



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

### **Meeting Minutes**

**Regular Meeting December 3, 2025 - 07:00 PM**

Present Were:	Councillor,	Sheldon Keller
	Councillor,	Wayne Banks
	Councillor,	Iris Kauffeldt
	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 3rd day of December, 2025 at 7:00 pm.

Roll Call:

Councillor Banks

Councillor Kauffeldt

Councillor Keller

Councillor Quade

**2 Land Acknowledgement**

"As we gather this evening I would like to acknowledge on behalf of this 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:** 2025-12-03-01

**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 two items in closed session under subsection (b) personal matters about an identifiable individual."

**CARRIED**

**4 Disclosure of Pecuniary Interest**

There were no declarations of pecuniary interest expressed.

**5 Mayor's Address**

Nothing to Report

**6 Clerk's Report**

Nothing to Report

**7 Delegations and/or Presentations**

**7.1 Delegation Request - Marilyn Musclow**

**Resolution No:** 2025-12-03-02

**Moved By:** Iris Kauffeldt

**Seconded By:** Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby direct staff to pay the septic pumping bill in the amount of \$450.00, invoice number 2820 to QRAA and further any further pumping must follow direction under 20 (a) of the Public Washroom Contract as passed by By-Law 2019-32."

**CARRIED**

**7.2 Delegation Request - Kelly McLeod**

**8 Adoption of Minutes from Previous Meetings**

**Resolution No:** 2025-12-03-03

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"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 November 5th, 2025 as presented."

**CARRIED**

**9 Committee and/or Staff Reports**

**9.1 Holiday Hours - Staff Report**

**Resolution No:** 2025-12-03-04

**Moved By:** Wayne Banks

**Seconded By:** Kevin Quade

"THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby authorize the closure of the Township Office from December 24, 2025 - January 2, 2026; AND FURTHER THAT staff will use four days of vacation and one day will be given by Council, AND FURTHER THAT the Waste Sites will be closed at noon on December 24th – December 26th and closed at noon on December 31st and reopen on January 2nd."

**CARRIED**

**10 Correspondance**

**Resolution No:** 2025-12-03-05

**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 with the exception of items 10.1 and 10.2 to be brought back to the next regular meeting of council."

**CARRIED**

- 10.1 Removing HST/GST from New Homes to Support Housing Affordability**
- 10.2 Solve the Crisis and Winter Homelessness Program Support**
- 10.3 Affordable Rental Housing**
- 10.4 Support for Future Use and Deployment of Canadian Nuclear Energy**
- 10.5 Bill 5—Protect Ontario by Unleashing Our Economy Act**
- 10.6 Great Lakes and St. Lawrence Cities Initiative**
- 10.7 Strengthening Local Care: Algonquin College Launches New Nursing Degree Program**
- 11 New Business**
  - 11.1 Council Discussion re: Holiday Bonus for Staff**  
**Resolution No:** 2025-12-03-06  
**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 issue Christmas bonuses to staff in the amount of \$100.00 each."

**CARRIED**
  - 11.2 Shoreline Road Allowance - Mantifel**  
**Resolution No:** 2025-12-03-07  
**Moved By:** Wayne Banks  
**Seconded By:** Kevin Quade

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

**CARRIED**
  - 11.3 2026 Municipal Insurance Quote**  
**Resolution No:** 2025-12-03-08  
**Moved By:** Iris Kauffeldt  
**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan hereby direct the Clerk-Treasurer to renew the Municipal Insurance for 2026 and to accept the three-year long-term agreement at the discounted rate."

**CARRIED**

**12 Financial Report**

**Resolution No:** 2025-12-03-09

**Moved By:** Iris Kauffeldt

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan accept the Year-to-Date Budget Variance and the Monthly Expenses Summary as presented."

**CARRIED**

**13 By-Laws**

**13.1 By-Law 2025-46 - Emergency Management Program**

**Resolution No:** 2025-12-03-10

**Moved By:** Iris Kauffeldt

**Seconded By:** Wayne Banks

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2025-46 Being a By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act* having been read a first, second and third time and finally passed."

**CARRIED**

**14 Closed Session**

**14.1 To go into Closed**

**Resolution No:** 2025-12-03-11

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"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(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board, and two items under subsection (b) personal matters about an identifiable individual."

**CARRIED**

**14.2 To come out of Closed**

**Resolution No:** 2025-12-03-12

**Moved By:** Kevin Quade

**Seconded By:** Wayne Banks

"That Council comes out of closed at 8:29 pm."

**CARRIED**

**14.3 Report from Closed**

"In Closed Session Council received legal information and discussed two identifiable individuals."

**15 Confirmation By-Law**

**Resolution No:** 2025-12-03-13

**Moved By:** Kevin Quade

**Seconded By:** Iris Kauffeldt

"THAT we the Council for the Corporation of the Township of Brudenell, Lyndoch & Raglan hereby adopts By-Law 2025-47 being a By-Law to confirm the proceedings of the December 3rd, 2025 Regular Meeting of Council, having been read a first, second and third time and finally passed."

**CARRIED**

**16 Adjournment**

**Resolution No:** 2025-12-03-14

**Moved By:** Wayne Banks

**Seconded By:** Iris Kauffeldt

"THAT this meeting adjourns at 8:30 pm."

**CARRIED**

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Mayor, Valerie Jahn

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Clerk-Treasurer, Virginia Phanenhour