



## Township of Brudenell, Lyndoch and Raglan

May 3, 2023 - Regular Meeting - 07:00 PM (Public will be able to attend the Council meeting in person or 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 Land Acknowledgement
- 3 Adoption of the Agenda
- 4 Disclosure of Pecuniary Interest
- 5 Mayor's Address
- 6 Delegations/Presentations
- 7 Adoption of Minutes from Previous Meetings
  - 📎 April 5, 2023 - Regular Minutes
  - 📎 April 12, 2023 - Regular Minutes
  - 📎 April 19, 2023 - Special Minutes
- 8 Committee and/or Staff Reports
  - 8.1 Letter of Support for Chatham-Kent Re: Municipal Insurance
  - 8.2 Letter of Support for Town of Essex - Retaining Surplus Proceeds from Tax Sales
  - 8.3 Letter of Support - AORS Re: Objecting a New Fee Proposed by Enbridge Gas
- 9 Correspondence/Information Items
  - 9.1 Declaring Intimate Partner Violence and Violence Against Women an Epidemic
    - 📎 Town of Plympton-Wyoming
  - 9.2 County Council Summary - March
    - 📎 County Council Summary
  - 9.3 Municipal Oath of Office
    - 📎 Municipality of Trent Lakes
    - 📎 City of Port Colborne
  - 9.4 Changes to the Municipal Heritage Register
    - 📎 Town of Grimsby
    - 📎 City of Port Colborne
  - 9.5 Protect the privacy of candidates and donors
    - 📎 Municipality of Waterloo
  - 9.6 Road Management Action on Invasive Phragmites

📎 Township of The Archipelago

## 10 New Business

10.1 Cell Tower -LUA for C8533 & C8620

📎 C8533 - Hwy 28 and Little Ireland Rd. LUA Report

📎 C8620 Letterkenny Rd. and Lost Nation Rd. LUA Report

10.2 Special Events Application - Paddler's Coop

📎 Letter from Paddler's Coop

📎 Special Events Application - Paddler's Coop

10.3 Municipal Alcohol Policy

📎 Municipal Alcohol Policy

10.4 Staff Report - Wingle/Cedar Grove Rd. Intersection

📎 Staff Report

📎 Proposal A

📎 Proposal B

10.5 Amendment to Zoning By-Law

📎 Notice of Application and Public Meeting

## 11 Financial Report

11.1 2023 Municipal Budget Presentation

## 12 Bylaws

12.1 Budget By-Law

12.2 Wage By-Law

12.3 Recreation Committee By-Law

📎 By-Law 2023-27

12.4 Road Allowance Usage By-Law DRAFT

## 13 Closed Session

13.1 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) an item regarding personal matters about an identifiable individual and subsection (d) four items regarding labour relations or employee negotiations."

13.2 To come out of Closed

## 14 Confirmation Bylaw

📎 By-Law 2023-28

## 15 Adjournment



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Regular Meeting April 5, 2023 - 07:00 PM

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

**1 Call to Order and Roll Call**

Call to order this Regular Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 5th day of April, 2023 at 7:18 pm.

Roll Call:

Councillor Banks - absent

Councillor Kauffeldt

Councillor Keller

Councillor Quade

**2 Acknowledgement**

As we gather, I would like to acknowledge on behalf of this Council 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.

**2.1 Motion to Defer**

**Resolution No:** 2023-04-05-01

**Moved By:** Kevin Quade

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby defer the Regular Council Meeting of April 5th, 2023 to April 12, 2023 at 7pm due to a significant weather event, and that the only item being considered tonight is item 11.1 the Debenture By-Law."

**CARRIED**

**11 Bylaws**

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

**Resolution No:** 2023-04-05-02

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-18 being a By-Law to authorize the borrowing upon serial debentures in the principal amount of \$197,000.00 towards the cost of 2013 CAT grader."

**CARRIED**

**14 Adjournment**

**Resolution No:** 2023-04-05-03

**Moved By:** Kevin Quade

"THAT this meeting adjourns at 7:24 pm."

**CARRIED**

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Mayor, Valerie Jahn

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Clerk-Treasurer, Virginia Phanenhour



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Regular Meeting April 12, 2023 - 07:00 PM

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

**1 Call to Order and Roll Call**

Call to order this Regular Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 12th day of April, 2023 at 7:06pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

**2 Acknowledgement**

As we gather this evening, I would like to acknowledge on behalf of this Council 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:** 2023-04-12-01

**Moved By:** Sheldon Keller

**Seconded By:** Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as amended to include the Financial Report, and item 9.6, 9.7 and 9.8, also to remove item 11.1, and include a second item in Closed Session under subsection (b) item regarding a personal matter about an identifiable individual."

**CARRIED**

**4 Disclosure of Pecuniary Interest**

Councillor Kauffeldt declared a pecuniary interest on item 5.2: The "possibility" of a snowmobile groomed trail going past the store that myself and my husband own. The store has a gas station.

**5 Delegations/Presentations**

**5.1 MV Public Library**

Natalie Barrington attended from the MV Public Library. She provided stats on resident's attendance and book sign outs. They are asking for a 2% increase of Township funding. Costs are increasing even though the attempt is made to keep the costs minimal, some costs are out of their hands. They doing fundraising and are attempting to reach a broader audience by putting on more activities in the community.

**5.2 John Byrnes (Raymond Gutz will be present on behalf of John)**

Raymond Gutz brought forth concerns surrounding the potential of the proposed snowmobile trail in the township in regards to safety, economics, road maintenance, and policy. Council was also presented a petition against the snowmobile trails outlining the concerns and contained 126 signatures.

**5.3 Eric Belchamber**

Mr. Belchamber provided a slide show outlining what Rogers feels to be deficiencies in CRINS procedures and timelines, his request to Council to rescind delegation authority from CRINS was heard by Council.

**6 Adoption of Minutes from Previous Meetings**

**Resolution No:** 2023-04-12-02

**Moved By:** Kevin Quade

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Regular Council Meeting of March 1st, 2023 and Special Council Meeting of March 6th, 2023 as presented."

**CARRIED**

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

**7.1 Letter of Support for Huron County - Call to Action: Review of the Cannabis Act**

**Resolution No:** 2023-04-12-03

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"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."

**CARRIED**

**7.2 Bradley request re: Mervin Lidtkie**

**Resolution No:** 2023-04-12-04

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan direct staff to advise Bradley Law that the Township would be in favour of an encroachment agreement for severance purposes but not in favour of conveying any portion of the Township Road Allowance."

**CARRIED**

**7.3 Legal Advice re: Allan Schutt/Frank Bint request**

**Resolution No:** 2023-04-12-05

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan direct staff to bring a draft by-law for a policy in entertaining requests for road allowance uses."

**CARRIED**

**8 Correspondence/Information Items**

**Resolution No:** 2023-04-12-06

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the correspondence as circulated with the exception of items 8.4, 8.12 and 8.15"

**CARRIED**

- 8.1 School Board Elections in Ontario -Support for Town of Petrolia**
- 8.2 Motion Respecting Declarations of Emergency for Homelessness, Mental Health and Opioid Addiction**
- 8.3 Call to the Provincial Government to End Homelessness in Ontario**
- 8.4 Reducing Municipal Insurance Costs**
- 8.5 Bill 5 - Stopping Harassment and Abuse by Local Leaders Act**
- 8.6 Future Accuracy of the Permanent Register of Electors**
- 8.7 Barriers for Women in Politics**
- 8.8 County Council Summary - February**
- 8.9 Homeless and Unsheltered Persons**
- 8.10 School Bus Stop Arm Cameras**
- 8.11 Tax Classification of Short-Term Rental Units**
- 8.12 The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales**
- 8.13 Taste of the Valley**
- 8.14 Food Insecurity in Ontario**
- 8.15 Enbridge Gas**
- 8.16 Ontario Seniors of the Year Award**



**9 New Business**

**9.1 Rogers Cell Tower Land Use Authority's**

**Resolution No:** 2023-04-12-07

**Moved By:** Wayne Banks

**Seconded By:** Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept these reports for information purposes only."

**CARRIED**

**9.2 Easter at BLR Community Centre**

**Resolution No:** 2023-04-12-08

**Moved By:** Iris Kauffeldt

**Seconded By:** Sheldon Keller

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby approve the expenditure of \$200.00 towards the Fire Department Easter activity on April 8th, 2023 for event prizes."

**CARRIED**

**9.3 Palmer Rapids & Area Lion Club**

**Resolution No:** 2023-04-12-09

**Moved By:** Iris Kauffeldt

**Seconded By:** Wayne Banks

"THAT the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby approve the request from the Palmer Rapids and Area Lions Club to sell their summer draw tickets at the Palmer Rapids Twin Festival draw to be held on Saturday July 29th, 2023 in the Township of Brudenell, Lyndoch and Raglan."

**CARRIED**

**9.4 Asset Management Plan - Core Infrastructure**

**Resolution No:** 2023-04-12-10

**Moved By:** Kevin Quade

**Seconded By:** Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby approve and adopt the Asset Management Plan mandated by Ontario Regulation 588/17."

**CARRIED**

**9.5 Request from Ronnie Keller**

**9.6 Extension of By-Law 2022-18 - Murray Gallagher**

**Resolution No:** 2023-04-12-11

**Moved By:** Iris Kauffeldt

**Seconded By:** Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby authorizes the extension of By-Law 2022-18 between the Corporation of the Township of Brudenell, Lyndoch and Raglan and Murray Gallagher for 2023."

**CARRIED**

**9.7 Agenda Item Request from Councillor Quade**

**9.8 Council Discussion re: Opening Council Chambers for Public Attendance for Council Meetings**

**10 Financial Report**

**Resolution No:** 2023-04-12-12

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the 2022 Financial Statements."

**TABLED**

**11 Bylaws**

**11.1 By-Law 2023-18 - Debenture By-Law - COMPLETED at April 5th Meeting**

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2023-18 being a Bylaw to authorize the borrowing upon serial debentures in the principal amount of \$197,000.00 towards the cost of 2013 CAT grader."

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

**Resolution No:** 2023-04-12-13

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts 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, having been introduced and read a first, second and third time."

**CARRIED**

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

**Resolution No:** 2023-04-12-14

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2023-20 being a By-Law 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 19, Concession 9, in the Geographic Township of Brudenell, and for the transfer thereof to the owner of the abutting land, having been introduced and read a first and second time."

**CARRIED**

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

**Resolution No:** 2023-04-12-15

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2023-21 being a By-Law 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, having been introduced and read a first and second time."

**CARRIED**

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

**Resolution No:** 2023-04-12-16

**Moved By:** Sheldon Keller

**Seconded By:** Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt By-Law 2023-22 being a By-Law 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, having been introduced and read a first and second time."

**CARRIED**

**12 Closed Session**

**12.1 To go into Closed**

**Resolution No:** 2023-04-12-17

**Moved By:** Wayne Banks

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

**CARRIED**

**12.2 To come out of Closed**

**Resolution No:** 2023-04-12-18

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT the Council for the Corporation of the Township of Brudenell Lyndoch and Raglan come out of closed session at 9:28 pm."

**CARRIED**

Two items were discussed concerning identifiable individuals and two items discussed regarding employee negotiations.

**13 Confirmation Bylaw**

**Resolution No:** 2023-04-12-19

**Moved By:** Sheldon Keller

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts Bylaw 2023-23 being a By-Law to confirm the proceedings of the April 5th, 2023 Regular Meeting of Council and Deferred Regular Council Meeting of April 12th, 2023, having been introduced and read a first, second and third time."

**CARRIED**

**14 Adjournment**

**Resolution No:** 2023-04-12-20

**Moved By:** Iris Kauffeldt

"THAT this meeting adjourns at 9:29 pm."

**CARRIED**

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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 April 19, 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 Phanehour
	Deputy Clerk,	Tammy Thompson
	MacKillican – Auditor	Will Barr
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 19th day of April, 2023 at 7:02 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

**2 Acknowledgement**

As we gather, I would like to acknowledge on behalf of this Council 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 Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest expressed.

**4 Purpose**

**4.1 Financial Statement Report from MacKillican**

**Resolution No:** 2023-04-19-02

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

Motion Tabled from the April 12th Council Meeting:

Moved By: Iris Kauffeldt

Seconded By: Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the 2022 Financial Statements."

**CARRIED**

**4.2 Draft Budget - April 19, 2023**

**4.3 Change Order from Roth Iams**

**Resolution No:** 2023-04-19-03

**Moved By:** Wayne Banks

**Seconded By:** Sheldon Keller

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby approve the Change Order from Roth Iams for the additional buildings for Stage 2 of the AMP."

**CARRIED**

- 5 Confirmatory By-Law**  
**Resolution No:** 2023-04-19-04  
**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 2023-24 being a By-Law to confirm the proceedings of the April 19th, 2023 Special Meeting of Council, having been introduced and read a first, second and third time and finally passed."

**CARRIED**

- 6 Adjournment**  
**Resolution No:** 2023-04-19-05  
**Moved By:** Iris Kauffeldt

That this meeting adjourn at 8:26 pm.

**CARRIED**

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**



Stacey Blair  
Clerk, Town of Carleton Place  
[sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)

*DELIVERED VIA EMAIL*

March 31<sup>st</sup> 2023

**Re: Declaring Intimate Partner Violence and Violence Against Women an Epidemic**

Dear Ms. Blair,

Please be advised that at the Regular Council Meeting on March 29<sup>th</sup> 2023, the Town of Plympton-Wyoming Council passed the following motion, supporting the resolution from the Council of the Town of Carleton Place regarding Declaring Intimate Partner Violence and Violence Against Women an Epidemic.

**Motion 15**

*Moved by Councillor Kristen Rodrigues*

*Seconded by Councillor Mike Vasey*

*That Council support item 'J' of correspondence from the Town of Carleton Place regarding Declaring Intimate Partner Violence and Violence Against Women and Epidemic.*

**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: Association of Municipalities of Ontario  
All Ontario Municipalities





Please be advised that at their meeting of March 7, 2023, the Council of the Town of Carleton Place passed the following motion:

**Lanark County Interval House and Community Support**

**Motion No. 04-134-04**

**Moved by:** Deputy Mayor Tennant

**Seconded by:** Councillor Comley

THAT the Town of Carleton Place recognizes the issues of violence in rural communities as serious to the health and wellness of local families; and

THAT the Town of Carleton Place recognizes the rural Renfrew County inquest as important to all rural communities; and

THAT based on the statistics of 4815 crisis calls and service provision to 527 women and children in our local community, the Council of the Town of Carleton Place declares IPV (intimate partner violence)/VAW (violence against women) an epidemic as per recommendation #1 of the Renfrew County jury recommendations; and

THAT this resolution be circulated to all municipalities in Ontario and the Association of Municipalities of Ontario.

**CARRIED**

Kind Regards,

**Stacey Blair, B.A., Dipl. M.A.**

**Clerk, Town of Carleton Place**

T: 613-257-6212 E: [sblair@carletonplace.ca](mailto:sblair@carletonplace.ca)

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# County Council Summary

## March 29, 2023

Below you will find highlights of the County of Renfrew County Council meeting from March 29, 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.

March 29 meeting [YouTube](#) link

## Warden's Address

### Key highlights

During the month of March, Warden Peter Emon attended 25 meetings on County business.

- On March 24, the Warden, along with other members of County Council and staff, attended the announcement for permanent funding for the Renfrew County Virtual Triage and Assessment Centre. MPP John Yakabuski, announced an investment of \$3.2 million in 2023-24 from the provincial government, which is very good news for rural municipalities as it has proven to be an innovative health-care delivery model that will continue to address medical needs of area residents without a family physician. See our media release on the [RC VTAC funding announcement](#).
- On March 6, he attended the Francophone Networking Breakfast event held at Le Centre culturel francophone de Pembroke. Marie-Josée Lévesque, founder of Bumpy Roads Studio Inc. was presented the [Francophone Entrepreneur Award](#) from Enterprise Renfrew County in recognition of her community contributions, business coaching and dedication to creative entrepreneurship.
- On March 6 and 13, he attended interviews for an AMO Board of Directors Rural Caucus vacancy.
- On March 9 and 10, he attended the Eastern Ontario Wardens' Caucus 2023-2024 Strategic Priority Setting meeting. This was an important and unique session in comparison to other EOWC meetings as it set the priorities which provide direction to CAOs and staff for the upcoming 12 months. See the EOWC media release on [2023 priorities](#).
- On March 17, he attended a ROMA Board of Directors meeting. Policy updates were brought forward on drainage issues, update on the expansion of presumptive coverage for cancers for firefighters and new excess soil regulation.
- On March 20, he attended an SVN Affordable Housing webinar. All levels of government are working towards creating a platform to encourage the development of affordable housing.
- On March 22, he made a presentation on the Eastern Ontario Wardens' Caucus '7 in 7' Regional Housing Plan to the County of Haliburton.
- On March 23, he attended the Ministry of Finance Pre-Budget Consultations 2023.

- On March 23, he also attended an AMO Committee of the Whole meeting and on March 24 attended an AMO Board of Directors meeting. The Membership Centre launched a recruitment process for cohorts of the AMO Youth Fellowship Program, and three successful Fellows are being mentored. Warden Emon is currently mentoring Morgan Carl from the City of Peterborough who is currently pursuing a Master of Public Policy and Administration degree from Carleton University. With a background in political economy, anti-poverty advocacy and social services, Morgan’s research is focused on municipal policy solutions for housing and homelessness issues.
- On March 24, he attended and brought greetings to the County Child Care Professional Development Day (PlayLearnThink) held in Pembroke.
- On March 28, he attended a meeting with the Algonquins of Greater Golden Lake to discuss shared projects and common interests.

## Delegations

- JoAnne Brooks, Coordinator for End Violence Against Women - Renfrew County (EVA) and Lisa Oegema, Anti-Human Trafficking Program Manager, Victim Services of Renfrew County, appeared before council to highlight the work of the two groups to eliminate violence against women in Renfrew County and to ask council to act and endorse recommendation #1 from the jury at the coroner’s inquest into the murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam. EVA also asked Renfrew County to take action on Recommendations 8, 10, 19, 21, 23, 49 and 52 which will be discussed at a future meeting of the Community Services Committee.
- Chris VanDooren, Senior Program Manager, Association of Municipalities of Ontario (AMO) provided an overview of Asset Management. A free interactive workshop on current constraints, potential opportunities, and upcoming challenges in sustainable service delivery in relation to asset management is planned for April 27 in Bonnechere Valley Township and is open to all interested municipal leaders and staff.
- Jason St. Pierre, Chief Executive Officer and Koren Lam, Technical Analyst, Eastern Ontario Regional Network provided an update on the Cell Gap Project. The goals are to achieve 99% coverage in the eastern Ontario region where people live, work and travel on major roadways so that they can make and receive cell phone calls; achieve 95% coverage with standard definition service level which can support email, web browsing and social media services and 85% coverage with high-definition service level which can support video conferencing, movie streaming and other more data intensive applications. Confidential updates were also provided to Council on the ongoing cell and fiber builds across the County.

## Announcements

- The County of Renfrew has passed a resolution declaring intimate partner violence and violence against women an epidemic following the jury recommendations resulting from the inquest into the murders of Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam. See our [media release](#), which includes the full resolution of council.
- County Council passed a resolution pledging its support for the Eastern Ontario Wardens’ Caucus ‘7 in 7’ Regional Housing Plan. Under the plan, the EOWC is committed to increase its

share of rental supply by 7,000 units across eastern Ontario within seven years. Council's resolution urges all orders of government, private, and non-profit partners to fill the housing gap by collaborating, innovating and investing in filling the rural housing gap.

- County Council passed a resolution endorsing Councillor Glenn Doncaster as he stands for election on Federation of Canadian Municipalities' (FCM) Board of Directors and appointments to Standing Committees for the period starting in May 2023 and ending at the AGM in 2025. FCM's virtual Annual Conference and Trade Show will be held May 25 to 28, 2023.

## Finance & Administration Committee

### Presented by: Jennifer Murphy, Chair

- In October 2022, under the direction of the CAO, the Human Resources division launched an engagement survey to capture the feedback of employees on their current County of Renfrew working experience, with a focus on understanding the organization's demographical changes, trends, opinions, strengths, and opportunities. Several themes came from the survey and are now being discussed by the Senior Leadership Team with suggested action items that are being further evaluated before bringing in front of Committee for consideration. These themes include Work/Life Balance & Wellness; Manager Relationship; Talent Attraction/Retention; Career & Development Plans; Organizational Awareness & Connectedness and County Culture & Pride.
- The final County of Renfrew 2023 Consolidated Budget, including all items approved at the Budget Workshop held on February 22 and 23, 2023, was presented. This revised budget reversed \$699,664 in proposed service level reductions and also provides funding for \$811,796 in service enhancements for a total expense increase of \$1,511,460. The increase in expenses was not financed through the County levy, rather, County Council approved a reduction in the transfer to our Tangible Capital Asset Renewal Reserve. County Council's decision to fund \$1.5 million in operating expenses by reducing capital reserve contributions in 2023 will reduce the County levy increase from 5.5% to 2.5%. However, staff advised County Council that the decision to reduce funding into the capital reserves by \$1.5 million in 2023 has a 10-year ripple effect on the County's Long-Term Financial Plan.
- County Council passed a resolution directing the Warden to send a letter to the Honourable Michael Kerzner, Solicitor General, seeking clarification on the substantive decrease in the number of fines being dispensed in the County of Renfrew over the last three years.
- County Council approved the changes to Employment By-law #1 effective January 1, 2023 to Article 4 - Rates of Pay: A 2.0 % wage increase for all non-union staff (except students) as outlined in Schedule "A".
- County Council adopted the revised By-law for the Remuneration of Members of the Council of the County of Renfrew effective January 1, 2023. Following a Special County Council meeting on March 23, 2022, County Council accepted the recommendations of the County of Renfrew, Elected Officials Market Review Final Report. Therefore, the Council base remuneration of \$14,533 was changed to \$16,106 on January 1, 2023, an annual phase-in to the base salary of \$1,573 and as approved at the February 22, 2023 Budget Workshop, a 2.0 % Cost of Living Allowance (COLA) increase was also approved, adjusting the Council base remuneration to \$16,428 effective January 1, 2023. The current per diem rate of \$243 per ad hoc committee meeting will be maintained.

- County Council d approved the revised Corporate Policies C-02 – Pension Plans and G-07 – Employee and Family Assistance Program.

## Community Services Committee

The March committee meeting was cancelled.

## Development & Property Committee

Presented by: James Brose, Chair

- The new Economic Development website [www.InvestRenfrewCounty.ca](http://www.InvestRenfrewCounty.ca) has launched. The website is a marketing tool that provides information for potential investors, developers and entrepreneurs interested in doing business in the County of Renfrew. The Ottawa Valley Tourist Association (OVTA) launched their new consumer and industry-facing website [www.OttawaValley.travel](http://www.OttawaValley.travel) in late January. The new site is the OVTA's primary marketing tool and highlights the vast array of tourism experiences and communities, including places to stay, play and dine.
- Nominations are now open for the Ottawa Valley Tourism Awards. The annual awards are an opportunity to celebrate industry achievements, strive for future excellence and honour the memory of those before us. Three new categories have been added bringing the total to six awards, including:
  - Tourism Champion (individual)
  - Business/Organization of the Year
  - Event of the Year
  - Tourism Marketing (new)
  - Sustainability Champion (new)
  - New Tourism Product (new)

More information, including award criteria, eligibility and online nomination forms can be found at [www.OttawaValley.travel/industry](http://www.OttawaValley.travel/industry). Nominations will be accepted until Monday, April 3, 2023. Municipalities are encouraged to nominate individuals and businesses from their communities. The Ottawa Valley Tourism Awards will be presented during the OVTA's Tourism Conference and Annual General Meeting (AGM) being held on April 25, 2023 at Maplehaus in Hardwood Lake near Palmer Rapids.

- The Starter Company Plus program is now open and accepting applications. Eligible businesses include new start-ups and existing businesses registered for less than five years. Participants receive fast-track training in writing a business plan and developing two years of cash flow projections, mentoring, and the opportunity to pitch for up to a \$4,000 grant. Enterprise Renfrew County (ERC) Small Business Advisor, Heather Inwood-Montrose, is currently conducting outreach and virtual information sessions are scheduled for April 11, from 10-11 a.m., and April 13, from 1-2 p.m. Participants must attend one information session to obtain an application form. Participants interested in registering for an information session can do so at <https://ovta.typeform.com/to/hRDXNeRE>. More information is available at <https://www.enterpriserenfrewcounty.com/programs/> or by emailing [ercinfo@countyofrenfrew.on.ca](mailto:ercinfo@countyofrenfrew.on.ca).

- As noted in the Forest Harvest Update, this winter season has been a busy one for harvest operations within the County of Renfrew. Harvest and haul at Brudenell Tract are now complete and final information for invoicing is pending. Harvesting is underway at Pershick Tract. Beachburg Tract operations are also complete, without any complaints or major issues with recreationalists. Staff monitored the operations frequently, and provided updates on the Renfrew County Forest Facebook page, to recreational groups, and maps on site.
- The Planning Division has had two vacant positions for a period of several weeks, which has impacted the timelines for processing applications. While the County is in the process of filling these positions, and on-boarding future new staff (a process that can take many months), it is anticipated that timelines and delays may increase.

Staff is prioritizing:

- Plan of subdivision applications,
- Applications that would generate employment uses (i.e. commercial/industrial), and
- Local approvals (for municipalities that have an agreement for planning services).

To achieve the timelines associated with the priority files, there may be delays to general inquiry responses, consent applications, special projects (i.e. zoning by-law updates), and requests for support from municipalities that do not have an agreement for planning services.

- County Council passed a resolution to send a letter under the Warden’s signature expressing the County of Renfrew’s support for the creation of the South Eastern Ontario Production Accelerator Fund, a separate film stream fund under the Ministry of Economic Development, Job Creation and Trade Eastern Ontario Development Fund (EODF). The South Eastern Ontario Production Accelerator Fund is an initiative led by a volunteer industry committee comprised of independent film and television producers, film commission offices and regional marketing boards who are proposing the creation of a \$25 million fund dedicated to supporting Eastern Ontario’s film and television industry. The proposal, modelled after the successful film stream fund run out of the Northern Ontario Heritage Fund Corporation, requests that the fund be established through the Ministry of Economic Development, Job Creation and Trade’s Eastern Ontario Development Fund (EODF). Warden Emon attended a reception in Toronto on February 28 which brought together film and television industry representatives, MPPs and cabinet staff in advance of pre-budget announcements. A copy of the full proposal is available here: <https://www.seopaf.ca/learn-more>.
- County Council passed a by-law to delegate authority for the granting of consents to the Land Division Committee and appointed officers. The public no longer has the ability to appeal the decision of the County with respect to consent applications. The removal of public concerns/objections will reduce application processing times, reduce County costs (staff and Committee), and reduce costs to the applicant from having to attend a Committee Hearing.
- County Council approved the request for proposal for the construction of an affordable multi-residential housing project on Lea Street in the City of Pembroke as submitted by Brawn Construction Limited, Ottawa, Ontario and the amendment of the agreement with +VG Architects, Ottawa, Ontario to include Contract Administration and Construction Supervision services.

# Health Committee

**Presented by: Michael Donohue, Chair**

- County Council authorized the Warden, Chief Administrative Officer/Clerk and the Director of Long-Term Care to sign the Quality Improvement Plans (QIPs) for Bonnechere Manor and Miramichi Lodge and submit to Health Quality Ontario before the March 31, 2023 deadline. A QIP is a formal, documented set of commitments that a health care organization makes to its residents, staff and community to improve quality through focused targets and actions.
- County Council approved the revisions to the County of Renfrew Paramedic Service Deployment Plan – Service Delivery Statement and that the changes be incorporated into the Service Deployment. The goal of the Service Delivery Statement is to ensure an efficient paramedic response that is capable of both predicting and responding to the evolving needs of the community.

# Operations Committee

**Presented by: Glenn Doncaster, Chair**

- All local municipalities were invited to participate in planned tenders for the County of Renfrew Public Works and Engineering Department in January with the following municipalities requesting participation: Town of Arnprior and the Townships of Bonnechere Valley, Greater Madawaska, Horton, Laurentian Valley, Madawaska Valley and McNab/Braeside. These municipalities are selectively participating in pavement marking, traffic signs, decals and blanks, steel signposts, street sweeping, and maintenance hole and catch basin cleaning.
- The County of Renfrew has budgeted for the rehabilitation of County Structure B044 (Douglas Bridge) in 2023. Douglas Bridge is located on County Road 5 (Stone Road), 0.2 km south of Highway 60, in the Township of Admaston/Bromley. Originally the most cost-effective means of traffic management during construction was a full closure of the bridge with a 15.7km detour. Upon consultation with the Township of Admaston/Bromley Public Works staff, it was identified that this should be reconsidered, as a detour would have a significant impact on the response time of their Fire Department to any fires south of the bridge. County staff worked with the design consultant to review the options for traffic management and recommended staged construction, close and detour Hyndford Road.
- County Council passed a resolution to consider the assumption of Campbell Drive from Usborne Street to Highway 17 under the Road Rationalization Policy in effect at the time of the request. Staff will bring a report to council with a recommendation on cost sharing.
- County Council adopted a by-law to approve an amended Policy PW-04 Regulating Advertising Signs and Devices within the County Road Allowance. The previous County Signage Policy was approved in November 2001 and had not been updated since. The Policy was drafted with the intention of being very restrictive, in essence not allowing any private advertising signage to be placed within a County Road allowance. Periodically, staff has removed signage that has been placed within the road allowance, particularly in cases where it may create a safety hazard. The enforcement of a zero-tolerance approach to private advertising within County Road allowances has been time intensive and the subject of much displeasure among Renfrew County businesses.

Since the implementation of the previous Sign Policy, County Road allowances have become wider, as staff continues to purchase property for road widening to meet the County's standard of 26-metre road allowance widths. Staff feels allowing signage within the County Road allowance under clear guidelines would be a benefit to County businesses and the Public Works and Engineering Department. A fee structure will be developed which would provide a source of revenue to the County.

- County Council approved Policy PW-19 Road Rationalization, outlining the criteria for lower-tier municipal roads being integrated into the County of Renfrew Road system. The policy has been developed based on the Ontario Good Roads Association, February 1998 Road Rationalization Guidelines with specific requirements to be met and are included in the Terms of Reference.
  - Consider road condition and compensation throughout the discussion of road transfers. A municipality may upgrade the roadway or provide the estimated amount of money for rehabilitation to the County of Renfrew.
  - Pavement must meet or exceed the current County of Renfrew's Council adopted road system average Pavement Condition Index (PCI) using the Ministry of Transportation of Ontario's SP-024 to determine the deterioration and ride condition to calculate the PCI.
  - Road Structure must meet or exceed the current County of Renfrew standard specification as outlined in Policy PW-01 Roadway Classification and Design. The County of Renfrew may request geotechnical testing from the municipality to confirm roadway structure.
  - Involve the local municipalities in the decision-making process by encouraging feedback and comments.
- County Council approved the County of Renfrew portion of the Request for Proposal PWC-2022-25 as submitted by McIntosh Perry Consulting Engineering Limited, Carp, Ontario for Professional Services for a Transportation Master Plan (TMP) in the amount of \$151,787 plus HST. The TMP will provide a 'roadmap' for transportation planning needs over a ten-year period, from 2025 to 2034 in order to optimize the performance of existing infrastructure, identify areas where capacity is anticipated to be exceeded, and identify a sustainable approach to accommodating further development moving forward. In addition to the County of Renfrew, the TMP will also include the Town of Arnprior and the Townships of Bonnechere Valley, Horton, Laurentian Valley, Madawaska Valley, and Whitewater Region.
- County Council passed a By-law to execute a Road Access Agreement along County Road 64 (Opeongo Road), in the Township of Bonnechere Valley with the applicants. The creation of the new lot has been granted on the condition that the applicant enters into an agreement with the County regarding access to County Road 64 due to restrictions in entrance spacing and sight line requirements. The mutual access will serve as the access point for both the severed lot and the retained lands.

## **Additional Information**

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

613-735-7288





February 28, 2023

**Via email only**

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Doug Ford, Premier of Ontario  
[doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)  
The Honourable Dave Smith, MPP Peterborough-Kawartha  
[dave.smithco@pc.ola.org](mailto:dave.smithco@pc.ola.org)  
The Honourable Michelle Ferreri, MP Peterborough-Kawartha  
[michelle.ferreri@parl.gc.ca](mailto:michelle.ferreri@parl.gc.ca)  
Curve Lake First Nation  
[audreyp@curvelake.ca](mailto:audreyp@curvelake.ca)  
The Association of Municipalities Ontario  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

**Re: Oath of Office**

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen  
Seconded by Deputy Mayor  
Armstrong

**Whereas** most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

**Whereas** a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

**Whereas** Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

**Whereas** on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

**Whereas** the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

**Therefore be it resolved that** Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

**That** this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



**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 [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

April 11, 2023

Municipality of Trent Lakes  
760 Peterborough County Road 36  
Trent Lakes, ON K0M 1A0

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
[minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Doug Ford, Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
The Honourable Dave Smith, MPP Peterborough-Kawartha  
[dave.smithco@pc.ola.org](mailto:dave.smithco@pc.ola.org)  
The Honourable Michelle Ferreri, MP Peterborough-Kawartha  
[michell.ferreri@parl.gc.ca](mailto:michell.ferreri@parl.gc.ca)  
Curve Lake First Nation  
[audreyp@curvelake.ca](mailto:audreyp@curvelake.ca)  
The Association of Municipalities Ontario  
[amo@amo.on.ca](mailto:amo@amo.on.ca)

**Re: Municipality of Trent Lakes – Oath of Office**

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

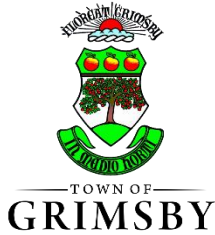
That correspondence received from the Municipality of Trent Lakes regarding Oath of Office, be supported.

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

Sincerely,

Charlotte Madden  
Acting City Clerk

Cc: All Ontario Municipalities



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk

160 Livingston Avenue, Grimsby, ON L3M 0J5

**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010

**Email:** [bdunk@grimsby.ca](mailto:bdunk@grimsby.ca)

February 27, 2023

438 University Ave  
6<sup>th</sup> Floor  
Toronto, ON  
M7A 1N3

SENT VIA E-MAIL

Attention: Hon. Neil Lumsden, Minister of Tourism, Culture and Sport

**RE: Changes to the Municipal Heritage Register**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on February 6, 2023 passed the following resolution:

WHEREAS the Municipal Heritage Register is an important tool for the preservation and protection of cultural heritage properties within the Town of Grimsby and throughout the province of Ontario;

WHEREAS cultural heritage properties are those which have potential cultural heritage value or interest but have yet to been formally evaluated as per the process prescribed in the Ontario Heritage Act;

WHEREAS listed properties are labelled as such as they are 'listed' in the Town of Grimsby's Municipal Heritage Register, which identifies all municipally-recognized cultural heritage resources;

WHEREAS the Municipal Heritage Register allows municipalities to regulate demolition on properties protected under section 27 of the Ontario Heritage Act, ensuring that their cultural heritage value is preserved for future generations;

WHEREAS "listing" a property on the municipal heritage register recognizes a property's cultural heritage value, and is generally less complex, time-consuming, and

economically burdensome to local municipalities than pursuing the designation of a property as outlined within the existing process, which requires extensive research and documentation;

WHEREAS the “listing” of properties on the Municipal Heritage Register provides a measure of protection, ensuring that these properties cannot be demolished without the approval of the municipality;

WHEREAS it is important to list properties of cultural heritage value or interest, including those that are not currently designated, in order to ensure their preservation for future generations;

WHEREAS the 60-day demolition provision in the Ontario Heritage Act provides a short time frame for the municipality to consider the heritage value of a property before it may be demolished;

WHEREAS the new requirements of the Ontario Heritage Act mandate the assessment of an unreasonable amount of resources for a local municipality within a 2-year timeline;

WHEREAS the new requirement of removal after the 2-year anniversary leaves resources exposed, and unprotected for up to 5 years;

WHEREAS the new requirements do not allow the municipality to further assess our nationally significant resources, more specifically resources connected to the War of 1812, our indigenous communities and culture, people of colour, LGBTQ+, and impacts our community’s commitment to ensure preservation of our inclusive history.

THEREFORE, BE IT RESOLVED that the Council of the Town of Grimsby addresses this resolution to the government of the Province of Ontario, affirming the importance of the Municipal Heritage Register and its role in preserving the cultural heritage of municipalities throughout the province;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby encourages the government of the Province of Ontario to make changes to the Ontario Heritage Act which promote the retention and expansion of the Municipal Heritage Register, including

the listing of properties of cultural heritage value or interest that are not currently designated;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby encourages the government of the Province of Ontario to change the Ontario Heritage Act to protect the 60-day demolition provision indefinitely, rather than for a maximum of 2 years in order to provide adequate time for the municipality to consider the heritage value of properties before they may be demolished;

BE IT FURTHER RESOLVED that this Council of the Town of Grimsby circulate this notice of motion to the municipalities of Ontario for endorsement and circulation to the Province.

If you require any additional information, please let me know.

Regards,

A handwritten signature in cursive script, appearing to read 'Bonnie Nistico-Dunk'.

Bonnie Nistico-Dunk  
Town Clerk

cc. All Ontario Municipalities



**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 [charlotte.madden@portcolborne.ca](mailto:charlotte.madden@portcolborne.ca)

April 11, 2023

Minister of Tourism, Culture and Sport  
438 University Avenue, 6<sup>th</sup> Floor  
Toronto, ON  
M7A 1N3

Attention: The Honourable Neil Lumsden;

**Re: Town of Grimsby – Changes to the Municipal Heritage Register**

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

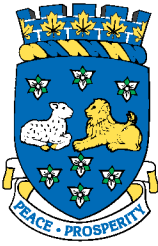
That correspondence received from the Town of Grimsby regarding Changes to the Municipal Heritage Register, be supported.

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

Sincerely,

Charlotte Madden  
Acting City Clerk

Cc: All Ontario Municipalities



April 24, 2023

Area Members of Provincial Parliament  
Sent via email

Dear Area Members of Provincial Parliament:

**Re: Councillor J. Erb Notice of Motion**

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on April 19, 2023, approved the following motion:

**WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;**

**AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;**

**AND WHEREAS Form 1 requires candidates to provide their qualifying address;**

**AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00**

**AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;**

**AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;**

**AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from**



engaging in the democratic process to elect municipal and school board politicians.

**THEREFORE, BE RESOVLED THAT the Regional Municipality of Waterloo calls on the Minister of Municipal Affairs and Housing for the Province of Ontario to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.**

**AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.**

**AND FINALLY, that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.**

Please accept this letter for information purposes only. If you have any questions or require additional information, please contact Rebekah Harris, Research/Administrative Assistant to Council, at [RHarris@regionofwaterloo.ca](mailto:RHarris@regionofwaterloo.ca) or 519-575-4581.

Regards,



William Short

Regional Clerk/Director, Council and Administrative Services

WS/hk

cc: Association of Municipalities of Ontario  
Association of Municipal Clerks and Treasurers of Ontario  
Ontario Public School Boards' Association  
Ontario Catholic School Trustees' Association  
Ontario municipalities



The Corporation of The Township of The Archipelago  
Council Meeting

**Agenda Number:** 15.1.  
**Resolution Number** 23-058  
**Title:** Road Management Action on Invasive Phragmites  
**Date:** Friday, April 21, 2023

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**Moved by:** Councillor Barton  
**Seconded by:** Councillor Lundy

**WHEREAS** *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes including Georgian Bay; and

**WHEREAS** *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighboring plant species; and

**WHEREAS** *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, an increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

**WHEREAS** invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and Agrifood Canada; and

**WHEREAS** the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

**WHEREAS** *Phragmites* occupy over 4,800 hectares of land around Lake St. Clair alone, while 212 hectares of *Phragmites* occupy land along the St. Lawrence River. The Georgian Bay Area is particularly affected by *Phragmites australis*, with more than 700 stands along the shorelines and multiple visible stands on the highways and roads that threaten valuable infrastructure and wetland areas; and

**WHEREAS** volunteers, non-governmental organizations, and various municipalities have invested tens of thousands of dollars in investments and labour annually for more than eight years in executing managements plans to control invasive *Phragmites* on roads, coasts, shorelines and in wetlands; and

**WHEREAS** roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and coastal shoreline areas; and

**WHEREAS** according to “Smart Practices for the Control of Invasive *Phragmites* along Ontario’s Roads” by the Ontario *Phragmites* Working Group, best road management practices for *Phragmites australis* include early detection, herbicide application, and cutting; and

**WHEREAS** these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

**WHEREAS** Mother Nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province, and the Federal government work together in collaboration to eradicate Canada’s worst invasive plant species *Phragmites australis*.

**NOW THEREFORE, BE IT RESOLVED** that Council for the Township of The Archipelago directs its staff to implement best management practices to promote early detection of invasive *Phragmites*, and to implement best management practices for invasive *Phragmites*, and to join the Ontario *Phragmites* Working Group to collaborate on the eradication of *Phragmites* in Ontario.

**BE IT FURTHER RESOLVED** that Council for the Township of The Archipelago directs staff to insert clean equipment protocols into tenders and that there is oversight that the protocols are followed.

**BE IT FURTHER RESOLVED** that Council for the Township of The Archipelago requests the Ontario Ministry of Transportation to map and treat invasive *Phragmites* annually on all its highways.

**BE IT FURTHER RESOLVED** that the Ontario Ministry of Transportation (MTO) communicates the strategy on mapping (detecting sites) and controlling invasive *Phragmites* on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with Township of The Archipelago.

**BE IT FURTHER RESOLVED** that Council for the Township of The Archipelago directs its staff to send this resolution to all municipalities that are part of the Georgian Bay watershed, to the Minister of Transportation, Christopher Balasa the Manager, Maintenance Management, and MPP (the Municipality’s local MPP).

**BE IT FINALLY RESOLVED** that Council for the Township of The Archipelago requests all levels of government to consider funding support to aid the Township of The Archipelago in managing invasive *Phragmites*; and directs staff to send a copy of this resolution to the Ontario Minister of Environment, Conservation and Parks and the Minister of Environment and Climate Change Canada.

**Carried**



## Township of Brudenell, Lyndoch and Raglan

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8533-"Hwy 28 & Little Ireland Rd."**

April 6, 2023

**CRINS-SINRC# 2211-1511-0833**

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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° 9' 57.440" N, 77° 32' 33.01" W** on parcel [PIN 57608-0030 ] ( **Lalande Rd. , McArthurs Mills** ) and is designed as a **90m Guyed Tower** structure, with **Ground Building** to house the Proponents equipment.

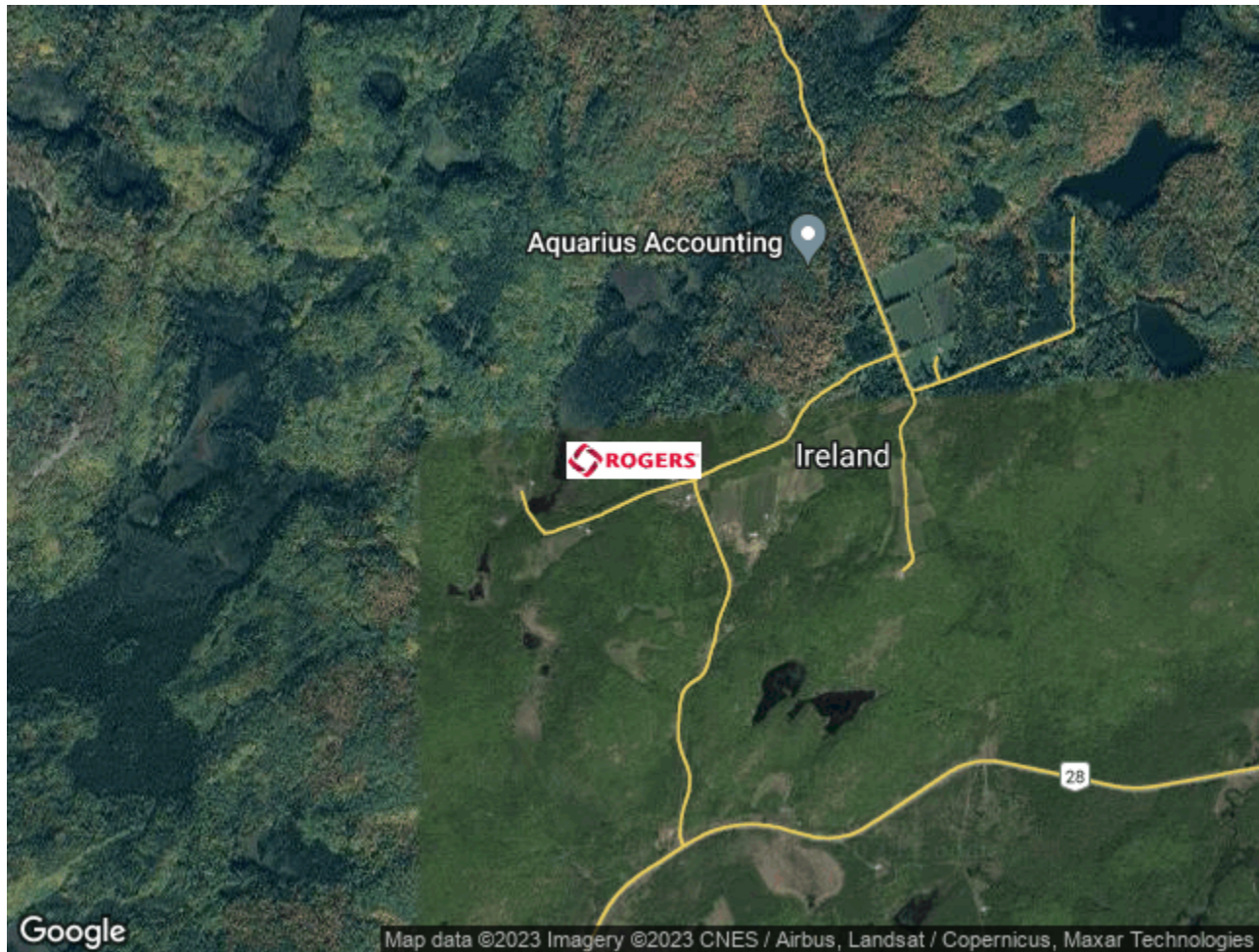


Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The proposed 90m 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> .	
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### 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.	
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### 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>13</b>
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<b>Compatibility (%)</b>	<b>89.1</b>	<b>Low</b>
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## 4.1. Design Targets

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

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>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 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	7	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	7	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

## 8.2 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

**No Comments Received**

### 8.3 CRINS-SINRC Reporting Statement

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

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

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

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

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

### 8.4 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.	

## 8.5 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 **C8533-"Hwy 28 & Little Ireland Rd."** (CRINS-SINRC # 2211-1511-0833).

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) *Submission of "as-built" drawings to CRINS-SINRC no later than 30 days after the completion of construction.*
- 3) *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  
Brudenell, Lyndoch, and Raglan



## Lyndoch and Raglan Brudenell

Land Use Authority Recommendation Report  
For

**Rogers Communications, Inc.  
C8620-"Letterkenny Rd. & Lost Nation Rd."**

March 6, 2023  
Revised: April 10, 2023

**CRINS-SINRC# 2211-1511-5419**



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- 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° 21' 49.610" N, 77° 25' 20.110" W** on parcel [PIN 57506-0017 ] ( **Letterkenny Rd. , Palmer Rapids** ) and is designed as a **90m Guyed Tower** structure, with **Ground Building** to house the Proponents equipment.



Figure 1 - Location Overview

### 2.1. Justification Statement by Proponent

The proposed 90m 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.

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	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> .	
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	is proposed in a mixed-use area with both commercial and residential uses.	
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### 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	
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As such, the *Minister of Labour* has adopted the *National Building Code (NBC)* amongst many other federal standards in relation to any structure built under enabling federal legislation.

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

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

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

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

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

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



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

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

This results in 3 specific metrics:

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

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

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

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





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

<b>Visibility</b>	<b>15</b>
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<b>Compatibility (%)</b>	<b>80.6</b>	<b>Low</b>
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## 4.1. Design Targets

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

	 Poles and Towers	 Antenna Mounts	 Equipment Cabins	 Antennas and Cables
<b>Land Use</b>				
<b>Agricultural</b>	Select poles or towers that respond to the Topographic and Built form recommendations.	Respond to agricultural context in relation to antenna mount construction. Limit use of head frames or complex configurations	Co-locate with other agricultural infrastructure. Match the colour and materiality to reduce visual effect.	Maintain uniform antennas positions that respond to the construction of the pole or antenna mount. Develop consistent cable connections and shroud cables.
<b>Topography</b>				
<b>Flat</b>	Consider the use of monopoles as uniform narrow profile structures will limit visual impact.	Develop simple support structures that respond to the horizontal landscape character. Flush mount and reduce horizontal extensions. Avoid diagonal or angled bracing.	Attempt to locate cabins adjacent to existing vegetation or buildings to reduce the visual mass within the flat landscape.	Consider simple panel profiles to reduce the visual impact. Locate at a uniform frequency to respond to the horizontal visual character. Align cable runs to maintain a consistent visual form.
<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>Isolated trees</b>	Consider the design height relative to the screening potential of surrounding vegetation and limit vertical projections above the tree line.	Assess location of vegetation and the relative position of the antenna mounts to capitalise on screening potential.	Use screening from isolated trees to limit the visual effect. Avoid locations that impact on the trees including the canopy, branch structure and 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>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>Mixed (complimentary)</b>	Identify prominent colours, colour match or select neutral colours to minimise of visual effect.	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 surfaces in response to dominant colours of adjacent land use.	Colour match to surrounding landscape and built form. Select neutral colours if antennas or cables are elevated or sky lining.

## 4.2. Design Recommendations

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

**No recommendations.**

## 5. Compliance with General Design Requirements

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

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

## 6. Siting of Facility Relative to Existing Use

The following requirements apply to antenna systems seeking concurrence:

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

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

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

## 7. Statement of Concurrence

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

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

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

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

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

## 8. Public Consultation

### 8.1 Consultation Participation Summary

Category	#	%
Total number of adjacent landowners notified:	5	100
Total number of adjacent landowners who had no comments after receiving the consultation information:	5	
Total number of responses received:	0	0
Total number of adjacent landowners who provided comments:	0	0
Total number of public responses (if applicable):	0	100

## 8.2 Public Comments Summary

In addition to the questions posed in the survey, both priority stakeholders and the general public were provided an opportunity to provide free form comments. The following summarizes the themes that were represented in the comments:

**No Comments Received**

### 8.3 CRINS-SINRC Reporting Statement

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

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

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

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

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

### 8.4 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.	



## 8.5 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 **C8620-"Letterkenny Rd. & Lost Nation Rd."** (CRINS-SINRC # 2211-1511-5419).

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) *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

Municipal Clerk  
Brudenell, Lyndoch and Raglan  
45 Burnt Bridge Rd  
Palmer Rapids, Ontario  
K0J 2E0

April 17, 2023

To Whom It May Concern,

I am writing to inform the municipal clerk of Brudenell, Lyndoch and Raglan Township that Paddler Co-op will be conducting a modified, smaller and highly controlled version of their annual Palmer River Fest on May 19-21, 2023. As in the past, the event will take place at our office site: 6535 Palmer Rd, Palmer Rapids, ON.

We are currently planning for the following:

- Limited capacity, ticket-holder only event (contactless payment and registration)
- Physical distancing encouraged
- *No Beer Garden*
- Live music Saturday until 11 pm
- Food kiosk throughout the weekend
- Outdoor only Vendor kiosks for the exhibition of outdoor and paddling gear throughout the weekend
- 100 registered participants, approx 40 staff & volunteers
- On site camping

Participants will begin arriving in the afternoon of Friday, May 19. We will have parking available next door. Our staff will coordinate our driveway and the parking area to ensure quick and orderly arrivals and departures.

Please feel free to contact me with any questions and/or requirements. I can be reached at 613-334-8423

Thank you!



Ryan O'Connor  
Executive Director  
Paddler Co-op



Paddler Co-operative Inc  
6535 Palmer Rd  
Palmer Rapids, ON K0J 2E0  
613.758.2772  
[info@paddlerco-op.com](mailto:info@paddlerco-op.com)

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*a not for profit outdoor education organization*

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

**Being a Bylaw to regulate and license Special Events**

1) DATE: April 20, 2023

NAME OF APPLICANT(S): Paddler Co-operative (Ryan O'Connor)

ADDRESS AND E-MAIL ADDRESS: info@paddlerco-op.ca,

ryan@paddlerco-op.ca

6535 Palmer Rd, Palmer Rapids, ON

PHONE NUMBER: 613-758-2772

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

(Section 3 (c) (I))

6535 Palmer Rd, Palmer Rapids, ON

Event will be held on our 2 acre property

DATE OF EVENT May 19, 20 + 21, 2023

(Section 3 (c)(II))

2) FACILITIES / ARRANGEMENTS FOR THE FOLLOWING:

(Section 3 (c))

a) HANDLING OF FOOD We have hired Cheryl Stanley to provide food for sale on Saturday, May 20<sup>th</sup> and Sunday May 21<sup>st</sup>. Food is prepared off site and cooked in their portable kitchen, approved by the RCDHU, on-site.

b) TOILET AND SANITARY REQUIREMENTS We have 4 permanent outhouse toilets on-site and have arranged a rental for 4 additional portable toilets for the weekend. Hand sanitizer and toilet paper are provided. We also have dedicated staff and volunteers to ensure cleanliness of toilets is maintained throughout the weekend. An outdoor sink with potable hot and cold water is available for use by all attendees for hand washing and drinking as well.

c) **GARBAGE DISPOSAL** We have a large garbage and recycling station on site permanently for use. In addition, we provide extra garbage bins throughout the property and have a team of staff + volunteers to empty them over the weekend

d) **SECURITY (Crowd and Traffic Control)** We have volunteers assigned to traffic control and parking attendant duty. Our staff and volunteers are available at all times to address crowd and traffic control problems as they arise. We have 4 people working the entrance table at all times on Saturday evening.

3) **SKETCH OF LANDS TO BE INCLUDED:** see appendix 1  
(Section 3 (c)(iv) Indicate location of entertainment, spectators, motor vehicle parking, food/refreshments, sale of goods/services, camping, sanitary services)

4) **ESTIMATED NUMBER OF ATTENDEES 3(v):** Approximately 100

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

**ONTARIO PROVINCIAL POLICE** see appendix 2  
(Killaloe Detachment)

**MEDICAL OFFICER OF HEALTH** see appendix 3  
(Renfrew County & District Health Unit)

**CHIEF FIRE OFFICIAL** see appendix 4  
(Township of Brudenell, Lyndoch and Raglan)

**CHIEF BUILDING OFFICIAL** see appendix 5  
(Township of Brudenell, Lyndoch and Raglan)

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

We have posted quiet hours and staff on site overnight to address any noise concerns as they arise. The band is scheduled to finish at 11pm and quiet hours immediately follow. We also make our immediate neighbours aware of our plans. There is no band on Friday night.

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

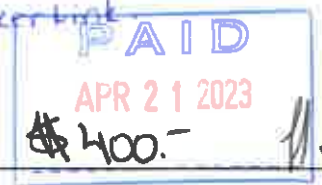
Kerelle Voldak  
(Section 3(c)(xlii) 8)

8) CERTIFIED COPY OF COMPREHENSIVE GENERAL LIABILITY INSURANCE:

See appendix 6. We are in the process of renewing our insurance for 2023-2024 and will submit updated proof when we receive it from Brokerlink  
(Section 3(c)(xiv)

9) LICENCE FEE

(Payment to be included with application):  
(Section 3(c)(xv)



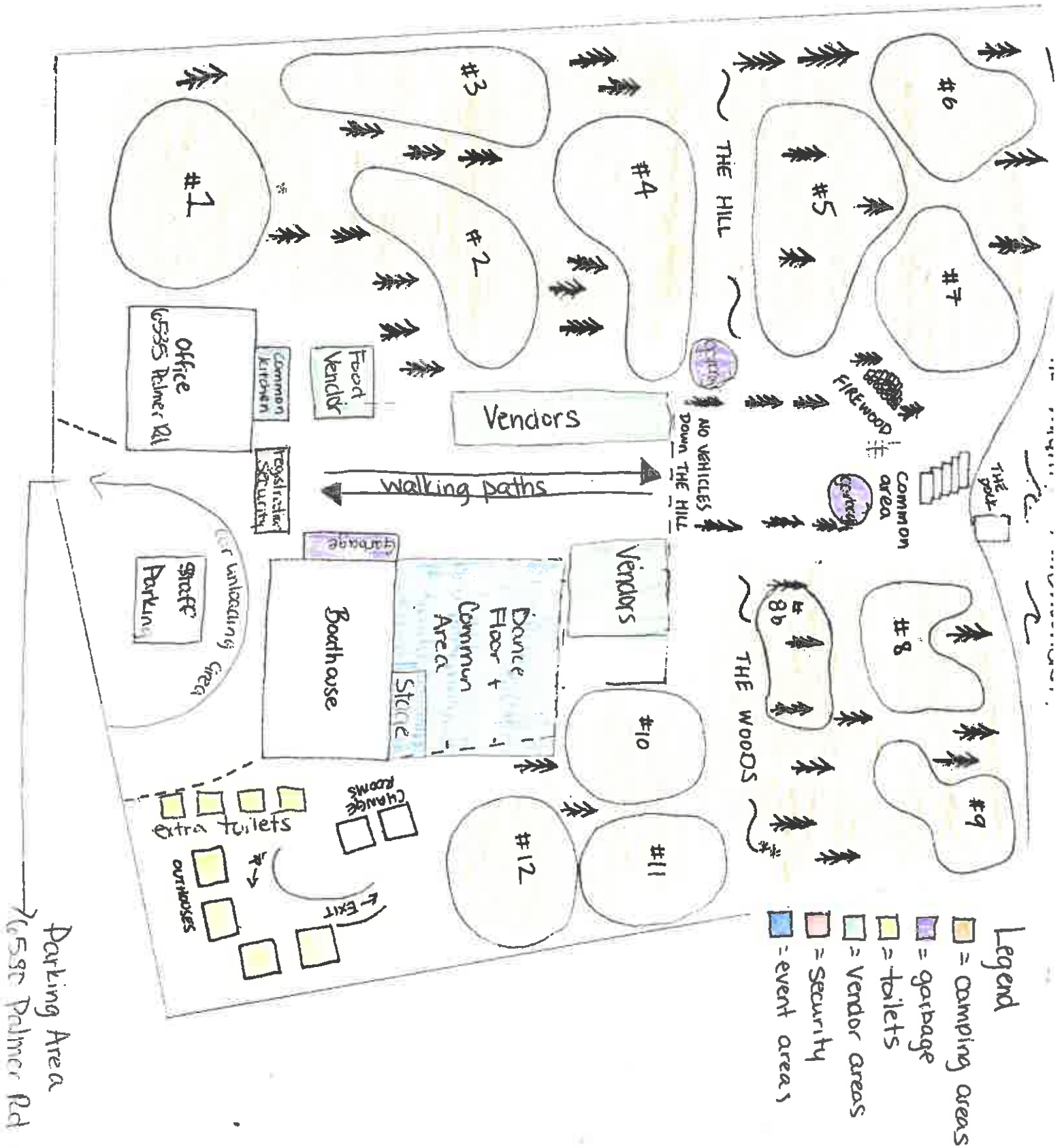
10) DECLARATION (Section 3(c)(vi)

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

DATED THIS 20<sup>th</sup> DAY OF April, 2023.

Kerelle Voldak  
Applicant(s)

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







**Municipal Alcohol Policy**  
**Township of Brudenell, Lyndoch and Raglan**  
**May 2023**

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## **Purpose**

The purpose of the Municipal Alcohol Policy (MAP) is to allow for the use of Township of Brudenell, Lyndoch and Raglan properties and facilities for events which include alcoholic beverages only where full responsibility is assumed by the person or organization proposing the event. The MAP is to ensure that there is a safe, enjoyable environment within our facilities for our users and to minimize the liability risk associated with alcohol related events.

## **Background**

The Township of Brudenell, Lyndoch and Raglan owns and operates facilities where the consumption of alcohol may be permitted. Persons or Organizations conducting events are subject to the authority of a Special Occasion Permit (SOP), as granted by the Alcohol and Gaming Commission of Ontario (AGCO). The SOP allows for Event Organizers to sell or serve alcohol while outlining reasonable rules for alcohol consumption within facilities owned by the municipality.

Event Organizers are classified as third parties and are not the Township of Brudenell, Lyndoch and Raglan's servants or agents while hosting the event. The MAP is intended to apply to approvals for the use of the municipality's facilities or land by such third parties. This policy is intended to ensure that the Event Organizers take the appropriate and necessary steps to provide a safe environment for the general public where the organizers desire alcoholic beverages are made available.

The MAP is designed to provide Event Organizers requesting permission for the use of the municipality's properties with strategies to assist them to limit alcohol related problems and to require them to inform themselves, prepare for the event, train their staff and volunteers, and monitor, manage and assume responsibility for the liability and other risks associated with serving alcoholic beverages at their events.

Problems can arise from the consumption of alcohol that affects not only the consumers, but also others who use the facilities. The following are a list of problems that may occur:

- Personal Injury
- Loss of revenue due to reduced participation
- Loss of insurability should risk assessment escalate
- Liability action and increased insurance premiums
- Vandalism
- Complaints by offended parties
- Increased public concern regarding alcohol consumption

The majority of alcohol consumption related problems will occur from drinkers who engage in one or more of the following four specific drinking practices:

1. Drinking in prohibited areas
2. Drinking and driving
3. Underage drinking
4. Drinking to intoxication

This policy is not intended to stand in opposition to responsible drinking.

## **Objectives of the MAP**

1. To provide education and appropriate procedures to groups or individuals wishing to hold an event(s) in municipally-owned facilities in order to ensure that all AGCO legislation pertaining to the SOP is properly understood and strictly complied with.
2. To ensure proper supervision and operation of the SOP events in order to protect the Event Organizers, the volunteers, participating public, staff, the Township of Brudenell, Lyndoch and Raglan from liability by providing education through prevention and intervention techniques and effective management procedures.
3. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational controls, training, procedure and education.
4. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol through SOP so that alcohol becomes a responsible part of a social function rather than the reason for it.
6. To provide a balance of wet and dry facilities and programs in order to ensure that abstainers, adults, youth, families and consumers will be adequately serviced and protected.

## **Operating Standards and Procedures**

The Operating Standards and Procedures represent a series of reasonable conditions that Event Organizers will be required to adopt where the consumption of alcohol is proposed on the municipal properties under the SOP. The MAP relies upon the holders of the permits for the events to comply with the AGCO and with the legal obligations including not serving to minors, intoxicated persons and not to supply alcohol to persons to the point of intoxication. This is intended to inform Event Organizers with practices they must follow in order to carry out an event which includes alcohol consumption on municipal property. The Operating Standards and Procedures include but are not limited to management strategies, signage requirements, prevention strategies, properties, and enforcement protocol for infractions to the procedures.

If a breach of requirements was to occur at an event, this may be used to deny the Event Organizers from future use of municipal premises for events.

## **Definitions: For the Municipal Alcohol Policy and its Operating Standards and Procedures**

### **AGCO**

Means the Alcohol and Gaming Commission of Ontario.

### **Caterer's Endorsement**

A Caterer's Endorsement, is issued by the AGCO and permits the sale and service of beverage alcohol to an event that is in an area other than a licenced establishment. The catered event must be sponsored by someone other than the licence holder.

### **Delegate, in reference to the Event Organizer**

Means an employee, agent, servant, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer's responsibilities under the MAP.

### **Event**

Means any gathering, of any kind, whether social, business or otherwise and includes the set-up, tear down, clean-up and other activities including ancillary that occur in, on or around any municipal properties related to preparation for, conduct of or finalization of the event and use of municipal property.

### **Event Staff**

Means any representative, agent, partner, employee, servant, coordinator or other individual or entity working on the Event for the Event Organizer's Delegates, Servers and Monitors.

### **Event Organizer**

Means any person or organization applying to hold an event at the municipal premises and includes the person or organization on whose behalf such person apply or seek permission to hold the event, the person whose name is listed as the permit holder on a Special Occasion Permit and the person listed as a sponsor on a Caterer's Endorsement for such event.

### **Fortified Drinks, Extra-Strength Drinks**

Any drinks with more alcohol content than a standard drink (listed below under Standard Drink). Many coolers and some brands of beer and wine contain more alcohol than a standard drink.

### **Liquor Licence Act or LLA**

Refers to the Liquor Licence Act, R. S. O. 1990. C. L. 19 as amended and includes applicable Regulations passed pursuant to the Act.

### **Municipal Alcohol Policy or MAP**

Means the Township of Brudenell, Lyndoch and Raglan's Municipal Alcohol Policy and includes this document, being Schedule 1 "Operating Standards and Procedures".

### **Monitor**

An Event Staff for purposes other than being a Server.

### **Municipal Staff**

Where there is a reference to reporting to or contacting staff of the Township of Brudenell, Lyndoch and Raglan, means the Township of Brudenell, Lyndoch and Raglan staff who are identified by the municipality as the contact for either MAP purposes or the facility or premises in question as the context requires.

### **Municipal Properties**

Means those facilities, lands, buildings, structures premises or other real property for which the Township of Brudenell, Lyndoch and Raglan is the legal owner or over which the municipality has authority to grant use.

### **Publicly Advertised**

An event which is made known to the public for their attendance, utilizing advertisement sources such as flyers, newspaper, radio, web communities or formal announcements.

### **Standard Drink**

- 12 oz. or 341 ml. of beer with 5% alcohol by volume
- 5 oz. or 142 ml. of wine with 12% alcohol by volume
- 1.5 oz. or 43 ml. of spirits with 40% alcohol by volume
- Each of these standard drinks has 0.6 oz. or 17 ml. of pure alcohol

### **Server**

An Event Staff serving or selling alcoholic beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.

### **Smart Serve**

Smart Serve is a certification program for responsible service training to all individuals who serve alcoholic beverages or who work where alcoholic beverages are served in the Province of Ontario.

## **Third Parties**

Third Parties are those individuals, corporations, or partnerships with which the municipality is at arm's length within the means of the Income Tax Act (Canada) and excludes municipal affiliates.

## **Section 1. Designations for Events**

### **1.1 Designated Properties/Areas Where Alcohol is Prohibited**

The Liquor Licence Act allows for the sale and service of alcohol or alcoholic beverages for the purposes of consumption in facilities that are licenced under this Act. For consumption of alcohol in other public properties or areas is prohibited unless a Special Occasion Permit is acquired. To date the consumption of alcoholic is prohibited in all of municipally-owned facilities. The Township of Brudenell, Lyndoch and Raglan has developed a "Designated Properties" list (attached as Appendix A), to identify the municipal properties in which alcohol may be served under a SOP as approved.

Prior to an SOP being acquired, the municipality must approve, in advance, the property in which the event is taking place, if the property is not designated in Appendix A of this policy, written permission must be obtained from municipal council for use of said land. The Township of Brudenell, Lyndoch and Raglan reserves the right in its sole discretion to refuse any Event Organizer permission to hold an event on a municipal property.

Regardless of approval for the use of sales or service of alcohol on municipal properties, the Event Organizer and their event will be subject to all aspects of the MAP unless the approval specifically provides otherwise.

Upon the approval date by Council for the 2023 BLR Township MAP, event organizers shall refer to the former Raglan Township MAP as passed by By-law 95-04.

Violators of this policy will face a variety of possible consequences, from verbal and/or written warnings up to and including violators being prohibited from use of any or all municipal facilities, depending on the infraction.

### **1.2 Designation of Event**

The service of alcohol will not be permitted at any events where the focus of the event is for youth under the age of 19. The Event Organizer must agree that persons under the legal drinking age be given generic identification. With the exemption of a wedding, anniversary, birthday, etc. (private function) at which the generic identification will be the responsibility of the SOP holder. Event workers can reduce liability if they are able to easily identify underage patrons thus prevent underage consumption.

## **1.3 Designation of Roles**

### **1.3.1 Role of Municipal Staff**

Township of Brudenell, Lyndoch and Raglan Staff will provide, to the Event Organizer, written material pertaining to the conditions and requirements of the MAP and its Operating Standards and Procedures. Municipal Staff will complete an Event Checklist to ensure that the Event Organizer has been provided with all material necessary to be aware of the requirements under the MAP.

The Operations Manager or designate will approve or deny the application, by the Event Organizer, for use of a municipal property involving the sale or service of alcohol based on the compliance with the requirements of the MAP. Separate approvals from Council may still be required, based on where the event is located, for the sale or service of alcohol.

### **1.3.2 Role of the Event Organizer**

The Event Organizer is responsible for the management and control of every aspect of an event they are hosting. Aspects that are within the realm or responsibility include but are not limited to:

- Training of their designates or other Event Staff;
- Set up and tear down of the event;
- Event planning;
- Alcohol service and sales including choice of said beverages to supply the appropriate products to avoid Extra-Strength Drinks or Fortified Drinks;
- Control of access to the premises at any time during the occupation of a municipal premise;
- Safety and sobriety of people attending the event including those that have been refused service based on the level of intoxication;
- The return of the municipal premise in a vacant and proper condition;
- Response to emergency situations including the contact of emergency services;
- The compliance with the Liquor Licence Act and the Township of Brudenell, Lyndoch and Raglan's MAP; and
- Any other conditions that have been stipulated and agreed upon for the use of a municipal property.

In the case where the Event Organizer is not the person that has been designated as the holder of the SOP, the person that is applying for such permit for the liquor permit required for the event must also be a listed on the agreement with the municipality prior to the event taking place.

During the event, it is the responsibility of the Event Organizer that the patrons and the Event Staff are following the requirements and conditions laid out in the MAP, the Liquor Licence Act and or any other agreements that have been signed with the municipality



for the use of the premises. Event Organizers must ensure that there are enough Event Staff on the floor at all times to help manage, monitor and control the Event. Refer to **Section 2.5.5** for a minimum breakdown ratio of staff needed verses guests. The Event Organizer may determine a select number of individuals that can act as a Delegate to help maintain and manage the event and ensure that compliance with the MAP is upheld. However, no Delegate shall relieve the Event Organizer of total responsibility for the patrons, premises, alcohol or as designated under the MAP or any other contract that has been signed with the municipality.

In the case of bodily injury or property damage, the Event Organizer must report the incident to Municipal Staff. This may involve a report under the LLA and the Event Organizer is aware or has been made aware of any MAP or LLA violations. Generally the report will be completed and presented after the event has ended and allow for the municipality to consider future requests for use of municipal property or area by said Event Organizer.

## **Section 2. Management Practices**

### **2.1 Conditions for Special Occasion Permit Events**

**2.1.1** The permit holder will ensure that a proposed SOP is purchased for all alcohol purchases and consumption at the latest 30 days prior to the event. A copy of the SOP must be provided to the Municipality for their records. The SOP will be posted in plain sight during the entire event and be adhered to according to the LLA and the MAP. All liquor receipts must be available upon request.

**2.1.2** Permit holders will ensure that all servers have read and fully understand this policy and the risk of being a provider of alcohol. At least two bartenders with a Smart Serve Designation must be on duty at all times. **(See Section 2.5.5 for further details)**

**2.1.3** Permit holders or designates as indicated on the SOP, must be in attendance at all times and be responsible for making decisions regarding the event based on the MAP and LLA.

**2.1.4** Permit holders will ensure that underage, intoxicated or unauthorized persons are not served alcohol at the event. Only government issued photo identification cards will be accepted for age of majority requirements.

**2.1.5** There will be at least two monitors per 100 participants, to supervise the event and encourage legal and moderate alcohol consumption at the event. In order to provide a safe environment and control behaviour, monitors and Event Organizers must supervise entrances and exits. Controlling the entry of intoxicated, underage, unauthorized or rowdy persons can considerably reduce the likelihood of alcohol related problems.

**2.1.6** The licence holder, bartenders, ticket sellers, monitors and anyone that touches alcohol as staff will not consume alcohol or be under the influence of alcohol while on duty during the event. All of the above must be 19 years of age or older.

**2.1.7** A range of menu selections must be available during the event. Snacks such as chips, peanuts, or popcorn are not suitable alternatives to menu selections.

**2.1.8** The municipality reserves the right to demand that security officers must be hired at any event. The cost of the security will be borne by the applicant.

**2.1.9** It is the responsibility of the SOP holder to ensure that all entrances and exits be properly monitored to eliminate alcohol from being removed or brought into the facility illegally and to ensure that alcohol is consumed in the permitted licenced areas.

**2.1.10** Alcoholic beverages will be served in plastic or paper cups.

**2.1.11** Ticket sales must cease at 12:30 a.m. The serving of alcohol and entertainment must cease at 1:00 a.m. Every effort should be made to have the facility cleared by 1:45 a.m. with exception on New Year's Eve which shall be 2:45 a.m.

**2.1.12** All alcoholic beverages will be purchased with a ticket. A maximum of 5 (five) tickets will be sold to one person at one time, unless it is in accordance with a private event. A limit of 2 (two) drinks can be served to one person at one time. A maximum of 2 (two) tickets will be fully refundable to one person at any time until 12:30 a.m.

**2.1.13** A variety of Non-alcoholic beverages must be made available to patrons.

**2.1.14** Last call is not to be announced. Entertainers are to be made aware of this by the SOP holder.

**2.1.15** The law clearly states that the organizers of the event have a duty of control that is to protect participants from foreseeable harm to themselves or others. The controls will help the SOP holder to ensure that the proper management of their event occurs.

**2.1.16** Individuals participating in masquerade events will be required to unmask and identify themselves to ticket sellers and bartenders if requested.

**2.1.17** All entertainment must be completed by 1:00 a.m. with the exception of New Year's Eve which must be 2:00 a.m.

## **2.2 Conditions for the Use of Alcohol in a Municipal Facility/Property**

In any event where alcohol sales or service is occurring, the MAP will be applied under the SOP or a Caterer's Endorsement. The Event Organizer must understand the requirements of the MAP, SOP and any regulations that are concurrent with the LLA R.S.O 1990, Chapter L. 19 and all the provisions of the Township of Brudenell, Lyndoch and Raglan.

This is to ensure that full compliance is being upheld by persons involved in the event including, but not limited to, the caterer for alcohol service and if different from the Event Organizer including the person to whom the SOP was issued or the sponsor for the purposes of the Caterer's Endorsement.

## **2.3 Advertisement/Signage**

The Event Organizer shall not permit, cause or allow promotional advertisements of alcoholic beverages' names, brands, or manufacturers at an event frequented by youth. The following signs will be posted at each of the SOP events:

### **Event Organizer`s Sign Responsibility:**

- Temporary sign stating the name of the sponsor, the Municipal Office Phone Number and Hours and the O.P.P. Phone Number
- SOP Permit (required from AGCO)
- SOP Holder Agreement (acquired from Municipal Staff)
- Limit of 5 (five) tickets purchased per person at one time
- Limit of 2 (two) drinks served to each person at one time

### **Township of Brudenell, Lyndoch and Raglan Sign Responsibility:**

- Fetal Alcohol Spectrum Disorder as specified in the LLA (to be posted regardless of the requirements under the Liquor Licence Act)
- Government issued photo identification needed for age of majority
- No alcohol past this point (indicating boundary limits)
- Servers are required by law not to serve intoxicated persons or serve anyone to the point of intoxication
- No alcohol permitted in dressing room areas, tennis courts, ballfields, horse shoe pits, etc.

## **2.4 Insurance**

The Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance and obtain confirmation of acceptable form and content of insurance from the municipality before occupying the municipal premises for the event. A proof of purchase of a minimum of \$2,000,000.00 liability insurance is to be provided 14 days prior to the event. The Certificate of Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer (this should include dates needed for set up and take down). The liability insurance must be licenced to carry on business in Ontario and which must, at a minimum, include the following:

- Coverage for bodily injury and property damage liability
- A Host Liquor Liability Endorsement
- The Township of Brudenell, Lyndoch and Raglan shown as an additional insured to the policy
- Show that coverage is in effect on the date(s) of the event

The insurance provisions and limits required may be amended at any time at the direction of Council. The requirement is to protect the municipality as well as the event

host. Case law indicates that judges and juries are sympathetic towards the injured plaintiff.

## **2.5 Event Staff**

**2.5.1** It is the responsibility of the Event Organizer to ensure that all the Event Staff that are working, volunteering or participating in the event are at least 19 years of age or older, familiar with the requirements of the municipality MAP, SOP and LLA and that the Event Staff are familiar with the municipal property or facility in which the event is taking place. The Event Organizer shall not use any of the Event Staff unless they are completely satisfied with their understanding of the area, regulations and have been properly informed to carry out their responsibilities.

**2.5.2** The Event Organizer or delegate, must be in attendance of the Event for its entirety. This includes the set up and take down of the venue and remain in attendance until the premises have been vacated of all Event Staff and patrons. It is the responsibility of the Event Organizer to make decisions regarding the operation of the event and the safe transportation of Event Staff and patrons.

**2.5.3** The Event Organizer and Event Staff will not consume alcoholic beverages during any part of the event on the municipal premises, facility or area. This includes specifically working the event while the bar is closed or after the event is over.

**2.5.4** The Event Organizer must provide sufficient guidance to Event Staff, 19 years or older, to ensure in the interests of public safety that the conditions of the SOP permit or Caterer's Endorsement, any agreement with the municipality or approval granted by the municipality, the requirements of the LLA and the MAP are observed throughout the event.

**2.5.5** The Event Organizer must ensure that there are enough properly trained Event Staff present versus guest ratio. This is to guarantee that the MAP requirements are being followed. The Event Organizers must follow the following to ensure that MAP compliance is being followed:

- A minimum, 2 (two) Event Staff (19 years or older) and 2 (two) Smart Serve Bartenders shall be required for events with less than 99 people.
- At a minimum, 1 (one) additional Event Staff is required if guests exceed 99 in number.
- The Event Organizer shall decide the actual numbers, and training of Event Staff above minimums as required for management and control of the event, control of the premises and compliance with the SOP.
- The Township of Brudenell, Lyndoch and Raglan reserves the right to adjust the minimum Event Staff versus participant's ratio on an event-by-event basis.

The following is a chart that provides a guide for the Event Organizers as to the number of Event Staff versus participant's ratio for any given event on municipal premises, facility or area:

### Minimum Event Staff to Participant Ratio

Number of Guests	Minimum Number of Event Staff	Breakdown of Minimum Number of Event Staff		
		Bartenders (All to be Smart Serve Certified)	Door monitors (Each access point must be monitored)	Ticket Sellers
Up to 99	2	2	Monitor at each access point	1
100 – 199	3	2	Monitor at each access point	1
200 – 299	4	3	Monitor at each access point	2
300 – 399	5	4	Monitor at each access point	2
400 – 499	6	4	Monitor at each access point	3
500 and Up	7	4	Monitor at each access point	3

All access points to the licenced area must be monitored at all times. Each venue will require a varying number of door monitors dependant on the layout of the venue.

**2.5.6** Regardless of the chart above, the Event Organizer is required to:

- Ensure that all persons acting as Servers be certified and trained under Smart Serve. It is the responsibility of the Event Organizer to ensure proper training is complete;
- Decide the actual numbers of types of Event Staff or other security above minimums, and to provide for guidance, supervision and instruction and all as necessary to manage and control their event. They are also responsible to ensure that Event Staff can control access to areas where alcohol is allowed to be served or consumed and comply with the SOP, MAP, LLC and Caterer’s Endorsement;
- To consider the need for additional Event Staff above minimums including without limiting the generality of the needs for staffing, planning for possible attendance for the event and sufficient staff to limit attendance to ensure they meet their responsibilities in the clause;

- To meet their obligations in the clauses immediately above and that the Township of Brudenell, Lyndoch and Raglan reserves the right to adjust the minimum number of Event Staff on an event-event basis.

**2.5.7** Event Staff shall be visible and be able to be identified at all times through I.D. name tags and/or clothing. This clothing must be distinguishable in a large crowd so that they can be easily identified. Provisions of this identification and clothing is the responsibility of the Event Organizer.

**2.5.8** It is the responsibility of Event Staff to ensure that patrons are not engaging in activities that could potentially be putting them or others into harmful situations. It is the responsibility of the Event Organizer to ensure that Event Staff are informed on how to defuse the situation and on safe transportation options.

**2.5.9** It is the responsibility of the Event Organizers to provide a list of Servers with proof of Smart Serve Certification (including their certification numbers) at a minimum of 2 (two) weeks prior to an event taking place on municipal premises, facility or area.

## **2.6 Entry, Monitoring and the Serving of Alcohol or Alcoholic Beverages**

### **2.6.1 Entry and Monitoring**

It is the responsibility of the Event Organizer to ensure that their Event Staff are properly informed on the following:

- That a person that appears to be under the age of 25 (twenty-five) years of age shall be required to provide an age of majority government-issued proof of age at the entrance of the facility and/or at the ticket purchase area and/or the alcohol service area, in a form specified under the LLA.
- The following is a list of acceptable identification for a person to provide as proof of age of majority. The identification must not be expired, contains a photograph of the person, the person's date of birth and that it has been issued by a listed government or government agency:
  - A driver's Licence issued by the Province of Ontario;
  - A Canadian Citizenship Card;
  - A Liquor Control Board of Ontario "Bring Your Identification" (BYID) card;
  - A Canadian Passport;
  - A Canadian Armed Forces Identification Card.

### **2.6.2 Refusal of Entry, Removal of Persons**

It is the responsibility of the Event Organizer to ensure that the imposed capacity of the municipal facility, premises or area are not exceeded during the course of the event. The Event Organizer shall ensure that there is sufficient staffing to uphold the control of all access points and of the patrons at the event in question.

The Event Organizer is accountable to manage the event and control the situation to prevent dangers to attendees and other persons present. They shall not allow a person

or persons to enter the premises, facility or area that are or appear to be intoxicated. The holder of the SOP and Event Staff have the permission to exercise their rights to remove or deny entry to the event to an intoxicated person or persons, aggressive persons or to unauthorized youth or youths found drinking alcohol. It is the responsibility of the Event Organizer to support and/or assist the Event Staff or holder of the SOP as required in any situation. This includes the safe transportation options and that the SOP holder and Event Staff are carrying out their responsibilities based on the MAP, LLA and any other municipal contract.

No persons shall be allowed to consume alcohol or alcoholic beverages outside the permitted areas as designated by the SOP and the municipal agreements. If underage drinking is encountered, the Event Staff must report the findings to the SOP holder or Event Organizer.

If there is a problem with a person or persons that are riotous, violent, aggressive, disorderly or intoxicated and it is observed at the event by the Event Staff and/or the Event Organizer, they will follow this procedure:

- First ask the person to leave in a calm, collective manner;
- If the individual refuses to leave the event and/or premises, contact the Police;
- Seek any necessary assistance and transportation to maintain control and management of the Event to ensure that the safety and protection of other patrons, the person or persons in question and the Event Staff.

### **2.6.3 Serving of Alcohol**

The Event Organizer must ensure and carry out the following when hosting an event on municipal premises, facilities and areas:

- Alcoholic beverages will not be sold or served to anyone under the age of 19 (nineteen) or to persons apparently under the age of 25 (twenty-five) that cannot provide the proper age of majority identification;
- Ticket sales for alcohol shall be limited to 5 (five) tickets per person at one time;
- Alcohol will not be served to anyone who may appear to be intoxicated;
- Alcohol service shall be limited to 2 (two) drinks per person at one time;
- Where beer is available, a light variety of beer (being beer with 4% alcohol by volume or less) shall be available to persons at an event. Otherwise only Standard Drinks shall be available, allowing only that drinks of the same size may be provided but which have a lower percentage of alcohol (for example beer with less than 5% alcohol by volume, wine with less than 12% alcohol by volume and spirits with less than 40% alcohol by volume);
- Non-alcoholic beverages and food shall be available for the duration of the event;
- Food shall be provided and is not satisfied by snack foods such as chips, peanuts and popcorn;
- No Fortified Drinks or Extra-Strength Drinks shall be available;

- All beverages served at the event shall be served only in plastic or paper containers;
- All beverage containers must remain within the designated service areas, whether or not they contain alcoholic beverages;
- Alcohol ticket sales will cease at 12:30 a.m. Alcohol sales will cease at 1:00 a.m. as per the SOP;
- “Last Call” will not be announced;
- Marketing practices which encourage increased consumption of alcohol shall be prohibited (e.g. oversized drinks, pitchers, drinking contests, double shots, volume discounts);
- No person shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks unless otherwise specified under the SOP;
- Alcohol shall not be offered as a prize in a contest; and
- It is suggested that the person or persons be allowed to redeem their unused alcohol tickets at any time during the event up to 12:30 a.m. with a maximum of 2 (two) tickets to be reimbursed to one person as shown on the SOP.

#### **2.6.4 Low or Non-Alcoholic Options**

It is the responsibility of the SOP holder and the Event Organizer to ensure that there is a minimum of 25% of the alcoholic beverages offered are low alcohol options. Non-Alcoholic beverages must be made available preferably at little or no cost but at no more than 50% of the cost of the lowest priced alcoholic beverage.

### **2.7 Security Plan**

**2.7.1** If it is determined necessary by the Operations Manager or designate, the Event Organizer must submit a security/operational plan when an event is publically advertised or when anticipated attendance or the type of event warrants such a plan.

**2.7.2** The security/operational plans required to be submitted under the MAP must be approved by Police, Fire, EMS and a Liquor Licence Inspector under the LLA. All costs associated with the preparing and complying with the security/operational plan shall be borne by the Event Organizer. The Operations Manager or designate has authority to decide disputes with such requirements that do not involve compliance with statutes or regulations.

## **Section 3. Safety and Transportation**

### **3.1 Safe Transportation Strategy**

It is the responsibility of the Event Organizer for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the event under the municipal MAP. The following are some safe transportation options:



- Police shall be notified in the event an apparently intoxicated person attempts to drive a vehicle;
- Promote a designated driver strategy, such as the names of persons that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transportation of patrons including those for whom the intoxicated person may be responsible for); and
- Request a friend or relative to assist a potentially intoxicated person.

The Event Organizer must remain on the premises at least until all attendees have left the property at which the event is located. One of the greatest risks of liability is viewed as the impaired driver leaving an alcohol related event.

## **Section 4. Failure to Comply**

### **4.1 Consequences to not Following the MAP, SOP, LLA and Municipal Agreements**

It is important that a clear set of guidelines be developed and that penalties for failure to comply with the policy are consistently applied. This practice ensures that user groups and participants recognize the policy as being fair, consistent and enforced when required.

**4.1.1** Any violations of this policy that are not immediately corrected by the SOP holder or Event Organizer will result in direct intervention by Municipal Staff. This may include the stoppage of alcohol sales, shutting down of the event and calling the police.

**4.1.2** Any violation will be reported to and addressed by municipal staff, and will be dealt with on a case-by-case basis. Actions can range from written correspondence making the SOP holder and/or Event Organizer aware of the violation(s), to complete refusal of future rentals, loss of deposit, to request attendance at a Council meeting, or even the barring of individuals from future events where this policy is applicable. For first violation of the municipal MAP, the SOP holder or Event Organizer will not be permitted to hold further functions in or on municipal premises, facilities or areas for a period of one year. This notification will be issued under the Trespass to Property Act.

**4.1.3** All consequential actions will be delivered after the alleged violators have been invited to attend a meeting, with the appropriate municipal staff, to address the situation.

**4.1.4** A letter by registered or certified postal service will serve as formal notice to any violator, of the consequences of these actions.

**4.1.5** Where underage youth are found to have consumed or to be consuming alcohol at the SOP and Non-SOP events, the authorities will be contacted.

**4.1.6** Where adults and/or youth engage in disruptive behaviour at social events which does not cease when requested, authorities will be contacted.

**4.1.7** When individuals are found to be consuming alcohol in restricted areas, police will be called to enforce the law.

**4.1.8** When a SOP holder or Event Organizer contravenes the MAP a second time following a warning, the SOP holder or Event Organizer will not be allowed to rent municipally owned premises, facilities or area for an amount of time to be determined by Council.

**4.1.9** Should a SOP holder or Event Organizer contravene the municipality's MAP a third time, they will be permanently barred from renting municipally-owned facilities, premises and areas unless the decision is overturned through appeal to Council.

**4.1.10** Individual ban or suspension of person or persons involved in the infractions from or on any or all municipal property can be enforced for any length of term.

**4.1.11** Any individual(s) who has violated the policy and has been notified verbally, and will receive a registered letter stating the violation(s), indicating that no further violations will be tolerated.

**4.1.12** An individual(s) may also receive notification under the Trespass to Property Act prohibiting entry to all or part of the facilities that the municipality owns.

**4.1.13** The loss of privileges, opportunities, for use or rental, ban or suspension are subject to terms that include failure to provide compensation or indemnity to the municipality.

**4.1.14** In any violation of the Liquor Licence Act, police can lay charges under the legislation and they have the right to seize any alcohol used during any infraction.

## **4.2 Accountability**

At least one municipal representative with authority to demand corrections or shut down an event on behalf of the municipality has the right to enter any SOP event and take control if they feel it necessary at the time.

The presence of a municipal representative or its designate could facilitate early correction of potentially risky situations. The SOP application states that the SOP holder and the facility owner are jointly responsible for the safety and sobriety of those attending the event.

## **Section 5. Policy and Monitoring**

### **5.1 Policy Monitoring and Revisions**

The Municipal Alcohol Policy shall be review periodically as required, as of March 2023. Policy changes to the MAP will be based on new information provided to the municipality by governing agencies, designates or individual sources of reliable information. If changes do occur, all community user groups must be educated on the updated policy. As the policy is implemented, procedures requiring adjustments for

improvement can be suggested. This includes adjustments to any future changes to the Liquor Licence Act. A call for review could be initiated by the following:

- Community Services
- Public Health Services
- Public Works
- Corporate Services
- Parks and Recreation

## **Section 6. Exceptions**

### **6.1 Exceptions by Council**

From time to time, Council may wish to slightly alter any particular section(s) of this policy to accommodate what they would consider a special event organized under special circumstances. This situation may arise especially when considering one-time events of general public significance.

**Appendix A**  
**Recommended Sites for SOP**

Brudenell, Lyndoch and Raglan Recreation Centre and Arena – 22 Burnt Bridge Road  
Raglan Bicentennial Four Seasons Park – 47 Four Seasons Park Road

\*Other sites require special council approval.

## Special Occasion Permit (SOP) Holder Agreement

As SOP holder for the (event) \_\_\_\_\_ being held on (date) \_\_\_\_\_ at the (facility) \_\_\_\_\_,

I certify that I have received and reviewed the Municipal Alcohol Policy, and I agree to adhere to the conditions of this policy and the Liquor Licence Act of Ontario.

I understand that failing to comply with these conditions could result in the termination of my event, suspension from use of facilities for me and/or my group or organization and potential charges for infractions covered by the Liquor Licence Act of Ontario or other relevant legislation.

Name: (Print) \_\_\_\_\_

Date: \_\_\_\_\_

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

Municipal Representative: \_\_\_\_\_

## **Checklist for User Groups Pertaining to Special Events and Festivals On Township of Brudenell, Lyndoch and Raglan Property**

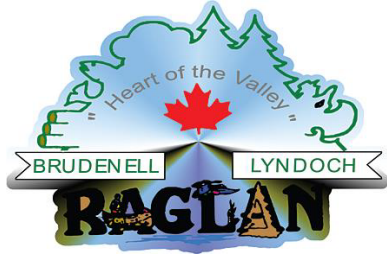
The following is a check list of papers that must be delivered and submitted two weeks prior to an event taking place at or on a property, area or facility with the Township of Brudenell, Lyndoch and Raglan:

The Township Must Provide copies of the:

- Township of Brudenell, Lyndoch and Raglan Facilities Contract
- Municipal Alcohol Policy
- Special Occasions Permit Holder Agreement
- Checklist for User Groups Pertaining to Special Events and Festivals

Event Organizers must provide copies (minimum of two weeks prior to the event date) of the:

- A signed copy of the Township of Brudenell, Lyndoch and Raglan Facilities Contract
- Total contract fees
- Copy of the Special Occasions Permit
- Copy of the Liability Insurance
- List of Event Staff with proof of Smart Serve ID Numbers
- Signed copy of the Special Occasion Permit Holder Agreement



# EMPLOYEE REPORT

**Report Date:** April 28, 2023

**Date of Council Meeting:** May 3, 2023

**Prepared By:** Jordan Genrick

**Approved By:** Virginia Phanenhour

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## Reason for this Report

To provide Council with information and recommendation in regards to changes for the Wingle/Cedar Grove intersection.

## Recommendation

That Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan direct the Operations Manager to re-construct the Wingle/Cedar Grove intersection to the specifications as described in proposal “B” attached to this report.

## Facts and Issues

In 2022 staff began the rehabilitation of 5 hard top roads in the Municipality. Pulverization and gravel application was phase 1. In 2023 phase 2 will consist of ditching and culvert replacement and phase 3 will be to apply a new hard surface. Before phase 2 can commence staff need direction from Council on the re-construction of a dangerous uncontrolled intersection on Wingle/Cedar Grove Road. Presently this intersection allows traffic to cross paths in many different configurations with minimal control causing a potential for a motor vehicle collision. It also causes unnecessary delays to plow trucks during the winter months as several passes to clear the intersection is required. The current layout would require 930M<sup>3</sup> of asphalt to bring it back to status quo.

## Proposal “A”

The specifications and layout for this proposal align with Chapter 9 of the Geometric Design Guide for Canadian Roads. This layout is the proper way to control traffic flow for this type of intersection. It is also the “less work required” option. However, it presents challenges for drivers during winter months as you come to a stop then proceed to turn and make your way up “Wingle Hill”. This design will also allow our plow operators to more efficiently clear snow while eliminating the need to make several back and forth passes to clean the large intersection that currently exists. This design would require approx. 850M<sup>3</sup> of asphalt to construct. See attached visual “Proposal A”.

**Proposal “B”**

The design for this proposal involves creating a super elevated corner to create a “through traffic” flow. Essentially Wingle Road would become a through road with cedar grove road branching off the super elevated corner. Although proposal “A” is correct in the design guidelines, it does not take into account for the terrain. Having an elevated corner allows motorists to continue with momentum up “Wingle hill” hypothetically mitigating any issue of a motorist losing traction. Staff have consulted with a civil engineer on this issue and both parties agree this is the best solution for the current situation. This layout would only require 263M<sup>3</sup> of asphalt, however would require 10-12 hours of excavation and a number of loads of gravel to shape properly and tie in Cedar Grove Road. Staff have currently budgeted for this proposal should changes arise the budget may need to be amended. See attached visual “Proposal B”.

**Proposal “C”**

Status quo. Increase signage. Allow motorists to make uncontrolled passes through the intersection in hopes of no collisions. Use 930M<sup>3</sup> of asphalt vs 263M<sup>3</sup>.









## 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

### TOWNSHIP OF BRUDENELL, LYNDOCH & RAGLAN NOTICE OF APPLICATION AND PUBLIC MEETING

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***In the matter of Section 34 of the Planning Act, the Township of Brudenell, Lyndoch & Raglan hereby gives NOTICE OF THE FOLLOWING:***

- i) An application to amend the Zoning By-law (By-law 87-08) of the former Township of Brudenell and Lyndoch.*
  - ii) A public meeting regarding an application to amend the Zoning By-law (By-law 87-08) of the former Township of Brudenell and Lyndoch.*
- 

**Subject Lands** Part of Lot 20, Concession 11, in the geographic Township of Brudenell, now in the Township of Brudenell, Lyndoch and Raglan, as shown on the attached Key Map.

**Public Meeting** A public meeting to inform the public of the proposed zoning amendment will be held on June 7th at 6:30 p.m. at the Municipal Office of the Township of Brudenell, Lyndoch and Raglan.

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

The purpose of the amendment to the Brudenell & Lyndoch Zoning By-law is to rezone 2.02 hectares (5 acres) of a 5.41 hectare (13.37 acre) property to permit a camping establishment with 11 dome tents in cedar decks.

The effect of the amendment is to rezone 2.02 hectares of the property from Rural Marginal (RM) to Tourist Commercial – Exception Two (TC-E2). The exception zone will permit camping establishment with a maximum of 11 sites, an eating establishment, and the uses, buildings and structures accessory to the permitted uses.

Additional information regarding the Zoning By-law amendment is available for inspection at the Township of Brudenell, Lyndoch and Raglan Municipal Office during regular office hours.

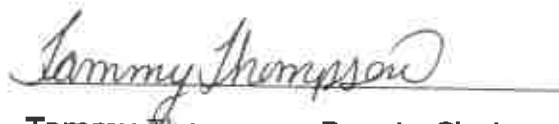
*If you wish to be notified of the decision of the Township of Brudenell, Lyndoch and Raglan on the proposed zoning by-law amendment, you must make a written request to the Township of Brudenell, Lyndoch and Raglan.*

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

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

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

Dated at the Township of Brudenell, Lyndoch and Raglan this 28th day of April, 2023.



Tammy Thompson, Deputy Clerk  
Township of Brudenell, Lyndoch and Raglan  
P.O. Box 40  
42 Burnt Bridge Road  
PALMER RAPIDS, ON K0J 2E0

# Township of Brudenell, Lyndoch & Raglan Key Map



**Location of Amendment**

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

***BYLAW NUMBER 2023-27***

**BEING A BY-LAW TO ESTABLISH TERMS OF REFERENCE FOR THE BLR  
RECREATION COMMITTEE**

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**WHEREAS** by virtue of Section 10(2) of *The Municipal Act*, 2001, S.O. 2001, c.25, as amended, a municipal council may pass by-laws relating to services and things that the municipality is authorized to provide.

**AND WHEREAS** the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan deemed it advisable to establish Terms of Reference for the BLR Recreation Committee.

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

1. That the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan, hereby establish a Terms of Reference for the BLR Recreation Committee, as outlined in **Schedule "A"** attached hereto.
2. That this Bylaw supersedes any Bylaw previously passed that is contrary to this Bylaw.
3. This Bylaw takes effect upon its passing.

Read and adopted by Resolution XXXX-XX-XX-XX this 3rd Day of May, 2023.

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**Mayor, Valerie Jahn**

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**Clerk-Treasurer, Virginia Phanenhour**

## TERMS OF REFERENCE

### For the BLR Recreation Committee

**Purpose:**

The BLR Recreation Committee, as a Committee of Council will provide leadership and guidance in the development, promotion, awareness and enhancement of recreation throughout the Township of Brudenell, Lyndoch and Raglan.

The BLR Recreation Committee works cooperatively with other local organizations such as the Palmer Lions Club, Quadeville Recreation Athletic Association, Quadeville & District Service Club, Madawaska Valley Fish & Game, Four Seasons Park, the friendship club and/or senior groups.

Under the auspices of the Council the BLR Recreation Committee will address and provide input into matters related to:

- Recreational programs funded by the Township of Brudenell, Lyndoch and Raglan.
- Conceptual planning and development of the BLR Community Centre, Rink, Baseball Field, Beaches, and Grounds.
- Planned activities, budgetary requirements and proposed goals from fundraising events and how those funds are to be allocated.
- The development agreements that provide for the usage of the BLR Community Center facilities.

The BLR Recreation Committees' mandate is to organize fundraising events, special events and recreational programming for the community. Funds from fundraising activities are to assist with new capital projects related to the existing recreational facilities (including but not limited to the ball field grounds, beaches, and the arena.) The BLR Recreation Committee receives the approval of Council but will not be involved with administering, overseeing or managing any specific club or organization.

**Membership:**

The BLR Recreation Committee shall consist of one (1) designated member of Council and at least four (4) layperson members. Numbers less than four (4) laypersons, the Recreation Committee will cease. A quorum shall consist of the majority of those present with no less than (3) members of the committee. All executive positions for the BLR Recreation Committee will be affirmed by a majority vote of the committee. There will be a Chair, Treasurer and Secretary and contact information will be forwarded to Council and the Clerk-Treasurer.

The role of the Chair is responsible to ensure all minutes including committee decisions and that all major expenditures for events and materials is approved by the majority of the committee at a meeting.

The role of the Treasurer is to ensure that a summary of revenues and expenditures is presented in a timely manner after each event.

The Secretary prepares the minutes and recommendations for the committee on behalf of the chair.

General membership may include but is not limited to residents of the Brudenell, Lyndoch and Raglan Township, to a maximum of 20% of members residing outside of the Township. Each year two (2) students from the Madawaska Valley District High School (MVDHS) could be invited to join, if interest is expressed, to provide input as Youth Advisors to the BLR Recreation Committee. Volunteers that join or resign will be approved by the Recreation Committee. Volunteers will be encouraged to form subcommittees specific to events but will not have voting.

Members are encouraged to attend all meetings, but if a member is unable to attend more than three consecutive meetings due to personal or other circumstances, they will be approached by the executive to determine interest to remain on the committee.

The maximum number of committee members will be eleven (11).

**Membership – Executive:**

The BLR Recreation Committee Executive will each serve a one (1) year term with voting of new executive to take place at the last scheduled meeting of the calendar year.

**Meetings:**

Meetings will generally be held once a month at the BLR Community Centre, however the time and frequency of meetings will be determined by a majority of committee members.

**Schedule “A”**

Meetings will be held at minimum quarterly. The time of meetings will be determined by the majority of committee members.

**Department Jurisdiction:**

The BLR Recreation Committee will report directly by forwarding minutes of Committee Meetings, correspondence or requests to the Operations Manager to be included in the Council agenda.

**Staff Contact:**

The main staff contact will be the Operations Manager. It is understood that the Operations Manager is subordinate to, and reports directly to the Clerk-Treasurer. Approved financial transactions may necessitate some interaction with the Treasurer and advertising



requirements may necessitate some interaction with the Deputy Clerk. Required work maintenance at the recreational facility may require some interaction with the Operations Manager.

**Term:**

This agreement automatically renews yearly unless requested by either party upon written notification to the other party.

**Funding:**

When funding is available to assist the BLR Recreation Committee as a Community Volunteer Group with costs associated with programming, Special Events, Accessibility or retrofits to the recreational facilities associated with the facilities used by the BLR Recreation Committee, the Operations Manager and the Executive of the BLR Recreation Committee can work cooperatively on applications for Council support and approval for funding.

**Building and Property Scope:**

- The building is owned by the Township of Brudenell, Lyndoch and Raglan and is located at 22 Burnt Bridge Rd. Palmer Rapids.
- Whenever possible the BLR Recreation Committee will be consulted prior to any major expenditure or items being brought forward by municipal staff for Council consideration in its annual budget estimates.
- Major expenditures of an emergency basis will be dealt with expeditiously by all parties.
- Operations Manager is an employee of the municipality, oversees the caretaking of the facility and any maintenance issues.
- The Office & Operations Assistant assists and oversees the rentals of the facility and is provided with the BLR Recreation Committee schedule of events which is submitted yearly prior to each calendar year to ensure the committee dates are scheduled.

ITEM	RESPONSIBLE PARTY	RATIONALE	FREQUENCY
<u>Building Exterior</u> Roof, siding, foundation, windows, doors, trim, etc.	The Township	Part of regular maintenance and/or capital budget	As Required
<u>Promotion</u>	The Township  The BLR Recreation Committee	Promotion of municipal event i.e. No cost for promotion on municipal website, social media. The committee can also self-promote through their own social media	
<u>Advertising</u>	Township link to website	Municipality advertises annual events at the BLR Community Centre through the website, social media sites and/or in conjunction with print material.	
<u>Insurance</u> Building, volunteer liability	The Township	Part of regular operational budget-The Township provides insurance for the facility, volunteers and municipally sanctioned events.	Annually
<u>Taxes</u> Payment of regular billing	The Township	Part of regular operational budget.	Annually
<u>Interior Maintenance</u> Cleaning-regular upkeep	The Township  The BLR Recreation Committee	Office & Operations Assistant cleans after the events and assists with setup re: tables, etc. The committee will put up and take down any decorations or props or instruments or alcohol before and after the event, tidy up, including sweeping and scrubbing of floors, kitchen etc.	As required
<u>Interior Improvements</u> To be determined (Paint, repairs, etc.)	Shared Township and the Committee	Recommended improvements are part of the regular maintenance budget. The committee can fundraise for additional items or enhancements (ie. Lighting, equipment, tables, etc.) if they so choose	As required
<u>Heating</u> Costs associated with furnace, fuel, (propane), repairs, maintenance	The Township		Billed monthly as required

<u>Plumbing</u> Costs associated with repairs and changes to the plumbing system	The Township		As required
<u>Use of the BLR Community Centre</u>	The Township The BLR Recreation Committee	Rentals are coordinated through the Office & Operations Assistant The committee at the beginning of each year will provide the Office & Operations Assistant the dates required to run their fundraising events and will work cooperatively with the existing use of the public community space (ie. Friendship club, lions club, monthly renters, CRC, MV Library)	
<u>Cost of Rental</u>		No cost to utilize the Community Centre for committee's fundraising events	
<u>Budgeting</u>	The Township  BLR Recreation Committee	-Budgets for maintenance, capital expenses of the BLR Community Centre; -Grants for accessibility, capital needs, Canada Day, etc. are applied for through the Municipal Office with Committee consultation. -Treasurer will provide timely updates from the General Ledger and/or as requested by the Treasurer of the committee The Committee will set goals for fundraising to offer existing or new programming, or enhanced equipment or capital purchases benefiting the facility or municipality.	Yearly
<u>Sales/Petty Cash</u> To be used for small purchases to reduce cash advances throughout the year.	Township  Committee	Operating funds for the facility will be obtained through budgeting. Allocation towards special events approved during budgeting. Prior to events petty cash cheques for floats or for bar are processed through request 1 week prior to the event.	Yearly  As required
<u>Property Grass cutting/Winter Maintenance</u>	Township  Committee	Township responsible for grass cutting & winter maintenance & garbage pickup. Committee responsible for sorting and placing their garbage in the allocated location for staff pick up	As required

<u>Hydro &amp; Telephone Internet</u>	The Township	Budgeted annually	
<u>Access</u>	The Township	Keys to the BLR Community Centre will be provided to the executive for distribution (3 total)	As required

DRAFT

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

**BYLAW NO. 2023-28**

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 May 3, 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 Special Council Meeting of May 3, 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 3<sup>rd</sup> Day of May, 2023.

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

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