



## Township of Brudenell, Lyndoch and Raglan

April 5, 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 **Call to Order and Roll Call**
- 2 **Acknowledgement**
- 3 **Adoption of the Agenda**
- 4 **Disclosure of Pecuniary Interest**
- 5 **Delegations/Presentations**
  - 5.1 MV Public Library
  - 5.2 John Byrnes
    - 📎 Delegation Form
  - 5.3 Eric Belchamber
- 6 **Adoption of Minutes from Previous Meetings**
  - 📎 March 1, 2023 - Regular Meeting Minutes
  - 📎 March 6, 2023 - Special Meeting Minutes
- 7 **Report(s) on Direction Received**
  - 7.1 Letter of Support for Huron County - Call to Action: Review of the Cannabis Act
    - 📎 Letter of Support from Township of Brudenell, Lyndoch and Raglan
    - 📎 Huron County Resolution
  - 7.2 Bradley request re: Mervin Lidtkie
    - 📎 Staff Report
  - 7.3 Legal Advise re: Allan Schutt/Frank Bint request
    - 📎 Staff Report
- 8 **Correspondence/Information Items**
  - 8.1 School Board Elections in Ontario -Support for Town of Petrolia
    - 📎 Township of Dawn-Euphemi
    - 📎 City of Port Colborne
    - 📎 Township of East Garafraxa
    - 📎 Town of Lincoln
    - 📎 Town of Fort Frances
  - 8.2 Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction

- ✎ Niagara Region
- ✎ Corporation of the Town of Essex
- 8.3 Call to the Provincial Government to End Homelessness in Ontario
- ✎ City of Belleville
- ✎ Town of Petrolia
- 8.4 Reducing Municipal Insurance Costs
- ✎ Municipality of Chatham-Kent
- ✎ Greater Napanee
- ✎ Municipality of Wawa
- 8.5 Bill 5 - Stopping Harassment and Abuse by Local Leaders Act
- ✎ Municipality of Chatham-Kent
- 8.6 Future Accuracy of the Permanent Register of Electors
- ✎ Town of Petrolia
- ✎ Town of Plympton-Wyoming
- ✎ Township of Lucan Biddulph
- 8.7 Barriers for Women in Politics
- ✎ City of Cambridge
- ✎ City of Welland
- ✎ Town of Plympton-Wyoming
- ✎ Township of Lucan Biddulph
- 8.8 County Council Summary - February
- ✎ County Council Summary
- 8.9 Homeless and Unsheltered Persons
- ✎ Town of Cobourg
- 8.10 School Bus Stop Arm Cameras
- ✎ Municipality of North Perth
- ✎ Municipality of North Perth/Township of Howick
- 8.11 Tax Classification of Short-Term Rental Units
- ✎ Corporation of the Town of Essex
- 8.12 The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales
- ✎ Corporation of the Town of Essex
- 8.13 Taste of the Valley
- ✎ Taste of the Valley - Expression of Interest
- 8.14 Food Insecurity in Ontario
- ✎ Township of Horton
- 8.15 Enbridge Gas
- ✎ Association of Ontario Road Supervisors (AORS)
- 8.16 Ontario Seniors of the Year Award
- ✎ Ministry for Seniors and Accessibility

## 9 **New Business**


9.1 Rogers Cell Tower Land Use Authority's

 C8702 Schutt Rd. and Wingle LUA

 C8706 Quadeville Rd. at Murk Lake

9.2 Easter at BLR Community Centre

9.3 Palmer Rapids & Area Lion Club

 Letter of Request

9.4 Asset Management Plan - Core Infrastructure

 Asset Management Plan - Core Infrastructure

9.5 Request from Ronnie Keller

 Request from Ronnie Keller 1

**10 Financial Report**

**11 Bylaws**

11.1 By-Law 2023-18 - Debenture By-Law

By-Law 2023-18 is not available at time of posting.

11.2 By-Law 2023-19 - Procedural By-Law

 By-Law 2023-19

11.3 By-Law 2023-20 - Shoreline Closure - McQuade

 By-Law 2023-20

11.4 By-Law 2023-21 - Shoreline Closure - Sullivan

 By-Law 2023-21

11.5 By-Law 2023-22 - Shoreline Closure - Klakowicz

 By-Law 2023-22

**12 Closed Session**

12.1 To go into Closed

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan go into closed session pursuant to the Municipal Act, 2001, Section 239 (2) for the purposes of subsection (b) regarding personal matters about an identifiable individual, including municipal or local board employees; and two items under subsection (d) labour relations or employee negotiations."

12.2 To come out of Closed

**13 Confirmation Bylaw**

 By-Law 2023-23

**14 Adjournment**



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

**Council or Committee Meeting** Council

**Date of Meeting** APRIL 5

**Name of Individual** JOHN BYRNES

**Topic or Nature of Item:**

SNOWMOBILE TRAIL  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

John Byrnes  
**Signature**

**Date:** MARCH 17 2023

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





## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Regular Meeting March 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 Land Acknowledgement**

As we gather this evening, I would like to acknowledge on behalf of this Committee and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

**2 Call to Order and Roll Call**

Call to order Regular Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 1st day of March, 2023 at 7:03 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

**3 Adoption of the Agenda**

**Resolution No:** 2023-03-01-01

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as amended to include item 8.9 AMO Cannabis Review Letter, 9.3 Request form Allan Schutt, 9.4 Case Tractor Report, and item 11.2 Draft By-Law for Reduced Load Limits."

**CARRIED**

**4 Disclosure of Pecuniary Interest**

Councillor Kauffeldt Re: Item 5.2 Peterson Pathfinders – Snowmobile possibly going by the store. Amended to include item 9.5 Peterson Pathfinders on declaration for the same reasoning.

**5 Delegations/Presentations**

**5.1 Nelson Granite re: Columbarium's**

*Councillor Kauffeldt left the room.*

**5.2 Peterson Pathfinders - Stefan Woyslaw, Nolan Oram & Mitch Stecko**

*Councillor Kauffeldt returned to the room.*

**6 Adoption of Minutes from Previous Meetings**

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

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT we the Council for the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Special Council Meeting of February 1st, 2023, Regular Council Meeting of February 1st, 2023 and Special Council Meeting of February 22nd, 2023 as presented."

**CARRIED**

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

None

**8 Correspondence/Information Items**

**Resolution No:** 2023-03-01-03

**Moved By:** Sheldon Keller

**Seconded By:** Wayne Banks

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

**CARRIED**

**8.1 Opeongo Hills Nordic Ski Club**

**8.2 Madawaska Valley Fire Department**

**8.3 Municipal Petition in Opposition of Bill 3**

**8.4 Call to Action: Review of the Cannabis Act**

**8.5 School Board Elections in Ontario -Support for Town of Petrolia**

**8.6 Culture Connect**

**8.7 Future Accuracy of the Permanent Register of Electors**

**8.8 National Wall of Remembrance Association**

**8.9 AMO - Cannabis Review**

**9 New Business**

**9.1 Community Safety and Well-being Plan: 2022**

**Resolution No:** 2023-03-01-04

**Moved By:** Iris Kauffeldt

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopts the amended Community Safety and Well Being Plan: 2022."

**CARRIED**

**9.2 Shoreline Road Allowance - Klakowicz - Draft Survey**

**Resolution No:** 2022-03-01-05

**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 Marek Klakowicz."

**CARRIED**

**9.3 Request from Allan Schutt**

Direction to staff to talk to legal and get a quote for Mr. Schutt.

**9.4 Case Tractor Report**

**Resolution No:** 2023-03-01-05

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

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

**CARRIED**

*Councillor Kauffeldt left the room.*

**9.5 Peterson Pathfinders**

**Resolution No:** 2023-03-01-06

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby give preliminary approval of the request made by Peterson Pathfinders in regards to entering into a land use agreement for use of the unopened concession for the OFSC trail system."

**CARRIED**

*Councillor Kauffeldt returned to the room.*

**10 Financial Report**

None

**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 apparent 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.

**11.2 By-Law for the Regulation of Traffic by Imposition of Reduced Load Limits on Specified Highways**

Tabled until next meeting.

**12 Closed Session**

None

**13 Confirmation By-Law**

**Resolution No:** 2023-03-01-07

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-15 being a By-Law to confirm the proceedings of the March 1st, 2023 Regular Meeting of Council."

**14 Adjournment**

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

**Moved By:** Wayne Banks

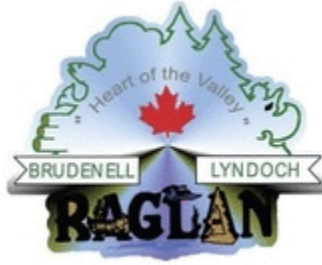
"THAT this meeting adjourns at 8:32 pm."

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Special Meeting March 6, 2023 - 05:30 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 6th day of March, 2023 at 5:32 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

2 **Land Acknowledgement**

As we gather this evening, I would like to acknowledge on behalf of this Committee and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

3 **Adoption of the Agenda**

**Resolution No:** 2023-03-06-01

**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**

4 **Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest expressed.

5 **Purpose**

5.1 **Presentation By Bruce Howarth - Planning 101**

5.2 **By-Law for the Regulation of Traffic by Imposition of Reduced Load Limits on Specified Highways**

**Resolution No:** 2023-03-06-02

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-16 being a By-Law for the Regulation of Traffic by Imposition of Reduced Load Limits on Specified Highways."

**CARRIED**

5.3 **Budget Discussion**

5.4 **Discussion re: DRAFT Procedural By-Law**

6 **Closed Session**

6.1 **To go into Closed**

**Resolution No:** 2023-03-06-03

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"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 subsection (d) labour relations or employee negotiations."

**CARRIED**

6.2 **To come out of Closed**

**Resolution No:** 2023-03-06-04

**Moved By:** Sheldon Keller

**Seconded By:** Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan come out of closed session at 8:52 pm."

**CARRIED**

7 **Confirmatory By-Law**

**Resolution No:** 2023-03-06-05

**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 2023-17 being a By-Law to confirm the proceedings of the March 6th, 2023 Special Meeting of Council."

**CARRIED**

8 **Adjournment**

**Resolution No:** 2023-03-06-06

**Moved By:** Kevin Quade

That this meeting adjourn at 8:53pm.

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**





## TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

April 5, 2023

Warden Peter Emon  
County of Renfrew  
9 International Drive, Pembroke  
Ontario, Canada K8A 6W5

Dear Mr. Emon, Warden:

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

Please be advised that, at its meeting of April 5, 2023 the Council of The Corporation of the Township of Brudenell, Lyndoch and Raglan resolved as follows:

“That Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the correspondence received from the Corporation of the County of Huron regarding Call to Action: Review of the Cannabis Act.”

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

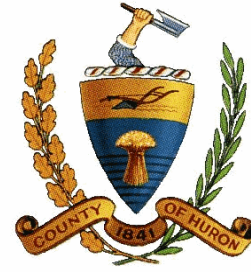
Sincerely,

Tammy Thompson  
Deputy 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

**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



# INFORMATION REPORT TO COUNCIL

<b>Report Date:</b>	March 23, 2023
<b>Date of Council Meeting:</b>	April 5, 2023
<b>Prepared By:</b>	Tammy Thompson
<b>Approved By:</b>	Virginia Phanehour
<b>Agenda Item:</b>	New Business
<b>Attachment(s):</b>	None

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## **Reason for this Report**

To provide Council with Information regarding solicitor advice, as directed, regarding the request from Bradley Law letter dated January 17, 2023. Re: Encroachment by improvements associated with the property of Mervin Lidtkie at 140 Burnt Bridge Rd. Palmer Rapids upon road allowance between Concessions 16 & 17, Raglan Township.

## **Recommendation**

That Council provide further direction on the matter.

## **Information**

As requested from Council, staff sought legal advice regarding the above-mentioned request.

As per the Township solicitor:

It appears that the Land Division Committee requires something “more formal” to approve the severances, or alternatively, relocation of the septic. This could be of way of a conveyance, an easement, or an agreement.

It is the Township’s decision if it wishes to convey the property or to provide an easement, however, both of these avenues will restrict the potential use of the road allowance in the future. If a conveyance is done, then the Township will no longer be an owner of the lands and if an easement is done, then the use will be restricted. For example, if an easement is in place for a person to “maintain their septic” then, realistically, that will likely limit a significant amount of things that can be done with the land (as, anything that would interfere with the septic, would not be permitted).

Potentially, an agreement can be entered into, however, such provisions would likely have to be “very in favor” of the Township to be in the best interest of the Township. For example, such provisions would likely include that the septic may be removed at anytime in the future. This is basically “the same” as what is in practice now. Because of this, there really wouldn’t be much of a practical reason for such an agreement, other than to assist in the severance process.

Staff has spoke with the County Land Division Committee, Council may include an encroachment agreement as a condition of the severance, if they so choose.

In terms of Conveying a portion of the road allowance, that is a policy decision of the Township’s to make. Sometimes municipalities do convey portions of unopened road allowances. Shoreline road allowances are a common example. They do this when they, practically, do not see any future need, or use, for the property. In other cases, municipalities retain their unopened road allowances. They usually do this for future planning purposes. This is even when, presently, it appears that there is little use for the road allowance as a person does not necessarily know what the future holds and once the road allowance is conveyed, it can be very difficult to have it “conveyed back”.



# INFORMATION REPORT TO COUNCIL

<b>Report Date:</b>	March 23, 2023
<b>Date of Council Meeting:</b>	April 5, 2023
<b>Prepared By:</b>	Tammy Thompson
<b>Approved By:</b>	Virginia Phanehour
<b>Agenda Item:</b>	New Business
<b>Attachment(s):</b>	None

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## **Reason for this Report**

To provide Council with Information regarding solicitor advice, as directed, regarding the request from Schutt/Bint for use of Road Allowance to access properties.

## **Recommendation**

That Council provide further direction on the matter.

## **Information**

As requested from Council, staff sought legal advice regarding the above-mentioned request.

As per the Township solicitor:

If they want to purchase the road allowance, and Council was agreeable, then that is one thing to consider. That would be more expensive.

If they want to merely “use the road allowance for access” this is not advisable from a legal perspective, though some Township’s do it. This is largely due to insurance and liability purposes, and also “road purposes”.

Some neighbouring townships rarely entertains these sorts of requests for “road allowance usage agreements” (save for recreational purposes – eg. snowmobiling). This is in part, due to the fact that the OFSC can obtain insurance for these situations and others cannot.

Staff requires Councils direction whether or not they are willing to entertain these requests for road allowance uses.



## THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0  
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018  
Email: [admin@dawneuphemia.on.ca](mailto:admin@dawneuphemia.on.ca) Website: [www.dawneuphemia.ca](http://www.dawneuphemia.ca)

February 27, 2023

All Ontario Municipalities

*Delivered Via Email*

### Re: School Board Election Compensation

Please be advised that at the Regular Meeting of Council on Tuesday, February 21, 2023, Council of the Township of Dawn-Euphemia discussed the process and compensation for School Board Trustee Elections, and the following resolution was passed.

#### **2023-33**

School Board Election Compensation

That Council for the Township of Dawn-Euphemia support the resolution dated December 12, 2022, from the Council of the Town of Petrolia Re: School Boards becoming responsible for conducting their own trustee elections or at minimum municipalities be compensated by the school boards for overseeing such trustee elections; And that the resolution be sent to Hon. Steven Lecce, Minister of Education, MPP Bob Bailey, Sarnia-Lambton, County of Lambton and all Municipalities of Lambton County and Ontario. *Carried.*

If you have any questions regarding the above motion, please do not hesitate to contact the Municipal Office.

Sincerely,

Terri Towstiuć  
Deputy-Clerk  
Township of Dawn-Euphemia

Cc: Hon. Stephen Lecce, Minister of Education  
MPP Bob Bailey, Sarnia-Lambton  
M. Pearson, Clerk, Town of Petrolia





## PORT COLBORNE

Development and Legislative Services

Municipal Offices: 66 Charlotte Street  
Port Colborne, Ontario L3K 3C8 • [www.portcolborne.ca](http://www.portcolborne.ca)

T 905.835.2900 ext 106 F 905.834.5746

E [nicole.rubli@portcolborne.ca](mailto:nicole.rubli@portcolborne.ca)

February 22, 2023

**Sent via Email:** [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

Honourable Steven Lecce, Minister of Education

Dear Honourable Lecce:

**Re: Town of Petrolia – Regarding School Board Elections – Request for Support**

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 Town of Petrolia regarding School Board Elections, be supported.

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

Sincerely,

Nicole Rubli  
Acting City Clerk

Cc: MPP Bob Bailey Sarnia-Lambton  
County of Lambton  
Ontario Municipal Councils



TOWNSHIP OF EAST GARAFRAXA  
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2  
EAST GARAFRAXA • ON • L9W 7J8  
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812  
[www.eastgarafraxa.ca](http://www.eastgarafraxa.ca)

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March 9, 2023

Sent Via Email (minister.edu@ontario.ca)

Honourable Stephen Lecce  
Minister of Education  
315 Front Street West, 14th Floor  
Toronto, ON M7A 0B8

Dear Honorable Lecce,

**Re: Ontario School Board Elections**

At the regular Electronic Council meeting held on February 28, 2023, the following resolution was passed:

**MOVED BY BANFIELD, SECONDED BY HALLS  
BE IT RESOLVED THAT:**

Council of the Township of East Garafraxa support the resolution passed by the Council of the Town of Petrolia regarding School Board Elections; and

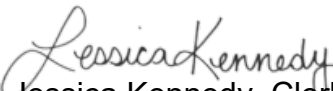
That staff be directed to forward the resolution to the Honourable Stephen Lecce, Minister of Education, and all Ontario Municipal Councils.

**CARRIED**

A copy of the Town of Petrolia resolution is enclosed for your reference.

Trusting you find this satisfactory.

Sincerely,

  
Jessica Kennedy, Clerk  
Township of East Garafraxa  
JK:sp

Enclosure

cc: 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](http://www.town.petrolia.on.ca)





4800 SOUTH SERVICE RD.,  
BEAMSVILLE, ON L3J 1L3  
905-563-2799

March 10, 2023

Sent via email: [minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

The Honourable Steven Lecce,  
Minister of Education  
Ministry of Education  
315 Front Street West, 14<sup>th</sup> Floor  
Toronto, ON M7A 0B8

Dear Minister Lecce:

**RE: Town of Lincoln Council Resolution – Ontario School Board Elections**

Please be advised that Council of the Corporation of the Town of Lincoln at its Council Meeting held on March 6, 2023, passed the following motion:

Resolution Number: RC-2023-24

Moved by: Councillor JD Pachereva; Seconded by Councillor Greg Reimer

That Council receive and file for information, correspondence from the Town of Essex dated February 13, 2023 and Town of Deep River dated February 16, 2023, regarding Ontario School Board Elections; and,

That Council of the Town of Lincoln support the correspondence items to request that School Boards become responsible for conducting their own Trustee elections or at a minimum municipalities be compensated by the School Boards for overseeing such Trustee elections; and,

That staff forward this Resolution to the Town of Essex, Town of Deep River, the Honourable Steven Lecce, Minister of Education, MP Sam Oosterhoff, and to Ontario Municipal Councils.

**CARRIED**

If you have any questions, please do not hesitate to contact the undersigned.

Regards,

Julie Kirkelos  
Town Clerk

[jkirkelos@lincoln.ca](mailto:jkirkelos@lincoln.ca)

JK/dp

c.c. Town of Essex  
Town of Deep River  
Sam Oosterhoff, MPP Niagara West [Sam.Oosterhoffco@pc.ola.org](mailto:Sam.Oosterhoffco@pc.ola.org)  
Ontario Municipal Councils

Administration & Finance Division  
Planning & Development Division  
Phone: (807)274-5323  
Fax: (807)274-8479

Operations & Facilities Division  
Phone: (807)274-9893  
Fax: (807)274-7360

Community Service Division  
Phone: (807)274-4561  
Fax: (807)274-3799

Email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fortfrances.ca](http://www.fortfrances.ca)

Mailing Address for All Divisions:  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



March 29, 2023

Mandi Pearson, Clerk/operations Clerk  
Town of Petrolia  
411 Greenfield Street  
Petrolia, ON N0N 1R0

Via Email: [mpearson@petrolia.ca](mailto:mpearson@petrolia.ca)

**RE: School Board Elections**

Dear Ms. Pearson;

Please be advised that at the Regular Meeting of Council on March 13, 2023, your letter dated December 12, 2022 regarding *School Board Elections*, was discussed.

After review, Council passed the resolution that reads in part as follows:

“THAT at the Regular Council Meeting of March 13, 2023, Council received a resolution of support passed by the Town of Petrolia regarding School Board Elections where Council directed staff to bring back a motion of support;

AND THAT Council of the Town of Fort Frances hereby support the resolution from the Town of Petrolia dated December 12, 2022 as attached hereto and forming part of this resolution.”

If you have any questions regarding the above resolution, please do not hesitate to contact me via phone or email at [msexton@fortfrances.ca](mailto:msexton@fortfrances.ca)

Sincerely,

ADMINISTRATION & FINANCE DIVISION



Mia Sexton  
Deputy Clerk

c.c. Hon. Stephen Lecce, Minister of Education  
All Ontario Municipalities

February 24, 2023

**CL 3-2023, February 23, 2023**  
**PHSSC 2-2023, February 14, 2023**  
**COM-C 14-2023, February 14, 2023**

***DISTRIBUTION LIST***

***SENT ELECTRONICALLY***

Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction

COM-C 14-2023

Regional Council, at its meeting held on February 23, 2023, passed the following recommendation, as amended, of its Public Health and Social Services Committee:

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are exceptionally complex issues that have a measurable and significantly detrimental impact on the residents of the Niagara region, including the loss of life;

Whereas addressing these issues places extreme stress on upper and lower-tier municipal programs and services, the Niagara Regional Police, Niagara Health, Emergency Medical Services and various non-profit service providers across the region;

Whereas the challenges of homelessness, mental health and opioids have seen a trend of becoming more prevalent in recent years and continue to have a significant impact on the Niagara community;

Whereas Niagara Region, through the staff in Community Services and Public Health, has taken many steps to address these issues with the development and provision of best-practice programming designed to mitigate their impact on the community;

Whereas Niagara Regional Council acknowledges that the challenges of homelessness, mental health and the opioid crisis are intrinsically diverse and should not be viewed as a single monolithic problem;

Whereas addressing these challenges will require strategies and tactics that are specifically designed for each of the unique issues;

Whereas Niagara Region accepts that the responsibility to address these challenges rests with multiple stakeholders, including the provincial government and its agencies;

Whereas 26 Niagara agencies within the Region, including Public Health and Emergency Medical Services, have collaboratively developed a Substance Use Prevention Strategy known as the Opioid Prevention and Education Network of Niagara, and are actively implementing it;

Whereas Niagara Region is a “Built for Zero” community that has accurate and timely data regarding its homeless population and delivers programs and services targeted for strategically helping those individuals experiencing homelessness;

Whereas the challenges of homelessness, mental health and opioid addiction are found throughout the entire province of Ontario and are not unique to Niagara;

Whereas Niagara Regional Council recognizes that municipal emergencies in Ontario are declared by the head of council as per the process detailed in the Emergency Management and Civil Protections Act; and

Whereas Niagara Regional Council acknowledges that the declaration of an emergency does not immediately result in a municipality receiving any additional funds or resources from senior levels of government.

NOW THEREFORE BE IT RESOLVED:

1. That the Regional Chair **BE DIRECTED** to formally issue three separate declarations of emergency, in the areas of homelessness, mental health and opioid addiction, as per the procedure outlined in the Emergency Management and Civil Protection Act;
2. That the Regional Chair **BE DIRECTED** to send correspondence to the Provincial Government requesting that action be taken on the eight measures proposed by the Association of Local Public Health Agencies (as previously endorsed by Regional Council on June 23, 2022), including:
  - a. Creation of a multi-sectoral task force to guide the development of a robust provincial opioid response plan that will ensure necessary resourcing, policy change, and health and social system coordination;
  - b. Expanding access to evidence informed harm reduction programs and practices including lifting the provincial cap of 21 Consumption and Treatment Service (CTS) Sites, funding Urgent Public Health Needs Sites (UPHNS) and scaling up safer supply options;
  - c. Revision of the current CTS model to address the growing trends of opioid poisoning amongst those who are using inhalation methods;
  - d. Expanding access to opioid agonist therapy for opioid use disorder through a range of settings (e.g. mobile outreach, primary care, emergency departments, Rapid Access to Addiction Medicine Clinics), and a variety of medication options;



- e. Providing a long-term financial commitment to create more affordable and supportive housing for people in need, including people with substance use disorders;
  - f. Addressing the structural stigma and harms that discriminate against people who use drugs, through provincial support and advocacy to the Federal government to decriminalize personal use and possession of substances and ensure increased investments in health and social services at all levels;
  - g. Increasing investments in evidence-informed substance use prevention and mental health promotion initiatives that provide foundational support for the health, safety and well-being of individuals, families, and neighbourhoods, beginning from early childhood; and
  - h. Funding additional and dedicated positions for public health to support the critical coordination and leadership of local opioid and substance abuse strategies;
3. That the Regional Chair **BE DIRECTED** to send correspondence to the Minister of Municipal Affairs and Housing requesting action be taken to correct the funding allocation model for homelessness based on the results of Auditor General's 2021 report which found that provincial funding in this area is incorrect;
  4. That the Regional Chair **BE DIRECTED** to send correspondence to the Ministry of Health and the CEO of Ontario Health requesting that the province immediately commit to fully funding gaps in mental health service as have been identified in the Needs Based Planning project by Niagara Ontario Health Team's Mental Health and Addictions Working Group, as well as funding ongoing annual increases as required by inflation and population need;
  5. That the Regional Chair **BE DIRECTED** to send correspondence to Federal Minister of Justice and Attorney General, David Lametti, and Federal Minister of Health, Jean-Yves Duclos, reaffirming Regional Council's October 22, 2020 motion urging the Federal government convene a task force to explore the legal regulation and decriminalization of all drugs in Canada;
  6. That the Regional Chair **BE DIRECTED** to send correspondence to the Association of Municipalities of Ontario (AMO) requesting that targeted advocacy be conducted in these areas, including the development of a singular motion that can be ratified by municipal councils across Ontario calling on the province to take immediate action;
  7. That Niagara Region, through its Public Health and Social Services Committee, **URGE** the federal government to declare homelessness as a humanitarian crisis; and

8. That this motion **BE CIRCULATED** to the local area municipalities, all municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and local MPs and MPPs.

Yours truly,



Ann-Marie Norio  
Regional Clerk  
:kl

CLK-C 2023-019

Distribution List:

Local Area Municipalities  
All Ontario Municipalities  
Federation of Canadian Municipalities  
Chris Bittle, Member of Parliament, St. Catharines  
Vance Badawey, Member of Parliament, Niagara Centre  
Tony Baldinelli, Member of Parliament, Niagara Falls  
Dean Allison, Member of Parliament, Niagara West  
Jennie Stevens, Member of Provincial Parliament, St. Catharines  
Jeff Burch, Member of Provincial Parliament, Niagara Centre  
Wayne Gates, Member of Provincial Parliament, Niagara Falls  
Sam Oosterhoff, Member of Provincial Parliament, Niagara West



**Ann-Marie Norio**

Regional Clerk, Niagara Region  
1815 Sir Isaac Brock Way, PO Box 1042  
Thorold, ON L2V 4T7  
[clerk@niagararegion.ca](mailto:clerk@niagararegion.ca)

March 16, 2023

RE: Letter of Support – Niagara Region Motion Respecting Declarations of Emergency of Homelessness, Mental Health and Opioid Addiction

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Dear Ann-Marie Norio,

At its Regular Council Meeting held on March 6, 2023, Council discussed your motion respecting declarations of emergency for homelessness, mental health and opioid addiction from the Niagara Region. In particular, Councillor Hammond indicated the importance of supporting this motion as the Town of Essex and other municipalities should consider similar strategies as struggles with homelessness, mental health and addictions continue to afflict our communities.

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

**R23-03-078**

Moved by: Councillor Hammond

Seconded by: Councillor Verbeek

**That** the correspondence dated February 24, 2023 from the Niagara Region regarding the Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction be received and supported; and

**That** a letter of support be sent to the Niagara Region and all other municipalities.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.



**CORPORATION OF THE TOWN OF ESSEX**

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

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

Yours truly,

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

**Shelley Brown**

Acting Clerk, Legal and Legislative Services

[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** All Ontario Municipalities



CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

City of Belleville

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

March 1, 2023

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Delivered by e-mail  
premier@ontario.ca

Dear Premier Ford:

**RE: A Call to the Provincial Government to End Homelessness in Ontario  
New Business  
10. Belleville City Council Meeting, February 27, 2023**

---

This is to advise you that at the Council Meeting of February 27, 2023, the following resolution was approved.

“WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;

WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;

WHEREAS homelessness requires a range of housing, social service and health solutions from the provincial government;

WHEREAS homelessness is felt most at the level of local government and the residents that they serve;

..J2

WHEREAS municipalities are doing their part, but do not have the jurisdictional resources, capacity or tools to address this complex challenge; and,

WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

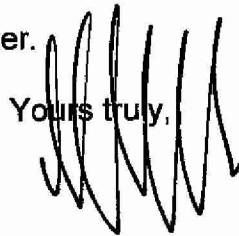
THEREFORE BE IT RESOLVED THAT the City of Belleville calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; Minister Todd Smith, MPP Bay of Quinte, Parliamentary Assistant Ric Bresee, MPP Hastings-Lennox and Addington, the Association of Municipalities of Ontario (AMO) and to Ontario Municipal Councils."

Thank you for your attention to this matter.

Yours truly,



**Matt MacDonald**  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: Steve Clark, Minister of Municipal Affairs and Housing  
Minister of Children, Community and Social Services  
AMO  
Todd Smith, MPP Prince Edward-Hastings  
Ric Bresee, MPP Hastings – Lennox & Addington  
Ontario Municipal Councils  
Councillor Carr, City of Belleville

March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Via email: [premier@ontario.ca](mailto:premier@ontario.ca)

RE: A Call to the Provincial government to End Homelessness in Ontario

Dear Premier Ford,

During the February 27, 2023 regular meeting of council, the AMO request calling on the province to calling on the province to end homelessness was brought forward and discussed, the following resolution was carried:

Moved: Chad Hyatt                      Seconded: Debb Pitel

WHEREAS the homeless crisis is taking a devastating toll on families and communities, undermining a healthy and prosperous Ontario;  
WHEREAS the homelessness crisis is the result of the underinvestment and poor policy choices of successive provincial governments;  
WHEREAS homelessness requires a range of housing, social service and health solutions from government;  
WHEREAS homelessness is felt most at the level of local government and the residents that they serve;  
WHEREAS municipalities and District Social Administration Boards are doing their part, but do not have the resources, capacity or tools to address this complex challenge; and,  
WHEREAS leadership and urgent action is needed from the provincial government on an emergency basis to develop, resource, and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario.

THEREFORE BE IT RESOLVED THAT Council of the Town of Petrolia calls on the Provincial Government to urgently:

- a. Acknowledge that homelessness in Ontario is a social, economic, and health crisis;
- b. Commit to ending homelessness in Ontario;
- c. Work with AMO and a broad range of community, health, Indigenous and economic partners to develop, resource, and implement an action plan to achieve this goal.

AND FURTHER THAT a copy of this motion be sent to the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services; the Minister of Health; to the Association of Municipalities of Ontario; County of Lambton Social Services.

Carried

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)



Kind regards,

*Original Signed*

Mandi Pearson  
Clerk/Operations Clerk

cc: file  
Minister of Municipal Affairs and Housing [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
Minister of Children, Community and Social Services [MinisterMCCSS@ontario.ca](mailto:MinisterMCCSS@ontario.ca)  
Minister of Health [sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)  
MPP Bob Bailey, Sarnia-Lambton [bob.bailey@pc.ola.org](mailto:bob.bailey@pc.ola.org)  
County of Lambton Social Services [melissa.fitzpatrick@county-lambton.on.ca](mailto:melissa.fitzpatrick@county-lambton.on.ca)  
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694

411 Greenfield Street, Petrolia, ON, N0N 1R0

[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





March 6, 2023

To All Ontario Municipalities

**Resolution re Reducing Municipal Insurance Costs**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

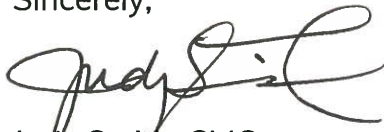
Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C AMO

March 20, 2023

*via email*

To All Ontario Municipalities

**Re: Resolution re Reducing Municipal Insurance Costs**

Further to the meeting on March 14, 2023, the Council of the Corporation of the Town of Greater Napanee passed the following motion:

Motion #148/23

Moved by *Councillor Schenk*

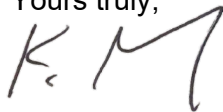
Seconded by *Councillor Pinnell Jr.*

That the correspondence from Chatham-Kent dated March 6, 2023, be received;

That Council send a letter supporting the Town of Chatham-Kent calling for action to reduce insurance costs,

And that, Council direct Staff to investigate any joint municipal efforts to reduce insurance costs.

Yours truly,



Katy Macpherson  
Deputy Clerk

Copy: Association of Municipalities of Ontario (AMO)



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, March 21, 2023

Resolution # RC23080	Meeting Order: 6
Moved by: <i>Joseph Opato</i>	Seconded by: <i>M Hatfield</i>

**WHEREAS** the Municipality of Chatham-Kent shared a resolution with all municipalities in Ontario to engage with other municipalities, the Association of Municipalities of Ontario and any other relevant municipal association, to determine what tools may be available to reduce the insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities;

**AND WHEREAS** the Municipality of Chatham-Kent is asking Municipal Councils to support improvements to reducing municipal insurance in Ontario;

**THEREFORE BE IT RESOLVED THAT** the Corporation of the Municipality of Wawa does hereby support and endorse the Municipality of Chatham-Kent in seeking support and collaboration on reducing municipal insurance cost and advocate for solutions that help municipalities to afford insurance while protecting residents and businesses and the services they rely on;

**AND FURTHERMORE THAT** this resolution be forwarded to AMO, the Minister of the Ministry of Municipal Affairs and Housing and all municipalities in Ontario.

RESOLUTION RESULT	RECORDED VOTE	YES	NO
<input checked="" type="checkbox"/> CARRIED	<b>MAYOR AND COUNCIL</b>		
<input type="checkbox"/> DEFEATED	Melanie Pilon		
<input type="checkbox"/> TABLED	Cathy Cannon		
<input type="checkbox"/> RECORDED VOTE (SEE RIGHT)	Mitch Hatfield		
<input type="checkbox"/> PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/> WITHDRAWN	Joseph Opato		

**Disclosure of Pecuniary Interest and the general nature thereof.**

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: \_\_\_\_\_

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL
<i>M. Pilon</i>	<i>Maury O'Neill</i>

This document is available in alternate formats.

March 6, 2023

The Honourable Doug Ford  
[Premier@ontario.ca](mailto:Premier@ontario.ca)

**Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member’s seat if the Commissioner’s inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing  
Local MPPs  
Ontario Municipalities

March 14, 2023

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
Via email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

RE: Future Accuracy of the Permanent Register of Electors

Dear Minister Clark,

During the February 27, 2023 regular meeting of council, the resolution received from the Township of Ashfield-Colborne-Wawanosh was brought forward and discussed, the following resolution was carried:

Moved: Bill Clark                      Seconded: Ross O'Hara

THAT the Council of the Town of Petrolia support the Township of Ashfield-Colborne-Wawanosh regarding Future Accuracy of the Permanent Register of Electors.  
AND THAT the Council of the Town of Petrolia 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 Township of Ashfield-Colborne-Wawanosh, Minister of Municipal Affairs and Housing, Elections Ontario, MPP Lisa Thompson, MPP Bob Bailey and Ontario Municipal Councils for their support.

Carried

Thank you for circulating this item for County of Lambton Council consideration.

Kind regards,

*Original Signed*

Mandi Pearson  
Clerk/Operations Clerk

cc: file  
Township of Ashfield-Colborne-Wawanosh [clerk@acwtownship.ca](mailto:clerk@acwtownship.ca)  
Elections Ontario [info@elections.on.ca](mailto:info@elections.on.ca)  
MPP Lisa Thompson, [lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
MPP Bob Bailey, Sarnia-Lambton [bob.baileyco@pc.ola.org](mailto:bob.baileyco@pc.ola.org)  
Municipalities of Ontario

Phone: (519)882-2350 • Fax: (519)882-3373 • Theatre: (800)717-7694  
411 Greenfield Street, Petrolia, ON, N0N 1R0  
[www.town.petrolia.on.ca](http://www.town.petrolia.on.ca)





---

The Honourable Steve Clark  
Minister of Municipal Affairs & Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

*DELIVERED VIA EMAIL*

March 22<sup>nd</sup> 2023

**Re: Future Accuracy of the Permanent Register of Electors**

Dear Minister Clark,

Please be advised that at the Regular Council Meeting on March 8<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Township of Ashfield-Colborne-Wawanosh regarding *Future Accuracy of the Permanent Register of Electors*.

***Motion 20***

*Moved by Councillor Alex Boughen*

*Seconded by Councillor Mike Vasey*

*That Council support item 'G' of correspondence from the Township of Ashfield-Colborne-Wawanosh regarding an Accurate Voters List.*

***Carried.***

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

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Greg Essensa, Chief Electoral Officer for Ontario  
Bob Bailey, Sarnia-Lambton MPP  
All Ontario Municipalities





# Township of Lucan Biddulph

270 Main Street  
P.O. Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998

March 22, 2023

The Honorable Steve Clark  
Minister of Municipal Affairs and Housing

## **RE: Future Accuracy of Permanent Register of Electors**

Please be advised that the Council of the Corporation of the Township of Lucan Biddulph at its meeting held on March 21, 2023 passed the following resolution:

Resolution No. 2023-094  
Moved by Councillor D. Regan  
Seconded by Deputy Mayor D. Manders

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 Lucan Biddulph 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 Monte McNaughton and Ontario Municipal Councils for their support.

CARRIED

If you require any additional information, please contact my office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Reymmer', with a stylized flourish at the end.

Ron Reymmer  
CAO/Clerk

cc. All Ontario Municipalities  
Greg Essensa, Chief Electoral Officer for Ontario  
Monte McNaughton, MPP – Lambton, Kent, Middlesex



**The Corporation of the City of Cambridge  
Corporate Services Department  
Clerk's Division  
The City of Cambridge  
50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
Tel: (519) 740-4680 ext. 4585  
[mantond@cambridge.ca](mailto:mantond@cambridge.ca)**

March 15, 2023

**Re: Barriers for Women in Politics**

At the Special Council Meeting of March 14, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** the City of Cambridge values respect, integrity, equity, inclusivity and service in all areas of life, including politics;

**WHEREAS** women have historically been underrepresented in politics and continue to face barriers and discrimination in their pursuit of elected office;

**WHEREAS** misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

**WHEREAS** the City of Cambridge believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

**THEREFORE, BE IT RESOLVED** that the City of Cambridge expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment and where everyone feels equitable;

**BE IT FURTHER RESOLVED** that the City of Cambridge commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors;

**BE IT FURTHER RESOLVED** that the City of Cambridge joins the Town of Grimsby in encouraging other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equity in all areas of society;

**BE IT FURTHER RESOLVED** that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal

Affairs and Housing, Cambridge's MP and MPP, and the Association of Municipalities of Ontario to express the City of Cambridge's commitment to this issue and encourage action at the provincial level to create legislation to ensure equity, safety, and security.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk

Cc: (via email)  
Hon. Premier Ford  
Minister of Municipal Affairs and Housing  
Cambridge's MP and MPP  
Association of Municipalities of Ontario  
All Ontario Municipalities



**City of Welland**  
**Office of the Chief Administrative Officer**  
Office of the City Clerk  
60 East Main Street, Welland, ON L3B 3X4  
**Phone:** 905-735-1700 Ext. 2159 | **Fax:** 905-732-1919  
**Email:** clerk@welland.ca | www.welland.ca

March 10, 2023

**File No. 23-53**

SENT VIA EMAIL

Town of Grimsby  
160 Livingston Avenue,  
Grimsby, ON L3M 0J5

Attention: Bonnie Nistico-Dunk, Town Clerk

Dear Bonnie:

**Re: March 7, 2023 – WELLAND CITY COUNCIL**

At its meeting of March 7, 2023, Welland City Council passed the following motion:

**“THAT THE COUNCIL OF THE CITY OF WELLAND receives for information the correspondence from the Town of Grimsby dated February 24, 2023 regarding barriers for women in politics.”**

Yours truly,

Tara Stephens  
City Clerk

TS:cap

- c.c.:
- All Ontario Municipalities, sent via email
  - Steve Clark, Minister of Municipal Affairs and Housing, sent via email
  - Jeff Burch, MPP, sent via email
  - Vance Badaway, MP, sent via email
  - Association of Municipalities of Ontario, sent via email
  - Federation of Canadian Municipalities, sent via email



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The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

*DELIVERED VIA EMAIL*

March 22<sup>nd</sup> 2023

**Re: Barriers for Women in Politics**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on March 8<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Grimsby regarding *Barriers for Women in Politics*.

***Motion 19***

*Moved by Councillor Kristen Rodrigues*

*Seconded by Councillor Bob Woolvett*

*That Council support item 'I' of correspondence from the Town of Grimsby regarding Barriers for Women in Politics.*

***Carried.***

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

Sincerely,

Denny Giles  
Deputy Clerk  
Town of Plympton-Wyoming

cc: Hon. Steve Clark, Minister of Municipal Affairs & Housing  
Bob Bailey, MPP – Sarnia-Lambton  
Association of Municipalities of Ontario  
All Ontario Municipalities



# Township of Lucan Biddulph

270 Main Street  
P.O Box 190, Lucan, Ontario N0M 2J0  
Phone (519) 227-4491; Fax (519) 227-4998

March 22, 2023

VIA EMAIL

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A4

Attention: Doug Ford, Premier

Dear Mr. Ford:

## **RE: Barriers for Women in Politics**

Please be advised that the Council of the Corporation of the Township of Lucan Biddulph at its meeting held on March 21, 2023 passed the following resolution:

Resolution No. 2023-095  
Moved by D. Regan  
Seconded by A. Westman

WHEREAS, the Township of Lucan Biddulph values equality and inclusivity in all areas of life, including politics;

WHEREAS, women have historically been underrepresented in politics, and continue to face barriers and discrimination in their pursuit of elected office;

WHEREAS, misogyny and harassment have been identified as significant challenges for women in politics, both in Canada and around the world;

WHEREAS, the Township of Lucan Biddulph believes that all individuals have the right to participate in a political environment that is free from discrimination, harassment, and misogyny;

THEREFORE, BE IT RESOLVED, that the Township of Lucan Biddulph expresses its support for women in politics and their right to participate in a political environment that is free from misogyny and harassment, and where everyone feels equal.

BE IT FURTHER RESOLVED, that the Township of Lucan Biddulph commits to taking steps to ensure that our political environment is inclusive and welcoming to all individuals, regardless of gender, race, ethnicity, religion, sexual orientation, or other identity factors.

BE IT FURTHER RESOLVED, that the Township of Lucan Biddulph encourages other municipalities in Ontario and across Canada to join us in supporting women in politics and promoting gender equality in all areas of society.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to all Ontario Municipalities for endorsement, the Premier of Ontario, the Minister of Municipal Affairs and Housing, Middlesex County MP and MPP, and the Association of Municipalities of Ontario to express the Township of Lucan Biddulph's commitment to this issue and encourage action at the provincial level to create legislation to ensure equality, safety, and security.

CARRIED

If you require any additional information, please contact my office.

Sincerely,



Ron Reymer  
CAO/Clerk

cc. All Ontario Municipalities  
Steve Clark, Minister of Municipal Affairs and Housing  
Lianne Rood, MP – Lambton, Kent, Middlesex  
Monte McNaughton, MPP – Lambton, Kent, Middlesex  
Association of Municipalities of Ontario

# County Council Summary

**March 1, 2023**

Below you will find highlights of the County of Renfrew County Council meeting from March 1, 2023.

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

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

February meeting [YouTube](#) link

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## Warden's Address

### Key highlights

During the Month of February, Warden Peter Emon attended 12 meetings on County business.

- During the weekends of February 2 to 5, and 9 to 12, he attended the various events and ceremonies of the Ontario Winter Games in Renfrew County, as he served as Chair of the Games Organizing Committee.
- On January 3, as the Chair of the Eastern Ontario Wardens' Caucus, he met with MPP John Yakabuski to discuss the EOWC's current priorities, including the regional housing initiative known as the "7 in 7" plan. He delivered the same message and presentation to the City of Belleville on February 27, along with Hastings County CAO Jim Pine and EOWC staff.
- On February 27, he attended, along with CAO Craig Kelley, a meeting with City of Pembroke Mayor Ron Gervais and CAO David Unrau. They talked about shared initiatives and a plan to commit to future meetings of the County/City Liaison Committee on a quarterly basis.
- On February 28, the Warden attended a presentation from the South Eastern Ontario Production Accelerator Fund in Toronto. This initiative – a regional film and television production initiative - aims to bring millions of potential economic development activity in Eastern Ontario.
- On February 22 and 23, the Warden and County Council, along with County staff attended the budget workshop sessions. The Warden acknowledged and thanked staff for the work that went into drafting the budget document and he thanked County Council for their attention and patience when it came to the budget process. County Council approved the 2023 budget at the end of the second day of budget discussions. See our [budget media release](#) here.



# Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- Following inquiries from members of County Council on the County's Weighted Voting System, staff reviewed the by-law which contains the schedule for the weighted vote for each municipality. The weighted vote is based on one vote per 500 electors for each municipality. After receiving the updated number of electors from (MPAC) the total number of votes increased to 221 votes from 208. Staff had calculated a total of 208 votes for two recorded votes in January but the correction to 221 weighted votes did not change the final outcome on those recorded votes. The weighted vote is updated in a municipal election year. Under the new calculations, 13 of 17 municipalities within the County of Renfrew increased by one vote. The exceptions were the Town of Renfrew, the Town of Arnprior, Township of McNab/Braeside, and Township of Killaloe, Hagarty and Richards.
- The Federal Electoral Boundaries Commission has issued a report which allows the Township of Greater Madawaska to remain in the newly named federal electoral district of Algonquin-Renfrew-Pembroke (formerly Renfrew-Nipissing-Pembroke). In September 2022, the Federal Electoral Boundaries Commission issued a similar report that changed the electoral district of Renfrew-Nipissing-Pembroke removing the Township of Greater Madawaska from Renfrew County. County Council supported a resolution from the Township of Greater Madawaska opposing the proposal of the Federal Electoral Boundaries Commission for the Province of Ontario.
- In January, the POA Manager completed and submitted a critical incident/issue report to the Ministry of Attorney General's POA Unit. This reporting process is used whenever there is a major event or issue to be relayed to the province. The report highlighted the impact that ongoing court closures and limited judicial resources are having in the County of Renfrew. Despite numerous requests to the Regional Senior Justice of the Peace to reallocate satellite court dates back to Pembroke, or provide additional trial dates, no resources have been made available. The concern is a mounting backlog and a defendant's ability to access justice in a timely manner.
- Property assessments are typically updated every four years and this process was paused during the height of the pandemic. With the Province's latest economic statement remaining silent on the assessment cycle, municipalities are eager to understand the government's intentions regarding the 2024 tax year and beyond. AMO is continuing to call on the government for urgent action as an up-to-date assessment system is the foundation of the municipal tax system that supports strong, vibrant and growing communities.
- Following the move of Ms. Jennifer Grant, former County of Renfrew municipal prosecutor, to the role of Justice of the Peace assigned to Pembroke, Tara-Lee Hay was the successful candidate in the competition and has begun her new duties as the Prosecutor for the County of Renfrew.



- County Council approved the [Strategic Plan](#) for 2023-2026, which sets out guiding principals for the County of Renfrew for the next four years. The plan was developed following two days of consultation sessions involving County Council, the Senior Leadership Team and departmental managers. Warden Emon called this a valuable document which recognizes the needs to build the capacity of the community, but also our corporation and the importance of the services delivered by the County.

## Community Services Committee

Presented by: Anne Giardini, Chair

- The Eastern Ontario Wardens' Caucus is ready to take a regional leadership role on finding supports and solutions for the housing crisis. It has developed a plan to reduce the wait list and build the supply of community rental housing by developing what is now referred to as the '7 in 7' plan. The '7 in 7' plan will deliver 7,000 affordable community rental units new over 7 years. The plan would also incent an additional 21,000 attainable market rate units from the private and non-profit sectors. This plan and presentation were launched during a multi-ministerial delegation at the recent ROMA conference in Toronto. The video is available at [Eastern Ontario Wardens' Caucus 7 in 7 Plan](#).
- County Council adopted a by-law to enter into an agreement with the Canada Mortgage and Housing Corporation for the National Housing Co-Investment Fund for \$5 million in capital for the renovation and repair of existing affordable and community housing units.
- County Council passed a resolution to enter into a Wage Enhancement Agreement for the purpose of receiving Wage Enhancement Grant Funding with Bamoonzhe Daycare, a licensed child-care centre which will operate out of Herman Street Public School in Petawawa.

## Development & Property Committee

Presented by: James Brose, Chair

- The County of Renfrew has been named the host community for the 2024 Municipal Agriculture Economic Development and Planning Forum. Economic development and planning staff will be shadowing this year's Host Organizing Committee to learn more about the planning and delivery, as well as attend the Fall event in Temiskaming Shores. Dates and location for the 2024 event will be decided in the coming months.
- The Ottawa Valley Tourist Association (OVTA) Tourism Conference and Annual General Meeting will be returning as an in-person event for the first time since 2019. Mark your calendars for Tuesday, April 25, 2023. More details including location, program and

registration information will be announced in the coming weeks via the OVTA's industry newsletter.

- The 2023 Summer Company program is now open and accepting applications. Students aged 15-29 interested in pursuing self-employment throughout the summer are encouraged to apply. The Summer Company program provides training and support for individuals to open and run their own business during the summer months. Successful applicants can also receive up to \$3,000 in grant funding to support operations. See our [Summer Company media release](#).
- Program delivery is underway as part of the Francophone Language funding grant. Programming includes a series of virtual marketing workshops. Sessions were held in February and two further sessions are scheduled for March 21 and 29. A Networking Breakfast is scheduled for March 6 where the Francophone Entrepreneur Award will be presented. Enterprise Renfrew County has partnered with le Centre Culturel Francophone de Pembroke, Renfrew County Community Futures Development Corporation and the City of Pembroke to deliver these events.
- County Council received the 2022 Annual Report for Renfrew County Forest activities. In 2022, 58 hectares of forest were harvested, producing \$163,151.23 in revenue. This is slightly lower than budgeted, since several operations were extended into 2023 due to delays caused by the May 2022 windstorm. As a result, 2023 revenue will be higher than normal.
- Hemlock Woolly Adelgid is an invasive species, which was found within 200 km of Renfrew County in 2022. To date, monitoring by the Canadian Food Inspection Agency (CFIA) and Ministry of Natural Resources and Forestry (MNRF) has been very limited geographically for this pest. The Ontario Woodlot Association and other community forests in Central Ontario have requested MNRF to increase involvement and funding to monitor, research, educate and control existing populations. A letter has been sent to the Honourable Graydon Smith, Minister of Natural Resources and Forestry, requesting the Province take action to support ongoing efforts to address the threat of Hemlock Woolly Adelgid.
- County Council approved a resolution requesting a letter be sent to Renfrew-Nipissing-Pembroke MPP John Yakabuski under the Warden's signature in support of the request for increased core funding to all Small Business Enterprise Centres across Ontario, including Enterprise Renfrew County.
- County Council approved a resolution recommending staff discontinue holding a public meeting for plans of subdivision. Recent changes to the Planning Act have removed the requirement to hold public meetings for plan of subdivision applications. New plan of subdivision applications will no longer include the public meeting component as part of the application review.
- County Council approved a resolution recommending staff amend the Consent Delegation Approval By-law to delegate to staff the decision on "contested" applications and bring back in March for adoption.

- County Council passed a By-law to adopt and approve Official Plan Amendment No. 37 in relation to the Calabogie Motorsport Track, to allow additional uses on the property which are usually permitted within rural areas – including residential uses.
- County Council passed a By-law to adopt and approve Official Plan Amendment No. 38 to change the designation of a parcel of land from Rural to Mineral Aggregate to facilitate the expansion of the Selle Quarry in the Township of Bonnechere Valley.
- County Council passed a By-law to adopt and approve Official Plan Amendment No. 39 in relation to Voyageur Bay (Whitewater Region Township) which would redesignate approximately 7.69 hectares of land to a site-specific Waterfront – Exception Five designation.
- County Council passed a By-law to execute an agreement with Rogers Telecommunications Inc. to erect a 90-metre wireless radio communication tower on the County of Renfrew owned property, the Little Ireland Tract, located at Highway 28 and Little Ireland Road in the Township of Brudenell, Lyndoch and Raglan.

## Health Committee

### Presented by: Michael Donohue, Chair

- County Council passed a resolution approving the continuation of the Advanced Care Paramedic Tuition Loan Program be through the 2023 calendar year. This covers tuition for six Primary Care Paramedics per year to take the Advanced Care Paramedic Education Program.
- County Council passed a by-law authorizing the Warden and CAO/Clerk to sign the Lease Agreement and letter of agreement between the County of Renfrew and Carefor Health and Community Services to lease office space at 425 Cecelia Street, Pembroke for the Renfrew County Virtual Triage and Assessment Centre.
- County Council adopt a by-law rescinding the Vaccination Policy for County of Renfrew Long-Term Care Homes effective March 1, 2023.
- County Council passed a resolution to amend By-law 84-09 to revise Long-Term Care Homes Policy G-009 that removes ‘residents of Bonnechere Manor and Miramichi Lodge’ from the policy. This change, in the interest of resident safety and recognition that Bonnechere Manor and Miramichi Lodge are homes to their respective residents, allows residents be permitted to smoke on the property no closer than nine metres from the entrance to each Home. This policy be reviewed in six months and again in twelve months.
- County Council passed a resolution to extend the funding for Renfrew County Virtual Triage and Assessment Centre (RC VTAC) for 30 days using funds from the Community Paramedic Reserve and/or through Arnprior Regional Health. A report will be brought back to the March 29 meeting of County Council. RC VTAC has currently secured funding from the Ministry of Health until March 31. The Ontario government is set to introduce its budget for the next fiscal year on March 23.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- Staff will be monitoring the spring weather conditions to determine the optimum time to impose the spring load restrictions. County of Renfrew By-law 11-12 is a By-law to Designate a Reduced Load Period on County Roads and pertains to spring load restrictions which may be imposed commencing March 1 and extend to May 31.
- County Council passed a by-law approving the alterations to County Roads and Structures. The Municipal Act allows a municipality to pass By-laws removing or restricting the common law right-of-passage by the public over a highway and the common law right-of-access to the highway by an owner of land abutting a highway. For several of our 2023 capital projects, the work may include temporary or permanent changes, alterations or restrictions to the use of the highway, or to private entrances.
- County Council passed a resolution to award the contract for the rehabilitation of County Structure C025 (Borne Road Culvert) to 1956466 Ontario Inc. (JWK Contracting), Pembroke, Ontario, in the amount of \$613,882.20, plus HST.
- County Council passed a resolution to award the contract for rehabilitation of County Structure B064 (Pilgrim Road Bridge) Bonnechere Excavating Incorporated, Renfrew, Ontario, in the amount of \$398,505 plus HST.

## Ontario Winter Games

**Presented by: Peter Emon, Chair**

- The Renfrew County 2023 Ontario Winter Games, held February 2-5 and 9-12, hosted 2,500 participants including athletes, coaches and officials.
- Nearly 900 volunteers were active during the Games, with many taking multiple shifts to make these the #BestGamesEver
- A total of 22 sports were held in nine different communities across Renfrew County and into west end Ottawa.
- Close to \$400,000 in sponsorship, both cash and in-kind, was raised.
- Once all of the bills have been paid, more details will be announced about the Games' Legacy Project
- The Warden thanked the communities which fully embraced the Games, including several municipal partners and he thanked the Games Organizing Committee which worked tirelessly behind the scenes to make Renfrew County 2023 such a resounding success.

## Additional Information

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

613-735-7288



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

Brent Larmer  
Municipal Clerk/  
Director of Legislative Services  
Telephone: (905) 372-4301 Ext. 4401  
Email: blarmer@cobourg.ca  
Fax: (905) 372-7558

**SENT VIA EMAIL**

March 2, 2023

David Piccini, Member of Provincial Parliament  
Hon. Doug Ford, Premier  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Merrilee Fullerton, Minister of Children, Community and Social Services  
Hon. Sylvia Jones, Minister of Health

## **Re: Town of Cobourg Resolution – Homeless and Unsheltered Persons**

---

At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

### **Homeless and Unsheltered Persons**

*Moved by Deputy Mayor Nicole Beatty*

*Seconded by Councillor Adam Bureau*

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and





# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

**Brent Larmer**  
**Municipal Clerk/  
Director of Legislative Services**  
Telephone: (905) 372-4301 Ext. 4401  
Email: [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)  
Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

**045-23**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca) or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer  
Municipal Clerk/Director of Legislative Services  
Returning Officer  
Legislative Services Department



<b>Moved By</b>	Deputy Mayor Nicole Beatty	<b>Resolution No.:</b>
<b>Last Name Printed</b>	BEATTY	045-23
<b>Seconded By</b>	Councillor Adam Bureau	<b>Council Date:</b>
<b>Last Name Printed</b>	BUREAU	February 27, 2023

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

***Recorded vote requested by Councillor Adam Bureau***

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Adam Bureau	X		
Councillor Aaron Burchat	X		
Councillor Brian Darling	X		
Councillor Miriam Mutton	X		
Councillor Randy Barber	X		
Mayor Lucas Cleveland		X	
Deputy Mayor Nicole Beatty	X		
<b>TOTAL:</b>	<b>6</b>	<b>1</b>	





March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

March 23, 2023

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A4  
VIA EMAIL

Attention: Doug Ford, Premier

Dear Mr. Ford:

**RE: Support for the School Bus Stop Arm Cameras**

**Please be advised that at their meeting held on March 21, 2023, the Council of the Municipality of West Perth passed the following resolution:**

**Resolution No. 105-23**

**Moved by:** Deputy Reeve Gibson

**Seconded by:** Councillor Hargrave

*Be it resolved that Council of the Township of Howick endorse the resolution received from the Municipality of North Perth and direct the Clerk-Administrator to draft an endorsement letter to be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties and all municipalities of Ontario.*

Attached is a copy of the North Perth resolution for your reference. If you require any additional information, please do not hesitate to contact my office.

Sincerely,



Caitlin Gillis  
Clerk-Administrator  
Township of Howick  
[clerk@howick.ca](mailto:clerk@howick.ca)  
519-335-3208 ext, 2

Cc: Hon. Doug Downey, Attorney General  
Provincial Opposition Parties  
MPP Lisa Thompson  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



March 14, 2023

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**RE: School Bus Stop Arm Cameras**

Pleased be advised that the Council of the Municipality of North Perth passed the following resolution at their regular meeting held March 6, 2023:

**Moved by** Councillor Rothwell **Seconded by** Councillor Blazek

**WHEREAS** almost 824,000 students travel in about 16,000 school vehicles every school day in Ontario and according to the Ministry of Transportation's statistics the rate of vehicles blowing by stopped school buses is over 30,000 times every day;

**AND WHEREAS** the Province of Ontario passed the Safer School Zones Act in 2017 which authorized the use of Automated School Bus Stop Arm Camera Systems to detect incidents where vehicles failed to stop when the school bus was stopped and the stop-arm extended (O. Reg. 424/20);

**AND WHEREAS** the Association of Municipalities (AMO) working on behalf of all Ontario Municipalities made its submission to the Standing Committee on General Government on May 21, 2019 in support of Administrative Monetary Penalties (AMPs) to be used to collect fine revenue for school bus stop arm infractions and other applications, including Automated Speed Enforcement (ASE) technologies deployed in school and community safety zones;

**AND WHEREAS** police resources can not be spread any thinner to enforce Highway Traffic Act offences throughout municipalities;

**AND WHEREAS** the administrative and financial costs to establish the required municipal Administrative Penalty program under the Highway Traffic Act, and its regulations, are substantial and maybe out of reach for small or rural municipalities that have insufficient amounts of traffic to generate the required funds to offset the annual operational costs of a municipal Administrative Penalty program;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of North Perth urges the Provincial Government to:

- a) Require all school buses to have stop arm cameras installed and paid for by the Province for the start of the 2023-2024 school year; and
- b) Underwrite the costs for the implementation and on-going annual costs for Administrative Monetary Penalties in small and rural municipalities;

**AND FURTHER THAT** this resolution be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, Provincial opposition parties, Mathew Rae MPP, AMO and all municipalities in Ontario.

**CARRIED**

If you have any questions regarding the above resolution, please do not hesitate to contact me at [lcline@northperth.ca](mailto:lcline@northperth.ca).

Sincerely,



Lindsay Cline,  
Clerk/Legislative Services Supervisor  
Municipality of North Perth

cc.  
Hon. Doug Downey, Attorney General  
Hon. Stephen Lecce, Minister of Education  
Provincial Opposition Parties  
MPP Matthew Rea  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



**Honourable Steve Clark**

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

March 17, 2023

**RE: Tax Classification of Short-Term Rental Units**

---

At its Regular Council Meeting held on March 6, 2023, Councillor Hammond brought forward a Notice of Motion for Council’s consideration regarding the current tax classification of Short-Term Rental Units. In particular, Council discussed the implications of having Short-Term Rental Units operate as a business within a residential community. Council noted that allowing Short-Term Rental Unit Operators to pay residential property taxes is inequitable to those business owners who must pay commercial property taxes, solely due to the location of their business.

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

**R23-03-082**

Moved by: Councillor Hammond

Seconded by: Councillor Matyi

**That** Council direct Administration to send a letter to the Municipal Property Assessment Corporation (“MPAC”), the Ministry of Municipal Affairs, and any other relevant bodies, to investigate the tax classification of short-term rental units and consider taxing them as commercial as opposed to residential.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

**Shelley Brown**

Acting Clerk, Legal and Legislative Services  
[sbrown@essex.ca](mailto:sbrown@essex.ca)

**c.c.** Tracy Pringle, Municipal Property Assessment Corporation

**[Tracy.Pringle@mpac.ca](mailto:Tracy.Pringle@mpac.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](http://essex.ca)

Anthony Leardi, MPP

**[Anthony.Leardi@pc.ola.org](mailto:Anthony.Leardi@pc.ola.org)**

Mary Birch, Interim CAO

**[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)**

All Ontario Municipalities



**Honourable Steve Clark**

March 22, 2023

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

---

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

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

**R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

**Shelley Brown**

Acting Clerk

[sbrown@essex.ca](mailto: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](http://essex.ca)

**c.c.** Honourable Peter Bethlenfalvy, Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

Mary Birch, Interim Chief Administrative Officer  
[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

Anthony Leardi, MPP  
[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

Association of Municipalities of Ontario ("AMO")  
[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

All other municipalities in Ontario

**From:** David Wybou <DWybou@countyofrenfrew.on.ca>  
**Sent:** March 22, 2023 3:08 PM  
**To:** clerk-treasurer@blrtownship.ca  
**Subject:** Expressions of Interest to Host a Taste of the Valley Event

ECONOMIC DEVELOPEMNT  
SERVICES  
*a division of the*  
DEVELOPMENT & PROPERTY



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
(613) 735-7288  
Toll Free: 1-800-273-0183  
[www.CountyOfRenfrew.on.ca](http://www.CountyOfRenfrew.on.ca)  
[www.InvestRenfrewCounty.com](http://www.InvestRenfrewCounty.com)

## Expressions of Interest to Host a Taste of the Valley Event

Virginia,

**We are currently planning for the Taste of the Valley event series and are accepting Expressions of Interest from municipalities who would like to host an event in either 2023 or 2024.**

Taste of the Valley events continue to be a huge draw for locals and visitors alike, and are a fantastic venue for a community to show its support for local farm, food and artisanal entrepreneurs who invest time and energy into locally made products. 2022 proved another successful year for the Taste of the Valley event series with various communities showcasing fresh produce, meats, prepared foods and artisanal products all grown, produced and created in the Ottawa Valley.



Originally introduced in October 2007 in Cobden, by the County of Renfrew's Economic Development Division, the Taste of the Valley event series has grown and expanded to include multiple dates and locations across Renfrew County, annually between August and October. The purpose of the Taste of the Valley events are to promote and support locally grown, produced and created products from Renfrew County.

In 2022, seven communities hosted an event including: Madawaska Valley (Barry's Bay), Bonnechere Valley (Eganville), the Towns of Renfrew, Deep River and Arnprior, Whitewater Region (Cobden) and lastly, Laurentian Valley (Shady Nook) for the first Holiday edition of Taste of the Valley.

**Recognizing the important role these events play in community economic development, as well as growing interest from other communities, hosting guidelines have been revised in order to provide more opportunities across the region. Additionally, in order to maintain the uniqueness of the brand and successful delivery of the event series, the maximum number of Taste of the Valley events held per year will be limited as follows:**

- **3 events held between August 1<sup>st</sup> and October 1<sup>st</sup>**
- **1 event held on October 14<sup>th</sup> in Cobden (Whitewater Township)**
- **1 Holiday edition held in November in Pembroke (exact date & location to be determined)**
- **All events are to be held on a Saturday from 10am to 3pm.**  
**Two hours before and one hour after the event will be provided for set-up and tear-down.**

**The County of Renfrew’s Economic Development Division will continue to be the lead organizer of the event, in partnership with the host municipality. The following guidelines outline the responsibilities and expectations of the County of Renfrew as the lead organizer, and Host Community as the organizing partner.**

### **County of Renfrew (Lead Organizer)**

- **The County of Renfrew Economic Development Division will be the lead organizer for the Taste of the Valley event series, including:**
  - **Determining dates and locations, as per Expressions of Interests received from municipal partners.**
  - **Developing vendor guidelines, processing vendor applications, fees and payments, including cancellations and refunds.**
  - **Assigning vendor booth locations.**
  - **Working with the Renfrew County & District Health Unit (RCDHU) to determine and implement health and safety guidelines, including vendor approvals, etc.**
  - **Maintaining and updating the Taste of the Valley website ([www.totv.ca](http://www.totv.ca)).**
  - **Leading all marketing, promotional and media relations efforts, including print, digital and social campaigns. Logos, graphics and promotional materials will be provided by the County of Renfrew. Press releases issued by the County of Renfrew will include quotes from Host Community Partners, when applicable.**
  - **Providing a maximum contribution of \$500 to each Host Community for local entertainment.**
  - **Providing two complimentary booths to the Host Community to promote municipal services/events and/or for use by a local service club/organization.**
  - **Development of a Risk Management Plan, in collaboration with the Host Community.**

### **Host Community (Organizing Partner)**

- **The Host Community must be an engaged and active partner in assisting with the delivery of the event and agree to the following responsibilities and expectations, including:**
  - **Providing an outdoor site to hold the event (at no charge). Site requirements include:**
    - **Flat/level area that can accommodate a minimum of 5,000 - 15,000 sq. ft. for booths (minimum of 40 booths at 10’ x 10’ each), aisles, picnic tables, etc.**
    - **Dedicated vendor parking (parking directly behind booths is preferred).**
    - **Consumer parking. Must be able to accommodate a minimum of 50 vehicles at a time and have dedicated accessible parking spots.**

- Access to electricity hook-up for vendors. Please identify the number of plugs available and amperage per plug.
  - Publicly accessible washrooms.
  - Cellular service available at proposed site (mandatory).  
Reliable Wi-Fi (for use by vendors), desirable but not mandatory.
  - ATM on-site or within short walking distance from site.
  - Provision, installation & removal of picnic tables and/or seating for consumers.
  - Provision, management and maintenance of garbage and recycling bins during the event.
  - Provision, installation and removal of crowd control/traffic barriers, if required.
  - Access to the site from 7am to 7pm, which includes set-up and tear-down.
- Provision of a dedicated staff person to assist the Lead Organizer with event details, including but not limited to site plan layout and logistics, on-site support during the event, including set-up and tear-down, assistance managing parking and signage installation, etc.
  - Securing local entertainment, based on approval by the Lead Organizer. Entertainment is for ambiance and must not overshadow the event. Suggested entertainment: unplugged musicians, buskers, artists, storytellers, etc. Entertainment costs over and above \$500 are at the responsibility of the Host Community.
  - Promotion of the event date & location via municipal sign/entry board (if applicable).
  - Assistance with sharing marketing and promotional materials via municipal and/or community social media channels, when applicable.
  - Assist the Lead Organizer with the development of a Risk Management Plan.

**Municipalities Interested in hosting a Taste of the Valley event in 2023 or 2024 must submit a formal written Expression of Interest to the County of Renfrew Economic Development Division, via email to [ovedinfo@countyofrenfrew.on.ca](mailto:ovedinfo@countyofrenfrew.on.ca) by 4:00 pm, Friday, April 21<sup>st</sup>, 2023. Expressions of interest must include the following information:**

- ✓ Confirmation that the Host Community will adhere to the hosting guidelines as stipulated herein.
- ✓ Proposed site map showing vendor booth area, parking areas (vendors & consumers) and access points (entry/exit).
- ✓ Proposed hosting dates. Indicate the year (2023 or 2024) and provide up to 3 preferred dates between August 1<sup>st</sup> and October 1<sup>st</sup> on a Saturday. Only one event per municipality per year will be awarded.
- ✓ Identify any proposed additional marketing and marketing support for the event, over and above the requirement to post signage and share social media posts.
- ✓ Identify any partnerships in hosting the event (i.e. farmers' market, service club, etc.) and how your community proposes to support and/or enhance the Taste of the Valley experience. (Please be brief.)

Questions related to hosting guidelines, expectations or submitting an Expression of Interest can be addressed to [ovedinfo@countyofrenfrew.on.ca](mailto:ovedinfo@countyofrenfrew.on.ca). At the discretion of the County of Renfrew, questions and answers related to the submission of Expressions of Interest may be shared with all municipal partners.

We look forward to receiving your Expression of Interest to host a Taste of the Valley event within your community.

Best Regards,



**David Wybou**  
**Business Development Officer**

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TOWNSHIP OF



# HORTON

2253 Johnston Road, Renfrew, Ontario K7V 3Z8  
reception@hortontownship.ca  
(o) 613-432-6271 (f) 613-432-7298

The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)

*Delivered via e-mail*

March 23, 2023

**RE: Food Insecurity in Ontario**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting on March 21<sup>st</sup>, 2023, The Township of Horton Council passed the attached resolution regarding Food Insecurity in Ontario.

If you have any questions regarding the above resolution, please do not hesitate to contact me by phone or by e-mail at [cao@hortontownship.ca](mailto:cao@hortontownship.ca).

Sincerely,

Hope Dillabough, CMO, AOMC  
CAO/Clerk  
Township of Horton

Cc: Mrs. Cheryl Gallant, MP  
Mr. John Yakabuski, MPP  
Hon. Lisa Thompson, Ontario Minister of Agriculture, Food and Rural Affairs  
Hon. Steve Clark, Ministry of Municipal Affairs and Housing  
Peggy Brekveld, President of Ontario Federation of Agriculture  
County of Renfrew Municipalities



**Township of Horton**  
2253 Johnston Rd. Renfrew, ON K7V 3Z8  
(o) 613-432-6272  
(f) 613-432-7298  
[reception@hortontownship.ca](mailto:reception@hortontownship.ca)

## **CERTIFIED TRUE COPY**

**Moved by: Councillor Proctor**

**Resolution No.: 2023-71**

**Seconded by: Councillor Humphries**

**March 21<sup>st</sup>, 2023**

**WHEREAS** Food Insecurity occurs when inadequate or insecure access to food is caused by financial constraints. Housing, utilities, and other basic expenses take priority, so food spending is reduced in an effort to accommodate;

**WHEREAS** Health Canada defines food insecurity, as the inability to acquire or consume an adequate diet quality or sufficient quantity of food in socially acceptable ways, or the uncertainty that one will be able to do so;

**WHEREAS** the Covid-19 pandemic continues to challenge Ontario families, routines and local businesses, and has dramatically increased the number of Ontarians facing food insecurity;

**WHEREAS** food insecurity in Ontario and more specifically Renfrew County continues to be a growing concern;

**AND WHEREAS** in food insecure households there are many negative effects on people's health such as poor mental, physical and oral health;

**AND WHEREAS** the long supply chains associated with food that is not sourced locally increase the likelihood food insecurity;

**AND WHEREAS** a food secure community exists when all people at all times have physical and economical access to sufficient, safe and nutritious food to meet their dietary needs and food preferences for an active and healthy life;

**NOW THEREFORE BE IT RESOLVED** That Council of the Township of Horton calls for support in increasing the amount of local food available to Township and County residents;

**AND THAT** the Township requests that community residents take action and provide written materials containing their knowledge of seeds, plant propagation and grafting, food preparation, food preservation and cost-efficient recipes to the Township to be shared on a Food Security section of Horton's website;



## Township of Horton

2253 Johnston Rd. Renfrew, ON K7V 3Z8


(o) 613-432-6272

(f) 613-432-7298

[reception@hortontownship.ca](mailto:reception@hortontownship.ca)

**AND FURTHER THAT** this resolution be sent to Hon. Doug Ford, Premier of Ontario, MP Cheryl Gallant Renfrew-Nippissing-Pembroke, MPP John Yakabuski Renfrew-Nippissing-Pembroke, Hon. Lisa Thompson, Ontario Minister of Agriculture, Food and Rural Affairs, Hon. Steve Clark, Ministry of Municipal Affairs and Housing, Peggy Brekveld, President of Ontario Federation of Agriculture, and municipalities within the County of Renfrew.

**X CARRIED**

  
\_\_\_\_\_  
Hope Dillabough, CAO/Clerk





March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

*WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;*

*AND WHEREAS, third-party contractors include Ontario municipalities;*

*AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;*

*AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;*

*AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;*

*THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;*

*AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;*

*AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.*

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

Sincerely,



John Maheu  
Executive Director  
[johnmaheu@aors.on.ca](mailto:johnmaheu@aors.on.ca)



Kelly Elliott  
Marketing and Communications Specialist  
[kellyelliott@aors.on.ca](mailto:kellyelliott@aors.on.ca)

**Ministry for Seniors  
and Accessibility**

**Minister**

College Park  
777 Bay Street  
5<sup>th</sup> Floor  
Toronto ON M7A 1S5

**Ministère des Services aux  
aînés et de l'Accessibilité**

**Ministre**

College Park  
777, rue Bay  
5e étage  
Toronto (Ontario) M7A 1S5



**March 2023**

**Dear Mayor, Reeve and Members of Council:**

I am writing to invite you to submit a nomination for the 2023 [Ontario Senior of the Year Award](#).

This award gives each municipality the opportunity to honour one of their outstanding local seniors for the contributions they've made to enrich the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2023.

For more information on how to submit a nomination online, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors Month.

The Ontario government is always delighted to celebrate Seniors Month with municipalities across the province. Seniors have generously given their time, knowledge and expertise to help build this great province that we all enjoy today. It is important that we take the time to celebrate our older population and their valuable contributions.

If you have any questions about the upcoming 2023 Ontario Senior of the Year Award, please contact Ontario Honours and Awards at [OntarioHonoursAndAwards@ontario.ca](mailto:OntarioHonoursAndAwards@ontario.ca).

Thank you in advance for your support of local seniors and Seniors Month.

Sincerely,

A handwritten signature in black ink that reads "Raymond Cho".

Raymond Cho  
Minister for Seniors and Accessibility

## Ontario Senior of the Year Award



*Senior  
of the Year  
Award  
Ordre de la  
personne âgée  
de l'Ontario*

This award is given by a municipality to recognize an outstanding senior who, after age 65, enriches the social, cultural or civic life of the community.

### Eligibility

The person you nominate (the nominee) must be:

- at least 65 years of age
- a resident of Ontario
- a living person who has made their community a better place to live
- nominated by a municipality in Ontario

You cannot nominate:

- yourself
- someone who has passed away
- elected federal, provincial, municipal representatives or political appointees

## Required Information

To submit a nomination, you will need to provide:

- The municipality's information, address, email and phone number
- The nominee's first name, last name, home address, email address and phone number
- The municipal representative's title, first name, last name, email address and phone number. etc.)

## How to nominate someone

1. Gather the required information.
2. Create an account (or sign in for returning users) on the Ontario Honours and Awards Portal.
3. Submit your nomination on the portal.

**Go to nomination portal (<https://www.ohap.haacms.mtc.gov.on.ca/en/>)**

If you don't want to apply online, you can download the Ontario Senior of the Year nomination form (<https://forms.mgcs.gov.on.ca/dataset/0210>) and submit it by mail to:

**Ontario Honours and Awards Secretariat**  
 Ministry of Citizenship and Multiculturalism  
 1075 Bay Street, 7<sup>th</sup> Floor  
 Toronto, Ontario M5S 2B1

Only municipalities can submit a nomination. If you know someone who should be considered for this award, please contact your municipality.

## Deadline

The deadline to nominate someone is April 30 of each year. Nominations received after the deadline will be considered in the following year.

### **Selection process**

If nomination criteria are met, a certificate will be mailed to the municipality within three to four weeks of receiving the submission.

### **Award presentation**

The award certificates are presented to recipients at a local event, typically during Seniors' Month in June.



## Lyndoch and Raglan Brudenell

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8702-"Schutt Rd. @ Wingle"**

February 16, 2023

**CRINS-SINRC# 2301-1106-3435**

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## 1. Introduction

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

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

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

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

## 2. Subject Property

The proposed installation is located at coordinates **45° 16' 22.070" N, 77° 29' 8.49" W** on parcel [PIN 575990088] ( **1671 Schutt Rd. , Palmer Rapids** ) and is designed as a **91.5m Guyed Tower** structure, with **Ground Building** to house the Proponents equipment.

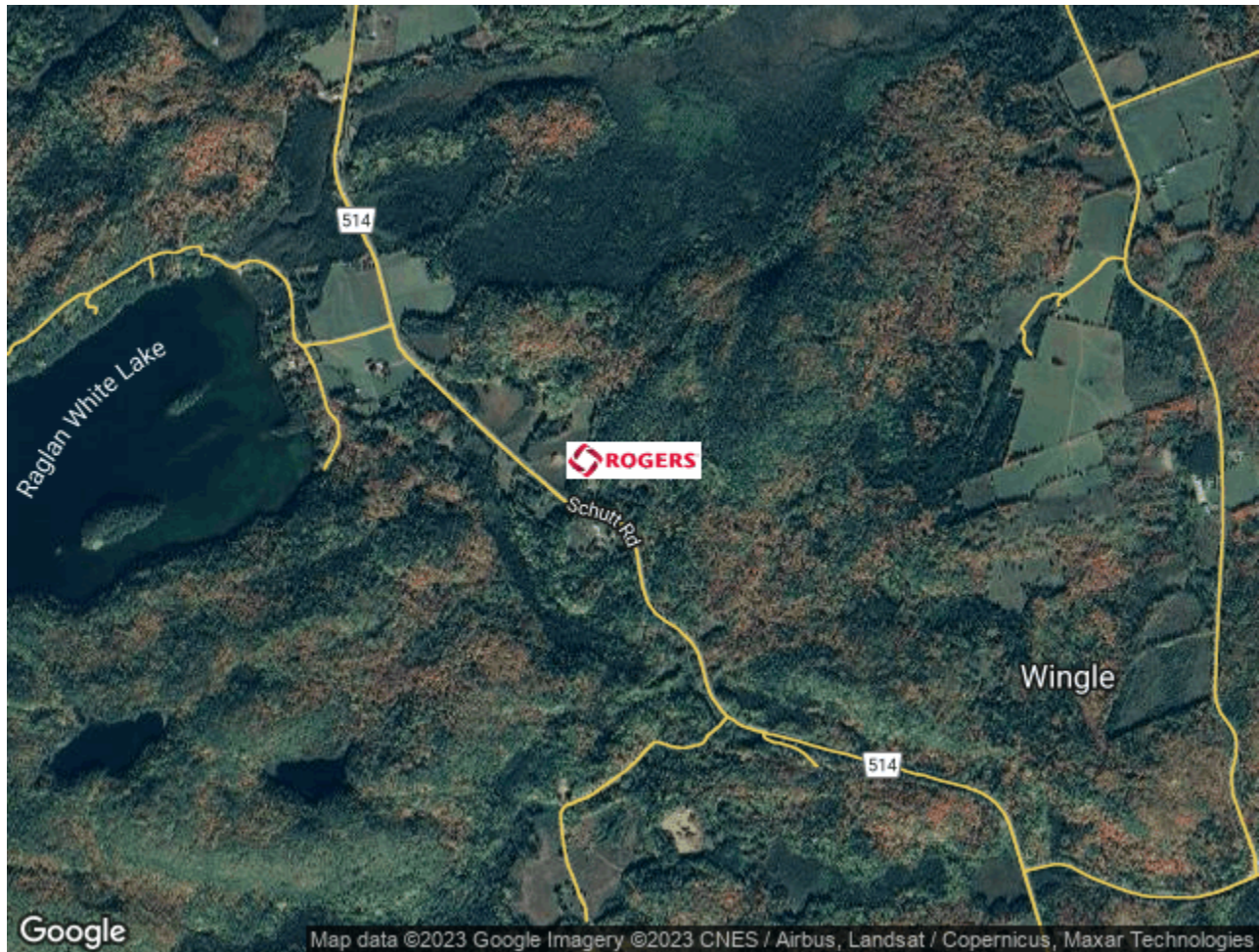


Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The proposed 91.5m guyed tower is part of the EORN Cell Gap Project.



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

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

### 3. Statement on Land Use

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

#### 3.1. Community Sensitive Locations

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

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

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

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

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

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

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

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

### 3.2. Zoning and Compatibility with Existing Plans

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

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

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

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

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

### 3.4. Health Canada Safety Code 6

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

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

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

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

### 3.5. Structural Review – National Building Code

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

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

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

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

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

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



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

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

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

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

This results in 3 specific metrics:

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

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

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

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

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

<b>Visibility</b>	<b>12</b>
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<b>Compatibility (%)</b>	<b>82.8</b>
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**Low**



## 4.1. Design Targets

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

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Natural</b>	Select poles with a uniform vertical profile. Limit visual contrast by eliminating horizontal elements.	Respond to pole design as required. Avoid head frames or complex configurations.	Located in close proximity to pole to reduce the impact and development footprint on the surrounding landscape.	Maintain uniform antenna panels positions. Conceal all cables.
<b>Topography</b>				
<b>Moderate variation</b>	Use back screening from local landforms to reduce the visual impact of the pole or tower. Avoid isolated ridgelines and elevated locations.	Capitalise on screening from local topography. Avoid isolated ridgelines and small prominent landform.	Locate units on the level low lying ground to avoid ridgelines and elevated locations. Maintain uniform stepping between foundation pads on sloping sites.	Maintain a tight clusters or use single panel antennas to reduce the visual effect. Locate antennas were buildings and vegetation can provide some screening or back screening.
<b>Built form</b>				
<b>Small scale / Low density</b>	Select narrow profile poles and avoid lattice towers to limit the vertical visual effect. Pole or tower height should respond to single storey built form (10 to 15m) or a ratio of 1:1.3-1.5.	Use simple support structures and avoid complex cross bracing support configurations. Mounts and panels should be flush mounted or shrouded to achieve a uniform profile.	Capitalise on the existing utility areas and service lanes for cabin locations. Ensure that concrete foundation pads respond to the small-scale built form (avoid steps in the pad in excess of 150 to 200mm).	Antennas should be proportional to the built form, not exceeding a ratio of 1: 1.3 of the building height. Increase set back of antenna to allow for increased antenna height. Cable trays should be located to the rear or side facades.
<b>Sky lining</b>				
<b>Uniform</b>	Reduce the vertical profile of poles and towers to reduce the impact on the skyline. Select monopoles and avoid lattice towers with tension cables to limit both the vertical and horizontal effects.	Develop a consistent rectangular antenna mount and headframe design. Avoided angled cross bracing. Maintain uniform structural member sizes, connections and positions that do not contrast the uniform skyline.	Locate cabins with adequate setbacks to avoid any skylining in relation to prominent facades and viewpoints. Consider co-locations with more visible rooftop equipment or develop ground based site.	Uniformly position antennas to reduce the visual impact and establish a consistent alignment and height. Avoid significant vertical projections. Ensure a consistent alignment for cables, connections and cable trays.

<b>Containment</b>				
<b>Enclosed</b>	Develop a uniform profile for the pole or tower in response to contained visual character. Avoid visual clutter or contrast with surrounding containment. Minimise visual complexity of the pole or tower.	Develop simple support structures and avoid cross bracing or complex support configurations. Antennas should be flush mounted or shrouded to minimise the visual effect on surrounding enclosure.	Design and locate equipment cabins that respond to the existing containment. Develop a compatible form, scale and materiality in relation to the surrounding enclosure.	Avoid impact of cables on the surrounding containment. Locate with other service runs and ensure that cables do not project over the edge of the containment and/or building parapet.

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

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

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

## 4.2. Design Recommendations

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

**No recommendations.**

## 5. Compliance with General Design Requirements

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

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

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

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

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

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

## 7. Statement of Concurrence

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

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

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

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

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

## 8. Public Consultation

### 8.1 Public Consultation Summary

The site was eligible for accelerated approval due to low or no adjacent landowners being within the notification radius.

No issues were noted with the field survey conducted on February 16, 2023.

## 8.2 CRINS-SINRC Reporting Statement

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

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

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

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

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

## 8.3 Statement by Council

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

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

## 8.4 Justification for Concurrence Statement

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

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Lyndoch and Raglan Brudenell** with respect to the radiocommunications facility proposed by **Rogers Communications, Inc.**, designated **C8702-"Schutt Rd. @ Wingle"** (CRINS-SINRC # 2301-1106-3435).

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

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

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

---

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





## **Lyndoch and Raglan Brudenell**

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8706-"Quadeville Rd. @ Murk Lake"**

February 16, 2023

**CRINS-SINRC# 2301-1106-5021**

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## 1. Introduction

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

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

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

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

## 2. Subject Property

The proposed installation is located at coordinates **45° 22' 9.130" N, 77° 19' 23.530" W** on parcel [PIN 575040009 ] ( 1568 Quadeville Rd. , ) and is designed as a **91.5m Guyed Tower** structure, with **Ground Building** to house the Proponents equipment.

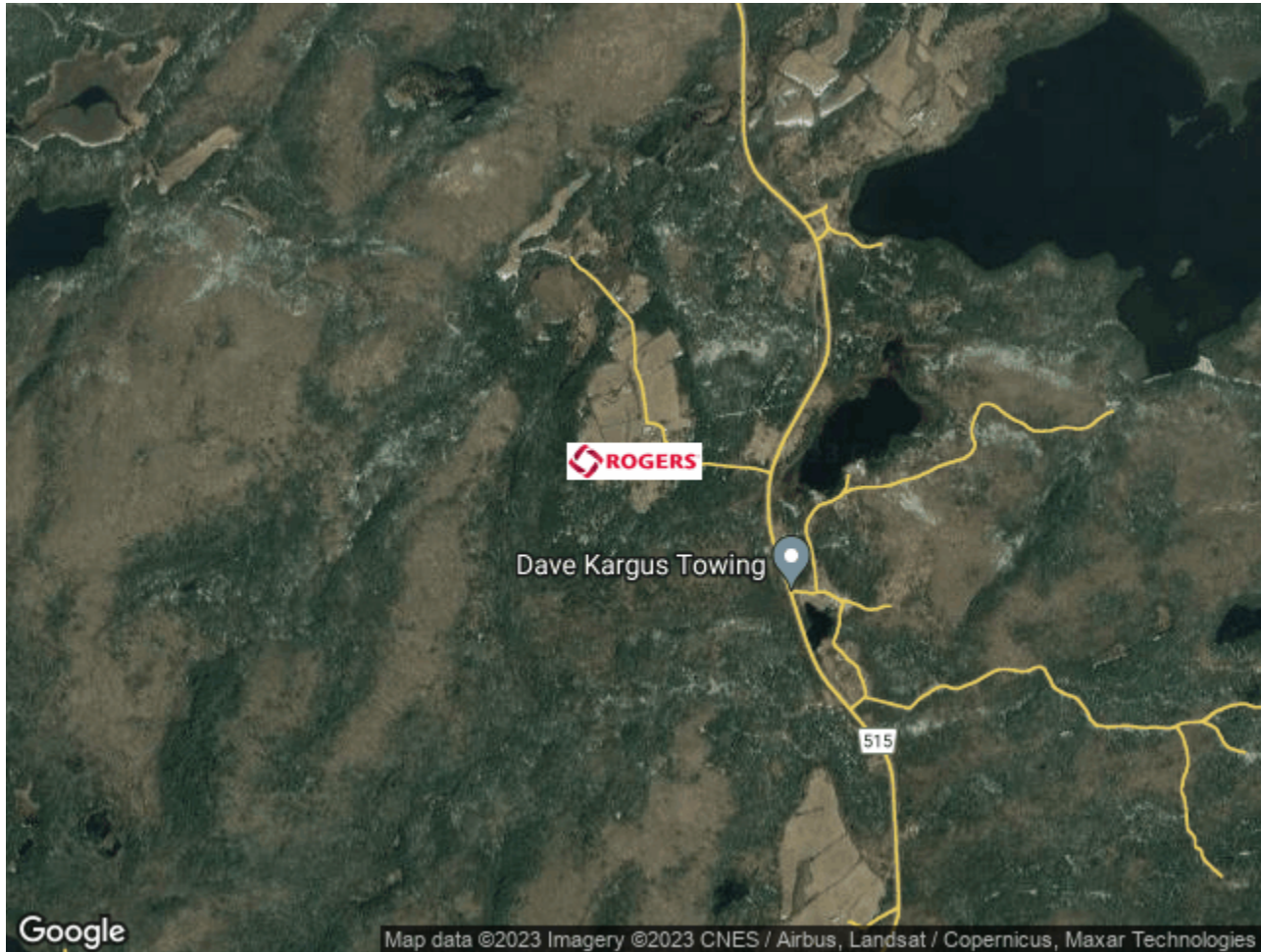


Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The proposed 91.5m guyed tower is part of the EORN Cell Gap Project.



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

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

### 3. Statement on Land Use

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

#### 3.1. Community Sensitive Locations

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

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

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

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

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

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

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

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

### 3.2. Zoning and Compatibility with Existing Plans

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

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

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

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

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

### 3.4. Health Canada Safety Code 6

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

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



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

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

### 3.5. Structural Review – National Building Code

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

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

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

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

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

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



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

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

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

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

This results in 3 specific metrics:

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

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

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

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

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





<b>Visibility</b>	<b>12</b>
-------------------	-----------

<b>Compatibility (%)</b>	<b>83.3</b>
--------------------------	-------------

**Low**

## 4.1. Design Targets

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

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

<b>Containment</b>				
<b>Open</b>	Develop a uniform vertical profile to reduce the potential visual effect. Create a consistent pole or tower form with few or no horizontal projections. Avoid the use of headframes and climbing pegs.	Simplify the support structure and components of the antenna mounts to reduce the visual mass.	Avoid creating isolated objects in the landscape. Position cabins relative to poles or towers or adjacent to local features or buildings.	Reduce the design complexity of antenna panels and cable runs to limit the visual effect. Achieve a consistent vertical profiles. Group cable runs to reduce the visual effect.

<b>Vegetation</b>				
<b>Tree groups</b>	Assess the tree height and design responses relative to the canopy of the trees. Avoid vertical extensions that exceed a ration of 1:1.2 relative to the adjacent trees.	Select locations that capitalise on tree screening.	Use screening from tree groups. Avoid locations that impact on the tree canopy, structure or root plate.	Locate antennas, cables and cable runs to capitalise on screening potential of surrounding trees.

<b>Existing Telcom-equipment (adjacent to site)</b>				
<b>None</b>	Respond to the recommendations of the CPC 2-0-17 (no requirement to complete 'Design Respond')	Respond to the recommendations of the CPC 2-0-17 (no requirement to complete 'Design Respond')	Respond to the recommendations of the CPC 2-0-17 (no requirement to complete 'Design Respond')	Respond to the recommendations of the CPC 2-0-17 (no requirement to complete 'Design Respond')

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

## 4.2. Design Recommendations

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

**No recommendations.**

## 5. Compliance with General Design Requirements

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

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

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

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

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

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

## 7. Statement of Concurrence

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

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

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

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

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

## 8. Public Consultation

### 8.1 Public Comments Summary

The application was eligible for accelerated review due to the low or no adjacent landowners being within the notification radius.

A field survey was conducted on February 16<sup>th</sup>, 2023 and no issues were noted at that time.

## 8.5 CRINS-SINRC Reporting Statement

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

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

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

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

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

## 8.6 Statement by Council

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

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



## 8.7 Justification for Concurrence Statement

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

## 9. LUA Confirmation of Report and Conditions

We hereby advise that the attached report accurately reflects the position of the **Lyndoch and Raglan Brudenell** with respect to the radiocommunications facility proposed by **Rogers Communications, Inc.**, designated **C8706-"Quadeville Rd. @ Murk Lake" (CRINS-SINRC # 2301-1106-5021)**.

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

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

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

---

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

**RECEIVED**

**MAR 13 2023**

**PALMER RAPIDS AND AREA LIONS CLUB  
1095 Farmer Rd. P.O. Box 356  
Combermere, ON K0J 1L0**

**March 9,2023**

**Township of Brudenell, Lyndock, and Raglan  
42 Burnt Bridge Rd., Box 40  
Palmer Rapids , Ontario, K0J2E0**

**Attention: Mayor Valerie Jahn, and BLR Township Councilors**

**The Palmer Rapids and Area Lions Club are busy preparing for our Summer Ticket Draw. With our home base being located in the Madawaska Valley Township, we have to purchase our Licence in Barry's Bay. The ticket draw will take place at The Palmer Rapids Twin Festival on July 29<sup>th</sup>, 2023 in your township.**

**We are asking the council's permission to hold our summer draw in Brudenell, Lyndock and Raglan Township, as we have for the last 20 + years.**

**We look forward to your response at your earliest convenience.**

**Thank You,**

**Lion Jane Mantifel  
Secretary**





# Asset Management Plan

## Core Infrastructure





## Executive Summary

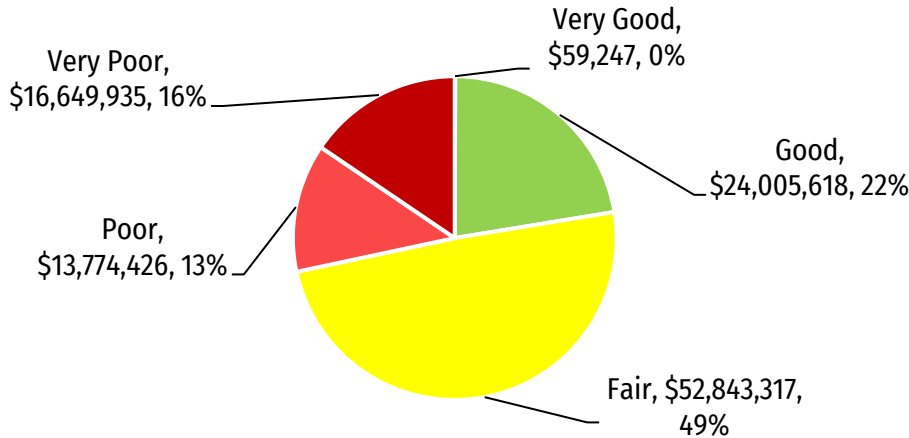
All municipalities, within Ontario, mandated by the Ontario Regulation 588/17 to complete and maintain an Asset Management Plan. The Asset Management plan covers of the current state of the Township of Brudenell, Lyndoch and Raglan (the Township) core municipal infrastructure assets, the levels of service these asset provide, their current lifecycle activities that may be performed on the assets and how the assets will perform in the future.

Included in this version of the Asset Management Plan include:

Asset Type	Data Source
Water Assets	N/A
Wastewater Assets	N/A
Stormwater Management Assets	2013 Roads Need Study
Roads	2013 Roads Need Study
Bridges and Culverts	N/A

Roads are the focus of this Asset Management Plan, as they are the only asset classification, from the outlined core municipal infrastructure, that the Township is responsible for. The Township does own a few culverts but these are < 3 m and are used alongside roads for drainage.

The Township is responsible for 198.2 km of roads, which comprise of three different surface types, Gravel, Low Class Bituminous, and High Class Bituminous. The replacement cost of the roads is estimated at \$107 million, based on the inflated replacement costs from the 2013 Roads Need Study. Using the 2013 Roads Need Study as the most recent information, along with comparing against completed road work, the road assets condition was forecasted using guidelines from *Road Management Plan for Small Lower Tier Municipalities, Methods and Inventory Manual MTO 1987*. The average condition for 2022 resulted in a 6.19 on a 10-point scale, or a condition rating of Fair. The figure below shows the distribution of condition across all surface types.



Within this version of the Asset Management Plan, the Township has established current levels of service for Roads, in compliance to the Ontario Regulation 588/17. Future potential levels of service have been documented for further enhancements.

The Township has documented practices for the operations, maintenance, and renewal of their road assets. The Township has been using the 2013 Road Needs Study recommendations over the past ten years which has been maintained their current levels of service. Using the current state of information, the future condition of the road assets was forecasted to understand how the road assets will behave if there was no future capital investment put towards the roads. This resulted is a very poor condition which would affect the performance of roads and would require a large investment to bring back the roads to an acceptable standard.

Additional scenarios were forecasted using condition as triggers for specific rehabilitation activities. Using the forecasted noted by the Township and through the triggered activities there is a base level of funding that would be required to increase the current performance. It is noted that the current forecasted work noted by the Township addresses the lower condition rated roads which will increase the average condition to an improved, without the need of the condition-based events forecasted in the future.

The Township using the previous list of recommendations from the 2013 Road Needs Study has made good strides and continues towards maintaining the current levels of service. The information used for forecasting should be taken at a high-level estimate as the information used is based not up to date information.

Included with this version of the Asset Management Plan are a series of improvement items to be considered into the future. These improvement items are suggestions to be considered and prioritized to provide further accuracy and reliability for the information presented.

The Township will continue to improve and expand the Asset Management Plan to meet the future requirements from the Ontario Regulation 588/17. The next version of the Asset Management Plan will include the Townships non-core municipal infrastructure.



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## Asset Management Plan

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## Introduction

The Asset Management Plan (AMP) has been prepared to satisfy the Ontario Regulation 588/17 (O.Reg. 588/17) July 1<sup>st</sup>, 2022 requirements. The AMP is an extension to the previously completed Asset Management Policy from 2019 and the Asset Management Plan from 2013, which includes the core infrastructure identified within O.Reg. 588/17.

## Background

The Township of Brudenell, Lyndoch & Raglan is a lower-tier municipality within the County of Renfrew. It is situated in the south-west corner of the County, with the Townships of Madawaska Valley and Killaloe, Hagarty & Richards to the north and the Townships of Bonnechere Valley and Greater Madawaska to the east. Although considered a rural municipality, it has small areas of semi-urban population located in the hamlets of Palmer Rapids & Quadeville. The Madawaska River runs through the centre of the Municipality. It is home to approximately 1,550 residents, living in approximately 690 privately owned dwellings.

With the development of the revised AMP, there will be consideration provided to help guide the actions and outcomes. The AMP will involve

- Official Community Plan;
- Multi Year Accessibility Plan;
- Energy Conservation and Demand Management Plan; and
- Emergency Management Plan.

## Purpose

The AMP is a part of effective planning and is most effective with reliable and up to date information. Using The AMP will be utilized to help frame the conversation around future proposed capital plans. The AMP is meant to be a living document to be monitored and improved upon over the years to better reflect the goals and current state of the infrastructure. The AMP is meant to help provide:

- Document current and potential practices/processes
- Establish metrics to measure the success of a service
- Provide supporting information for capital planning
- Provide a line of sight from Policy goals to the assets that support the services
- Meet O.Reg. 588/17 Requirements

AMPs are meant to promote cross departmental collaboration, in sharing knowledge and practices to provide the best services to the public. AMPs can help lay the groundwork for transparent and defensible decisions as it relates to capital improvements.

## Ontario Regulation 588/17

The Government of Ontario introduced a phased approach for introducing the practice of Asset Management to all municipalities across Ontario. Figure 1 highlights the key milestones incorporated into the Ontario Regulation 588/17 (O.Reg. 588/17).

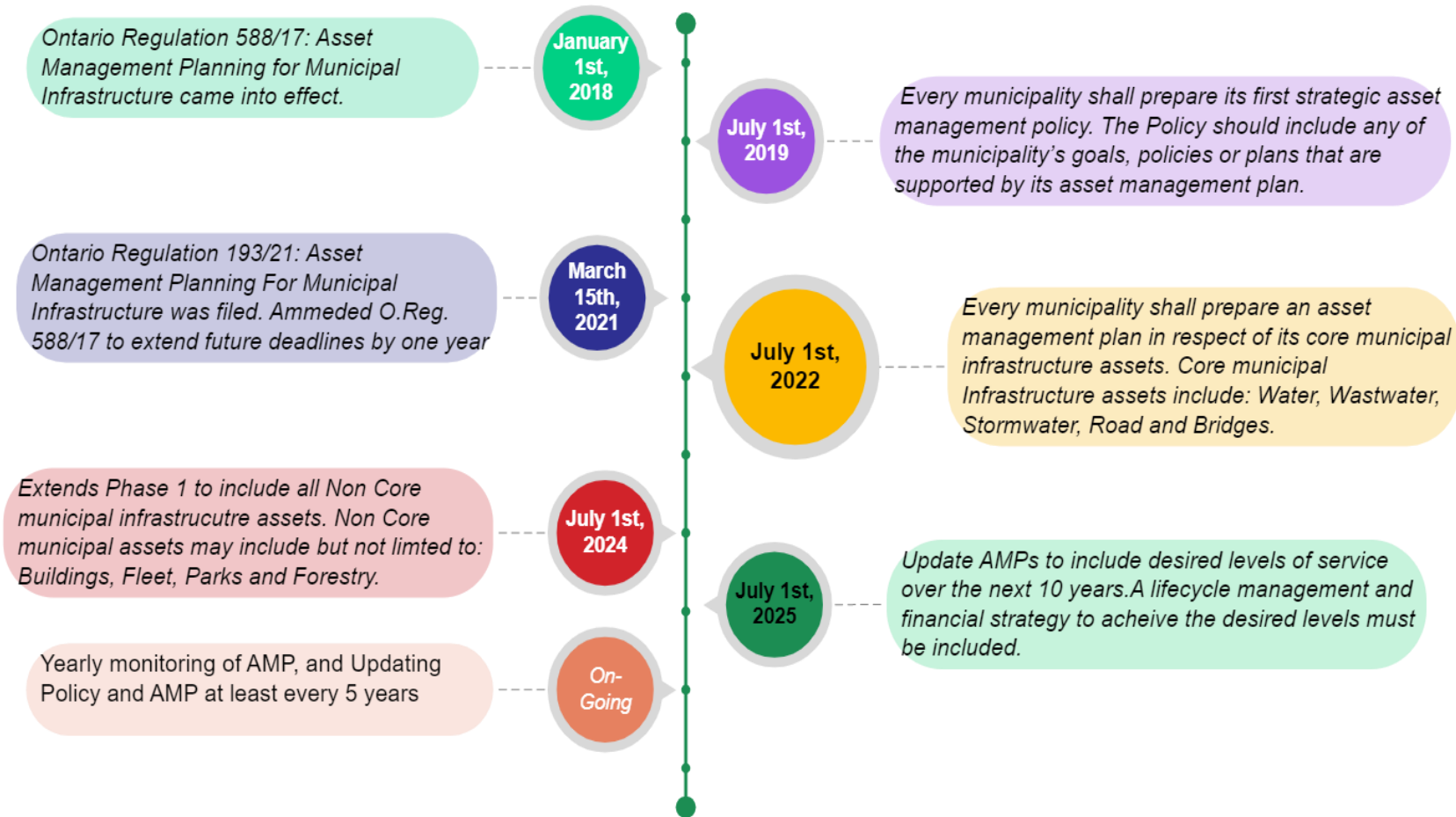


Figure 1: O.Reg. 588/17 Timeline

## O.Reg 588/17 Requirement Mapping

To help direct the relation to the compliance of the Ontario Regulation, the following mapping table is meant to highlight the connection between the regulation sections and their associated sections. Table 1 maps the O.Reg.588/17 Requirements for the July 1<sup>st</sup>, 2022 deadline.

Table 1: O.Reg. 588/17 Mappings

O.Reg Section	Description	AMP Section
Sec.5(2).3(i)	Summary of the assets, per category	1.2.1 Asset Inventory and Valuation
Sec.5(2).3(ii)	Replacement cost of the assets, per category	1.2.1 Asset Inventory and Valuation
Sec.5(2).3(iii)	Average age of the asset by category	1.3 Asset Age Summary
Sec.5(2).3(iv)	Condition information of assets by category	1.4 Condition Assessments
Sec.5(2).3(v)	Approach to assessing condition, by category	1.4 Condition Assessments
Sec.5(2).1(i), Sec.5(2).2	Current levels of service for core municipal infrastructure assets	2.2 O.Reg.588/17 Community Levels of Service 2.3 O.Reg 588/17 Technical Levels of Service
Sec.5(2).4(i) – Sec5(2).4(iv)	Lifecycle management activities to maintain current levels of service	3.1 Lifecycle Management Strategy
Sec.5(2).5(i) – Sec.5(2).5(ii)	Future growth and assumptions	4 Growth Management

## AMP Outline

The AMP includes the following sections:

- State of Infrastructure
- Levels of Service
- Lifecycle Management Strategies
- Growth Management
- Financial Strategies Development
- Improvement Plan

The State of Infrastructure reflects the current state of the assets in terms of condition, age, how much useful life is left, and replacement cost. The State of Infrastructure will set the groundwork for forecasting and providing information for the remaining sections.

Levels of Services are a key aspect to gauge how the assets interact with the services that are offered to provide the best results. Levels of service cover Customer Levels of Service (Qualitative) and technical levels of services (Quantitative). Levels of Services are meant to be monitored and adjusted to meet the demand.

Lifecycle Management Strategies are documented potential interventions that could be applied to each asset throughout its lifecycle. Leveraging the different activities at different frequencies are used to extend and maintain the assets within their current condition.

Lifecycle Management activity categories include:

- Acquisition
- Operations and Maintenance
- Renewal/Rehabilitation
- Replacement
- Disposal
- Non-Infrastructure

The activities documented for each of the categories are potential interventions that are may be completed against the assets. The frequency upon which these activities are completed will vary based on several factors. These factors include the condition of the assets, financial capacity, public demand, and the criticality of the asset.

Building upon the information from each of the sections, high-level financial scenarios can be derived. It is important to understand how the assets will degrade in performance/condition if there is no funding available, how much funding would be required to completed all required work and to find an acceptable balance of funding vs degradation of condition.

## Assets Included in Plan

This version of the AMP will cover the Core Infrastructure to meet O.Reg. 588/17. Table 2 shows the asset types and their related data sources.

Table 2: Asset Types and their Data Sources Summary

Asset Type	Data Source
Water Assets	N/A
Wastewater Assets	N/A
Stormwater Management Assets	2013 Roads Need Study
Roads	2013 Roads Need Study
Bridges and Culverts	N/A

From the Core Infrastructure asset classifications defined within O.Reg 588/17, the Township is responsible for road assets. Due to the rural nature of the Township, there is no municipal water supply or wastewater systems. The Stormwater systems consists of open ditching along the roadsides with road crossing culverts (<3m) inline with the ditching. Due to ditching and road crossing culverts relation to road systems these assets have been included with the roads assets. The Township has no ownership of bridges and culverts spanning greater than 3.0 meters. Any crossings that fall under this standard is the responsibility of The County of Renfrew.

## State of Infrastructure

### 1.1 Overview

The State of Infrastructure (SOI) provides a snapshot of:

- What do we own?
- How much is it worth?
- What age are the assets and how much remaining life is left?
- What condition are they in?

Through answering these questions, sets a foundation for the remaining components of the AMP.

### 1.2 Roads

#### 1.2.1 Asset Inventory and Valuation

The inventory used for the consolidation of the road’s information was sources from the 2013 Roads Need Study. Included within the roads study were replacement values associated to each of the surface types. These estimates were reflective of the year and location. These replacement values were used as the starting point to be inflated to 2022 values. The Building Construction Price Index (BCPI) was used to estimate the inflated replacement value of the roads. The full list of assets is located in Appendix B.

Roads are categorized by surface type: Gravel, High Class Bituminous (HCB), and Low Class Bituminous (LCB). Table 3, reflects the total length and replacement value of roads by surface type.

Table 3: Road Asset Summary by Surface Type

Surface Type	Length (km)	2022 Replacement Value (BCPI inflated)
GRAVEL	144.0	\$71,123,486
HCB	28.1	\$26,134,977
LCB	20.4	\$12,669,245
<b>Total</b>	<b>192.5</b>	<b>\$109,927,708</b>

During the Roads Need Study the Annual Average Daily Traffic (AADT) was captured which corresponds to the classification of roads. Using O.Reg. 239/02 Minimum Maintenance Standards for Municipal Highways (O.Reg.239/02), the classification of the roads responsible by the Township fall within Class 5 and 6 or as Local roads. Figure 2, shows the distribution of the replacement value of the roads in their respective class.



## Asset Management Plan

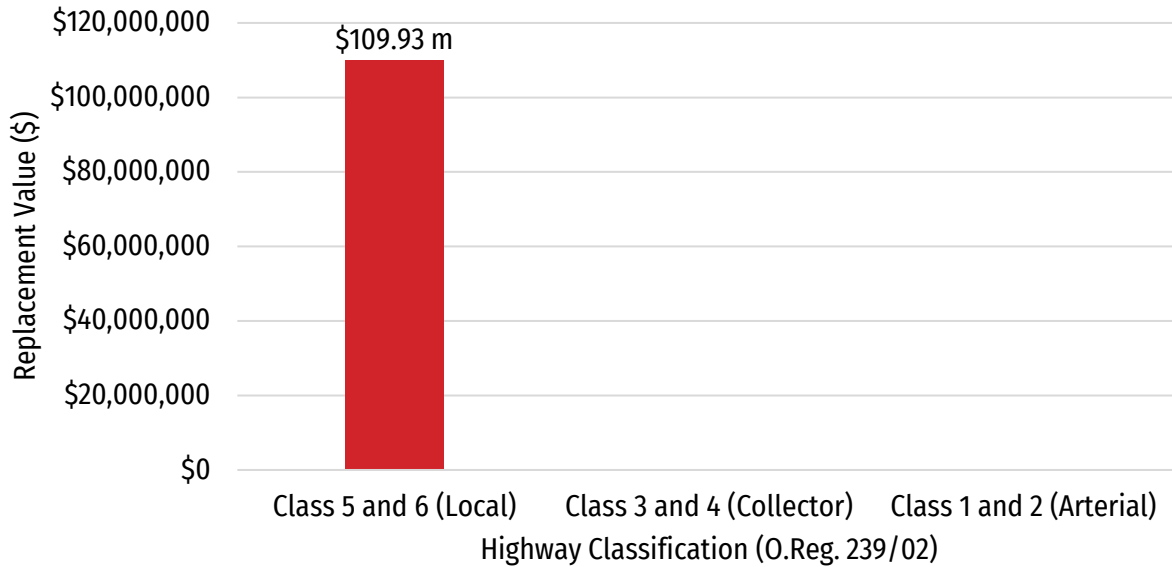


Figure 2: O.Reg. 239/02 Road Classification

Breaking the Class 5 and 6 down further into more specific AADT, total length and replacement value of the roads is reflected in Table 4.

Table 4: Road Asset Summary AADT

AADT	Length (km)	2022 Replacement Value (BCPI inflated)
0-49	103.3	\$51,612,643
50-199	43.2	\$22,060,218
200-499	46.0	\$36,254,847
<b>Total</b>	<b>192.5</b>	<b>\$109,927,708</b>

Open ditching is used along the roadside to help monitor and maintain the associated roads against storm events. While ditching is not along all roads, based on the 2013 Roads Need Study there is approximately 18 km of ditching. To support the hydraulic capacity there are a couple roadside culverts along Letter Kenny Rd. Road Crossing.

Table 5: Ditches and Culverts (<3m) Summary

Assets	Quantity	2022 Replacement Value (BCPI inflated)
Ditching	17.98 km	\$1,360,294
Culverts (<3m)	6	\$77,630

### 1.3 Asset Age Summary

The roads that consist within the BLR Township do not have proper construction dates. The information for calculating age is based on the forecasted Estimated useful life and the straight-line deterioration model. The estimated EUL was determined from the 2013 Roads Needs Study to reflect the AADT and use of the roads. Figure 3 shows the average age of the roads compared to their remaining useful life, as based on their calculated condition.

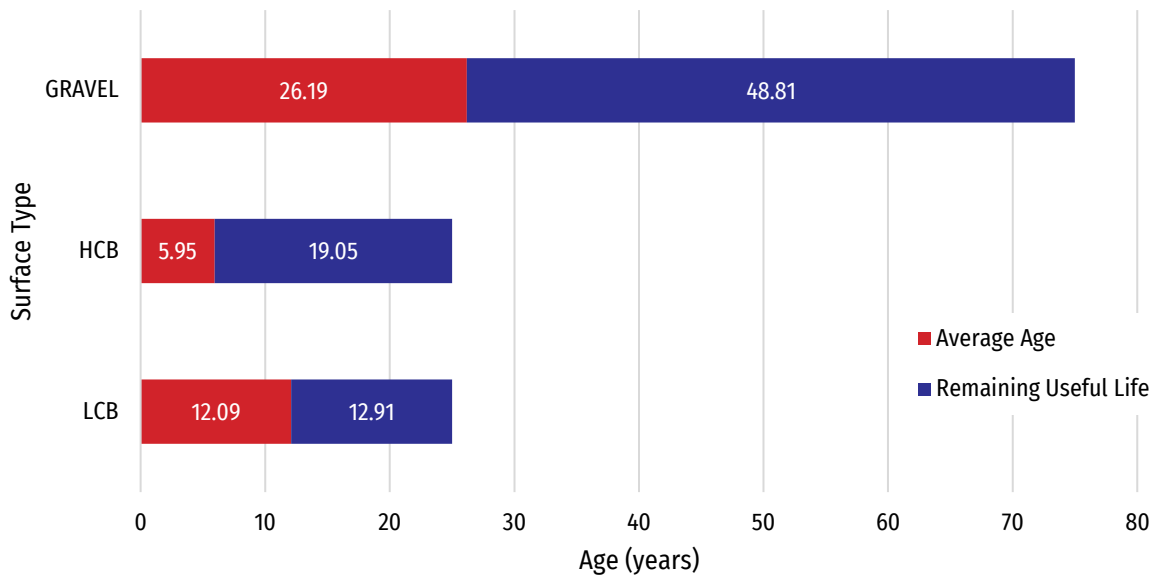


Figure 3: Roads Age Summary by Surface Type

## 1.4 Condition Assessment

During the 2013 Road Needs Study, the roads assessed condition used a 10-point scale. The 10-point scale was then categorized into 5 categories and distributed to reflect the Pavement Condition Index.

Table 6: Roads Condition Ratings

Condition Rating	Pavement Score	Description
Very Good	10 - 8.5	New or fully reconstructed road. No signs of deficiencies
Good	7 - 8.5	Road surface starting to show minor deficiencies. More attention to maintenance items (Crack sealing) should be considered.
Fair	5.5 - 7	Roads showing numerous deficiencies. Resurfacing/Surface treatments should be considered.
Poor	4 - 5.5	Road has major deficiencies, reconstruction or major rehabilitation should be considered.
Very Poor	0 - 4	Road is almost inadequate. Intervention is required immediately.

The condition was modelled using the 2013 Road Study Condition assessments as the starting point for forecasting out the 2022 condition. The condition was deteriorated using a straight-line deterioration model, from *Road Management Plan for Small Lower Tier Municipalities, Methods and Inventory Manual MTO 1987*. Adjustments to the deterioration factors were made to specific roads, to increase or decrease, based on City Staff input and comparison of 2009 to 2013 roads study comparison. This method was used in the previous version of the AMP, and since the same underlying information is being used the method will be kept consistent.

A cross reference was completed with Township staff to confirm the date and actions of the capital work completed against the roads inventory. These actions were taken from the 2013 Roads Need Study, but the recommendation years were adjusted to fit the Townships budgeting ability. Based on the actions taken against the road, its condition was adjusted in the year of completion. Table 7, shows the average condition for roads broken down by Surface Type.

# Asset Management Plan

Table 7: Roads Condition Summary

Surface Type	Average Condition	Condition Rating
GRAVEL	6.07	Fair
HCB	7.47	Good
LCB	5.99	Fair
Total	6.27	Fair

The average condition is a weighted average based on the replacement cost of each of the roads. The condition distribution by replacement cost per surface type is expressed in Figure 4.

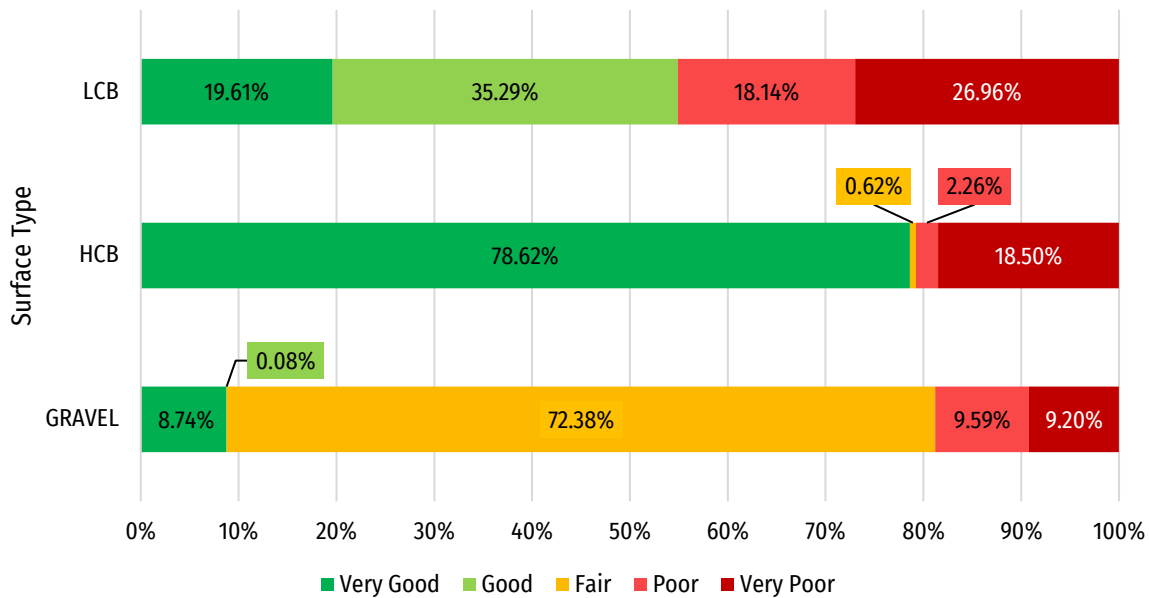


Figure 4: Condition Distribution by Surface Type

Figure 5 represents the whole portfolio condition distribution regardless of surface type.

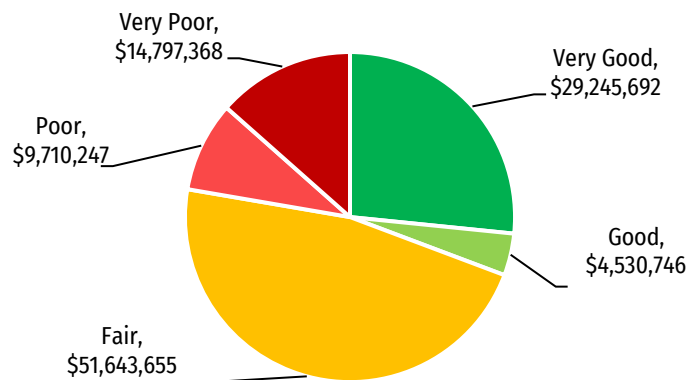


Figure 5: Condition Distribution by CRV

## Levels of Service

### 1.5 Overview

Levels of Services (LOS) help qualify and quantify the success of the service area. Levels of Service explore metrics split into two different classifications, Community Levels of Service (CLOS) and Technical Levels of Service (TLOS). Each level of service is associated to a service attribute. In future documents these attributes will be expanded to be associated to a variety of different attributes to highlight different important areas of focus for the Township (e.g., environmental, financial, health and safety, etc.).

CLOS are LOS tend to be qualitative representations of the service provided. CLOS, depending on the service, may span across different asset types that contribute of the service. It is common for these metrics and targets to be sources right from the public, either through public meetings or survey results.

TLOS are LOS that are specifically related to the assets comprising of the service. These metrics tend to be more quantitative and are specific to a singular asset or asset type. TLOS can be associated to the define CLOS in order to determine which aspect of the assets affect the CLOS.

Within this section are the documented O.Reg. 588/17 LOS along with a few suggestions for future potential LOS.

## 1.6 O.Reg. 588/17 Community Levels of Service

Table 8 outlines the CLOS qualitative descriptions required by O.Reg. 588/17 for the road network.

Table 8: Roads Community Levels of Service (O.Reg 588/17)

Service Attribute	Community Levels of Service	Current Performance
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Refer to Appendix A.
Quality	Description or images that illustrate the different levels of road class pavement condition.	Refer to Table 6

## 1.7 O.Reg. 588/17 Technical Levels of Service

Service Attribute	Technical Levels of Service (Technical Metrics)	Current Performance
Scope	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality.	Arterial = 0 km Collector = 0 km Local = 198.2 km
Quality	1. For paved roads in the municipality, the average pavement condition index value. 2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).	HCB = 4.85 (Poor) LCB = 5.87 (Fair) Gravel = 6.36 (Fair)

## 1.8 Potential Levels of Service

In addition to the levels of service established within O.Reg. 588/17, Table 9: Potential Levels of Service are some suggested future levels of service to be considered.

Table 9: Potential Levels of Service

Service Attribute	Level of Service Metric	Customer (C) or Technical(T) Level of Service
Quality	Roads re -investment rate	T
Quality	\$ per km, maintenance dollar by surface type	T
Quality	Average Response time for public report workorder	C

## Lifecycle Management Strategy

### 1.9 Overview

Lifecycle Management of assets comprises of six different categories. These categories include:

Lifecycle Category	Description
Acquisition/New Construction	Expansion activities are planned activities required to extend services to previously non serviced areas – or to upgrade services to meet growing demands.
Replacement	When an asset has reached its useful life and is no longer viable for use, either by service capacity or condition. The asset will be replaced like for like if failed due to condition or replacement with an improved version if service capacity related failure.
Renewal/Rehabilitation	Renewal/Rehabilitation activities are significant repairs that are designed to extend the life of an asset.
Operations and Maintenance	Maintenance activities include regularly scheduled inspections, maintenance, or more significant repair and activities associated with unexpected events.
Disposal	Disposal activities occur once an asset has reached the end of its useful life or when the asset is not longer required.
Non-Infrastructure Solutions	Non-infrastructure solutions are actions or policies that can lower costs or extend asset life.

Each of these lifecycle categories will be explored with specific activities. The activities described are representative of work that has been previously completed and/or scheduled to be completed against the assets. The scheduled and frequency of each action is dependent on the available information, resource availability and available funding.



## 1.10 Roads

### 1.10.1 Acquisition/Construction

No expansion activities are planned over the 10-year planning period.

### 1.10.2 Replacement

When considering changes to surface type, the Township shall consider the following schedule, which sets out recommended surface types based upon the level of traffic. These surface types are designed to provide the municipality with the lowest possible servicing cost while maximizing the level of service provided.

<b>AADT</b>	<b>Truck Traffic</b>	<b>Recommended Surface</b>
0-49	Any	Gravel
50-199	Any	Gravel and Calcium
200-399	<10%	DST
	>10%	HCB 1 lift
400-999	<10%	HCB 1 lift
	>10%	HCB 2 lifts
1000+	Any	HCB 2 lifts

All semi-urban and urban roads to be HCB surfaced.

Engineering experience in Canada and similar climate regions has indicated that surface treated roads and gravel treated roads have approximately equal maintenance costs at the 200 AADT. For traffic levels less than this, gravel roads are recommended with provisional calcium to address any dust generation. For traffic volumes greater than 200 AADT, some form of surface treatment is strongly recommended.

Replacement (Reconstruction) activities are expected to occur once an asset has reached the end of its useful life and renewal/rehabilitation is no longer an option. In this situation, full depth reconstruction is an appropriate option to address the road.

### **1.10.3 Renewal/Rehabilitation**

For road assets these activities can be summarized into resurfacings, and partial depth reconstructions.

#### **1.10.3.1 LCB Roads**

For LCB road surface types, resurfacing is recommended to occur periodically throughout the lifecycle of the roads. Resurfacing includes Single Surface Treatment (SST) or Dual Surface Treatment (DST) based on the condition of the road. SST based on condition degradation and/or timelines should be considered once every seven years, which DST should be considered once every fifteen years. SST or DST is also recommended when the assessed condition reaches a rating between 5 and 4.

#### **1.10.3.2 HCB Roads**

For HCB road surface types, resurfacing is recommended to occur periodically throughout the lifecycle of the roads. Resurfacing of HCB surface type roads should be considered between 12-15 or 15 and 20 years based on the AADT associated to the road. The Township's HCB roads trend on the lower end of the AADT and is therefore forecasted on the longer time in between interventions. Through condition deterioration forecasting is it suggested to resurface when the roads reach a condition rating of 5.

### **1.10.4 Operations and Maintenance**

Maintenance activities for the Townships roads are undertaken by in house staff, using the Township's own equipment. This includes all routine maintenance for roads such as: pothole patching, shoulder grading, sign maintenance, winter maintenance, surface grading, replacement of small diameter culverts on unpaved roads and hand brushing.

#### **1.10.4.1 Gravelling**

Gravelling is the upgrading of the surface course of existing gravel roads. These roads degrade over time, through the typical action of traffic, rain, snow, and snowplowing. Gravel is slowly removed from the road surface resulting in wash-boarding, potholes, road breakup/softening, washouts or other issues that significantly detract from the surface, riding quality, and safety of the roadway. Gravel roadways require ongoing maintenance to restore the correct crossfall of the roadway and also to ensure that water does not pool on the road surface.

#### **1.10.4.2 Shouldering**

Shoulders are important components of road infrastructure, protecting the edge of the road surface and supporting surface water drainage. Shoulders require ongoing maintenance (grading) to prevent the loss of lateral support, to prevent the deterioration or failure of the road edge, to eliminate distortions such as wash boarding, ruts and potholes, and to maintain roadside drainage patterns.

Shoulders should be inspected regularly and, ideally, graded once in any five year period.

The creation of a regular scheduled shouldering program should be explored over the next year.

### **1.10.4.3 Crack Sealing**

Adopting a pavement preservation program would extend the life of municipal roads and help keep them in good condition. Crack sealing is recognized as an effective preventative maintenance activity that can extend the life of existing roads. It entails the mechanical removal (routing) of the crack and re-sealing of the surface. The effect is to prevent water from entering the road base and accelerating the deterioration of the road. The overall impact to the road is an approximate increase in lifespan of up to 5 years. It is recommended that crack sealing be implemented by the municipality on selected roads to ensure that they obtain the maximum life from the road surface. If crack sealing cannot be implemented for a given road, it is likely that said road will experience an accelerated deterioration rate.

Crack sealing can only be implemented when single linear or short spider cracks are evident in the road surface. When the road has begun alligator cracking, crack sealing is no longer an effective strategy. For this reason, it is recommended that roads having condition ratings between 7 and 8 be reviewed for their suitability to apply crack sealing. Based upon the existing condition of HCB roads, it is not anticipated that any roads within the municipality would be candidates for this maintenance treatment. If any HCB roads are resurfaced, crack sealing should be investigated for application 4-5 years, post resurfacing.

### **1.10.4.4 Ditching**

Ditches are constructed to convey water from storm runoff to an adequate outlet. For rural and some semi-urban areas ditches are the sole method of conveying water and maintaining dry road granulars. Ditches tend to fill-in over time, primarily due to natural erosion and vegetation. Periodic maintenance is required to remove this accumulation and reinstate the designed ditch line. A properly designed and maintained ditch will continue to drain surface water away from the road surface and add to the life of the road. Ditching should occur with a frequency of once per every five years.

### **1.10.4.5 Culverts (<3m)**

Preventative culvert maintenance will extend the life of the structure and ensure that it functions as designed. Culvert maintenance includes the removal of accumulated debris (e.g., logs, boulders, garbage, ice build-up) that prevents the efficient passage of water through the structure. Culvert maintenance may also include the reinforcement of eroding inlets and outlets. Culverts requiring continual regular maintenance should be considered for future reinstallation for the purpose of addressing the problem.

### **1.10.5 Disposal**

In the case of road assets, it is not anticipated that the municipality would contemplate disposing of any of these assets.

### **1.10.6 Non-Infrastructure Solutions**

The municipality can obtain improved efficiencies through integrated infrastructure and land use planning. This strategy relies upon the coordination of municipal capital activities with other stakeholders to ensure that capital activity is not duplicated. Activities should be scheduled in an efficient and compact manner to obtain the maximum economies of scale. If a short 100m section of roadway is intended to be rehabilitated, and it is adjacent to a longer roadway, rehabilitation of both at the same time should be considered. Savings will result from a reduction in mobilization and small volume premium costs. Every capital expenditure has a mobilization cost, and dispatching resources to attend to a multitude of smaller capital works is not an efficient use of those resources. Small capital projects cannot take advantage of economies of scale, which results in increased costs and decreased value delivered.

There may also be the possibility of obtaining economies of scale related to the coordination of capital works activities with neighboring municipalities and/or the County of Renfrew.

### **1.11 Lifecycle Management Activity Risks**

The Lifecycle activities defined are suggested activities that should be completed on a regular basis at prescribed intervals to maximize the life of the asset. Funding limitations will affect the extend upon which activities can be completed. The risk of not completing the series of activities at the appropriate time will lead to quicker deterioration and/or result in requiring replacement activities to be completed sooner than expected.

The maintenance activities described for the Gravel roads are crucial for assumption that the gravel roads condition will remain constant. Failure to complete regular grading, ditch and culvert maintenance could result in increase deterioration. Without regular grading the need to resurface the gravel road will eventually be come required or there will be an increase in potholes resulting in a poor travel experience. Without proper ditching and culvert maintenance, during storms the water runoff will be limited potentially causing road flooding and increased erosion of the roads.

## Growth Management

### 1.12 Overview

While maintaining assets to continue to provide adequate service levels for the consumer can be challenging enough, there also needs to be an understanding of the potential growth of the Township and surrounding areas. Understanding the impacts of potential forecasted growth can compliment and improve the growth of Township by maintaining the Levels of Services even as the usage increases.

### 1.13 Official Community Plan

The Township utilizes the County of Renfrew’s Official Plan as their own plan, along with eleven other surrounding municipalities. Within the Official Plan, are projected populations from 2016 to 2036. These were based on 2011 values for expected growth. Table 10, shows the growth for the Township and the County of Renfrew.

Table 10: Project Population, Official Community Plan (2011 Base Year)

Location	Population				
	2016	2021	2026	2031	2036
Township BLR	1,675	1,692	1,708	1,725	1,743
Renfrew County	89,579	92,769	96,107	99,602	103,263

### 1.14 Census

Table 11 shows the total population growth and the rates of change in population over the last 10 years.

Table 11: Population Actuals Census

Location	Population			% Change	
	2011	2016	2021	2016	2021
Township BLR	1,658	1,503	1,552	-9.35%	3.26%
Renfrew County	101,326	102,394	106,365	1.05%	3.88%
Ontario	12,851,821	13,448,494	14,223,942	4.64%	5.77%
Canada	33,476,688	35,151,728	36,991,981	5.00%	5.24%

As represented in Table 11, the Township growth trends did not follow the same pattern as County, Province, or Country. From 2011 to 2016 the Township saw a decrease in population, but increased population at a similar rate to the Country of Renfrew from 2016 to 2021.

### **1.15 Impact of Growth**

The Township has seen a decrease in population when compared to 10 years ago, however over the last five years there has been a small increase in population. The increase in population is minimal and would have a minimum impact on the road services provided. The increase in population in the Township should not see an increase in the classification of the roads, keeping the practices established to meet current levels of services sufficient for the future. While the Township's growth is not suspected to impact the current levels of services, the growth of the County of Renfrew has experienced is already surpassed the original projections within the Official Community Plan. Further investigation should be considered on the cross over the growth of the County of Renfrew will have road assets of the Township.

## Financial Strategy

### 1.16 Overview

Understanding how the asset will perform over the next ten years, help dictate the potential capital spending. The overall condition of the Roads using the deterioration model used to assess the current condition, forecasted out to determine the future state of the asset. To determine the potential spending for the future the following scenarios will be explored: Do nothing, Maintain Current Levels of Service, Meet Proposed Level of Service. These Scenarios are meant to help understand potential future costs associated to Road assets. The scenarios are rough estimated using inflated costs from the original roads need study. Assumptions were used within each scenario to help forecast the condition and costing. Utilizing the information from 2013 to forecast to 2022 does not lend to reliable information, the outcomes of the scenarios are meant to help highlight future spending trends but are not meant to be representative of budgetary requests. The calculations for each Scenario are available in Appendix C.

### 1.17 Scenario 1 – Do Nothing

Scenario 1 is defined as the worst-case, Do-Nothing Strategy. Conflicting priorities plagued all municipalities to juggle, maintaining infrastructure needs, growth considerations and improving other service areas. As a result of managing priorities compounded on funding limitations understanding the impact how deferring capital activities will impact the overall condition of their assets. The do-nothing strategy will explore what will occur to the condition of the road assets if no capital work is to be completed over the next ten years. It is assumed that maintenance activities will still be completed as scheduled. Figure 6, show the condition distribution of all roads over the next ten years, along with the overall average condition of the roads and the average condition of the surface treated roads.

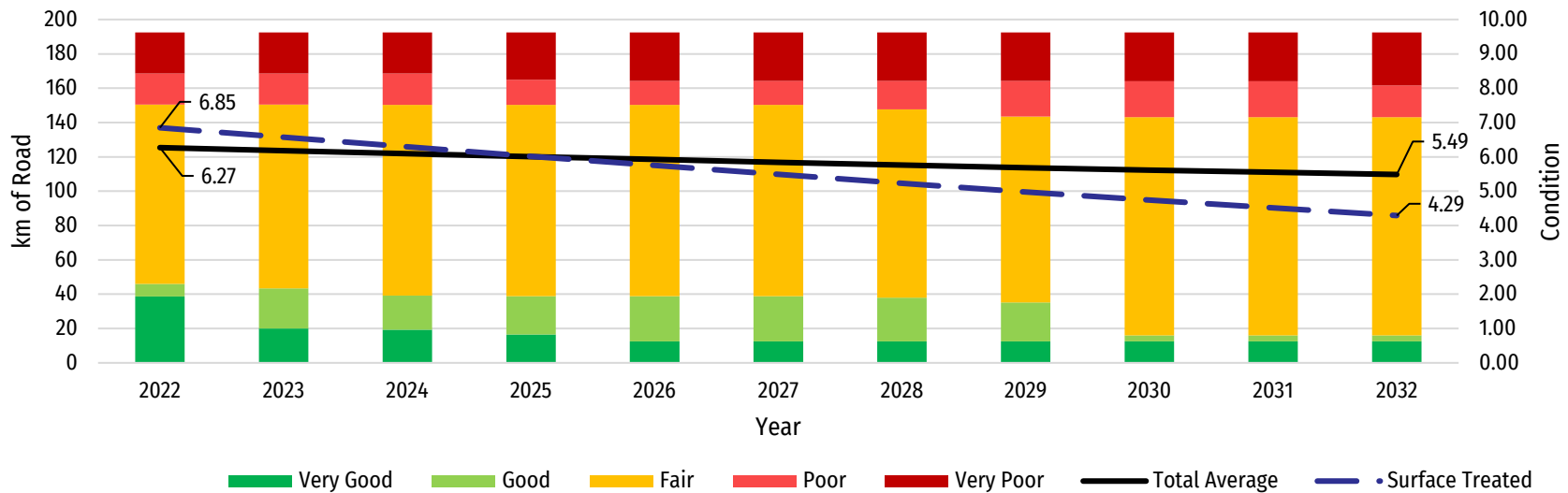


Figure 6: Scenario 1 Do Nothing Condition Results

Over the next ten years, there is a decrease average drop of 0.78 condition points, with no Capital intervention. The minimal drop in overall condition is related to the assumption of constant maintenance work completed on the gravel roads to maintain their current condition. Since Gravel roads make up the majority of the roads profile, the surface treated roads condition was modeled separately. The surface treated roads experienced a larger decrease in condition falling 2.56 condition points, bring the condition from Fair to Very Poor, over the ten years.





### **1.18 Scenario 2 – Maintain Current Condition**

The current overall condition of the Roads is 6.27 resulting in a condition category of Fair. It is expected with the regular ongoing maintenance of the Gravel roads that they will maintain their condition rating. As seen in Scenario 1, the surface treated roads will experience constant decline in condition without intervention. To maintain each surface types respective 2022 condition future forecasts for resurfacing interventions only have been modeled. The basis of the forecasted model was to estimate the number of km. by surface type, that required resurfacing each year to maintain the overall condition.

While more in-depth information is required to better estimate the full list of requirements to resurface the road, which would include the method (SST, DST, Mill and pave) and if resurfacing is applicable to the specific road. To implement a better maintain current condition level strategy, further considerations for a drop in condition to maximize the benefit of funding, and completion of entire roads based on priority.



# Asset Management Plan

Figure 7, shows resulting overall condition for all roads and for the surface treated roads, based on the level of investment provided.

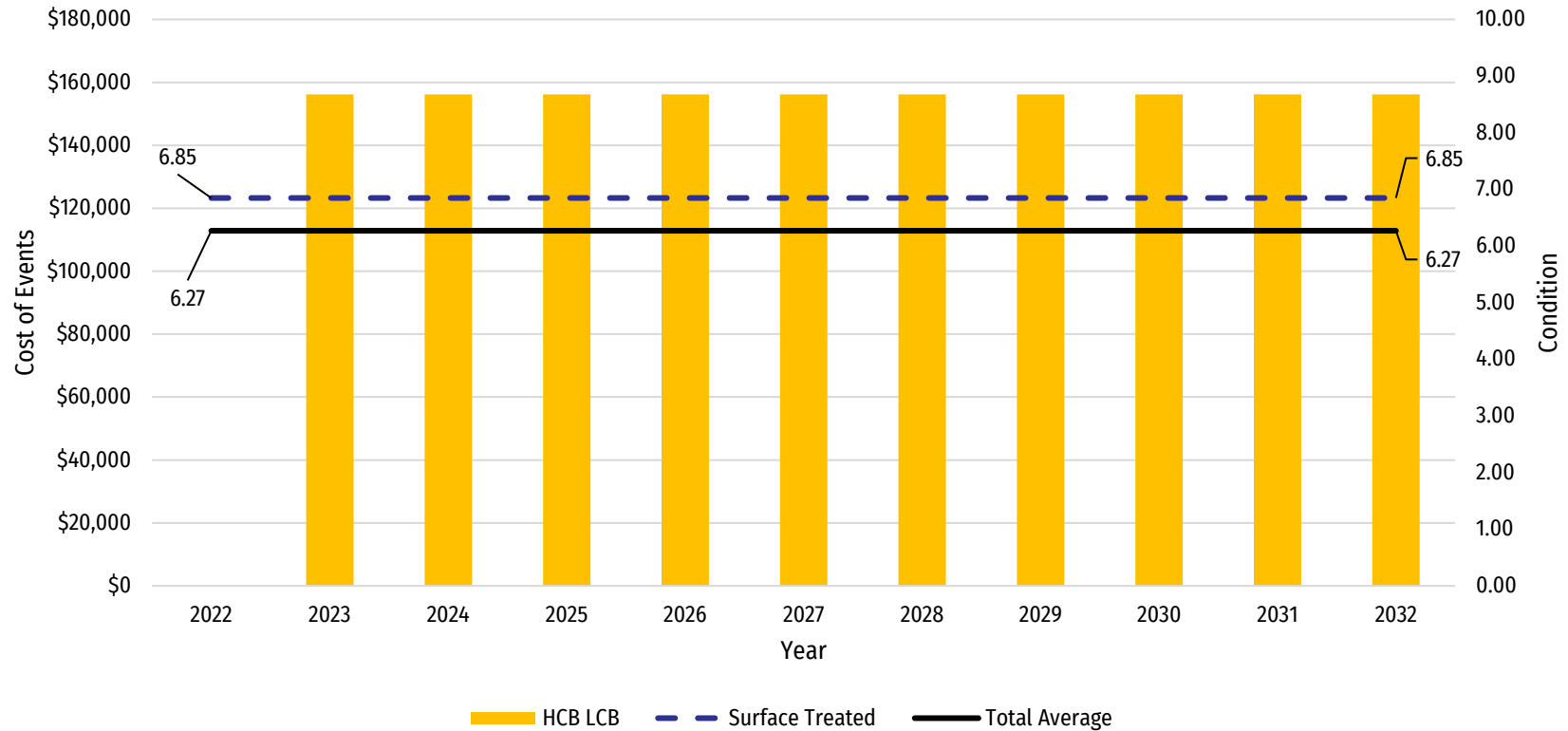


Figure 7: Maintain Current Level of Service Forecast



### 1.19 Scenario 3 – Follow LCM Event Triggers

Scenario 3 will use the forecasted work currently slated for 2023 and 2024, and additional actions that are based on forecasted condition of each of the road. These actions are based on their rehabilitation and reconstruction triggers marked at specific conditions. The event triggered are resurfacing and reconstruction events. It is assumed that resurfacing is applicable unless the condition has already fallen below the resurface trigger. Figure 8, shows the forecasted future spend and resulting condition year over year.

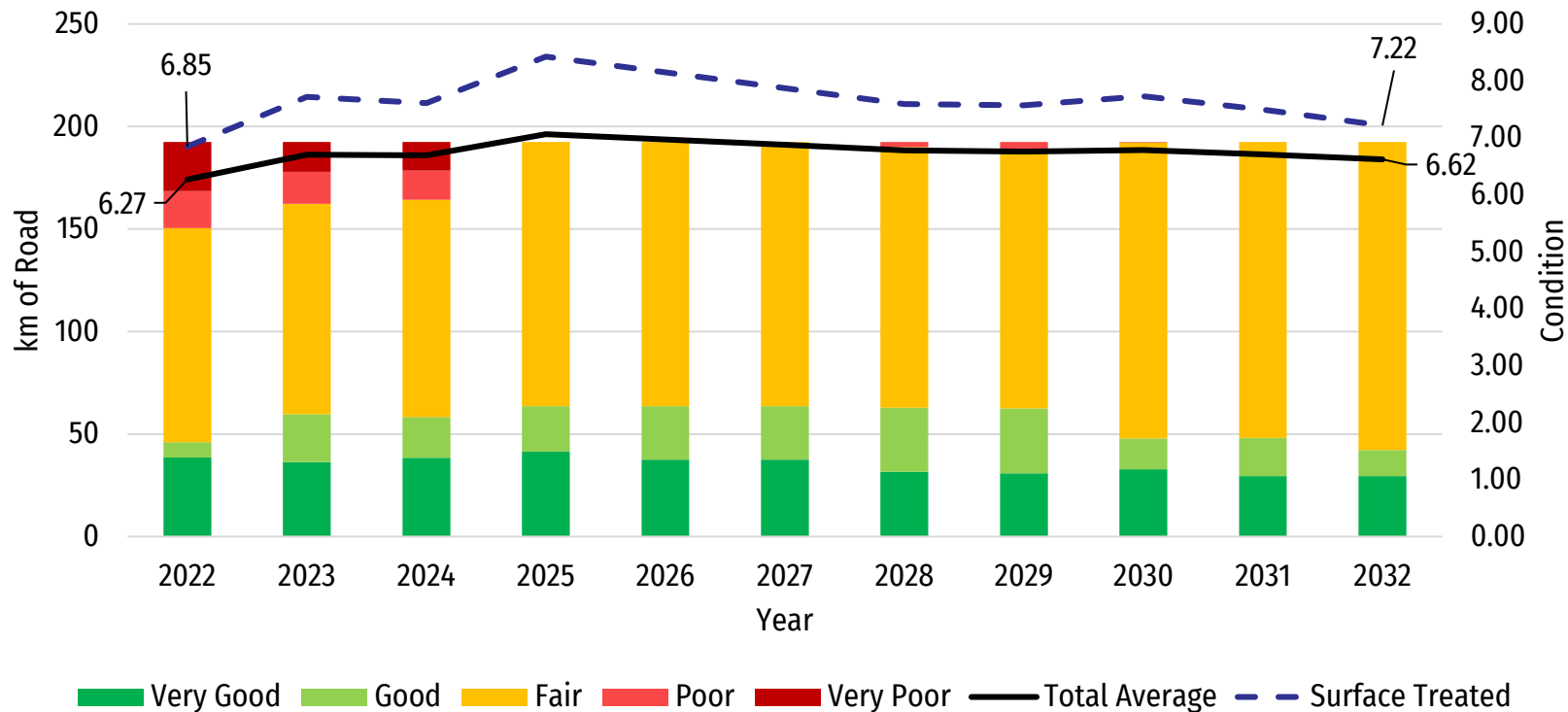


Figure 8: Forecasted LCM Triggered Events Summary

The forecasted estimates are based on the costing from the 2013 Road Needs Study inflated to 2022 dollars. Due to limited information regarding prior work completed on the LCB surface type roads for resurfacing it is assumed DST would be required. The DST is assumed as a conservative estimate as they DST treatment is more costly than the SST and the roads typically require



## Asset Management Plan

additional work (pothole filling, regrading) at the time a surface treatment is applied. The DST pricing assumption will also be inclusive of these activities. Figure 9 summarizes the year over year costing and the resulting conditions.

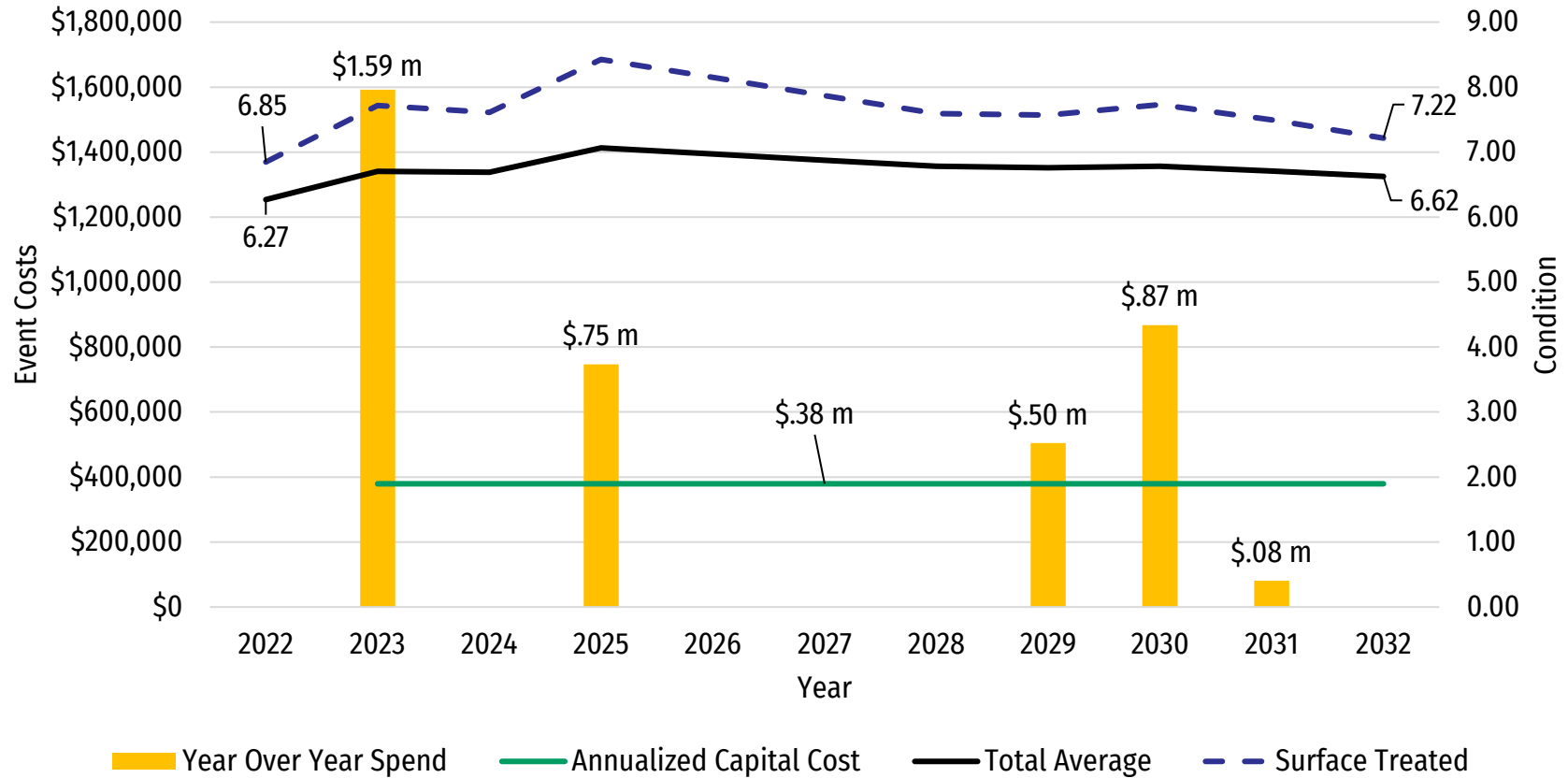


Figure 9: LCM triggered events and the resulting condition

## **1.20 Other Considerations**

Other Considerations refers to unscheduled or emergency maintenance items (i.e. road washouts, storm damage) that are not contemplated as part of scheduled maintenance works. Local staff and officials are likely to be the first responders to address these emergencies. These unscheduled items may result in an immediate decrease in service levels, and possibly health and safety consequences to service users. These items should be addressed as soon as possible.

Due to the inability to forecast these event they were left out of the scenarios provided. Costs for these items, while unplanned, can be managed using short term loans or financing from reserves.

## Improvement Plan

The AMP is meant to be monitored and improved upon year over year. Some suggestions for future considerations are document in Table 12.

Table 12: Future Improvement Road Map Activities

Area	Action	Reason
Condition	Updated Road Needs Study	Based on the recommendations from the 2013 Road Needs study work has been completed to improve the roads conditions. The recommendations were modified to work within the budgeting allotments available to the Township. Updated condition assessments would provide a more accurate representation of the current state of the assets,, and provide another data point to better track the rate of deterioration of each road.
Maintenance	On-going Ditching maintenance program	An on-going ditching program would benefit for regular maintenance clearing brushing within the ditch. As a result of clearing the ditching regularly the hydraulic capacity will remain at the design preventing the systems from backing up causing increase eroding and flooding of the roads.
Maintenance	Computerized Maintenance Management System (CMMS)	Formal tracking system of workorders, will provide further detail into the ongoing maintenance management practices. The CMMS could then be leveraged to ensure the optimal amount of maintenance is completed per year to maximize the road asset lifespan.

## Asset Management Plan

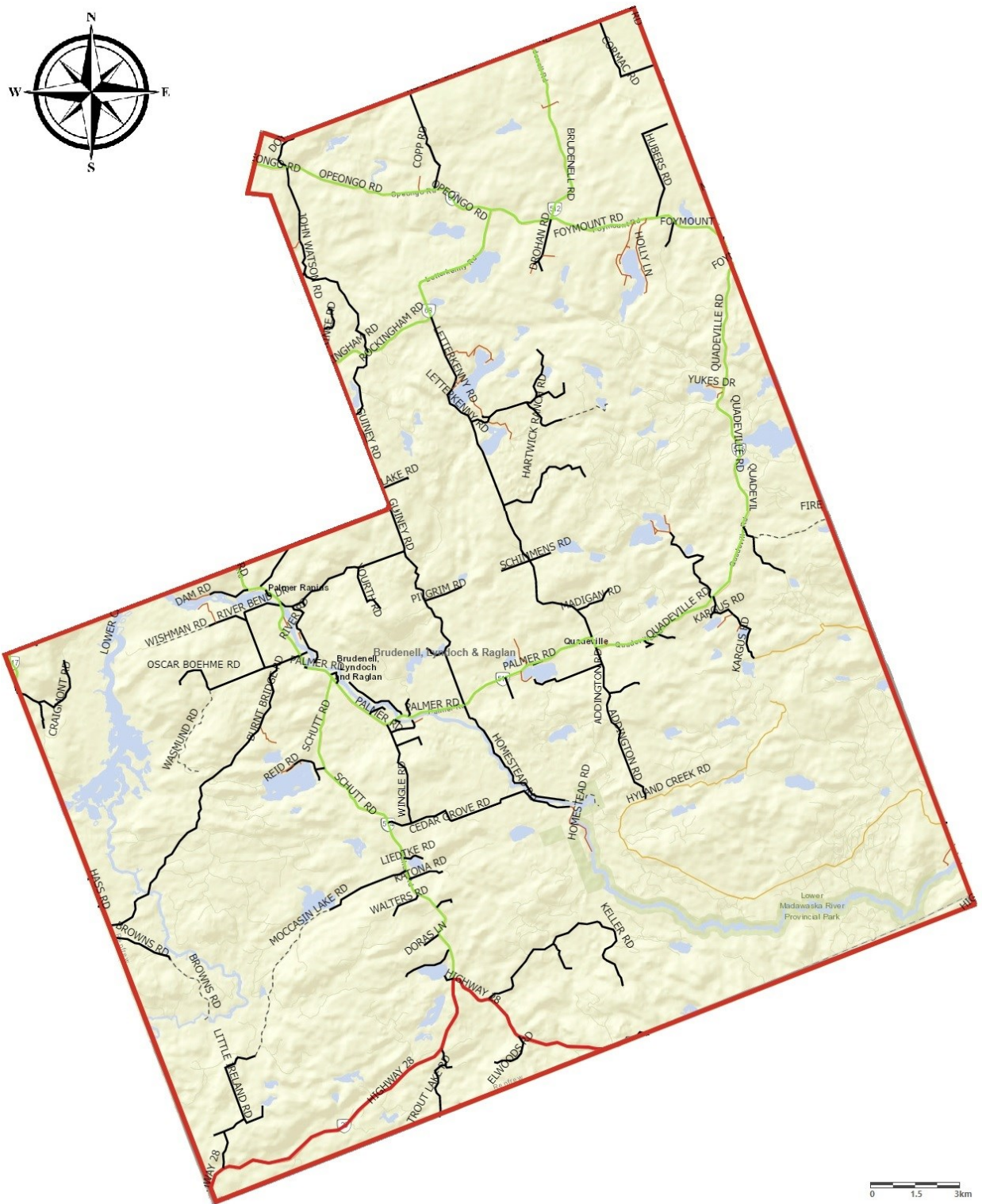
Asset Data	Consolidated Asset Register	Maintaining a consolidated Asset Register will help with future maintenance and iterations of the AMP. The asset register will allow for a complete picture of all of the municipality's assets and their respective replacement values. The asset register would also help with accounting of the PSAB 3150 Guidelines.
Expanded Levels of Service	Determine further levels of service	Additional levels of service will be beneficial to monitor to understand their impact on the public.
Risk Identification	Develop a Risk Matrix to be applied against assets	Understanding the amount of risk associated to each asset and the impact of the resulting interventions will help improved the prioritization of capital planning within the Township. Through categorizing the risk associated to the Township owned infrastructure will provide a better understanding of the Townships risk appetite. Additionally, through identifying the risk associated to their assets will help determine which assets are most critical.
On Going Monitoring	Monitor State of Infrastructure and Levels of Service each year	Monitoring the current state of infrastructure and the levels of service allow the Township to have a better understanding of the performance and capacity of their assets. On going monitoring will also help better influence capital planning initiatives.
AMP Update	Update the AMP to include non-core municipal assets	O.Reg.588/17 requires updates for the AMP to be more inclusive of asset classifications. The next deadline is from July 1 <sup>st</sup> , 2024 for non core municipal infrastructure and July 1 <sup>st</sup> 2025 for proposed levels of service for all municipal assets





**APPENDIX A**

# Asset Management Plan



## **APPENDIX B-Condition Information**



Table A 1: Roads Asset Inventory

SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	2009 RATING	2013 RATING	2022 CONDITION	2022 CONDITION RATINGS	CONDITION BASED AGE	2022 COST (BCPI INFLATED)
R1	Finnerty (Farm only)	GRAVEL	0.3	5.5	0-49	0	6	6	Fair	31	\$148,118
R2	High Crest Lane	GRAVEL	0.5	4	0-49	0	6	6	Fair	31	\$246,864
R002	Addington (Dump Road)	LCB	4.3	6	200-399	8	7	8	Good	7	\$2,670,478
R003	Addington	GRAVEL	0.8	5	50-199	3	3	3	Very Poor	0	\$394,982
R004	Axe Lake (1 home)	GRAVEL	0.855	6	0-49	7	7	6	Fair	31	\$422,137
R006	Brodofske (2 homes)	GRAVEL	0.3	6	0-49	6	6	6	Fair	31	\$148,118
R007	Browns (6 homes)	GRAVEL	2.863	6	0-49	5	7	6	Fair	31	\$1,413,543
R008	Bruceton	HCB	3.5	6.5	200-399	5	5	10	Very Good	2	\$3,260,468
R009	Bruceton	GRAVEL	1.1	7	0-49	7	8	10	Very Good	0	\$543,101
R010	Burnt Bridge	LCB	1.7	7	50-199	10	8	5	Poor	15	\$1,055,770
R011	Burnt Bridge	LCB	0.8	5	200-399	10	8	5	Poor	15	\$496,833
R012	Burnt Bridge	GRAVEL	11	5	0-49	7	7	6	Fair	31	\$5,431,007
R013	Cameron Lake	GRAVEL	2.692	5	0-49	7	7	6	Fair	31	\$1,329,116
R014	Cedar Grove	LCB	0.9	7	200-399	8	7	4	Very Poor	18	\$558,937
R015	Cedar Grove	GRAVEL	4	7	200-399	4	3	3	Very Poor	0	\$1,974,912
R016	Cedar Grove	GRAVEL	2.4	5	50-199	5	6	6	Fair	31	\$1,184,947
R017	Comerford (5 homes)	GRAVEL	1.103	6	0-49	8	6	6	Fair	31	\$544,582
R018	Copp	GRAVEL	3.58	5.5	0-49	6	6	10	Very Good	0	\$1,767,546
R019	Cormac	LCB	0.5	6	50-199	9	7	10	Very Good	1	\$310,521
R022	Craigmont	GRAVEL	4.222	5	0-49	7	7	6	Fair	31	\$2,084,519
R024	Dam	GRAVEL	1.5	6	0-49	5	7	6	Fair	31	\$740,592
R026	Davies	GRAVEL	0.505	5	0-49	5	5	5	Poor	38	\$249,333



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	2009 RATING	2013 RATING	2022 CONDITION	2022 CONDITION RATINGS	CONDITION BASED AGE	2022 COST (BCPI INFRLATED)
R027	Doras Lane	GRAVEL	0.405	5	0-49	8	7	6	Fair	31	\$199,960
R028	Doyle Mountain	GRAVEL	1.51	6	0-49	5	7	6	Fair	31	\$745,529
R029	Drohan	GRAVEL	1.924	5.5	50-199	7	8	7	Fair	24	\$949,933
R030	Elwoods	GRAVEL	1.322	6	0-49	6	7	6	Fair	31	\$652,708
R032	Eneas Creek	GRAVEL	0.5	5	0-49	6	6	6	Fair	31	\$246,864
R033	Fire Tower (1 home)	GRAVEL	2.86	4	0-49	5	4	4	Very Poor	45	\$1,412,062
R034	Four Seasons Park	GRAVEL	0.23	6	0-49	8	7	6	Fair	31	\$113,557
R035	Genricks	GRAVEL	1.85	7	50-199	7	7	6	Fair	31	\$913,397
R036	Gogolin	GRAVEL	1.131	6	0-49	7	7	6	Fair	31	\$558,406
R037	Grouse	GRAVEL	0.34	5.5	0-49	5	8	7	Fair	24	\$167,868
R038	Guiney Boundary	GRAVEL	2	7	50-199	7	7	6	Fair	31	\$987,456
R039	Guiney Boundary	GRAVEL	2.2	5	0-49	7	7	6	Fair	31	\$1,086,201
R040	Guiney Boundary	GRAVEL	2.2	5	0-49	7	7	6	Fair	31	\$1,086,201
R041	Guiney Boundary	GRAVEL	1	5	50-199	10	7	6	Fair	31	\$493,728
R042	Guiney Boundary	GRAVEL	6.6	5	50-199	7	7	6	Fair	31	\$3,258,604
R045	Hass	GRAVEL	0.9	7	0-49	7	8	7	Fair	24	\$444,355
R046	Heins	GRAVEL	0.586	5	0-49	6	5	5	Poor	38	\$289,325
R048	Helferty	HCB	0.7	5	0-49	6	3	1	Very Poor	39	\$652,094
R049	Homestead (Old Hwy)	HCB	0.4	6	0-49	4	4	2	Very Poor	34	\$372,625
R050	Homestead	GRAVEL	4.4	5	0-49	6	5	5	Poor	38	\$2,172,403
R051	Hubers (2 homes)	GRAVEL	1.5	5	0-49	7	6	6	Fair	31	\$740,592



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	2009 RATING	2013 RATING	2022 CONDITION	2022 CONDITION RATINGS	CONDITION BASED AGE	2022 COST (BCPI INFRLATED)
R054	Jeromes	GRAVEL	0.531	5	0-49	6	6	6	Fair	31	\$262,170
R055	Jessup	GRAVEL	0.454	5	0-49	6	5	5	Poor	38	\$224,152
R057	Jewelville (County culvert)	LCB	2.5	7	200-399	7	7	7	Good	8	\$1,552,604
R058	John Watson	GRAVEL	6.9	7	50-199	7	8	7	Fair	24	\$3,406,723
R061	Kargus (RE 73 County Bridge)	GRAVEL	5.3	5	50-199	5	5	5	Poor	38	\$2,616,758
R063	Katona	GRAVEL	1.303	5	0-49	6	6	6	Fair	31	\$643,328
R064	Kauffeldt	GRAVEL	1.2	5	0-49	5	5	5	Poor	38	\$592,474
R065	Kauffeldt	GRAVEL	0.5	5	0-49	10	7	6	Fair	31	\$246,864
R066	Keller	LCB	1.2	6.5	50-199	7	8	5	Poor	15	\$745,250
R066G	Keller	GRAVEL	2	8	50-199	7	8	10	Very Good	0	\$987,456
R067	Lacharity (2 homes)	GRAVEL	0.12	6	0-49	9	9	8	Good	17	\$59,247
R068	Lalande	GRAVEL	0.586	5	0-49	6	6	6	Fair	31	\$289,325
R069	Letterkenny	HCB	18.557	5	200-399	6	5	9	Very Good	5	\$17,286,999
R070	Lidtke	GRAVEL	0.451	5	0-49	5	6	6	Fair	31	\$222,671
R071	Lily Pad (Beach Road)	GRAVEL	0.299	4.5	0-49	5	5	5	Poor	38	\$147,625
R072	Little Ireland	LCB	0.7	6.5	200-399	5	3	9	Very Good	3	\$434,729
R073	Little Ireland	GRAVEL	4.60	7	50-199	7	7	6	Fair	31	\$2,271,149
R074	Log View	GRAVEL	0.82	5	0-49	6	7	6	Fair	31	\$403,376
R076	Lost Nation	GRAVEL	3.36	6	0-49	5	6	6	Fair	31	\$1,660,407
R077	Lower Rosenthal	GRAVEL	0.80	5	50-199	7	7	6	Fair	31	\$394,982
R078	Lower Rosenthal	GRAVEL	3.70	5	0-49	7	7	6	Fair	31	\$1,826,793
R079	Lyndoch Lake (Cottage Road, 3 homes)	GRAVEL	3.79	8	0-49	6	6	6	Fair	31	\$1,873,204
R080	Madigan (4 homes)	GRAVEL	0.99	5	0-49	5	6	6	Fair	31	\$488,791





SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	2009 RATING	2013 RATING	2022 CONDITION	2022 CONDITION RATINGS	CONDITION BASED AGE	2022 COST (BCPI INFLATED)
R081	Mantifel (3 homes)	HCB	0.14	5	0-49	6	7	5	Poor	22	\$125,761
R082	Moccasin Lake	LCB	1.70	6.5	50-199	3	5	2	Very Poor	24	\$1,055,770
R083	Moccasin Lake	GRAVEL	2.50	7	0-49	6	6	6	Fair	31	\$1,234,320
R084	Moccasin Lake	GRAVEL	5.00	5	0-49	3	3	3	Very Poor	0	\$2,468,640
R085	Nolan	GRAVEL	0.13	5	0-49	8	8	7	Fair	24	\$61,716
R087	Oscar Boehme	LCB	0.80	6	200-399	7	6	3	Very Poor	21	\$496,833
R088	Oscar Boehme	GRAVEL	1.40	5	50-199	6	6	6	Fair	31	\$691,219
R089	Oscar Boehme	GRAVEL	1.70	6	0-49	6	6	6	Fair	31	\$839,338
R090	Pilgrim (County Bridge)	GRAVEL	1.39	6	0-49	0	7	6	Fair	31	\$685,788
R092	Raglan White Lake	LCB	0.40	6	50-199	5	7	8	Good	6	\$248,417
R093	Raglan White Lake	GRAVEL	1.07	5	0-49	7	7	6	Fair	31	\$528,289
R094	Red Pine Drive	GRAVEL	0.27	5	0-49	7	7	6	Fair	31	\$131,825
R095	Regan	GRAVEL	0.97	5	0-49	5	5	5	Poor	38	\$479,410
R096	River Road (Commercial uses)	HCB	0.49	6	200-399	5	4	2	Very Poor	34	\$456,465
R096A	River Road	HCB	2.00	6	200-399			2	Very Poor	34	\$1,863,124
R099	River Bend Drive	LCB	2.80	5	200-399	8	7	9	Very Good	2	\$1,738,916
R099A	River Bend Drive	HCB	0.50	5	200-399			5	Poor	22	\$465,781
R100	Rocheftort	GRAVEL	4.50	5.5	0-49	7	7	10	Very Good	0	\$2,221,776
R103	Sacred Heart	GRAVEL	2.49	5	0-49	7	6	6	Fair	31	\$1,227,408
R104	Schimmens	GRAVEL	1.00	5.5	0-49	7	6	6	Fair	31	\$493,728
R105	Schimmens (6-7 homes)	GRAVEL	0.70	5.5	0-49	7	6	6	Fair	31	\$345,610



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	2009 RATING	2013 RATING	2022 CONDITION	2022 CONDITION RATINGS	CONDITION BASED AGE	2022 COST (BCPI INFLATED)
R106	Schroeder	HCB	0.10	5	50-199	5	4	2	Very Poor	34	\$93,156
R109	Soble	HCB	0.17	5	0-49	8	8	6	Fair	18	\$161,160
R110	Spence	GRAVEL	0.15	5	0-49	6	7	6	Fair	31	\$72,578
R111	Tennant (1-2 homes)	GRAVEL	0.41	5	0-49	0	6	6	Fair	31	\$203,416
R112	Trout Lake (Quarry Road)	GRAVEL	0.60	5	200-399	6	4	4	Very Poor	45	\$296,237
R113	Trout Lake (1 home)	GRAVEL	1.40	5	0-49	6	6	6	Fair	31	\$691,219
R114	Walters	GRAVEL	0.92	8	0-49	7	6	6	Fair	31	\$452,255
R115	Wannamaker	GRAVEL	0.78	7	0-49	8	8	7	Fair	24	\$384,614
R116	Wasmund	GRAVEL	0.10	5	0-49	5	5	5	Poor	38	\$49,373
R117	Watts (1 home)	GRAVEL	0.41	5	0-49	5	6	10	Very Good	0	\$200,454
R118	Welks	GRAVEL	1.80	5	0-49	6	6	6	Fair	31	\$888,710
R119	Wingle	LCB	2.10	6.5	200-399	5	4	1	Very Poor	27	\$1,304,187
R119A	Wingle	HCB	1.50	6.5	200-399			2	Very Poor	34	\$1,397,343
R120	Wishman	GRAVEL	1.45	7	0-49	8	8	7	Fair	24	\$715,906
R121	Yourth	GRAVEL	0.90	5	0-49	7	7	6	Fair	31	\$444,355
R122	Yourth (2 homes)	GRAVEL	0.35	6.5	0-49	3	6	6	Fair	31	\$172,805
R125	Sully	GRAVEL	1.00		0-49			10	Very Good	0	\$493,728
R126	Hartwick	GRAVEL	1.80	6	0-49	5	6	6	Fair	31	\$888,710
<b>Total</b>											<b>\$109,927,708</b>



## **APPENDIX C – Scenarios**



**Do- Nothing**

Table A 2: Do Nothing Scenario Forecasted Condition

SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R1	Finnerty (Farm only)	GRAVEL	0.3	5.5	0-49	6	6	6	6	6	6	6	6	6	6	6
R2	High Crest Lane	GRAVEL	0.5	4	0-49	6	6	6	6	6	6	6	6	6	6	6
R002	Addington (Dump Road)	LCB	4.3	6	200-399	7.69	7.36	7.03	6.7	6.37	6.04	5.71	5.38	5.05	4.72	4.39
R003	Addington	GRAVEL	0.8	5	50-199	3	3	3	3	3	3	3	3	3	3	3
R004	Axe Lake (1 home)	GRAVEL	0.855	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R006	Brodofske (2 homes)	GRAVEL	0.3	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R007	Browns (6 homes)	GRAVEL	2.863	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R008	Bruceton	LCB	3.5	6.5	200-399	9.52	9.28	9.04	8.8	8.56	8.32	8.08	7.84	7.6	7.36	7.12
R009	Bruceton	GRAVEL	1.1	7	0-49	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R010	Burnt Bridge	LCB	1.7	7	50-199	5.03	4.7	4.37	4.04	3.71	3.38	3.05	2.72	2.39	2.06	1.73
R011	Burnt Bridge	LCB	0.8	5	200-399	5.03	4.7	4.37	4.04	3.71	3.38	3.05	2.72	2.39	2.06	1.73
R012	Burnt Bridge	GRAVEL	11	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R013	Cameron Lake	GRAVEL	2.692	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R014	Cedar Grove	LCB	0.9	7	200-399	4.03	3.7	3.37	3.04	2.71	2.38	2.05	1.72	1.39	1.06	0.73
R015	Cedar Grove	GRAVEL	4	7	200-399	3	3	3	3	3	3	3	3	3	3	3
R016	Cedar Grove	GRAVEL	2.4	5	50-199	6	6	6	6	6	6	6	6	6	6	6
R017	Comerford (5 homes)	GRAVEL	1.103	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R018	Copp	GRAVEL	3.58	5.5	0-49	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R019	Cormac	LCB	0.5	6	50-199	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.7	6.37
R022	Craigmont	GRAVEL	4.222	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R024	Dam	GRAVEL	1.5	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R026	Davies	GRAVEL	0.505	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R027	Doras Lane	GRAVEL	0.405	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R028	Doyle Mountain	GRAVEL	1.51	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R029	Drohan	GRAVEL	1.924	5.5	50-199	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R030	Elwoods	GRAVEL	1.322	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R032	Eneas Creek	GRAVEL	0.5	5	0-49	6	6	6	6	6	6	6	6	6	6	6



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R033	Fire Tower (1 home)	GRAVEL	2.86	4	0-49	4	4	4	4	4	4	4	4	4	4	4
R034	Four Seasons Park	GRAVEL	0.23	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R035	Genricks	GRAVEL	1.85	7	50-199	6	6	6	6	6	6	6	6	6	6	6
R036	Gogolin	GRAVEL	1.131	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R037	Grouse	GRAVEL	0.34	5.5	0-49	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R038	Guiney Boundary	GRAVEL	2	7	50-199	6	6	6	6	6	6	6	6	6	6	6
R039	Guiney Boundary	GRAVEL	2.2	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R040	Guiney Boundary	GRAVEL	2.2	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R041	Guiney Boundary	GRAVEL	1	5	50-199	6	6	6	6	6	6	6	6	6	6	6
R042	Guiney Boundary	GRAVEL	6.6	5	50-199	6	6	6	6	6	6	6	6	6	6	6
R045	Hass	GRAVEL	0.9	7	0-49	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R046	Heins	GRAVEL	0.586	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R048	Helferty	HCB	0.7	5	0-49	0.84	0.6	0.36	0.12	0	0	0	0	0	0	0
R049	Homestead (Old Hwy)	HCB	0.4	6	0-49	1.84	1.6	1.36	1.12	0.88	0.64	0.4	0.16	0	0	0
R050	Homestead	GRAVEL	4.4	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R051	Hubers (2 homes)	GRAVEL	1.5	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R054	Jeromes	GRAVEL	0.531	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R055	Jessup	GRAVEL	0.454	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R057	Jewelville (County culvert)	LCB	2.5	7	200-399	7.36	7.03	6.7	6.37	6.04	5.71	5.38	5.05	4.72	4.39	4.06
R058	John Watson	GRAVEL	6.9	7	50-199	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R061	Kargus (RE 73 County Bridge)	GRAVEL	5.3	5	50-199	5	5	5	5	5	5	5	5	5	5	5
R063	Katona	GRAVEL	1.303	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R064	Kauffeldt	GRAVEL	1.2	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R065	Kauffeldt	GRAVEL	0.5	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R066	Keller	LCB	1.2	6.5	50-199	5.03	4.7	4.37	4.04	3.71	3.38	3.05	2.72	2.39	2.06	1.73
R066G	Keller	GRAVEL	2	8	50-199	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R067	Lacharity (2 homes)	GRAVEL	0.12	6	0-49	7.83	7.7	7.57	7.44	7.31	7.18	7.05	6.92	6.79	6.66	6.53
R068	Lalande	GRAVEL	0.586	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R069	Letterkenny	HCB	18.557	5	200-399	8.8	8.56	8.32	8.08	7.84	7.6	7.36	7.12	6.88	6.64	6.4



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R070	Lidtke	GRAVEL	0.451	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R071	Lily Pad (Beach Road)	GRAVEL	0.299	4.5	0-49	5	5	5	5	5	5	5	5	5	5	5
R072	Little Ireland	LCB	0.7	6.5	200-399	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.7	6.37	6.04	5.71
R073	Little Ireland	GRAVEL	4.60	7	50-199	6	6	6	6	6	6	6	6	6	6	6
R074	Log View	GRAVEL	0.82	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R076	Lost Nation	GRAVEL	3.36	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R077	Lower Rosenthal	GRAVEL	0.80	5	50-199	6	6	6	6	6	6	6	6	6	6	6
R078	Lower Rosenthal	GRAVEL	3.70	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R079	Lyndoch Lake (Cottage Road, 3 homes)	GRAVEL	3.79	8	0-49	6	6	6	6	6	6	6	6	6	6	6
R080	Madigan (4 homes)	GRAVEL	0.99	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R081	Mantifel (3 homes)	HCB	0.14	5	0-49	4.84	4.6	4.36	4.12	3.88	3.64	3.4	3.16	2.92	2.68	2.44
R082	Moccasin Lake	LCB	1.70	6.5	50-199	2.03	1.7	1.37	1.04	0.71	0.38	0.05	0	0	0	0
R083	Moccasin Lake	GRAVEL	2.50	7	0-49	6	6	6	6	6	6	6	6	6	6	6
R084	Moccasin Lake	GRAVEL	5.00	5	0-49	3	3	3	3	3	3	3	3	3	3	3
R085	Nolan	GRAVEL	0.13	5	0-49	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R087	Oscar Boehme	LCB	0.80	6	200-399	3.03	2.7	2.37	2.04	1.71	1.38	1.05	0.72	0.39	0.06	0
R088	Oscar Boehme	GRAVEL	1.40	5	50-199	6	6	6	6	6	6	6	6	6	6	6
R089	Oscar Boehme	GRAVEL	1.70	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R090	Pilgrim (County Bridge)	GRAVEL	1.39	6	0-49	6	6	6	6	6	6	6	6	6	6	6
R092	Raglan White Lake	LCB	0.40	6	50-199	8.02	7.69	7.36	7.03	6.7	6.37	6.04	5.71	5.38	5.05	4.72
R093	Raglan White Lake	GRAVEL	1.07	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R094	Red Pine Drive	GRAVEL	0.27	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R095	Regan	GRAVEL	0.97	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R096	River Road (Commercial uses)	HCB	0.49	6	200-399	1.84	1.6	1.36	1.12	0.88	0.64	0.4	0.16	0	0	0
R096A	River Road	HCB	2.00	6	200-399	1.84	1.6	1.36	1.12	0.88	0.64	0.4	0.16	0	0	0
R099	River Bend Drive	LCB	2.80	5	200-399	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.7	6.37	6.04
R099A	River Bend Drive	HCB	0.50	5	200-399	4.84	4.6	4.36	4.12	3.88	3.64	3.4	3.16	2.92	2.68	2.44



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R100	Rochefort	GRAVEL	4.50	5.5	0-49	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R103	Sacred Heart	GRAVEL	2.49	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R104	Schimmens	GRAVEL	1.00	5.5	0-49	6	6	6	6	6	6	6	6	6	6	6
R105	Schimmens (6-7 homes)	GRAVEL	0.70	5.5	0-49	6	6	6	6	6	6	6	6	6	6	6
R106	Schroeder	HCB	0.10	5	50-199	1.84	1.6	1.36	1.12	0.88	0.64	0.4	0.16	0	0	0
R109	Soble	HCB	0.17	5	0-49	5.84	5.6	5.36	5.12	4.88	4.64	4.4	4.16	3.92	3.68	3.44
R110	Spence	GRAVEL	0.15	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R111	Tennant (1-2 homes)	GRAVEL	0.41	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R112	Trout Lake (Quarry Road)	GRAVEL	0.60	5	200-399	4	4	4	4	4	4	4	4	4	4	4
R113	Trout Lake (1 home)	GRAVEL	1.40	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R114	Walters	GRAVEL	0.92	8	0-49	6	6	6	6	6	6	6	6	6	6	6
R115	Wannamaker	GRAVEL	0.78	7	0-49	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R116	Wasmund	GRAVEL	0.10	5	0-49	5	5	5	5	5	5	5	5	5	5	5
R117	Watts (1 home)	GRAVEL	0.41	5	0-49	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R118	Welks	GRAVEL	1.80	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R119	Wingle	LCB	2.10	6.5	200-399	1.03	0.7	0.37	0.04	0	0	0	0	0	0	0
R119A	Wingle	HCB	1.50	6.5	200-399	1.84	1.6	1.36	1.12	0.88	0.64	0.4	0.16	0	0	0
R120	Wishman	GRAVEL	1.45	7	0-49	6.83	6.7	6.57	6.44	6.31	6.18	6.05	5.92	6	6	6
R121	Yourth	GRAVEL	0.90	5	0-49	6	6	6	6	6	6	6	6	6	6	6
R122	Yourth (2 homes)	GRAVEL	0.35	6.5	0-49	6	6	6	6	6	6	6	6	6	6	6
R125	Sully	GRAVEL	1.00		0-49	10	9.87	9.74	9.61	9.48	9.35	9.22	9.09	8.96	8.83	8.7
R126	Hartwick	GRAVEL	1.80	6	0-49	6	6	6	6	6	6	6	6	6	6	6



Table A 3: Do Nothing Average Conditions

Surface Type	Average Condition										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
GRAVEL	6.07	6.05	6.03	6.01	5.98	5.96	5.94	5.92	5.91	5.90	5.89
Surface Treated	6.85	6.57	6.29	6.01	5.75	5.49	5.23	4.98	4.74	4.51	4.29
<b>Total</b>	6.27	6.18	6.10	6.01	5.93	5.84	5.76	5.68	5.62	5.55	5.49



### Maintain Current Levels of Service

Table A 4: Year over Year Average Condition Difference

Surface Type	Condition Difference		
	2022	2023	Difference
HCB	7.47	7.23	-0.24
LCB	5.99	5.66	-0.30

Table A 5: km Required for Resurfacing by Surface Type

Surface Type	Adjustment km										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
HCB	-	0.67332	0.67332	0.67332	0.67332	0.67332	0.67332	0.67332	0.67332	0.67332	0.67332
LCB	-	0.6732	0.6732	0.6732	0.6732	0.6732	0.6732	0.6732	0.6732	0.6732	0.6732
Total	-	1.34652	1.34652	1.34652	1.34652	1.34652	1.34652	1.34652	1.34652	1.34652	1.34652

Table A 6: Resulting Condition after Adjustments

Surface Type	Resulting Condition										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
GRAVEL	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.07	6.07
HCB	7.47	7.47	7.47	7.47	7.47	7.47	7.47	7.47	7.47	7.47	7.47
LCB	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99	5.99
Total Average	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27	6.27
Surface Treated Average	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85	6.85



Table A 7: Resulting Cost of Resurfacing based on Adjusted km

Surface Type	Cost of Requirements										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
HCB	-	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66	\$135,877.66
LCB	-	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96	\$20,283.96
Total	-	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62	\$156,161.62





## Event Triggered Activities

Table A 8: Event Triggered Activities Condition Forecast

SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R1	Finnerty (Farm only)	GRAVEL	0.3	5.5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R2	High Crest Lane	GRAVEL	0.5	4	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R002	Addington (Dump Road)	LCB	4.3	6	200-399	7.69	7.36	7.03	6.70	6.37	6.04	5.71	5.38	10.00	9.67	9.34
R003	Addington	GRAVEL	0.8	5	50-199	3.00	3.00	3.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R004	Axe Lake (1 home)	GRAVEL	0.855	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R006	Brodofske (2 homes)	GRAVEL	0.3	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R007	Browns (6 homes)	GRAVEL	2.863	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R008	Bruceton	HCB	3.5	6.5	200-399	9.52	9.28	9.04	8.80	8.56	8.32	8.08	7.84	7.60	7.36	7.12
R009	Bruceton	GRAVEL	1.1	7	0-49	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R010	Burnt Bridge	LCB	1.7	7	50-199	5.03	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03
R011	Burnt Bridge	LCB	0.8	5	200-399	5.03	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03
R012	Burnt Bridge	GRAVEL	11	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R013	Cameron Lake	GRAVEL	2.692	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R014	Cedar Grove	LCB	0.9	7	200-399	4.03	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03
R015	Cedar Grove	GRAVEL	4	7	200-399	3.00	10.00	9.87	9.74	9.60	9.47	9.34	9.20	9.07	8.94	8.80
R016	Cedar Grove	GRAVEL	2.4	5	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R017	Comerford (5 homes)	GRAVEL	1.103	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R018	Copp	GRAVEL	3.58	5.5	0-49	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R019	Cormac	LCB	0.5	6	50-199	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.70	6.37
R022	Craigmont	GRAVEL	4.222	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R024	Dam	GRAVEL	1.5	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R026	Davies	GRAVEL	0.505	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R027	Doras Lane	GRAVEL	0.405	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R028	Doyle Mountain	GRAVEL	1.51	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R029	Drohan	GRAVEL	1.924	5.5	50-199	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R030	Elwoods	GRAVEL	1.322	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R032	Eneas Creek	GRAVEL	0.5	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R033	Fire Tower (1 home)	GRAVEL	2.86	4	0-49	4.00	4.00	4.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R034	Four Seasons Park	GRAVEL	0.23	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R035	Genricks	GRAVEL	1.85	7	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R036	Gogolin	GRAVEL	1.131	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R037	Grouse	GRAVEL	0.34	5.5	0-49	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R038	Guiney Boundary	GRAVEL	2	7	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R039	Guiney Boundary	GRAVEL	2.2	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R040	Guiney Boundary	GRAVEL	2.2	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R041	Guiney Boundary	GRAVEL	1	5	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R042	Guiney Boundary	GRAVEL	6.6	5	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R045	Hass	GRAVEL	0.9	7	0-49	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R046	Heins	GRAVEL	0.586	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R048	Helferty	HCB	0.7	5	0-49	0.84	0.60	0.36	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32
R049	Homestead (Old Hwy)	HCB	0.4	6	0-49	1.84	1.60	1.36	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32
R050	Homestead	GRAVEL	4.4	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R051	Hubers (2 homes)	GRAVEL	1.5	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R054	Jeromes	GRAVEL	0.531	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R055	Jessup	GRAVEL	0.454	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R057	Jewelville (County culvert)	LCB	2.5	7	200-399	7.36	7.03	6.70	6.37	6.04	5.71	5.38	10.00	9.67	9.34	9.01
R058	John Watson	GRAVEL	6.9	7	50-199	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R061	Kargus (RE 73 County Bridge)	GRAVEL	5.3	5	50-199	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R063	Katona	GRAVEL	1.303	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R064	Kauffeldt	GRAVEL	1.2	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R065	Kauffeldt	GRAVEL	0.5	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R066	Keller	LCB	1.2	6.5	50-199	5.03	4.70	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36
R066G	Keller	GRAVEL	2	8	50-199	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R067	Lacharity (2 homes)	GRAVEL	0.12	6	0-49	7.83	7.70	7.57	7.44	7.30	7.17	7.04	6.90	6.77	6.64	6.50
R068	Lalande	GRAVEL	0.586	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R069	Letterkenny	HCB	18.557	5	200-399	8.80	8.56	8.32	8.08	7.84	7.60	7.36	7.12	6.88	6.64	6.40
R070	Lidtke	GRAVEL	0.451	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00



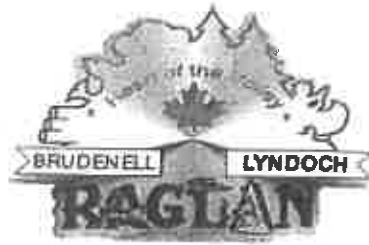
SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R071	Lily Pad (Beach Road)	GRAVEL	0.299	4.5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R072	Little Ireland	LCB	0.7	6.5	200-399	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.70	6.37	6.04	5.71
R073	Little Ireland	GRAVEL	4.60	7	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R074	Log View	GRAVEL	0.82	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R076	Lost Nation	GRAVEL	3.36	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R077	Lower Rosenthal	GRAVEL	0.80	5	50-199	6.00	6.00	10.00	9.87	9.73	9.60	9.47	9.33	9.20	9.07	8.93
R078	Lower Rosenthal	GRAVEL	3.70	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R079	Lyndoch Lake (Cottage Road, 3 homes)	GRAVEL	3.79	8	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R080	Madigan (4 homes)	GRAVEL	0.99	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R081	Mantifel (3 homes)	HCB	0.14	5	0-49	4.84	4.60	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32	8.08
R082	Moccasin Lake	LCB	1.70	6.5	50-199	2.03	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03
R083	Moccasin Lake	GRAVEL	2.50	7	0-49	6.00	10.00	9.87	9.74	9.60	9.47	9.34	9.20	9.07	8.94	8.80
R084	Moccasin Lake	GRAVEL	5.00	5	0-49	3.00	3.00	3.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R085	Nolan	GRAVEL	0.13	5	0-49	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R087	Oscar Boehme	LCB	0.80	6	200-399	3.03	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03
R088	Oscar Boehme	GRAVEL	1.40	5	50-199	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R089	Oscar Boehme	GRAVEL	1.70	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R090	Pilgrim (County Bridge)	GRAVEL	1.39	6	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R092	Raglan White Lake	LCB	0.40	6	50-199	8.02	7.69	7.36	7.03	6.70	6.37	6.04	5.71	5.38	10.00	9.67
R093	Raglan White Lake	GRAVEL	1.07	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R094	Red Pine Drive	GRAVEL	0.27	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R095	Regan	GRAVEL	0.97	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R096	River Road (Commercial uses)	HCB	0.49	6	200-399	1.84	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32	8.08	7.84
R096A	River Road	HCB	2.00	6	200-399	1.84	1.60	1.36	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32
R099	River Bend Drive	LCB	2.80	5	200-399	9.34	9.01	8.68	8.35	8.02	7.69	7.36	7.03	6.70	6.37	6.04
R099A	River Bend Drive	HCB	0.50	5	200-399	4.84	4.60	4.36	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32
R100	Rochefort	GRAVEL	4.50	5.5	0-49	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R103	Sacred Heart	GRAVEL	2.49	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R104	Schimmens	GRAVEL	1.00	5.5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00



SECTID	DESCRIPTION	SURFACE TYPE	LENGTH (KM)	SURFACE WIDTH (m)	TRAFFIC (AADT)	CONDITION										
						2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
R105	Schimmens (6-7 homes)	GRAVEL	0.70	5.5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R106	Schroeder	HCB	0.10	5	50-199	1.84	1.60	1.36	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32
R109	Soble	HCB	0.17	5	0-49	5.84	5.60	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32	8.08
R110	Spence	GRAVEL	0.15	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R111	Tennant (1-2 homes)	GRAVEL	0.41	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R112	Trout Lake (Quarry Road)	GRAVEL	0.60	5	200-399	4.00	4.00	10.00	9.87	9.73	9.60	9.47	9.33	9.20	9.07	8.93
R113	Trout Lake (1 home)	GRAVEL	1.40	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R114	Walters	GRAVEL	0.92	8	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R115	Wannamaker	GRAVEL	0.78	7	0-49	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R116	Wasmund	GRAVEL	0.10	5	0-49	5.00	5.00	5.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R117	Watts (1 home)	GRAVEL	0.41	5	0-49	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R118	Welks	GRAVEL	1.80	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R119	Wingle	LCB	2.10	6.5	200-399	1.03	0.70	0.37	10.00	9.67	9.34	9.01	8.68	8.35	8.02	7.69
R119A	Wingle	HCB	1.50	6.5	200-399	1.84	10.00	9.76	9.52	9.28	9.04	8.80	8.56	8.32	8.08	7.84
R120	Wishman	GRAVEL	1.45	7	0-49	6.83	6.70	6.57	6.44	6.30	6.17	6.04	6.00	6.00	6.00	6.00
R121	Yourth	GRAVEL	0.90	5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R122	Yourth (2 homes)	GRAVEL	0.35	6.5	0-49	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00	6.00
R125	Sully	GRAVEL	1.00		0-49	10.00	9.87	9.74	9.61	9.47	9.34	9.21	9.07	8.94	8.81	8.67
R126	Hartwick	GRAVEL	1.80	6	0-49	6.00	10.00	9.87	9.74	9.60	9.47	9.34	9.20	9.07	8.94	8.80

Table A 9: Events Triggered Activities Resulting Condition

Surface Type	Resulting Condition										
	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
GRAVEL	6.19	6.12	6.05	5.98	5.91	5.84	5.77	5.70	6.07	6.37	6.38
Surface Treated	5.45	5.50	5.26	7.26	6.98	6.83	7.35	7.13	6.85	7.72	7.61
Total Average	6.00	5.96	5.85	6.30	6.18	6.09	6.17	6.06	6.27	6.71	6.69



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

**Council or Committee Meeting**

Regular Meeting

**Date of Meeting**

April 5, 2023

**Name of Individual**

Ronnie W. Keller

**Topic or Nature of Item:**

Seeking Permission for an insured company hired  
and paid for personally by my self to do repairs on  
a concession road between lot 30, Concession 5  
and lot 31, Concession 5. This would be to restore  
access to my personal property. (Approx. 100 yards)  
The company will be determined upon permission to repair  
concession noted above

Ronnie Keller

**Signature** 613-312-2678

**Date:** March 13, 2023







### Legend

#### Property Parcels

#### Roads

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

#### World Street Map

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

### Notes

Enter description of the map

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. The County of Renfrew shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

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458.6 229.31 458.6 Meters



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

**BY-LAW 2023-19**

**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:



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## 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;
  - a) Council Members consider and debate matters recommended by their volunteer committees.
  - b) 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.
  - c) 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) **“Electronic Participation”** means a participation by a Member using both audio and video technology as to be able to confirm the Member’s presence and participation in the meeting.
- (r) **“Head of Council”** the Mayor;
- (s) **“Holiday”** means:
  - a) those holidays listed in the Legislation Act, 2006, with the exception of Sundays
  - b) any day as set out in a resolution or by-law passed by Council;
- (t) **“Improper Conduct”** the open disregard of the rulings of the Chair and the rules and conduct outlined in this Procedural By-law;
- (u) **“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;
- (v) **“Majority”** more than fifty percent (50%) of the members present at a meeting;
- (w) **“M.F.I.P.A.”** Municipal Freedom of Information and Protection of Privacy Act; R.S.O. 1990;
- (x) **“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*;

- (y) **“Member”** a Member of Council, Local Board or Committee;
- (z) **“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;
- (aa) **“Municipal Act”** the *Municipal Act, 2001* as may be amended from time to time;
- (ab) **“Municipality”** the Corporation of the Township of Brudenell, Lyndoch and Raglan;
- (ac) **“Notice of Motion”** advance written notice to Members, regarding a matter on which Council will be asked to take a position;
- (ad) **“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;
- (ae) **“Pecuniary Interest”** a direct or indirect pecuniary interest of a Member, as defined in the Municipal Conflict of Interest Act, R.S.O.;
- (af) **“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;
- (ag) **“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;
- (ah) **“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;
- (ai) **“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;
- (aj) **“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;
- (ak) **“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;

- (al) **“Resolution”** a Motion that has been approved by Council;
- (am) **“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;
- (an) **“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 A Meeting may be cancelled by the Mayor or designate, in consultation with the Clerk in the following instances:
  - a) By Council Resolution;
  - b) Quorum cannot be achieved;
  - c) The Meeting is no longer required;
  - d) In the event of an unforeseen, significant event.

An unforeseen, significant event includes but is not limited to, the following;

- a) Safety concerns for participants in the Meeting, including Members and Members of the Public (snow storm, closing of highway etc.)
- b) Loss of heat/electricity or water;
- c) Clerk/Deputy Clerks ability to attend;
- d) A state of emergency;
- e) The inability of a required participant to attend; and/or
- f) The Meeting becomes redundant.

The Clerk will attempt to notify all Members, and the appropriate staff about the cancelled Meeting in the most expedient manner available and as soon as possible. The Clerk shall make a reasonable effort to advertise to the public that the Meeting has been cancelled.

- 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 may, 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 10:00 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 calling of 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 Electronic Participation of Members**

- 3.6.1 The Head of Council may allow for a meeting to be held exclusively via electronic participation in the event of an emergency, pandemic, significant weather-related event or other circumstances
- 3.6.2 Notwithstanding a Member with prior approval of the Head of Council, may participate electronically in any meeting, with access to both audio and video, and be counted in determining whether a quorum of members is present at any point in time.
- 3.6.3 Notwithstanding a Member may appeal to Council the Head of Council's decision regarding electronic participation. If such appeal occurs, Council will make a decision regarding the appeal and Council's decision will be a final determination of the matter.
- 3.6.4 Committee meetings may be held electronically at the determination of the Chair. For any Committee meetings, the procedure, as set out above, shall apply should an individual member of a Committee wish to participate electronically
- 3.6.5 If a Council meeting is being held solely using electronic participation or at which time public attendance in the Council Chambers is prohibited or restricted, the open council meeting shall be presented for public viewing through webcasting technology.

### **3.7 Closed Meetings:**

- 3.7.1 Except as provided in section 239 (2) and (3) of the Municipal Act, all meetings shall be open to the public.
- 3.7.2 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.
- 3.7.3 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:
  - a) the time and the date;
  - b) the authority contained in the *Municipal Act* to justify the closed meeting; and
  - c) the matter considered.
- 3.7.4 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.



- 3.7.5 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.
- 3.7.6 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.
- 3.7.7 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.
- 3.7.8 Members of Council, a committee or local board shall make every attempt to be physically present at a closed meeting to participate. If every effort is exhausted, Members of Council shall be permitted to participate electronically.
- 3.7.9 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).

### **3.8 Quorum:**

- 3.8.1 As soon after the time fixed for the holding of the meeting, as a quorum is present, the meeting shall be called to order.
- 3.8.2 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,
- 3.8.3 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.
- 3.8.4 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.
- 3.8.5 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.
- 3.8.6 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.

- 3.8.7 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.

**3.9 Recess:**

- 3.9.1 A motion to recess shall specify the length of time of the recess.
- 3.9.2 A motion to recess shall not be debatable and shall only be amendable with respect to the length of the recess.
- 3.9.3 A motion to recess shall not have a motion to reconsider applied to it.

**3.10 Adjournment:**

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

**3.11 Chair:**

- 3.11.1 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.
- 3.11.2 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.
- 3.11.3 Notwithstanding the above, the members may appoint another chair from among themselves for the purpose of chairing a particular meeting.

**3.12 Duty of the Chair:**

- 3.12.1 Open the meeting of Council or Committee by taking the Chair and calling the members to order at the time specified on the agenda;
- 3.12.2 Announce the business before Council or Committee in the order in which it is to be acted upon;
- 3.12.3 Receive and submit, in the proper manner, all motions presented by the Members of Council or the Committee;
- 3.12.4 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;

- 3.12.5 Decline to put to a vote any motion that infringes on the Rules of Procedure;
- 3.12.6 Restrain Members, within the Rules of Order, when engaged in debate;
- 3.12.7 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;
- 3.12.8 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;
- 3.12.9 Receive all messages and other communications and announce them to Council or the Committee;
- 3.12.10 Authenticate by his/her signature all By-laws, Resolutions and Minutes of Council or the Committee;
- 3.12.11 Inform the Council or Committee when necessary or when referred to for the purpose, on a point of order or usage;
- 3.12.12 Represent and support Council or Committee, declaring it will and implicitly obeying its decisions in all things;
- 3.12.13 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;
- 3.12.14 Adjourn the meeting without question in the case of grave disorder arising in the Council Chamber or meeting room;
- 3.12.15 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 and Advisory Committees:**

- 5.1.1 Council may from time to time by Resolution, establish or dissolve any Special or Advisory Committee. The membership for any said Committee and any Terms of Reference shall be determined by Council at the time of establishment and the Committee may be assigned to make recommendations regarding specific issues and in specific timeframes. The Chair for each Committee shall be as designated by Council. Where no specific rules are specified for any such Committee, the Rules of Procedure, as specified in the By-Law shall be construed to apply to the Committee.

### **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, Schedule E, 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. If the need arises to appoint additional Committee Members, it may be advertised as required.

- 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 D & E, 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 Arbiter:**

- 6.2.17 The Chair is the sole arbiter 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 by 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) Call to Order & Roll Call
- (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 when required (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:**

9.1 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:**

10.1 Every By-law shall be introduced upon motion by a Member of the Council specifying the title of the By-law;

10.2 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;

10.3 Any proposed By-law may be referred to a Committee, staff or legal advisor for review and comment, including the solicitor for the Corporation;

10.4 Every By-law shall be passed by Resolution;

First By: \_\_\_\_\_ Seconded by: \_\_\_\_\_

“THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law \_\_\_\_\_ being a By-Law to \_\_\_\_\_, having been introduced and read a first, second and third time.”

10.5 The following statement shall be affixed to each by-law:

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

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

10.7 By-Law shall not be enacted until it has been passed by Resolution, and

10.8 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:**

11.1 A simple majority of the quorum is needed to pass any motion.

11.2 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.

11.3 All motions may be supported or opposed by the mover and seconder.

11.4 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.

11.5 No Member without leave of council of the committee shall speak to a matter or in reply for longer than 5 minutes.

11.6 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.

**11.7 Amendments:**

11.7.1 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.

**11.8 Motions Introduced Verbally:**

11.8.1 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.

**11.9 Withdrawal of Motion:**

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

11.9.2 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".

**11.10 Notice of Motion:**

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

11.11 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.

**11.12 Order of Consideration:**

11.12.1 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.

**11.13 Motion Ruled Out of Order:**

11.13.1 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.

#### **11.14 Voting on the Motion:**

11.14.1 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.

11.14.2 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.

#### **11.15 Reconsideration:**

11.15.1 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.

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

### **12. VOTING:**

12.1 Every member of Council, Committee or Local Board shall have one vote.

12.2 An affirmative vote by the majority of the members present is required to pass a motion.

12.3 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.

12.4 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.

12.5 Upon completion of the vote the Chair shall declare whether the motion was carried or defeated.

12.6 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.

12.7 **Recorded Vote:**

12.7.1 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.

12.8 **No Other Voting Methods:**

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

12.9 **Tie Votes:**

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

12.10 **No Closed Vote:**

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

12.10.2 the *Municipal Act* permits or requires the meeting to be closed to the public; and

12.10.3 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 5th Day of April, 2023.

\_\_\_\_\_  
**Mayor, Valerie Jahn**

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



## DELEGATION REQUEST FORM

Schedule "A" Procedural By-law 2023-19

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 seven days prior to the meeting at which you wish to be heard. Council agendas are finalized the Friday 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:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**DELEGATION REQUEST FORM**  
Schedule "A" to Procedural By-law 2023-19

**Delegation Procedures**

Council Meetings are held the 1<sup>st</sup> Wednesday of each month. The agenda items must be submitted the previous Wednesday by 1:00 p.m. 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:

- 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.

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 613-758-2235

Email: [deputyclerk@blrtownship.ca](mailto: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)



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

Schedule "B" to Procedural By-law 2023-19

COUNCIL OR COMMITTEE MEETING: \_\_\_\_\_

DATE OF MEETING: \_\_\_\_\_

NAME: \_\_\_\_\_

TOPIC OR NATURE OF ITEM:

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

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

Is this a time sensitive issue: yes  no

Do you have supporting documentation: yes  no

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RECEIVED BY

\_\_\_\_\_  
DATE



**DISCLOSURE OF PECUNIARY INTEREST**  
Schedule "C" to Procedural By-law 2023-19

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





**DISCLOSURE OF PECUNIARY INTEREST  
FOR CLOSED MEETINGS**

Schedule "D" to Procedural By-law 2023-19

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



**TOWNSHIP OF BRUDENELL, LYNDOCH AND RAGLAN**  
**Committee/Board Application Form**  
Schedule "E" Procedural By-law 2023-19

For which committee or board are you applying? \_\_\_\_\_

**Applicant Information**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Phone (primary): \_\_\_\_\_ (secondary): \_\_\_\_\_

Email: \_\_\_\_\_

Are you 18 years of age or older? YES  NO

Are you an employee of the Township of Brudenell, Lyndoch and Raglan? If yes please provide details including whether you are full-time and/or permanent. YES  NO

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

Would you have any potential conflicts of interest if you are appointed? If yes, please describe the potential conflict(s) of interest. For example, are you involved with or have a financial interest in stakeholders that may bring a matter to the committee or board to which you are applying? YES  NO  If yes please explain.

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

Do you have previous experience volunteering on, or are you a current member of a Municipal Committee or board? If yes, please identify the Municipal Committee(s) or board(s) you served on. YES  NO  If yes please explain.

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

Do you have previous volunteering or community involvement experience (other than on a municipal committee or board). Examples include volunteering for community associations, sports organizations, professional advisory groups, or a non-municipal committee or board, or volunteering at a child's school. YES  NO  If yes please explain.

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

Do you have work or professional experience that is relevant to the committee or board for which you are applying? YES  NO  If yes please explain.

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Do you have education or training that is relevant to the committee or board for which you are applying? YES  NO  If yes please explain.

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Are you able to attend regular meetings and perform related duties such as reviewing meeting documentation, and attending sub-committee meetings and events? YES  NO

Eligibility - Please check all that apply:

- I am a resident of the Township of Brudenell, Lyndoch and Raglan, or an owner or tenant of land in the Township, or the spouse of such a person.
- I am a Canadian Citizen.
- I am not a member of the Legislative Assembly, the Senate or the House of Commons, nor an elected official of Municipal Council.
- I am not an employee of any Municipality.
- I am willing to provide authorization for a background check/vulnerable sector screening at my own cost.
- I can commit to monthly committee meeting and related duties including sub-committees, and special events for the Township.

What do you hope to accomplish through this volunteer experience.

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Tell us about your previous volunteer and community experiences. Provide details such as the name of the committee or board, and the start and end dates of your term(s).

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Tell us about your skills and your work or professional experience that are relevant to the committee or board for which you are applying.

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Tell us about your education or training that is relevant to the committee or board for which you are applying.

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Name (Print): \_\_\_\_\_

Received By: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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

**BY-LAW NO. 2023-20**

(being a by-law to acquire and dedicate land as a public highway and to provide for the closing and stopping up of part of the original allowance for road along the shore of Lorwell Lake lying in front of PT Lot 9, Concession 9, in the Geographic Township of Brudenell, and for the transfer thereof to the owner of the abutting land)

**WHEREAS:**

1. The road allowance laid out by the original Crown survey along the shore of Lorwell Lake is a “highway” by virtue of Section 26 of the *Municipal Act*, 2001, S.O. 2001, c.25 (the “Act”); and
2. By Subsection 34(1) of the Act, a municipality is empowered to permanently close a highway; and
3. The owners of the parcel of land abutting the said road allowance have applied to the Municipality to close parts of it and sell one of such parts to them; and
4. The closure will not result in any person having no motor vehicle access to and from that person’s land; and
5. Those parts of the said road allowance to be closed by this By-law are not covered with water and neither abuts any land owned by the Crown in right of Canada or leads to any work owned by the Crown in right of Canada and, therefore, the consent of neither the Ministry of Natural Resources and Forestry of Ontario nor the Government of Canada to the passing of this By-law is required by Section 43 or Subsection 34(2) respectively of the Act; and
6. Adequate and reasonable public notice of its intention to enact this By-law was given by the Municipality; and
7. It is desirable and in the interests of the Municipality that this By-law be enacted,

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

1. That those parts of the road allowance along the shore of Lorwell Lake in front of PT Lot 9, Concession 9, in the Geographic Township of Brudenell within the Municipality laid out and designated as Parts 2 on Reference Plan 49R-20295, being parts of PIN 57509-0129, be and the same is hereby

permanently closed.

2. That the said part of the said road allowance laid out and designated as Part 2 on Plan 49R-20295 be sold and conveyed to the owner of the land abutting same for a price of \$565.00 (calculated at the rate of \$5.00 per linear foot for 113 feet (34.5 m. +/-) plus all survey, advertising, administrative, legal and other costs and expenses associated with the said closure, sale and conveyance.
3. That the Mayor and Clerk-Treasurer be and they are hereby authorized and directed to sign and to affix the seal of the Municipality to a Transfer to the said owners of the said parts of the said road allowance permanently closed by this By-law, and to authorize the electronic registration of the said Transfer in the Land Registry Office for the Land Titles Division of Renfrew (No. 49) in consideration for and upon payment of the sale price and costs and expenses aforesaid.
4. That this By-law shall take effect upon registration of a certified copy hereof in the Land Registry Office for the Land Titles Division of Renfrew (No. 49), pursuant to Subsection 34(1) of the Act.

READ A FIRST AND SECOND TIME THIS 5<sup>TH</sup> DAY OF APRIL, 2023.

\_\_\_\_\_  
\_\_\_\_\_  
Valerie Jahn, Mayor

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

READ A THIRD TIME AND PASSED AND ENACTED THIS \_\_\_\_ DAY OF \_\_\_\_, 2023

\_\_\_\_\_  
\_\_\_\_\_  
Valerie Jahn, Mayor

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

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

**BY-LAW NO. 2023-21**

(being a by-law to acquire and dedicate land as a public highway and to provide for the closing and stopping up of part of the original allowance for road along the southerly shore of the Madawaska River lying in front of Lot 30, Concession 13 in the Geographic Township of Raglan, and for the transfer thereof to the owner of the abutting land)

**WHEREAS:**

1. Having regard for its repeated flooding particularly during the spring freshet, the Council at the time of the Township concluded that it would be in the best interests of the Township and persons requiring its use if "Schroder Road", a public travelled road lying in part on the road allowance along the southerly shore of the Madawaska River, were relocated farther back from the banks of the Madawaska River and connected to "Wingle Road"; and
2. The Township concluded Agreements both dated as of January 21, 2020 with the owners of Lots 29 and 30, Concession 13, in the geographic Township of Raglan, whereby they agreed to sell and convey to the Township a strip of land having a perpendicular width of 20.12 m. (66 feet) running in an easterly direction from a point on the eastern limit of "Wingle Road" to a point on the road allowance between Lots 30 and 31, Concession 11; and
3. It was a term of one of the said Agreements that, upon completion of the relocation of Schroder Road, the Township would close and convey to the owner of Lot 30, Concession 13 those parts of the road allowance along the southerly shore of the Madawaska River in front of her property which had been part of the "Schroder Road"; and
4. The strips of land required for the relocated "Schroder Road" and of the shore road allowance to be closed were laid out on a Reference Plan of Survey which was deposited in the Land Registry Office for the Land Titles Division of Renfrew (No. 49) on July 30, 2020 as Plan 49R-19592; and
5. In accordance with the said Agreements, the strip of land required for the relocated "Schroder Road" was conveyed to the Township by the owners and a road was constructed by the Township along the said strip of land; and
6. By By-law No. 2022-54 enacted on October 5, 2022, the re-located "Schroder Road" was re-named "Sully Road" and provisions with respect to signage and speed limits were prescribed; and

7. By Sections 9 and 11 of the *Municipal Act*, S. O. 2001, c.5 as amended (the “Act”) municipalities are empowered to permanently close a highway; and
8. By virtue of the completion and dedication of “Sully Road”, the closure of those parts of the road allowance along the southerly bank of the Madawaska River hereinafter described will not result in any person having no motor vehicle access to and from that person’s land over any highway; and
9. Those parts of the said road allowance closed by this By-law are not covered (although in many years seasonally inundated) by water and do not abut any land owned by the Crown in right of Canada or lead to any work owned by the Crown in right of Canada and, therefore, the consent of neither the Ontario Ministry of Natural Resources and Forestry nor the Government of Canada to the passing of this By-law is required by Section 43 or Section 34 (2) respectively of the Act; and
10. Adequate and reasonable public notice of its intention to pass this By-law was given by the Township in accordance with its procedural By-law,

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

1. “Sully Road” consisting of those strips of land more particularly described in Schedule “A” hereto be and they are hereby dedicated as a public highway within the Township, to which By-Law No. 2022-54 and all other By-laws relating to roads and highways in the Township shall apply.
2. Those parts of the road allowance along the southerly bank of the Madawaska River in front of Lot 30, Concession 13 in the Geographic Township of Raglan more particularly described in Schedule “B” hereto be and they are hereby permanently closed.
3. As part of the consideration for her having transferred and conveyed to the Township that strip of “Sully Road” laid out as Part 8 on Plan 49R-19592, those parts of the road allowance along the southerly shore of the Madawaska River closed by paragraph 2. of this By-law be transferred and conveyed for a nominal consideration of \$2.00 to the owner of those parts of Lot 30, Concession 13 abutting the said parts of the said road allowance, being those parts thereof laid out as Parts 10-13 inclusive on said Plan 49R-19592.
4. That the Mayor and the Clerk-Treasurer of the Township be and they are hereby authorized and directed to perform all acts and to execute such documents as may be required to carry out the foregoing provisions of this By-law, and in particular to sign and to authorize the electronic registration of a Transfer to the said owner of those parts of the said road allowance closed by paragraph 2. and directed by paragraph 3. this By-law to be transferred.
5. That this By-law shall take effect upon registration of a certified copy hereof in the Land Registry Office for the Land Titles Division of Renfrew (No. 49).



**READ A FIRST AND SECOND TIME THIS 5<sup>TH</sup> DAY OF APRIL, 2023.**

\_\_\_\_\_  
**Valerie Jahn, Mayor**

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

**READ A THIRD TIME AND PASSED AND ENACTED THIS \_\_\_ DAY OF \_\_\_, 2023**

\_\_\_\_\_  
**Valerie Jahn, Mayor**

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

## **SCHEDULE "A"**

### **SULLY ROAD:**

#### **Firstly:**

**That part of Lot 29, Concession 13, in the Geographic Township of Raglan laid out as Part 16 on Plan 49R-19592, being PIN 57599-0103 (LT)**

#### **Secondly:**

**That part of Lot 30, Concession 13, in the Geographic Township of Raglan laid out as Part 8 on Plan 49R-19592, being PIN 57599-0100 (LT)**

#### **Thirdly:**

**That part of the road allowance between Lots 30 and 31, Concession 13, in the Geographic Township of Raglan laid out as Part 7 on Plan 49R-19592, being part of PIN 57599-0077 (LT)**

#### **Fourthly:**

**That part of the shore road allowance along the southerly bank of the Madawaska River in front of the road allowance between Lots 30 and 31, Concession 13 laid out as Part 6 on Plan 49R-19592, being part of PIN 57599-0077 (LT)**

**all being in the Township of Brudenell, Lyndoch and Raglan in the County of Renfrew.**

## **SCHEDULE "B"**

### **SHORE ROAD ALLOWANCE:**

**Those parts of the shore road allowance along the southerly bank of the Madawaska River in front of Lot 30, Concession 13 in the Geographic Township of Raglan laid out as Parts 1-4 on Plan 49R-19592, being part of PIN 57599-0029 (LT), in Township of Brudenell, Lyndoch and Raglan in the County of Renfrew.**

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

**BY-LAW NO. 2023-22**

(being a by-law to acquire and dedicate land as a public highway and to provide for the closing and stopping up of part of the original allowance for road along the bank of the Madawaska River lying in front of Lot 24, Concession 17, in the Geographic Township of Raglan, and for the transfer thereof to the owner of the abutting land)

**WHEREAS:**

1. The road allowance laid out by the original Crown survey along the bank of the Madawaska River is a “highway” by virtue of Section 26 of the *Municipal Act*, 2001, S.O. 2001, c.25 (the “Act”); and
2. By Subsection 34(1) of the Act, a municipality is empowered to permanently close a highway; and
3. The owner of the parcel of land abutting the said road allowance have applied to the Municipality to close parts of it and sell one of such parts to them; and
4. The closure will not result in any person having no motor vehicle access to and from that person’s land; and
5. Those parts of the said road allowance to be closed by this By-law are not covered with water and neither abuts any land owned by the Crown in right of Canada or leads to any work owned by the Crown in right of Canada and, therefore, the consent of neither the Ministry of Natural Resources and Forestry of Ontario nor the Government of Canada to the passing of this By-law is required by Section 43 or Subsection 34(2) respectively of the Act; and
6. Adequate and reasonable public notice of its intention to enact this By-law was given by the Municipality; and
7. It is desirable and in the interests of the Municipality that this By-law be enacted,

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

1. That those parts of the road allowance along the bank of the Madawaska River in front of Lot 24, Concession 17, in the Geographic Township of Raglan within the Municipality laid out and designated as Part 1 on Reference Plan 49R-20312, being parts of PIN 57596-0163, be and the

same is hereby permanently closed.

2. That the said part of the said road allowance laid out and designated as Part 1 on Plan 49R-20312 be sold and conveyed to the owner of the land abutting same for a price of \$925.00 (calculated at the rate of \$5.00 per linear foot for 185 feet (56.4 m. +/-) plus all survey, advertising, administrative, legal and other costs and expenses associated with the said closure, sale and conveyance.
3. That the Mayor and Clerk-Treasurer be and they are hereby authorized and directed to sign and to affix the seal of the Municipality to a Transfer to the said owners of the said parts of the said road allowance permanently closed by this By-law, and to authorize the electronic registration of the said Transfer in the Land Registry Office for the Land Titles Division of Renfrew (No. 49) in consideration for and upon payment of the sale price and costs and expenses aforesaid.
4. That this By-law shall take effect upon registration of a certified copy hereof in the Land Registry Office for the Land Titles Division of Renfrew (No. 49), pursuant to Subsection 34(1) of the Act.

READ A FIRST AND SECOND TIME THIS 5<sup>TH</sup> DAY OF APRIL, 2023.

\_\_\_\_\_  
Valerie Jahn, Mayor

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

READ A THIRD TIME AND PASSED AND ENACTED THIS \_\_\_ DAY OF \_\_\_, 2023

\_\_\_\_\_  
Valerie Jahn, Mayor

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

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

**BYLAW NO. 2023-23**

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  
April 5, 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 April 5, 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 5<sup>th</sup> Day of April, 2023.

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**