidate the meeting or any decision taken at the meeting; but the failure to give proper notice shall be called to the attention of Council at its next regular meeting by the Clerk or any member of Council who becomes aware of such failure.

3.2 Inaugural Meeting:

- 3.2.1 The first or inaugural meeting of a newly elected Council after a regular election shall be held at the Township of Brudenell, Lyndoch and Raglan Council Chamber (or also electronically) on the first Wednesday in December at 7:00 p.m.

- 3.2.2 At the First Meeting, the Clerk shall administer the declarations of office for all Members. No business shall be conducted at the First Meeting until the declarations of office have been administered to all Members.
- 3.2.3 After a regular election and a new Council have been elected the order of seating at the Council table will be determined by the Mayor for the term of office of such Council.
- 3.2.4 When a vacancy occurs in the Council, the person elected or appointed to fill such vacancy shall take the seat of the member replaced.

3.3 Establishment and Appointment of Committees

- 3.3.1 In the first year of a new term, the Mayor shall, at its first Meeting, or as soon thereafter as is practical, appoint the members of the Standing and/or Ad Hoc Committees of Council.
- 3.3.2 Should the Mayor, in consultation with Council, believe that there is a need to re-appoint members of the Standing Committees in subsequent years in the same term; these appointments shall be made so that the Standing Committees of Council are constituted and are able to hold Regular Meetings.
- 3.3.3 The Standing and/or Ad Hoc Committees of Council shall be determined by the Mayor.

3.4 Regular Meetings:

- 3.4.1 Regular meetings of Council shall be held in the Council Chambers at the Municipal Office, 42 Burnt Bridge Road, Palmer Rapids (or also electronically), on the first Wednesday of the month at 7:00 p.m. Meetings shall be automatically adjourned at 11:00 p.m. unless otherwise determined by Resolution passed by a majority of the Members present.
- 3.4.2 Council may reschedule, alter the date, time and/or location of a regular meeting provided that a resolution is passed at the previous meeting and adequate public notice of the change is posted and published as per the requirements set out in this By-law.

3.5 Special Council Meetings:

- 3.5.1 Subject to the provisions of this By-Law, the Mayor, Clerk or the majority of the Members of Council may, at any time, call a Special Meeting.
- 3.5.2 Public notice of Special Meetings of Council, as determined, shall be by advertisement on the Municipal website, may be posted in the Municipal Office and in the local newspaper as determined by the Clerk and or designate.
- 3.5.3 A Special Meeting shall be held no sooner than 24 hours following the Mayor's calling the meeting, as the case may be, and the Clerk shall provide public notice and provide the Members with written or verbal notice of the Special Meeting as soon as is practicable after the meeting has been scheduled.

- 3.5.4 Notwithstanding the notice requirement set out above in the event of a bona fide emergency, the meeting may be held as soon as practicable and notice of Members may be given by telephone or personal contact as determined by the Clerk. The Clerk shall endeavor to provide public notice as much as possible in advance of the meeting.
- 3.5.5 Unless otherwise specified in the notice described above, a Special Meeting shall be held at 42 Burnt Bridge Road in the Council Chambers (or also electronically).
- 3.5.6 The notice of a Special Meeting shall specify the purpose of the meeting and the only business that shall be dealt with at a Special Meeting is that which is listed in the notice of the meeting.

3.6 Closed Meetings:

- 3.6.1 Except as provided in section 239 (2) and (3) of the Municipal Act, all meetings shall be open to the public.
- 3.6.2 Upon passage of a motion as above, all members of the media and the public shall be required to leave the room. The Recording Secretary and any members of staff or consultants required for the purpose of the deliberations may be requested to attend the closed session.
- 3.6.3 If all or part of a meeting is closed to the public, the Clerk or his/her designate will record the following in the minutes of the meeting:
- i. the time and the date;
 - ii. the authority contained in the *Municipal Act* to justify the closed meeting; and
 - iii. the matter considered.
- 3.6.4 Minutes of the closed meeting will be retained in confidence by the Clerk and such minutes will not be open to inspection by any member of the public with the exception of the Township's legal counsel.
- 3.6.5 No determination of any matter discussed in a closed meeting shall be final until the matter has been considered and approved at an open meeting of Council.
- 3.6.6 In the event the Clerk receives items for a closed meeting agenda, they shall be placed on the Closed Meeting Agenda and provided to Council in a separate confidential Council package.
- 3.6.7 No member of Council or municipal employee shall make any public statement concerning any matter, which to his/her knowledge has been discussed at a closed meeting until such matter has been considered at an open meeting of Council.
- 3.6.8 Members of Council, a committee or local board shall be physically present at a closed meeting to participate and shall not be permitted to participate electronically.

3.6.9 A meeting shall not be closed to the public during the taking of a vote except for as provided in the *Municipal Act* section 239 (6).

3.7 Quorum:

3.7.1 As soon after the time fixed for the holding of the meeting, as a quorum is present, the meeting shall be called to order.

3.7.2 Given that Council consists of five (5) members, three (3) members of Council or Committee of the Whole present, is a simple majority and shall constitute a quorum,

3.7.3 If the number of members who, by reason of the Municipal Conflict of Interest Act are prohibited from participating in a meeting so that there is no quorum, despite any other Act, any number that is not less than one third of the total number of members of the Council, Committee or Local Board shall be deemed to constitute a quorum, but the number shall not be less than two.

3.7.4 When the remaining number of members under the paragraph above is two, the concurrent votes of both are necessary to carry any resolution, By-law or other measure.

3.7.5 Where a quorum is not present 15 minutes after the time fixed for the holding of the meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next Regular Meeting or until re-scheduled.

3.7.6 If during the course of a meeting a quorum is lost then the meeting will stand adjourned, not ended, to reconvene at the same time of commencement on the next following day, or at such other time and place as called by the Chair.

3.7.7 If, in the Chair's opinion, it is not essential that the balance of the agenda be dealt with before the next regularly scheduled meeting, then the Chair will announce that the unfinished business will be considered at that time.

3.8 Recess:

3.8.1 A motion to recess shall specify the length of time of the recess.

3.8.2 A motion to recess shall not be debatable and shall only be amendable with respect to the length of the recess.

3.8.3 A motion to recess shall not have a motion to reconsider applied to it.

3.9 Adjournment:

3.9.1 The motion to adjourn a Council meeting shall include the time of adjournment.

3.10 Chair:

3.10.1 The Mayor shall preside at all Council meetings. In the absence of the Mayor, or if he or she refuses to act or if the office is vacant, the Deputy Mayor shall carry out

the Mayor's duties and shall have all the rights, powers and authority of the Head of Council. If both the Mayor and Deputy Mayor are unable to act as Head of Council for a Meeting, Council shall appoint an Acting Mayor who shall have all the rights, powers and authority of the Head of Council for the purposes of that meeting. The Clerk shall call the Meeting to order.

3.10.2 The Appointed Chair will preside at Committee meetings. In the absence of the Chair, the Committee members will appoint a person from among those present, provided there is a quorum.

3.10.3 Notwithstanding the above, the members may appoint another chair from among themselves for the purpose of chairing a particular meeting.

3.11 Duty of the Chair:

3.11.1 Open the meeting of Council or Committee by taking the Chair and calling the members to order at the time specified on the agenda;

3.11.2 Announce the business before Council or Committee in the order in which it is to be acted upon;

3.11.3 Receive and submit, in the proper manner, all motions presented by the Members of Council or the Committee;

3.11.4 Put to a vote all questions which are regularly moved and seconded or necessarily arise in the course of the proceedings, and to announce the results;

3.11.5 Decline to put to a vote any motion that infringes on the Rules of Procedure;

3.11.6 Restrain Members, within the Rules of Order, when engaged in debate;

3.11.7 Enforce and maintain, on all occasions, the observance of order and decorum among Members and any and all persons present during the proceedings and rule on procedural questions;

3.11.8 Call by name any Member persisting in breach of the Rules of Order of Council or the Committee, thereby ordering him/her to vacate the Council Chamber or meeting room;

3.11.9 Receive all messages and other communications and announce them to Council or the Committee;

3.11.10 Authenticate by his/her signature all By-laws, Resolutions and Minutes of Council or the Committee;

3.11.11 Inform the Council or Committee when necessary or when referred to for the purpose, on a point of order or usage;

3.11.12 Represent and support Council or Committee, declaring it will and implicitly obeying its decisions in all things;

- 3.11.13 Ensure that the decisions or recommendations of Council or Committee are in conformity with the laws and By-laws governing activities of the municipal corporation;
- 3.11.14 Adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room;
- 3.11.15 Order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers or meeting room where such behaviour persists.

4. DELEGATIONS AND PRESENTATIONS:

4.1 Request for Delegation:

- 4.1.1 Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.
- 4.1.2 The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:
- (a) More time is required to prepare Staff Reports for Council;
 - (b) The Delegation Request Form was not submitted by the deadline;
 - (c) The Delegation Request Form is incomplete;
 - (d) The subject matter of the Delegation is outside of the jurisdiction of Council;
 - (e) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
 - (f) The meeting agenda is already too lengthy;
 - (g) The subject matter is set to be discussed on another agenda;
 - (h) The issue is frivolous or vexatious;
 - (i) The issue has been or is to be considered by the Committee of Adjustment;
 - (j) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
 - (k) Council previously indicated that it will not hear further from this Delegation;
- or
- (l) The issue should be referred to the Administrative Department for action.
- 4.1.3 Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the Clerk no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.
- 4.1.4 No delegation may be scheduled for a closed session, nor shall delegations be permitted regarding any specific personnel matter.
- 4.1.5 All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen

(15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.

- 4.1.6 The Clerk shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.
- 4.1.7 A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.
- 4.1.8 When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the Clerk may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the Clerk shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the Clerk.
- 4.1.9 A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the Clerk before the meeting begins. The Clerk will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.
- 4.1.10 Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the Clerk and will be appended to the minutes.

4.2 Previous Delegations:

- 4.2.1 Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the Clerk, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the Clerk, the written submission does not provide any new information, the request shall be denied.
- 4.2.2 The Clerk may, at their discretion, forward the request for a second delegation to the Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

4.3 Presentations:

- 4.3.1 A person may appear before Council for the purpose of presenting or receiving a gift or recognition provided that the person or their representative submits a request in writing to the Clerk describing the nature and purpose of the presentation.
- 4.3.2 Notwithstanding the above paragraph, the Council may, for any reason deemed appropriate, refuse to permit a presentation.

4.4 Conduct During Delegations:

- 4.4.1 Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees.
- 4.4.2 No member of Council or Committee shall interrupt a delegate while they are addressing Council or Committee, except on a point of order, or if the Chair deems it necessary to advise them of the time limitation.
- 4.4.3 Members of Council or Committee may ask questions of the delegate(s) following the completion of the delegation but shall not enter into a debate with the delegate(s).
- 4.4.4 Upon completion of the deputation, Council or Committee shall consider any report for discussion pertaining to the matter and determine, by resolution, an appropriate course of action.
- 4.4.5 Individuals shall refrain from public outburst, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.
- 4.4.6 Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
- 4.4.7 Any device used for transcribing or recording proceedings of Council or a Committee by auditory or visual means will not be permitted.
- 4.4.8 Unless authorized by the Clerk or Chair, no Member of the public may distribute any material to Council during a Meeting.
- 4.4.9 Any individual or group making delegations before Council, Committee or a Local Board shall conduct themselves with decorum at all times and shall refrain from using any slanderous or abusive statements or behaviour.
- 4.4.10 If the Chair determines that decorum has been breached, the delegation will be immediately stopped, and the offender provided one opportunity to retract their statements and apologize to Council or Committee.
- 4.4.11 If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chambers or meeting room.
- 4.4.12 The Chair may unilaterally suspend the Meeting until order is restored.

5. COMMITTEES:

5.1 Special Committees:

- 5.1.1 Council may from time to time by Resolution, establish Special Committees, with

the membership determined by Council at the time of establishment. The Chair for each Special Committee shall be as designated by Council.

5.1.2 Council may, from time to time, establish by Resolution an Ad Hoc Committee to deal with a specific issue, within a specified time frame. The Resolution will include the names of the members assigned to the Ad Hoc Committee. An Ad Hoc Committee may make a written report to Council on their findings and may make recommendations.

5.1.3 Despite the above provisions, the Mayor may, at his/her discretion, assume the Chair at any meeting of a committee, for the purpose of conducting that particular meeting.

5.2 Committee of the Whole Council:

5.2.1 There may be six (6) committees of Council that may be called:

- (a) Asset Management (Transportation and Facilities)
- (b) Waste Management
- (c) Human Resources/Administration/Public Relations
- (d) Emergency Services
- (e) Social/Health Services
- (f) Economic Development

5.2.2 The Chairperson for each Committee shall be designated as the Committee Liaison between staff and Council.

5.3 Regulations for Conducting Business in Committees:

5.3.1 The business of Committees of Council shall be conducted under the laws governing procedure in Council and Committee as prescribed by this By-law.

5.3.2 All Committees shall report, in writing, to Council on all matters connected with their duties or referred to them by the Council and shall recommend such action as they deem necessary.

5.3.3 All Committees shall adhere to the rules prescribed by the By-laws of the Council.

5.3.4 Whenever, at the conclusion of the last meeting, there is any unresolved matter before the committee, the matter is to be forwarded, in writing, to the incoming Committee of the following year for consideration.

5.3.5 The Council may refer to any Committee any report in whole or in part or any question or matter for reconsideration.

5.3.6 A meeting of Council in respect to planning matters requiring a Public meeting shall be included within the Agenda of the regular Council meeting or by calling a special council meeting.

5.4 Appointments and Organization of Committees, Boards and Special Purpose Bodies:

- 5.4.1 Before January 31 following an Election, the Mayor shall appoint members of Council to the various Committees of the Whole and Subcommittees, Boards and Special Purpose Bodies after consulting with the members.
- 5.4.2 Advertisements for members of the public to serve on various committees and boards shall take the form of a public notice to be advertised in one or more local newspaper, on the Township website, and posted at all Township facilities.
- 5.4.3 Application to sit on a subcommittee or advisory committee of Council shall be made on the form provided by the Clerk at various locations and on the Township website. Completed forms must be returned to the Clerk by the specified deadline in order to be considered for appointment and to ensure the equity and objectivity of each appointment.
- 5.4.4 The incoming Council will review the application forms at their orientation session and make recommendations and appointments accordingly.

6. RULES OF CONDUCT AND DEBATE:

6.1 Disclosure of Pecuniary Interest:

- 6.1.1 In accordance with the Municipal Conflict of Interest Act, any member who, either on his/her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council, Committee or Local Board at which the matter is to be considered, the member:
 - (a) shall, prior to any consideration of the matter at the meeting, disclose that they have an interest and the general nature of the interest;
 - (b) shall not take part in the discussion of, or vote on any question in respect of the matter; and
 - (c) shall not attempt in any way before, during or after the matter, to influence the voting on such matter;
- 6.1.2 where the interest of a member has not been disclosed by reason of the member's absence from a meeting wherein the matter was discussed, the member shall disclose the interest at the next Council, Committee or Local Board meeting attended by the member.
- 6.1.3 Every disclosure of interest and the general nature thereof made at a meeting which is open to the public shall be written in the prescribed form included as Schedule B and placed in the registry and recorded in the minutes of the meeting by the Clerk or his/her designate. Every disclosure of interest, but not the general nature of that interest, made where the meeting is not open to the public shall be recorded by the

Clerk or his/her designate in the minutes of the next meeting that is open to the public.

6.2 Conduct of Members of Council/Committees/Local Boards:

No Member shall:

- 6.2.1 Speak disrespectfully of the Reigning Sovereign or of any of the Royal Family, or of the Governor General, the Lieutenant-Governor of any Province, or any person administering the Government of Canada or the Province of Ontario;
- 6.2.2 Use offensive, insulting or indecent words or unparliamentary language in or against the Council or against any member of Council, staff or guest;
- 6.2.3 Speak or address the subject in debate without first requesting to speak and then being recognized by the Chair and given permission to speak;
- 6.2.4 Speak on any subject other than the subject in debate without the permission of the Chair;
- 6.2.5 Address another member of Council, a member of Township staff, or a delegate or member of the gallery directly without first being recognized by the Chair, then addressing that person through the Chair;
- 6.2.6 Speak more than once to the same question, except:
 - (a) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined;
 - (b) in explanation of a material part of his/her speech which may have been interpreted incorrectly; or
 - (c) with the permission of Council after all other members so desiring have spoken; or
 - (d) with the permission of Council, a reply may be allowed to the member who presented the motion; in which case he/she shall speak for no longer than a five (5) minute period.
- 6.2.7 Ask a question except of the previous speaker and in relation to that speaker's remarks;
- 6.2.8 Interrupt the Member who has the floor except to raise a point of order;
- 6.2.9 Criticize any decision of the Council except for the purpose of moving in accordance with provisions wherein a question may be reconsidered;
- 6.2.10 Disobey the Rules of Council, or a decision of the Chair. After an initial warning may be removed from the meeting by the Chair, if the member offers an apology, he/she may, by vote of the Council, be permitted to retake his/her seat;

- 6.2.11 Leave their seat or make any noise or disturbance while the Chair is putting a question, and shall occupy his/her seat while a vote is being taken and shall remain seated until the results of said vote are declared;
- 6.2.12 Engage in private conversation while in the Council Chambers or meeting room in such manner as to interrupt the proceedings of Council;
- 6.2.13 Reveal publicly the substance of any matter dealt with in camera.

Any Member May:

- 6.2.14 Request the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking;
- 6.2.15 Appeal the decision of the Chair on a point of order to the Council, which shall decide the question without debate upon a majority vote of the Members present;
- 6.2.16 Restrict debate to each proposal in its turn when a question has been divided upon the permission of Council.

Sole Arbitrator:

- 6.2.17 The Chair is the sole arbitrator of all points of procedure, subject to an appeal to the complete Council or Committee.

6.3 Conduct of Attendees and Guests:

- 6.3.1 No person shall be permitted to approach the area occupied by the Council except a member of staff, unless by permission or by invitation of the Chair/Presiding.
- 6.3.2 Members of the public will not be recognized and permitted to speak during a debate. Members of the public may not be recognized unless consent is given by a majority of council and they are speaking to an item on the agenda.
- 6.3.3 At meetings of Council and Committee, the use of cameras, electric lighting equipment television cameras and any other device of mechanical, electronic or similar nature used for transcribing or recording proceedings by auditory or visual means by accredited and other representatives of any news media and staff is permitted.
- 6.3.4 Members of the public must request permission to use cameras, flash bulbs, recording equipment, and any other device of a mechanical or similar nature used for transcribing or recording proceedings subject to the approval and/or direction of the Chair/and/or Council.
- 6.3.5 Any member of the public who repeatedly interrupts Council or Committee proceedings and/or interjects without being invited to do so, who breaches decorum, or refuses to apologize or retract statements found to be offensive shall be requested by the Chair to cease and desist. If the person(s) does not comply after being warned, the Chair shall recess the meeting until the individual(s) leaves the Chambers or meeting room, or until a peace officer removes the offender from the

Council Chambers or meeting room, after which time the meeting will be reconvened.

7. AGENDAS AND SUPPORTING MATERIALS:

- 7.1 The Clerk or designate shall prepare agendas of Council and Committee meetings as assigned.
- 7.2 Insofar as is practicable, Council agendas, written reports from members of staff along with supporting materials, shall be prepared and made available to members of Council at 3:00 p.m. on the Friday prior to a regular meeting.
- 7.3 Printed reports from Committees shall, insofar as is practicable, be made available to staff by 1:00 p.m. on the Wednesday prior to a regular meeting.
- 7.4 Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be established without requiring amendments to this By-law:
- (a) Opening and calling to order of the meeting by the Chair
 - (b) Land Acknowledgement
 - (c) Adoption of Agenda
 - (d) Disclosure of Pecuniary Interest
 - (e) Mayor's Address
 - (f) Delegations and/or Presentations
 - (g) Minutes of Previous Meeting(s)
 - (h) Committee and/or Staff Reports (with appropriate sub-headings)
 - (i) Correspondence
 - (j) New Business
 - (m) Financial Report
 - (n) By-laws
 - (o) Closed Session - if required
 - (p) Confirmatory By-Law
 - (q) Adjournment
- 7.5 The business of the Council shall be carried out in the order as listed on the agenda unless otherwise decided by the Chair.
- 7.6 Any item which is not listed on the agenda as printed but has been determined by the Clerk to be of a nature which requires Council's attention prior to the next scheduled meeting, may be added by addendum at the discretion of the Clerk.
- 7.7 Any items brought forward by other means shall require a majority vote of the members present to be added to the agenda.

8. MINUTES:

- 8.1 The Minutes of Council, Committee or a Local Board shall record:
- (a) The place, date and time of meeting;

- (b) The name of the Chair and record the attendance of the members and the staff and members of the public making a presentation to Council;
- (c) The correction and adoption of the minutes of prior meetings; and
- (d) All resolutions, by-laws, decisions, and other proceedings of the meeting without note or comment, whether it is closed to the public or not.

8.2 After the minutes have been adopted, they will be signed by the Chair and by the Clerk and shall be placed in the Minute Book in the office of the Clerk for his/her safekeeping.

9. NEW BUSINESS:

10.1 The following items of business may be introduced when “New Business” is called for under the order of procedure:

- (a) notices of motion;
- (b) motions of which prior notice has been given;
- (c) motions for reconsideration;
- (d) motions of congratulation or of sympathy or other motions of a routine nature;
- (e) where any other matter is raised under “New Business” it shall not be discussed or voted upon under the order of procedure but shall be taken only as a notice of motion. Provided, however, that on motion passed by a majority vote of the whole Council, such matter may be referred to the Committee of the Whole for immediate consideration.

10. BY-LAWS:

- 11.1 Every By-law shall be introduced upon motion by a Member of the Council specifying the title of the By-law;
- 11.2 Every By-law, when introduced, should be in typewritten form and shall contain no blanks except such as may be required to conform to accepted procedure, or to comply with provisions of any Act, and shall be complete with the exception of the number and date thereof;
- 11.3 Any proposed By-law may be referred to a Committee, staff or legal advisor for review and comment, including the solicitor for the Corporation;
- 11.4 Every By-law shall be passed by Resolution;
- 11.5 The following statement shall be affixed to each by-law:

That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.

This Bylaw takes effect upon its passing.

Read and adopted by Resolution XXXX-XX-XX-XX this XX Day of XXX, 20XX.

- 11.6 Only the title of the By-Law shall be read,

- 11.7 By-Law shall not be enacted until it has been passed by Resolution, and
- 11.8 Every By-law enacted by the Council shall be numbered and dated and shall be sealed with the seal of the Corporation and signed by the Mayor or Presiding Officer and the Clerk and shall be placed in the By-law book in the office of the Clerk for his/her safekeeping.

11. MOTIONS:

- 12.1 A simple majority of the quorum is needed to pass any motion.
- 12.2 All motions must be moved and seconded before any discussion can take place and before the question can be put or a motion recorded in the minutes.
- 12.3 All motions may be supported or opposed by the mover and seconder.
- 12.4 After a motion has been received and/or read, it shall be deemed to be in the possession of the Council but may, with the majority consent of members present, be withdrawn by the mover prior to discussion or amendment or prior to voting.
- 12.5 No Member without leave of council of the committee shall speak to a matter or in reply for longer than 5 minutes.
- 12.6 If the original mover and seconder of the motion do not agree with the amendments, they may, without further discussion withdraw their support for the original motion as amended and a new mover and seconder would be required to move the motion as amended. If the amendments are carried, then the original motion as amended would be put to the vote.

12.7 Amendments:

- 12.7.1 A motion to amend shall:
- (a) be presented in writing, moved and seconded prior to debate;
 - (b) be open for debate
 - (c) be dealt with by Council before a previous amendment or the main motion;
 - (d) not be further amended more than once provided that further amendment may be made to the main motion;
 - (e) be relevant to the main motion;
 - (f) not propose a direct negative to the main motion.

12.8 Motions Introduced Verbally:

- 12.8.1 The following matters and motions with respect thereto may be introduced verbally without written notice, except as otherwise provided by these Rules of Procedure:
- (a) a point of order or personal privilege;
 - (b) presentations of petitions;
 - (c) to lay on the table;
 - (d) to postpone indefinitely or to a certain day;

(e) to move the previous question.

12.9 Withdrawal of Motion:

12.9.1 A member may withdraw his/her notice of motion at any time prior to the subject matter being considered.

12.9.2 Once a motion is moved and seconded and read by the Chair, it cannot be withdrawn without the consent of the mover and seconder. If the motion is withdrawn, it shall be entered into the minutes and noted as being "WITHDRAWN".

12.10 Notice of Motion:

12.10.1 A motion to refer or defer shall be heard before any Motion or amendment except a Motion to adjourn.

12.11 Notice of motion by a Member will:

- (a) be in writing;
- (b) be tabled at a Council meeting preceding the date on which the matter will be introduced; or, will be received by the Clerk in sufficient time for it to be processed under (c) of this Section;
- (c) be printed in full under "New Business" in the agenda for that meeting;
- (d) when a Member's notice of motion has been called by the Mayor in two successive meetings and not proceeded with, it will be dropped from the agenda unless Council otherwise decides;
- (e) if at the third meeting, such notice of motion is called by the Mayor and not proceeded with, it will be deemed to have been withdrawn.

12.12 Order of Consideration:

12.12.1 A Member shall not speak more than once to the same question without the consent of the Chair except:

- (a) In explanation of a material part of their speech which may have been interpreted incorrectly, or
- (b) With leave of the Chair, after all other Members so desiring have spoken; or
- (c) To reply by leave of the Chair to the Member who presented the motion to Council or Committee.

12.13 Motion Ruled Out of Order:

12.13.1 Whenever the Chair is of the opinion that a motion is contrary to the rules of procedure, the Chair will rule the motion out of order.

12.14 Voting on the Motion:

12.14.1 Immediately prior to voting on a motion, the Chair shall state the question in the precise form in which it will be recorded in the minutes, including any amendments to the questions.

12.14.2 After a motion, including any amendment(s) is finally put by the Chair, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

12.15 Reconsideration:

12.15.1 A resolution, by-law or any question or matter (except one of indefinite postponement) which has been adopted previously by Council may be reconsidered by Council subject to the following:

- (a) a notice of motion given in writing by a member, has been introduced according to the procedure of notice of motion;
- (b) debate on a motion to reconsider must be confined to reasons for or against;
- (c) such motion must be supported by a majority of the members present voting in favour of such reconsideration before the matter can be debated;
- (d) if a motion to consider is decided in the affirmative, such reconsideration shall become the next order of business, unless the motion calls for a future date, and debate on the question to be reconsidered may proceed as though it previously had never been voted on;
- (e) a motion to reconsider an amendment may not be submitted until after the original motion to which the amendment was proposed has been considered and disposed of;
- (f) A vote to reconsider will not be considered more than once every two years.

12.15.2 These rules do not apply when a motion pertains to a decision of a previous Council.

12. VOTING:

- 13.1 Every member of Council, Committee or Local Board shall have one vote.
- 13.2 An affirmative vote by the majority of the members present is required to pass a motion.
- 13.3 When the Chair calls the vote, each member present will vote by raising their hand to indicate their agreement or disagreement with the motion on the table.
- 13.4 Except where disqualified to vote by reason of interest or otherwise, the Chair shall vote at the same time as the other members on all questions.
- 13.5 Upon completion of the vote the Chair shall declare whether the motion was carried or defeated.
- 13.6 When a question is tabled and a recorded vote taken, any member who does not vote shall be deemed as voting in the negative, except where he/she is prohibited by statute from voting.

13.7 Recorded Vote:

13.7.1 When a member present requests a recorded vote immediately prior to or immediately subsequent to the taking of the vote, all Members present at the Council or Committee meeting must vote. The member requesting the vote shall vote first followed by members sitting to the right followed by the Chair unless otherwise prohibited by statute. The names of those who voted for, and who voted against, shall be noted in the minutes. The Clerk shall announce the results.

13.8 No Other Voting Methods:

13.8.1 No vote shall be taken by ballot or by any other method of secret voting.

13.9 Tie Votes:

13.9.1 Any motion on which there is an equality of votes shall be deemed to be defeated.

13.10 No Closed Vote:

13.10.1 A meeting shall not be closed to the public during the taking of a vote except for the following:

- (a) the *Municipal Act* permits or requires the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.

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

1. **THAT** the Council and Clerk shall be responsible for the administration of this bylaw and will be accountable for its enforcement.
2. **THAT** this By-Law supersedes any By-Law previously passed that is contrary to this By-Law.
3. **THAT** this Bylaw takes effect upon its passing.

Read and adopted by Resolution XXXX-XX-XX-XX this 1st Day of March, 2023.

Mayor, Valerie Jahn Clerk-Treasurer, Virginia Phanenhour



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2023-XX

TO BE A DELEGATION AT A REGULAR COUNCIL OR COMMITTEE MEETING you must complete this form, in its entirety and submit it to the Deputy Clerk no later than 1:00 p.m. seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Thursday prior to the meetings. The Clerk reserves the right to designate the request to the appropriate meeting upon review of the completed form.

APPLICANT INFORMATION:

FIRST NAME: _____ LAST NAME: _____

TITLE/ORGANIZATION (if applicable): _____

SPOKESPERSON(S): _____

NUMBER OF PEOPLE EXPECTED TO BE IN ATTENDANCE: _____

MAILING ADDRESS:

TELEPHONE NO.: _____

E-MAIL: _____

Has this subject matter been brought to council previously: yes no

Please describe the topic or subject matter you wish to address:

If you are seeking a specific action or decision please explain:

Is this a time sensitive issue: yes no

Do you have supporting documentation: yes no

If yes: Please ensure documentation is attached or has been forwarded to deputyclerk@blrtownship.ca with the application. Please provide a copy of materials

used in your presentation, if any, to the Deputy Clerk. Materials provided prior to the meeting will be circulated to Council/Committee for their review before the meeting. Please be advised all materials including your name form part of the Public Record.

Signature: _____ Date: _____

DRAFT



DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2023-XX

Delegation Procedures

- **Council meetings are held the 1st** Wednesday of each month. The meetings begin at 7:00 p.m. The agenda items must be submitted the previous Wednesday with Friday circulation. Delegations are among the first items on the agenda; therefore, delegations should arrive for the beginning of the meeting unless advised differently.

RULES OF ORDER FOR DELEGATIONS AT COUNCIL MEETINGS OF THE TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

As per the Township of Brudenell, Lyndoch and Raglan's Procedural By-Law #2023-XX the following must be adhered to regarding any requests for delegations/ presentations at Council meetings:

Request for Delegation:

Except as provided by law, a person who is not a member of Council or Committee shall not be permitted to address the Council or Committee except upon the approval of the Council or Committee.

The Clerk or Mayor may decline to add items and/or reports to an agenda. Reasons to decline include, but are not limited to the following:

- (m) More time is required to prepare Staff Reports for Council;
- (n) The Delegation Request Form was not submitted by the deadline;
- (o) The Delegation Request Form is incomplete;
- (p) The subject matter of the Delegation is outside of the jurisdiction of Council;
- (q) The subject matter is with respect to a matter that should be discussed in a Closed meeting;
- (r) The meeting agenda is already too lengthy;
- (s) The subject matter is set to be discussed on another agenda;
- (t) The issue is frivolous or vexatious;
- (u) The issue has been or is to be considered by the Committee of Adjustment;
- (v) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue;
- (w) Council previously indicated that it will not hear further from this Delegation; or
- (x) The issue should be referred to the Administrative Department for action.

Any person wishing to make a delegation shall submit a request in writing, on the prescribed delegation form attached at Schedule A, to the Clerk no later than 1:00 p.m. on the Wednesday prior to the meeting at which they wish to be heard. The Written request shall state the nature of the business to be discussed and the person(s) named to make the delegation. Persons addressing the Council or Committee shall confine their remarks to the stated business.

No delegation may be scheduled for a closed session, nor shall delegations be permitted regarding any specific personnel matter.

All delegations shall take place during Council or Committee of the Whole. A person wishing to address the Council or Committee may speak for up to fifteen (15) minutes, if a time extension is required it may be granted by the Mayor or his/her designate.

The Clerk shall be empowered to refer requests made of Council by deputation to appropriate Committees as deemed necessary.

A delegation of more than five (5) persons shall be limited to two (2) speakers, and each speaker limited to no more than ten (10) minutes each.

When a request to appear is submitted after the agenda has been set or when the agenda already includes a total of three (3) delegations or presentations, the Clerk may schedule the delegation for a future meeting. In the event that the matter is of a time sensitive nature, the Clerk shall refer the request to the Mayor and the delegation may be scheduled at the discretion of the Mayor and the Clerk.

A person wishing to address the Council or Committee concerning an item on the agenda may request a delegation through the Clerk before the meeting begins. The Clerk will advise the Mayor of the request and the Mayor will call for a vote of the Council to waive the rules for delegations to allow the person to speak and upon a majority vote in the affirmative, the person will be permitted to address Council.

Every communication, including a petition designed to be presented to the Council or Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person, including address and telephone number, and filed with the Clerk and will be appended to the minutes.

Previous Delegations:

Requests from delegates who have previously addressed Council or Committee at a regular or public meeting within the last six (6) months on a particular item shall not be granted unless there is new information to present, in addition to what they have previously presented. Such proof shall be submitted to the Clerk, in writing, not later than 1:00 p.m. on the Wednesday preceding the scheduled meeting. If, in the opinion of the Clerk, the written submission does not provide any new information, the request shall be denied.

The Clerk may, at their discretion, forward the request for a second delegation to the Mayor for review to determine whether the delegation may be allowed. If the Mayor does not believe the written submission provides new information, the submission shall be provided to the Council or Committee as an information item.

Contact Information

Tel 613-758-2061 Deputy Clerk

Fax 613-637-5368

Email deputyclerk@blrtownship.ca

Location and Mailing Address

42 Burnt Bridge Road

PO Box 40

Palmer Rapids, ON K0J 2E0

Business Hours: 8:30 am to 4:00 pm, Monday to Friday (excluding statutory holidays)



DISCLOSURE OF PECUNIARY INTEREST

Municipal Conflict of Interest Act, R.S.O. 1190, Chapter M.50

s.5.1 – Written Statement re disclosure

Meeting Date: _____

Agenda Item: _____

I, _____, declare a potential (deemed / direct / indirect) pecuniary interest on the Agenda Item respecting _____

for the following reason(s):

Signature



Electronic Participation in Council Meetings

Schedule "C" Procedural By-law 2023-XX

1. Pursuant to Section 238 (3.3) of the Municipal Act, 2001 (as may be amended from time to time), Members of Council, Committees or Local Boards may participate in meetings electronically;
2. Electronic participation in meetings will be permitted and those attending electronically will count toward achieving quorum and are able to vote,
3. In the event that connectivity is lost resulting in loss of quorum the meeting will recess until quorum can be met, if re-connection cannot be made after 10 minutes the meeting will be re-scheduled,
4. Members participating electronically may participate in meetings that are closed to the public; Members are expected to ensure that the location from which they are joining from is secure and when in closed session does not compromise the information being shared,
5. The Head of Council or delegate may chair a meeting electronically;
6. The Clerk may clerk the meeting electronically;
7. Etiquette at meetings will remain professional and members will act in accordance with the procedural by-law as they would in the council chambers.

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

BYLAW NO. 2023-15

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
March 1, 2023.

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 March 1, 2023, 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-XX this 1st Day of March, 2023.

Mayor, Valerie Jahn

Clerk-Treasurer, Virginia Phanenhour