



## Township of Brudenell, Lyndoch and Raglan

### Meeting Minutes

#### Regular Meeting February 7, 2024 - 07:00 PM

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

**1 Call to Order & Roll Call**

Call to order Regular Council Meeting for the Corporation of the Township of Brudenell Lyndoch and Raglan this 7th day of February, 2024 at 7:01 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt (Absent)

Councillor Keller

Councillor Quade

Mayor Jahn (Absent)

**2 Land 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:** 2024-02-07-01

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the agenda as amended to include an addition item under subsection (b) in Closed Session, item 11.12 Tangible Capital Assets - Asset Retirement Obligations Policy and item 13.4 By-Law to amend By-Law 2003-13."

**CARRIED**

**4 Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest expressed.

**5 Mayor's Address**

**6 Clerk's Report**

The Clerk-Treasurer attended 4 meetings via zoom in January. The 2023 year end was completed last week, and we can now start the 2024 budget process. The preliminary budget meeting will be set for February 21<sup>st</sup>, 2024 at 7:00pm if Council is in favour of this.

**7 Delegations and/or Presentations**

**7.1 Presentation from Gallagher Benefit Services Group - Jane Mizanski (via zoom)**

Ms. Mizanski provided the details of the compensation review Gallagher is providing to the Township, why they are doing it, how it is a legislated requirement and the benefits of having the studies completed for the organization.

**8 Adoption of Minutes from Previous Meetings**

**Resolution No:** 2024-02-07-02

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby adopt the minutes of the Regular Council Meeting of January 3rd, 2024 as presented."

**CARRIED**

**9 Committee and/or Staff Reports**

**9.1 CBO - Staff Report**

**Resolution No:** 2024-02-07-03

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the Chief Building Official 2023 Summary Report as information."

**CARRIED**

**9.2 Bird Family House Fire Fundraising Skate**

**Resolution No:** 2024-02-07-04

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Fundraiser for Luke Bird and Family by donating 1 hour of ice time and two skate sharpening's for raffle prizes and all proceeds from the canteen on the night of February 10th, 2024 from 6-9pm."

**CARRIED**

**10 Correspondence**

**Resolution No:** 2024-02-07-05

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

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

Item 10.5, 10.7 and 10.11 be brought back for Council Support at the next Regular Meeting.

**CARRIED**

**10.1 Water and Wastewater Unaffordable**

**10.2 Amend The Municipal Act and Municipal Elections Act**

**10.3 Road Safety Emergency**

**10.4 Landlord and Tenant Board**

**10.5 Expand the Life Span of Fire Apparatus**

- 10.6 Licence Plate Renewals
- 10.7 Carbon Tax
- 10.8 AMO - Social and Economic Prosperity Review
- 10.9 2024 - County of Renfrew Budget
- 10.10 2024 ROMA Conference
- 10.11 Provincial & National Fire Fighting Strategy
- 10.12 County Council Summary - January

**11 New Business**

**11.1 Strong Mayor Powers from the Western Ontario Warden’s Caucus**

**Resolution No:** 2024-02-07-06

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

“THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support item 11.1 Strong Mayor Powers from the Western Ontario Warden’s Caucus.”

**CARRIED**

**11.2 Cemetery Transfer/Abandonment Administration & Management Support**

**Resolution No:** 2024-02-07-07

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

“THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support item 11.2 Cemetery Transfer/Abandonment Administration & Management Support.”

**CARRIED**

**11.3 Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”**

**Resolution No:** 2024-02-07-08

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

“THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support item 11.3 Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”.”

**CARRIED**

**11.4 Madawaska Valley and Killaloe Public Library Contracts**

**Resolution No:** 2024-02-07-09

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"That we the Council for the Township of Brudenell, Lyndoch and Raglan hereby approve both 2024 Madawaska and Killaloe Public Library contracts."

**CARRIED**

**11.5 AORS - Municipal Equipment Operator Course**

**Resolution No:** 2024-02-07-10

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;  
AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;  
AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;  
AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.  
THEREFORE IT BE RESOLVED, that The Township of Brudenell, Lyndoch and Raglan supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;  
AND THAT, The Township of Brudenell, Lyndoch and Raglan calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;  
AND THAT, a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccinni, The Township of Brudenell, Lyndoch and Raglan's Member of Provincial Parliament John Yakabuski and the Association of Ontario Road Supervisors."

**CARRIED**

**11.6 Authorization to Sign Grant Application**

**Resolution No:** 2024-02-07-11

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"Be it Hereby Resolved That:  
this Council of the Township of Brudenell, Lyndoch and Raglan approves and authorizes staff to submit an application to the Emergency Management Ontario's Community Emergency Preparedness Grant and authorizes the Deputy Clerk to sign the necessary documents associated with the grant."

**CARRIED**

**11.7 Physician Recruitment Retention**

**Resolution No:**

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby directs the Clerk-Treasurer to bring this Physician Recruitment and Retention for Barry's Bay and Area request to the budget meeting."

**TABLED**

**11.8 Asset Management Plan - Stage 2**

**Resolution No:** 2024-02-07-12

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

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

**CARRIED**

**11.9 Community Safety and Well-being Plan - Update**

**Resolution No:** 2024-02-07-13

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby accept the January 30th CSWB Minutes and Wellness Day Event as information."

**CARRIED**

**11.10 Severance B187/23**

**Resolution No:** 2024-02-07-14

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan approve the Land Severance Application #B187/23, from Jacob & Tara Shiner, for the creation of one new lot providing that all the conditions as listed in the County of Renfrew Planning report concerning this division of land are met."

**CARRIED**

**11.11 Severance B177/23(1), B178/23(2), B179/23(3), B180/23(4)**

**Resolution No:** 2024-02-07-15

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan approve the Land Severance Application #B177/23(1), B178/23(2), B179/23(3), B180/23(4), from Keith Kinder & Lynn Wood, for the creation of three new lots and one lot addition, providing that all the conditions as listed in the County of Renfrew Planning report concerning this division of land are met."

**CARRIED**

**11.12 Tangible Capital Assets - Asset Retirement Obligations**

**Resolution No:** 2024-02-07-16

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan adopt the Tangible Capital Assets - Asset Retirement Obligations Policy as presented."

**CARRIED**

**12 Financial Report**

**12.1 Arrears Report**

**Resolution No:** 2024-02-07-17

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

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

**CARRIED**

**12.2 Remuneration and Expenses for Council - 2023**

**Resolution No:** 2024-02-07-18

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

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

**CARRIED**

**13 By-Laws**

**13.1 Zoning Amendment - Holly/Cybulski**

**Resolution No:** 2024-02-07-19

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2024-05 being a By-Law to amend By-law Number 87-08 of the former Township of Brudenell and Lyndoch as amended, having been introduced and read a first, second and third time and finally passed."

**CARRIED**

**13.2 Authorize the Destruction of Certain Records**

**Resolution No:** 2024-02-07-20

**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 2024-06 being a By-Law to Authorize the Destruction of Certain Records of the Corporation of the Township of Brudenell, Lyndoch and Raglan, having been introduced and read a first, second and third time and finally passed."

**CARRIED**

**13.3 By-Law To Enter into an Agreement**

**Resolution No:** 2024-02-07-21

**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 2024-07 Being A Bylaw to Authorize the Entering into a License Agreement Between the Corporation of the Township of Brudenell, Lyndoch and Raglan and Carrie Loreen Jane McIntyre, Allan Phillip McIntyre and Jason James Russell Lloyd Stephens, having been introduced and read a first, second and third time and finally passed."

**CARRIED**

**13.4 By-Law to amend By-Law 2003-13**

**Resolution No:** 2024-02-07-22

**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 2024-08 to amend By-Law 2003-13 to add Schedule "A" - Site Plan Control Application & Fees, having been introduced and read a first, second and third time and finally passed."

**CARRIED**



**14 Closed Session**

**14.1 To go into Closed**

**Resolution No:** 2024-02-07-23

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

**CARRIED**

**14.2 To come out of Closed**

**Resolution No:** 2024-02-07-24

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"That Council comes out of closed at 9:29 pm."

**CARRIED**

**14.3 Report from Closed**

"In Closed Session Council discussed one item regarding employee negotiations and five personal matters about identifiable individuals."

**14.4 Resolution from Closed #1**

**Resolution No:** 2024-02-07-25

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"WHEREAS Mayor Jahn has advised that due to a short-term medical leave, she will be absent from the meetings of council for up to three successive months commencing with her planned absence effective February 7, 2024; and

WHEREAS Section 259(1)(c) of the Municipal Act, 2001, S. O. 2001, c. 25, provides that the office of a member of council becomes vacant if the member is absent from the meetings of council for three successive months without being authorized to do so by a resolution of council; and

BE IT THEREFORE RESOLVED THAT the Council of the Township of Brudenell, Lyndoch and Raglan hereby authorizes Mayor Jahn to be absent from meetings of council for up to three consecutive months effective February 7, 2024, in accordance with Section 259(1)(c) of the Municipal Act, 2001."

**CARRIED**

- 14.5 Resolution from Closed #2**  
**Resolution No:** 2024-02-07-26  
**Moved By:** Kevin Quade  
**Seconded By:** Wayne Banks

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby direct the Clerk-Treasurer to proceed with direction given in closed."

**CARRIED**

- 15 Confirmation By-Law**  
**Resolution No:** 2024-02-07-27  
**Moved By:** Kevin Quade  
**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2024-09 being a By-Law to confirm the proceedings of the February 7th, 2024 Regular Meeting of Council, having been introduced and read a first, second and third time and finally passed."

**CARRIED**

- 16 Adjournment**  
**Resolution No:** 2024-02-07-28  
**Moved By:** Kevin Quade

"THAT this meeting adjourns at 9:30 pm."

**CARRIED**

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Deputy Mayor, Sheldon Keller

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Clerk-Treasurer, Virginia Phanenhour